



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

CITY COUNCIL AGENDA Monday, September 12, 2022

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council Meetings and Workshops will be held in the Council Chambers at City Hall. Attendees are welcome to participate virtually as well. Public Comments are encouraged on the agenda items designated with a ®. Virtual attendees may alert the City Clerk that they wish to speak by submitting their name, address, and agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. Those attending in person may comment when the floor is opened for that purpose.

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

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

<https://zoom.us/j/99156131279>

or

<http://www.cityofmilford.com/553/Watch-Public-Meetings>

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

Call 301 715 8592 Webinar ID: 991 5613 1279

6:00 PM

15-Minute Public Comment Period*

COUNCIL MEETING

Call to Order – Mayor Arthur J. Campbell

Invocation

Pledge of Allegiance

Roll Call

Approval of Previous Minutes

Recognition

Introduction/New City Employees

Proclamation 2022-15/Suicide Prevention Awareness

Staff Reports

Monthly Police Report

City Clerk

Monthly City Manager Report:

Public Works Department

Electric Department
Planning & Zoning Department
Parks & Recreation Department
Human Resources
Economic Development & Community Engagement
IT Department
Finance Department

Communications & Correspondence

Unfinished Business

Appointment & Reappointments/Parks & Recreation Advisory Board
Appointment/City Tree Commission

New Business

Adoption/Resolution 2022-11/Halloween Trick or Treat Date & Time ®

Adoption/Resolution 2022-12/City of Milford 2023 Holidays ®

Introduction:

Ordinance 2022-33/Chapter 204 Article I Property Tax Relief-Seniors Citizens

Ordinance 2022-34/Chapter 55/Personnel Code/Section 11.3/Political Participation

Update/Economic Development

Update/Strategic Plan

Council Retreat Date ²

Update/FY21 City of Milford Audit

Authorization/DelDOT Contract T201820001/NE Front Street TAP Project & Match Funding

Authorization/DelDOT Contract T201904201/US 113 & SR 14 Intersection Improvements

Authorization/DelDOT Support/US Route 113 Milford Bypass ¹

DelDOT Contract T202107601/Bridge 2-021A Maintenance/Rehoboth Boulevard

EXECUTIVE SESSION

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

Legal-

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

Potential Motions:

Land Purchase

Land Donation

Legal Matter

Adjournment

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

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

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

*Comments restricted to same date's Council agenda items.

The time limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers.

050222 06242 080422 082922 083122 090122 090222

¹090622 Late Addition Requested by City Planner

090922 Item Removed/Transferred to 092622 Agenda

²091222 Item Moved/Authorization Removed



City of Milford



PROCLAMATION 2021-15 *Suicide Prevention Awareness Month*

WHEREAS, September is Suicide Prevention Awareness Month — a time to raise awareness of this stigmatized, and often taboo topic; and

WHEREAS, we use this month to shift public perception, spread hope, and share vital information to people affected by suicide; and

WHEREAS, after years of advocacy and preparation, 988 is now available nationwide as the new number to contact for mental health, substance use and suicide crises - a simple, easy-to-remember way for people to get help, regardless of where they live; and

WHEREAS, Suicide is the 2nd leading cause of death among people aged 10 – 34 and the 10th leading cause of death overall in the U.S, increasing by 35% since 1999; and

WHEREAS, Suicide has now become the number one killer of police officers in the United States and today is more than triple that of officers fatally injured in the line of duty, according to Blue H.E.L.P., a nonprofit group that is educating police departments and advocating for benefits for officers suffering from post-traumatic stress; and

WHEREAS, Suicide rates among active-duty military members are presently at an all-time high since recordkeeping began after 9/11, with some branches of the Armed Forces experiencing the highest rate of suicides since before World War II; and

WHEREAS, Suicidal thoughts, much like mental health conditions, can affect anyone regardless of age, gender, or background and are often the result of an untreated mental health condition; and

WHEREAS, Suicidal thoughts, although common, should not be considered normal and often indicate more serious issues; and

WHEREAS, while suicide prevention is important to address year-round, Suicide Prevention Awareness Month provides a dedicated time to come together with collective passion and strength to address this difficult topic because just one conversation can change a life.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, do hereby proclaim September 2022 as
Suicide Prevention Awareness Month in the City of Milford
and ask our citizens to recognize that taking care of ourselves and others includes taking care of mental health; and

I FURTHER encourage all residents to take the time to check-in with family, friends, neighbors, and coworkers regularly and to communicate their appreciation for their existence by any gesture they deem appropriate--a simple phone call, message, handshake, or hug can go a long way towards helping someone realize that Suicide is not the answer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 12th day of September 2022.

Mayor Arthur Campbell

Attest _____
City Clerk Teresa K. Hudson

CITY OF MILFORD
COUNCIL MEETING MINUTES
August 8, 2022

The City Council of the City of Milford met in Regular Session on Monday, August 8, 2022

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield, Acting Police Chief Edward Huey, and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmembers Nirmala Samaroo and Katrina Wilson

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council Meetings and Workshops are held in the Council Chambers at City Hall with attendees able to participate remotely as well.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:05 p.m.

INVOCATION AND PLEDGE

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

ROLL CALL

All members present with the exception of Councilmember Wilson.

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the July 6, 2022 Council Workshop Session, July 11, 2022, and July 25, 2022 Council Meetings. Motion to approve made by Councilmember Fulton, seconded by Councilmember Baer. Motion carried.

RECOGNITION

Parks and Recreation Director Brad Dennehy welcomed Cody Lahman to our team. He comes from the State of Delaware where he was a Conservation Technician III and was hired to fill the new position of Arborist Groundkeeper.

STAFF REPORTS

Monthly Police Report

Acting Police Chief Huey referenced the police report in the packet. He spoke about an anticipated increase in traffic arrests due to the Office of Highway Safety Campaigns restarting after a month's hiatus. He also shared then spoke about officer/employee mental health training and SRO/Community Officers relationships with various apartment complexes.

Mayor Campbell recognized National Night Out and the great job the Police Department did this past Tuesday.

Councilmember Boyle moved to accept the Police Report, seconded by Councilmember James. Motion carried.

City Clerk then presented her report, also included in the packet, noting the increase in Special Events in Milford, as well as FOIA requests.

Councilmember James moved to accept the City Clerk's report, seconded by Councilmember Baer. Motion carried.

Please see packet for City Manager and associated reports. City Manager Whitfield, Public Works Director Mike Svaby, Electric Director Tony Chipola, HR Director Jamesha Williams, Economic Development and Community Engagement Administrator Sara Bluhm, IT Director Dale Matthews, and Finance Director Lou Vitola provided monthly updates for each of their departments/divisions.

City Manager recognized the work of Public Works Director Mike Svaby and City Engineer James Puddicombe for their work in completing the Northeast Front Street project, in addition to Solicitor Rutt's assistance.

Councilmember James mentioned the work that has been done at the North and Church Street intersection. City Manager Whitfield then reported the findings of the Statewide Coordinator that reviews all ADA ramps and criteria who commended the City Manager, but to install stanchions and the addition of a centerline stripping to ensure correct vehicle positions at the intersection. Councilmember James expressed concerns it will continue to be hit.

Councilmember James also thanked City Manager Whitfield for the continued work and partnership with Carlisle Fire Company.

Electric Director Chipola also commended Steve Porter on his leadership abilities and his recent promotion to Crew Leader in the Division.

Finance Director Vitola also shared information about the recent insurance increase and the FY21 audit.

No additional information has been received regarding the Indian River Power Plant.

A synopsis of a recent code enforcement complaint posted on social media was provided by the City Manager.

When asked about the loitering problems in the area of the Farmer's Market, it was determined by the Acting Police Chief that the police have not received related complaints at the time of their occurrence, and that the officers have not observed any disturbing behavior. They will continue to monitor the situation. Councilman Fulton asked that foot patrol be increased as a result and hopes that Council discussing the matter will provide some relief as well.

Councilmember Baer commended and thanked Eagle Scout Logan Huey for his efforts with his hydrant painting project.

WARD REPORTS & COMMUNICATIONS

Addressed during the Staff report review. Nothing additional to report.

CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

Appointment/Tree Commission Members

Appointment/P&R Advisory Board

Both items postponed until the August 22, 2022 Council meeting.

NEW BUSINESS

Appointment/Milford Community Cemetery Board

Mayor Campbell appointed Councilmember Baer to the Milford Community Cemetery Board.

SE&SW Front/Walnut/Causey Intersection

City Manager Whitfield shared information regarding the bridge issue on Southwest Front Street that has a three-ton weight limit. As was previously reported, trucks turning off Walnut Street find there is no exit because it becomes one-way at the beginning of the parking lot to South Walnut Street.

Manager Whitfield contacted Secretary Majeski to consider some solutions to address the safety issue with the bridge. The bridge will hopefully within the next couple of years, will be replaced. When that occurs, there is still the problem of getting vehicles in and out.

City Engineer Puddicombe reported that Century Engineering was hired to do an evaluation of that and two other intersections, with the key intersection being Southwest Front and South Walnut, due to the issues the City Manager alluded to. Their evaluation essentially showed that the intersections don't actually meet signal requirements. Except for a line-of-sight issue, they will be eligible for a conversion to four way stops.

Between Century Engineering and DelDOT, their recommendation is to temporarily turn the lights to flashing red and convert that intersection at Southwest Front and Walnut Streets to a four way stop and return Southwest Front Street to two-way traffic. It would then be evaluated for stacking and other issues as well as traffic incidents.

It was confirmed that the signalization at South Front Street and Walnut Streets was also included in the evaluation and it was determined that no signal is required there. However, at this time, the focus is to temporarily change Southwest Front and Walnut to alleviate some of the issues. The long-term plan may include changes at the Causey and South Walnut Street as well.

If all goes well, the long-term plan would be to permanently convert to a four way stop intersection.

DelDOT has suggested the signals remain and if this does not work, it is only a matter of removing several stop signs and the reactivation of the signals according to the City Manager. This will eliminate a major safety concern with the bridge.

Engineer Puddicombe confirmed it will take approximately a month to install stop signs, informational signs the traffic pattern is changing, and to receive DelDOT's authorization of the redesign.

Councilmember Baer asked if there is an interest in a rotary for that intersection and it appeared there was some related discussion; Engineer Puddicombe explained the long-term plan will consider alternatives to signalization to include traffic or oblong circles and the reason a final determination has not been made.

Councilmember Marabello confirmed that Southwest Front Street would become two-way traffic to avoid the large trucks from using the Southwest Front Street bridge. He asked where the turn would occur, and the City Engineer said the two large parking lots on the north side of the street would be utilized. Councilmember Marabello expressed concern regarding the lack of space in the City parking lot to turn and referenced the number of damaged curbs in that area. He suggested eliminating two parking spaces to allow a wider area at the end adjacent to the theater.

DelDOT Request/NE Front Street Easement

City Engineer Puddicombe reported that DelDOT reached out regarding the signal conversion and handover to them. Some of the older equipment needs upgrading at the Walnut and North Front Streets intersection. In order to do that, they have to come onto the parking lot area. As a result, they are requesting a permanent easement within that parking lot.

The City Engineer does not see a problem as it is not a large area and there is some heavy electrical equipment in that same space, and nothing would be constructing that would prohibit access or similar activity. This would occur at the front corner closest to the signal.

Councilmember James moved to grant an easement on Tax Parcel 5-16-18310-03-8000-00001 (City parking lot) to the State of Delaware Department of Transportation, as previously described, seconded by Councilmember Fulton. Motion carried with no one opposed.

Bid Award/2020 Sidewalk Program Project

City Engineer reported his team went out and inventoried the remaining roads throughout the City to incorporate the remaining four ward streets, not included in the first year of the Sidewalk Program.

After the announcement of the proposal, three bids were received for the 2020 Sidewalk Program Project as follows:

Tru Grit LLC:	\$896,500.00
Mitten Construction Co:	\$412,670.00
Jaquez Concrete LLC:	\$380,760.00

Mitten Construction did the work on the previous Sidewalk Program and Jaquez Concrete handled the 2020 Street Sidewalk project. Both bids were within 50 cents per square foot and monetarily as expected considering the inflation rises in prices.

The recommendation is to award the contract to Jaquez Concrete a Limited Liability Company in the amount of \$380,760 as the apparent low bidder. The bid solicitation included the private component of \$289,000 for the Sidewalk Program and the City’s contribution of \$91,760. The recommended funding for this contract follows:

City Contribution – Realty Transfer Taxes/RTT:	\$ 91,760
Private Component – RTT & Sidewalk Funds:	\$289,000 (breakdown below)
Total Contract:	\$380,760

RTT funding was used in the first round of the Sidewalk Program, with an additional \$140,000 reserved for the current round. Of the \$211,510 billed to property owners in round one, \$104,591 has been paid back to the City with \$106,920 having been paid monthly over a five-year term, those collections averaging about \$750 per month.

The City’s Sidewalk Program can be characterized as a revolving fund with recurring rounds of advance funding and a mix of repayments. The recommended funding for the 2020 Sidewalk Program Project follows:

Sidewalk Fund Repayments Available from Round One:	\$104,591
Sidewalk Funding Reserved for Round Two (RTT):	\$140,000
Advance Funding for Round Two (RTT):	\$ 44,410
Subtotal – Private Component	\$289,000
City Component – RTT Funding	\$ 91,760
Grand Total – Contract Funding	\$380,760

Finance Director Vitola confirmed the funding, as described, does not create any deficits and instead are solid and solvent.

Councilmember Boyle moved to authorize the award of the current contract of the 2020 Sidewalk Program project to Jaquez Concrete a Limited Liability Company in the amount of \$380,760.00, to be funded with a combination of \$104,591 in Sidewalk Funds available and \$276,170 in Realty Transfer Taxes. Of that amount, \$289,000 will be subject to repayment by property owners. Motion seconded by Councilmember James and carried with no one opposed.

Ordinance Introductions:

Mayor Campbell introduced the following ordinances and Planning Director Rob Pierce provided a brief narrative:

Ordinance 2022-28/Feeps Distilling Conditional Use

Application of Feeps Distilling Co on behalf of S & P Holdings LLC for an Amended Conditional Use

2.19 +/- acres of land located along the east side of McColley Street between Delaware Avenue and McCoy Street.
Addressed: 733 McColley Street, Milford, Delaware.
Comprehensive Plan Designation: Industrial
Zoning District: I-1 (Limited Industrial District)
Present use: Distillery with Tasting Room
Proposed Use: Distillery with Tasting Room and Outdoor Seating
Tax Parcel: 3-30-11.09-015.00

Ordinance 2022-29/PAM Conditional Use

Application of PAM Milford on behalf of CAH Development, LLC for a Preliminary Conditional Use

128.87 +/- acres of land located along the south side of Wilkins Road, east of Elks Lodge Road and west of Cedar Creek Road, part of the Sussex Health Campus.
Comprehensive Plan Designation: Employment
Zoning District: IS (Institutional Service District)
Present use: Health Campus
Proposed Use: Health Campus with Additional Medical Office Building
Tax Parcel: 3-30-15.00-058.05 (portion of)

The items will be reviewed by the Planning Commission on August 16 and will be back before City Council on August 22nd for final action.

City Manager Whitfield introduced the following three ordinances, with a recommendation to delete each chapter from the Code of Ordinances.

Ordinance 2022-30/Chapter 41/Meetings

Rescind in its entirety.

Ordinance 2022-31/Chapter 45/Milford Parking Authority

Rescind in its entirety.

Ordinance 2022-32/Chapter 54/Partnership of Greater Milford

Rescind in its entirety.

Public comments will be taken at the August 22nd meeting with a final determination to be made at that time.

Review/Proposed Redistricting Maps

City Manager referred to the review of the proposed redistricting maps. These maps were created by DBF at the request of staff after the Mayor had assigned the task in January based on that criterion in the Charter.

Mayor Campbell then introduced the newly appointed President of DBF Professional Engineer Ring Lardner.

PE Lardner stated that DBF was asked to review the ward maps based on the recent Census data in preparation for future elections. He referenced the two maps presented. The first map shows the current boundaries, and the second map is the recommended map.

The wards increased in size and in 2010, ward one had a population of 2,442 and in 2020, that population increased to 3,207. Ward two increased from 2,331 to 2,895; ward three went from 2,368 to 2,468, and ward four went from 2,418 to 2,634. As expected, ward one and ward two had the most growth and is where the majority of development occurred since 2010. That generates the population in 2020 to be 11,204 residents.

The charter directs the four wards to be as close as possible in number and there is a variation. That numbers equals 2,801 and the lowest ward is required to be within 10% of the other words. In reviewing that number, it was determined the ward maps from 2010 no longer met those requirements and thus, the need to redistrict.

The wards end up with the following numbers:

Ward One 2,823
Ward Two 2,727
Ward Three 2,725
Ward Four 2,933

PE Lardner explained that ward four grows the largest from the redistricting, though there is not a lot of growth expected over the next ten years. This allows the other wards to grow and hopefully remain within the 10% balance.

Residents cannot be allocated, but growth areas considered and the purpose of letting ward four grow naturally thus becoming the largest ward.

It was determined that a portion of ward three in the downtown area is now ward four. City Manager Whitfield explained that the goal was to stay with main roads as boundaries. In the past, there were some lines that went through the rear of properties.

Councilmember James said he is appreciative of the forecast planning in an attempt to reduce the impact in 2030. It also follows natural boundaries of the roads, instead of cutting through properties.

It was noted by PE Lardner that this is the fourth iteration. Each was different based on streets and properties. It was determined this was the most balanced of the boundaries and made the most sense when looking at using streets as a natural dividing line versus previous boundaries that sliced through properties. This made the most sense mathematically as well.

The ordinance will have to be approved within six months of the next general election in April 2023, which allows another month to meet the requirement. The maps and legal descriptions need to be advertised one month prior to the election. If there are any questions, PE Lardner will come back and answer those questions.

He can also provide another map showing what moved where, etc.

Solicitor Rutt explained this has to go through the ordinance process, including public comments. It also has to be advertised in two newspapers of general circulation. That has to include not only the written description of the proposed wards, but also the maps. It also needs to be posted on the City's website. That is how the public is made aware of the changes.

It was agreed it has to be enacted by October 22, 2022, because the next election is April 23, 2023.

Councilmember Boyle asked that the final map contain a more current map with correct street names, as the street names in some developments are incorrect. PE Lardner confirmed that will be verified.

City Clerk Hudson asked that by September 1, 2022, Council provide any questions or concerns in order to proceed with the ordinance process to ensure this is in place, as was explained by Solicitor Rutt, by no later than October 2023.

Milford Corporate Center/Preliminary Plans

City Manager Whitfield presented the preliminary plans for the new Milford Corporate Center. He introduced Becker Morgan Group's Principal Mike Riemann, PE and Chad Carter, Land Planner/Landscape Architect, who have been working with staff, as well as Tsionas and Emory Hill in developing the master plan for the former Fry Farm, now known as the Milford Corporate Center.

Mr. Riemann reported work began a couple months ago to put some concepts behind the business park. They started at a

very high level before surveys have been done. But really to see how the plan should come together.

They had some design objectives that have come out is a plan that is flexible that supports small and large users in the campus. It would also take advantage of the Route 15 and Route 14 corridors and visibility, and include some public amenities and walking trails in a phased approach obviously minimizing off site costs as much as possible,

He referred to the master concept plan with 182 acres. The property is split zoned with the majority of the property I1 (industrial). The frontage on Route 14 and part of Route 15, is a BP (business park) zoning district. They anticipate the accesses to Routes 15 and 14. The access on 15 is aligned with Airport Road and is showing a roundabout in that location and was conceived a number of years ago, as part of the original development plan that was included in the traffic study that was done at the time.

The thought process between the layout is to look at a range of lot sizes from approximately four to twelve acres, though they can be combined. The idea being that some of the parcels, depending on the type of tenant. Anticipated is a range of users in these campuses and the goal was to develop something so the lots could be combined.

A boulevard is shown coming through the middle of the site, connecting Route 15 over Route 14. Stormwater is shown north and is based on GIS topo as it does appear that the drainage pattern is in that direction. A drainage feature is located at the corner of Routes 15 and 14 that could create a nice attractive accent to that major intersection and the business campus.

A couple of acres are also reserved for a future water tower and well site.

Though the concept shows 27 parcels, Mr. Reimann explained smaller parcels on the bottom that fronts on Route 14 are four to five acres. Being smaller, they favor more office users or a similar use because of the visibility. The center portion shows larger lots and a little more than five acres. Though smaller individual users, they could also be combined into a possible larger unit.

The largest parcel is approximately twelve acres.

He then showed a concept on a four-acre parcel, with a two-story 25,500 square foot office building and associated parking to provide a sense of what the lot could be.

In more of the middle section, where the parcels are five to six acres, an increase in more of a 75,000 square foot space, maybe office flex, warehouse user with parking in the front and loading in the rear. Those are showing two individual users. With a 150,000 square foot user, the lots would be combined.

Planning for the smaller and the ability to combine, builds that flexibility into the plan and is a much simpler process to go back and combine lots.

Mr. Riemann then presented a very early sketch and in the one section with six lots, they can be combined into 27 acres roughly and achieve a potential 500,000 square foot user.

He shared they are seeing a range in the market. On the larger end, there are 300,000 to 500,000 square foot range. In the 75,000 to 150,000 range is where they are seeing the smaller users. The office users would be separated from that.

The next step is the PLUS process and are scheduling meetings with DelDOT to talk about access. Some traffic counting has been completed and have reviewed the old traffic studies from this area. One of the off-site improvements that was anticipated for this property, as part of the original traffic studies, is a DelDOT project that is being implemented at Route 113 and 14 to add some additional lanes.

They are also starting to discuss the steps for public outreach.

When questioned, Mr. Riemann noted that Route 15 is built to major collector standards. Though it is only two lanes, it should be sufficient. The lanes are twelve foot wide with eight-foot shoulders, those are actually. There is no anticipation of widening those lanes.

Councilman James said conceptually, we anticipate anywhere from 75,000 square feet, but more likely a 150,000 to the 500,000 square foot warehouse. Considering the number of vehicles of varying sizes that will be added, and the existing housing on Route 14 and the potential impact that Council hears from concerned citizens, he recommends working with DelDOT closely to make sure that we will have sufficient shoulders, lanes, and flow of traffic.

He likes the concept and feels it will be a good attraction for Milford.

Mr. Riemann added that they looked at the old traffic study compared to the buildout of a facility like this, which of course is based on projections, though they believe it may generate less traffic depending on how much office, warehouse, flex space, light manufacturing, etc. They think it is in line with the original traffic study that was done and some of the improvements that were being implemented as part of that.

The meeting with DelDOT is being scheduled, along with a lot more work yet to be done.

When questioned about no access from Church Hill Road, Mr. Reimann added that they discussed it and don't show it. With Church Hill really just connecting Routes 15 and 14 at each end, they did not see a lot of benefit to the site. That would put some traffic on Church Hill that is not needed. Church Hill is not up to those standards and Church Hill would end up having some significant upgrades as part of the project.

When asked about the parcels on the backside and having to drive through the entire complex before hitting their businesses, Mr. Riemann said those lots are a little larger on that side and are not the type of users that are looking for highway business.

The City Manager pointed out the walking trail on the entire outer boundary can be used in terms of a buffer for those residences along the property, as well as employees who have the opportunity to go out at lunchtime and use the path.

He also reported a water tank, as well as a potential well field, are also planned for that area as well.

When asked about the entrances, Mr. Carter said that two access points were planned. With Route 14 being a major collector and an east/west route, it made sense to have access to Route 14.

There being no further questions, the presentation concluded.

EXECUTIVE SESSION

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

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

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 7:52 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

The meeting was then temporarily adjourned.

Return to Open Session

Councilmember Boyle moved to go back into open session, seconded by Councilmember Marabello. Motion carried.

Council returned to Open Session at 8:21 p.m.

Personnel Matter

Councilmember James moved to approve Captain Edward Huey as the Department's Acting Police Chief and that a 5% increase be granted while in the capacity of Acting Police Chief, as of this date, seconded by Councilmember Marabello. Motion carried by a unanimous voice call vote.

It was noted he has the support of Council and to let them know what he needs.

No other action was required on the other items discussed in Executive Session.

ADJOURNMENT

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

The Council Meeting adjourned at 8:23 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
August 22, 2022

The City Council of the City of Milford met in Regular Session on Monday, August 22, 2022.

PRESIDING: Vice Mayor Jason James Sr.
Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield, Police Chief Kenneth Brown, and Deputy City Clerk Katrina White

COUNSEL: Solicitor David Rutt, Esquire

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council Meetings and Workshops are being held in the Council Chambers at City Hall, with attendees also participating virtually.

PUBLIC COMMENTS

No one signed up for the Public Comment Session.

CALL TO ORDER

Due to the absence of Mayor Campbell, Vice Mayor James called the Council meeting to order at 6:03 p.m.

INVOCATION AND PLEDGE

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

ROLL CALL

Mayor Campbell arrived at 6:06 p.m., resuming the Presiding Officer status. All Councilmembers were present.

RECOGNITION

Acting Chief Ed Huey introduced Emory Morgan, a resident of Milford, who works for Bayhealth Sussex Campus, was recently hired as a part-time dispatcher at Milford Police Department.

PUBLIC HEARINGS

Solicitor Rutt then reviewed the public hearing process.

*Adoption/Ordinance 2022- 28/Feebs Distilling Conditional Use
Application of Feebs Distilling Co on behalf of S & P Holdings LLC for an Amended Conditional Use
2.19 +/- acres of land located along the east side of
McColley Street between Delaware Avenue and McCoy Street.
Addressed: 733 McColley Street, Milford, Delaware.
Comprehensive Plan Designation: Industrial
Zoning District: I-1 (Limited Industrial District)
Present use: Distillery with Tasting Room
Proposed Use: Distillery with Tasting Room and Outdoor Seating*

Tax Parcel: 3-30-11.09-015.00

Planning Director Rob Pierce then reviewed the amended conditional use application.

The applicant received conditional use approval from City Council back in January 2020 to operate a distillery with retail sales and on-site sampling. The applicant is seeking approval this evening to amend the conditional use approval to allow permanent outdoor seating, as shown on the provided plans and sketch. There are eleven existing seats within the building. The applicant is proposing an additional eleven seats outside for a total of twenty-two.

The hours of operation are Friday 5:00 to 9:00 pm, Saturday 1:00 to 9:00 pm, and Sunday 1:00 to 6:00 pm. Staffing consists of two employees.

Chapter 230-16(c)(4) states craft, distillery, and microbrewery establishments are considered a conditional use within the I-1 district, subject to specific requirements outlined in the zoning code, as provided under section two of the staff report. Also included is an evaluation of the conditional use.

The packet includes the location and zoning map, whose site is adjacent McColley Street, north of McCoy Avenue. An aerial was also included which highlights the site, though only a portion of the building is used for this purpose.

A survey was also submitted displaying the outdoor seating location along the south side of the building. A few additional parking spaces are planned to meet the parking requirements.

The public notice was published in the Delaware State News on July 15th and property owners within two hundred feet of the parcel were mailed copies. A public notice sign was also posted at the location.

The Planning Commission reviewed this conditional use amendment request at their August 16th meeting and recommended approval by a unanimous vote of 7-0.

Stacy Arnold Fiebelkorn of 191 Doctor Smith Road, Harrington, stated currently the entire space is about 1,764 square feet and 256 of that is the retail space or tasting room. They recently won Best of Delaware and they now have an influx of people and want to be able to accommodate those people. That is the reason for the 20 x20 additional space, which will be just outside their overhead door.

Director Pierce noted there are three residential dwellings north of this property that are legal nonconforming. Current regulations do not permit residential uses within an industrial zoning category. All three of homes are zoned I-1 and sandwiches between two industrial properties of a large scale.

The additional seating would be added to the south side of the building which will be screened from view by the residences, though noise could travel.

It was noted the homes have been there for some time though no information is available when the industrial structures were built though Director Pierce estimates around the 1950's.

Ms. Fiebelkorn added that when they hold special events that typically include music, they apply for the special event permit through the City. She also noted that the properties in the area received notification of the intent for the distillery and were given opportunities to speak against it if they chose so.

When asked if the distillery was closed during the Covid pandemic, Ms. Fiebelkorn explained they shut down briefly during the time of the mask requirement, though they provided call ahead curbside pickup. She confirmed that the outside seating at that time would have benefited their business.

When asked if eight parking spaces is adequate, Ms. Fiebelkorn stated yes. If there would be additional cars, there is ample additional off-street parking. On weekends, their business is the only one open in that area.

The floor was then opened for public comment. No one responded and the public comment session was closed.

Councilmember Fulton moved to adopt Ordinance 2022-28 authorizing the amended conditional use, seconded by Councilmember Culotta. Motion carried by the following unanimous roll call vote:

Marabello-votes yes based on the Planning Commission vote of 7-0 and it complies with the zoning ordinance for a conditional use.

Boyle-votes yes as it complies with Chapter 230 and will help an emerging business, as well as the economy.

Fulton-votes yes noting the outdoor seating will be a major plus for that activity, as well as should they go back into a more quarantine type status, having the outdoor seating will aid them to stay open.

Culotta-votes yes. This is a perfect example of a small business in Milford that's seen a lot of growth, a lot of success for the hard work that they put in to build their brand. It's exciting, and I am excited and happy for them and say yes.

Samaroo-votes yes based on the Planning Commission and thinks it is a great idea for the outdoor seating in the business.

Baer-votes yes and based on the Planning Commission voting 7-0 it is perfect by him.

James- votes yes. It does conform to the code and know no one knows what pandemic may hit and it maybe something different than Covid. Outdoor seating is the way a lot of businesses are going for understandable reasons, and there are no objections by their residential neighbors.

Wilson-votes yes, based on the Planning Commission and she agrees with everyone else's comments were perfect.

Adoption/Ordinance 2022-29/PAM Conditional Use

*Application of PAM Milford on behalf of CAH Development, LLC
for a Preliminary Conditional Use*

*128.87 +/- acres of land located along the south side of Wilkins Road, east of Elks Lodge Road
and west of Cedar Creek Road, part of the Sussex Health Campus.*

Comprehensive Plan Designation: Employment

Zoning District: IS (Institutional Service District)

Present use: Health Campus

Proposed Use: Health Campus with Additional Medical Office Building

Tax Parcel: 3-30-15.00-058.05 (portion of)

Director Pierce reviewed the application in the packet. The applicant is proposing to construct a little over 74,000 square foot post-acute medical building on the Sussex Health Campus, as shown on the preliminary site plans. This is located at the intersection of Healthy Way and Wilkins Road, which is lined up directly across from the Hearthstone Manor entrance.

Chapter 230-45 states in any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use, subject to special requirements, Since this building is to be located on the same property as the Nemours Building, it constitutes multiple permitted uses and falls under the conditional use category.

Section two evaluates the application based on the criteria found under Chapter 230-48 for conditional uses. It also should be noted that the site plan preliminary plan meets the minimum standards for the zoning ordinance and subdivision of land ordinance. The plans have also been reviewed for general compliance with the City's construction standards and specifications. A copy of the plan review letter and the applicant's responses are in the packet.

He then reviewed each of the documents included in the packet, including applicant's narrative and agency comments.

The public notice for this meeting was published in the Delaware State News on July 15th, and all property owners whose properties are within two hundred feet of the subject parcel were mailed a copy. The site was also posted with the public notice sign.

The Planning Commission reviewed this conditional preliminary conditional use site plan at their August 16th meeting and recommended approval by a unanimous vote of 7-0.

Mike Riemann of Becker Morgan Group, 309 South Governors Avenue, Dover, Delaware stated that also in attendance is Anthony Lampasona from Catalyst the developers for the project and Ted Warner, CEO of PAM Dover, representatives Bayhealth, and Jonathan Richard with Becker Morgan as well.

Mr. Riemann presented a concept of the Bayhealth Sussex Campus and pointed out the location of the future PAM facility. He referenced 5.76 acres of the 129 acres zoned IS. They are here for a conditional use largely because there will be two healthcare uses on the same parcel with Nemours. That is because there is no intention to subdivide the property at this time and instead is a lease arrangement.

The facility represents about 75,000 square feet and two stories. The site proposes to take access from Healthy Way. There are approximately 150 parking spaces and far exceeds the minimum standards of the code. There are access ways around the building to meet fire lane requirements. He talked about ADA parking and the main access point. There are some trees on the property and are clearing some of those trees, however, are maintaining a significant buffer in the existing stand of trees in the rear.

There is an existing access on Wilkins Road, right across from Hearthstone and where Healthy Way connects. There are plans in place with DelDOT to improve the entrance by adding right turn and left turn lanes. The access was done as part of the Nemours Project. Those plans are approved, and Bayhealth is preparing to put them out to bid and start construction on those right now.

Mr. Riemann then reviewed the conditional use standards in Chapter 230-48 the number of standards they have to demonstrate:

The first is the presence of adjoining similar uses. This is a medical facility on the Sussex Health campus, with other medical facilities.

There is an adjoining district in which the use is permitted. The proposed uses are permitted by right if they were constructed individually, however, because of the multiple uses on one property is the only reason that we have the conditional use requirement.

There is a need for the use in the area as established by the Comprehensive Plan.

There are sufficient areas to screen the conditional use from adjacent uses. He spoke about the screening on the west side of the parcel by maintaining the existing trees

The use will not detract from permitted uses in the district. Because of the similarity of the use, it will actually complement the uses in the district. There is some direct connection and benefit to the surrounding uses at the Health Campus.

Sufficient safeguard, such as traffic, parking, screening setbacks have been implemented.

The project meets all of the zoning requirements and walk standards as outlined in Milford's code.

Traffic studies were completed when the original campus was conceived that projected the full build out of the campus. This is below those traffic thresholds that were anticipated.

Entrance improvements are being implemented as mentioned previously.

He concluded by stating that Planning and Zoning did hear this application and voted unanimously to approve it.

Anthony Lampasona said he lives on North 70th Street on Wauwatos, Wisconsin and is the Chief Development Officer at Catalyst Healthcare Real Estate which is CAH Developments LLC. This is national developer of all thing's, healthcare real estate, and are the programmatic and repeat developer/owner of the facilities for Post-Acute Medical (PAM). Ted Werner represents PAM, who have also rebranded under the name PAM Health over the past year. PAM is a national best-in-class top five operator of these types of inpatient rehab facilities on a national basis. PAM owns about seventy facilities today and employ more than 10,000 people nationally.

PAM has partnered with Bayhealth Sussex and formed a joint venture to operate this facility. Catalyst will develop, finance, and own the building and will be a long-term tenant in the building of at least twenty years. In addition, Bayhealth will also have an ownership interest in the bricks and mortar in partnership with Catalyst.

The purpose of the facility is first and foremost, is to specialize in-patient rehab care. It meets the mission of the hospital to continue to provide comprehensive health care services to the community, and beyond.

Right now, there is about forty inpatient rehab beds in the current hospital building. The hospital could really use that space to provide core health care services on an acute basis, as it continues to outperform its expectations. The purpose of this facility is to take those forty beds and move them into this stand-alone specialized building, for inpatient rehab care.

He shared the building is a two-story 75,000 square feet. They will be forty beds built out on day, with capacity built into the structure for an additional future eight to ten beds if they're ever needed. If not, the next space in the building could be converted into clinical space or other service line space, but for now, it will be shelled for potential future growth rather than just building to the need today.

In addition to the need to expand healthcare services on the campus, there is the need to decant some of the space in the hospital, and then there's the benefits of forming a partnership with the best-in-class operator like PAM to bring the expertise on the inpatient rehab side.

People come into the hospital and have a complex medical case, whether it is hip replacement surgery, knees, a cardiac event, a stroke event, or something where somebody has been in the hospital and their length of stay at the hospital, because of insurance requirements and other things, require them to be discharged from the hospital but still require more intensive care to rehab these complex health incidents. They would then be checked into the inpatient rehab facility, where then length of stay, on average, is somewhere between seven and ten days, to get the patient back up on their feet and rehab from their health incident.

Rehab in this building does not mean drug and alcohol rehab, and nothing related to behavioral health services, that are absolutely needed and provided by others. This is more physical rehab, occupational therapy, and physical therapy focused rehabilitation services.

Ted Werner of 51 Bay Hill Drive, Camden, stated he is the CEO for the Pam Dover facility. He hopes that Council has heard some of the success stories hopefully through the community that have made a difference. They are looking to do that at this Sussex Facility and be able to allow for the opportunity to take care of the patients and give them best-of - class care in a setting that provides the best opportunity to get better, get home and back to their families.

When asked if this will produce new jobs or some type of consolidation with the Bayhealth facilities, Mr. Werner stated there will be some carryover from the Bayhealth staff, but they will be hiring more additional staff. A hospital of this size requires several hundred individuals employed for ancillary support services specific to that hospital, such as cleaning, environmental services, housekeeping, food, dietary, other support services. Currently, Bayhealth is providing and helping them to take care of those patients. That will allow them to have that responsibility on their own, allowing Bayhealth to take care of other potential patients down the road.

Mr. Lampasona added that during the construction of the building, which will last fourteen to fifteen months, several hundred, if not almost close to a thousand temporary construction jobs created by the project as well.

Because Catalyst is the owner of the building, and sits on a not-for-profit hospital campus, the project becomes subject to real estate tax taxes as well, so it is a source of real estate tax revenue for the City.

Mr. Werner explained that the forty beds will stay at Bayhealth, though they will have to apply for that as a separate use. But those beds could be allocated, for another use and those forty rehab beds would be a stand-alone in this separate facility.

He reiterated this will contain forty beds but will be shelled out for up to potentially fifty beds.

He noted that the Dover facility is slightly smaller with thirty-four private rooms and 44,000 square feet. Milford will be larger, but similar in layout in regard to the two stories and slightly different though because of the overall size, and because of the support services need for the forty to fifty versus thirty-four patients in Dover.

If approved tonight, Mr. Lampasona reported the project is close to having the site and foundation permit. They will start to move forward with dirt in mid to late October. Around the end of the year is when steel will start coming out of the ground and go vertical.

Also confirmed was dialysis will be offered in the facility, in addition to speech therapy, occupational therapy, physical therapy, additional other programs. They also partner with the communities such as the Brain Injury Association of Delaware, Parkinson's Association for support groups and continuing education for those patients that need continuing care.

When asked if the facility will be on the surge list for Delaware Public Health, Mr. Werner stated that was done in Dover and will be doing the same thing from the standpoint. They have plans for that in concert with the State.

It was confirmed that Bayhealth owns and will continue to own all of the underlying land. They will sign a long-term ground lease for their 5.7 acres. Then Catalyst and Bayhealth will own the bricks and mortar on top of that. That is typical for on-campus healthcare development.

When asked about landscaping on the Wilkins, it was confirmed the landscaping plan is included in the packet and that side will include some trees.

When asked about any competition for Wellness Village, it was also noted the two are different types of care models. PAM is an inpatient rehabilitation hospital licensed as a hospital.

Solicitor Rutt opened the floor to public comment.

Mike Ashton of 7 Mews Road, Milford stated he is the Administrator of Bayhealth Sussex Campus. He stated they are in support of this. This will allow Bayhealth to continue to provide the needs and service the community in this region, as growth continues. The hospital is often at capacity, and while trying to meet those needs and demands with outpatient expansion as well, they believe that this will strongly help Bayhealth to continue to grow and meet the acute care needs, as they free up the other forty beds by partnering with both Catalysts and PAM who have been great to work with thus far.

George Del Farno of 24263 Beaver Dam Drive in Seaford, is the Chief Operating Officer of the in-patient rehab that is housed inside the Sussex Campus, is definitely in favor of this project. Responding to the earlier question about Polaris and PACE, as far as the continuum of care, they are a completely different level of care, and they will be working closely with them also as the patients follow their course or treatment.

Acting Chief Huey spoke about an officer that was placed in the Dover PAM facility and his successful rehab.

There being no further comments, the public hearing portion of the meeting was closed.

Councilmember Marabello moved to adopt Ordinance 2022-29 regarding the application of PAM Milford on behalf of CAH Development LLC for a preliminary conditional use. Councilmember Boyle seconded motion.

Motion carried by the following unanimous 8-0 roll call vote:

Marabello-votes yes for this wholeheartedly. I think it's plus-plus for the city. It was approved by the Planning Commission and is a win-win for the City.

Boyle-votes yes to the motion. The project complies with Chapter 230 Zoning and Chapter 200 Subdivision of Land, and the most exciting thing is the potential for 300+ jobs, something that we have not seen in a long time in one development.

Fulton-votes yes. This type of use of in-hospital care, then focuses later on to the Milford Wellness Center, provides a pathway for the people to free up the beds inside the hospital, go on to in-patient rehab at the PAM facility, then move on to an outpatient facility for rehab. It shows that we're taking care of them from injury all the way through till they're a lot better than they were in the very beginning. It's amazing what the rehabs can do for people, and the only thing I can think of that would make the same better is a level two facility. That is my little hint to Bayhealth out there.

Culotta-votes yes. I think the core of the economic growth in Milford is healthcare and healthcare growth, and this is a perfect example and look forward to seeing this get going.

Samaroo-votes yes based on its compliance with the City Code. I think this will be great, for the City of Milford and more employment for the people of Milford.

Baer-votes yes based on Planning and thinks it's going to be a big plus for the City as well.

James-votes yes. This speaks very well of the success of Bayhealth South. They had a vision and a plan. They are exceeding the plan which is great for the community and great for PAM also. We thank them for coming to our community to partner with Bayhealth and to be able to serve those in need of the City of Milford and bring the jobs along.

Wilson-votes yes, based on the Planning Commission and based on what I am aware of that PAM stands for and what they can do. I've seen some and heard of and known individuals who have attended and great testimonies. I just think it's a wonderful thing. Like Councilmember Fulton said, taking care of the patient from the beginning of the injury and continuing as far as they can possibly go is a wonderful thing.

Adoption/Ordinance 2022-30/Chapter 41/Meetings

Solicitor Rutt stated this is amendment to the City Code by rescinding Chapter 41. That code is no longer needed because it is now encompassed with the Rules of City Council, regarding the start time of the meeting.

City Manager Whitfield pointed out that during a review of the City Ordinances, three were found to be outdated and needs to be deleted.

It was noted that there was a typo error in section 2 that stated Chapter 51. As a result, that will be corrected.

Solicitor Rutt opened the floor for public comments. No one responded and the floor was closed.

Councilmember Boyle moved to adopt Ordinance 2022-30, with the correction to Section 2 that will rescind Chapter 41, seconded by Councilmember James. Motion carried with no one opposed.

Adoption/Ordinance 2022-31/Chapter 45/Milford Parking Authority

Solicitor Rutt presented the next amendment to the City Code which removes Chapter 45 entitled Milford Parking Authority.

City Manager Whitfield shared that the Milford Parking Authority was dissolved in 2010, at the request of the Parking Authority. A motion was made by Council to approve the dissolution.

Solicitor Rutt opened the floor for public comments. No one responded and the floor was closed.

Councilmember Boyle moved to adopt Ordinance 2022-31, with the correction in the ordinance number recitals from 2022-30 to 2022-31, seconded by Councilmember James. Motion carried by unanimous voice vote.

Adoption/Ordinance 2022-32/Chapter 52/Partnership of Greater Milford

Solicitor Rutt referenced the ordinance which will amend the City Code by repealing Chapter 52, Partnership of Greater Milford.

City Manager noted that this organization was dissolved in 1989.

Solicitor Rutt opened the floor for public comments. No one responded and the floor was closed.

Councilmember Fulton moved to adopt Ordinance 2022-32, correcting the agenda to state Chapter 52, seconded by Councilmember James. Motion carried with no one opposed.

COMMUNICATIONS & WARD REPORTS

The packet includes invitations to the SCAT September meeting in Lewes and Delaware League of Local Government September meeting in Dover.

City Manager Whitfield announced the Annual DEMEC meeting will be held on September 14th in Smyrna.

Anyone wishing to attend any of the meetings should contact the City Clerk's Office.

Ward Four

The shrubbery and brush growing into the sidewalks is causing residents to enter the road and around these sidewalks though it is being addressed by the City Manager and staff.

Ward Three

The basketball courts have a great deal of littering issues. It was suggested that Parks and Recreation move the trashcan that is just outside of the court to the inside. It was also recommended that a sign be posted above the container that reads 'keep it clean or keep it locked'.

It was agreed to have a trash container inside and outside.

City Manager added that our Parks and Recreation Director is addressing it. Though due to safety concerns, he is unsure a container can be placed inside though he will discuss the recommendations.

Ward Two

A report of the speeding problem of vehicles traveling north on South Walnut Street continues and that tonight a vehicle passed two other vehicles on South Walnut traveling against traffic.

MONTHLY FINANCE REPORT

Finance Director Lou Vitola presented the monthly Finance Report for July 2022. He reported that the City Manager, Councilman James, and he have not had a chance to meet to discuss the reports, though some emails were shared. Those primarily discussing what the future of the report might hold and possibly a balance sheet and a monthly actual versus budget analysis to go with the year-to-date analysis. All that is seen is the growing year-to-date and there could be some nuances in any one particular month that help explain the year to date.

Councilman James and the City Manager will provide advice on how to prioritize those initiatives.

Director Vitola continued by stating the July report every year is generally quiet in that general fund activity is low. Is the twelfth month following the date when property taxes were billed. They were billed again this August and will be shown in the form of revenue next month. The cash will start showing in September and into October.

Project activity is historically light as the outgoing fiscal year initiatives are reconciled, and the new fiscal year projects are just kicking off. Utility revenue can be high depending on the July weather. But even with the seasonalized budget, July activity alone is not predictive enough to comment on what FY23 will look like.

The general fund is mixed in terms of department-by-department comparison versus last year and lower than last July in total. Utility funds are individually and in total ahead of last July primarily due to lower operating expenses than expected.

Similar to last July, and for the same reason, there is another timing issue that has exacerbated apparent distribution losses in the electric fund. It is not seen, because operating expenses were so low which somewhat masked and improved the performance of the electric fund. But in terms of gross margin, it is low for July which he attributes to the timing issue with taking in 100% of the wholesale power bills but having a timing difference with lagging bills on the revenue side. As occurred last year, it corrected itself right away in August and that is expected again this year.

Despite the quiet first month, the content in the report actually gets a major overhaul in July. First the new budget is reflected throughout the pages of the report. For the second year in a row, the budget has been seasonalized for a timing neutral presentation in the P&L style reports. However, the legacy reports still show a straight line or one-twelfth of the budget each month.

The reserves and the restricted cash page have the biggest changes. It includes the new council-approved funding commitments for the new fiscal year, a new minimum cash reserve or MCR amounts, based on the new budget and the five-year CIP which are the two primary drivers in the minimum cash reserves.

The new equipment replacement reserve amounts are based on the new five-year CIP and the vehicle and equipment schedule. Also, the anticipated proceeds amount, in each one of those funds, change based on the start of a new fiscal year with things like a new full year of realty transfer tax receipts, a year of municipal street aid receipts, interest income, utility transfers, and transfers of operating surpluses to reserves.

He concluded by stating some of those items are in the process of being reconciled in connection with the FY22 end close and are reflected as they stood in the FY23 budget documents.

When questioned, Director Vitola stated that at the end of FY22, the budget expected a certain amount of customer growth and a certain amount of reduced consumption, based on what is expected as reduced consumption with improvements people make with energy efficiency. Those number were close with twelve commercial customers short but more residential growth than expected. The consumption was right about what the budget expected.

He confirmed there was no deficits in the utilities.

Director Vitola said the delinquent tax collections were included in the August report. FY22 was better than last year. Based on the budget, last year's initial tax billings were lower than expected. It took the quarterly assessments to catch up. This year, the budget projections were a little more conservative, with a large tax billing in August, which is a good sign though collections will need to follow.

When asked if the utility increases are in place, Director Vitola said they were effective July 1st (consumption). Residents will see the impact in their August bills.

It was confirmed that Milford is the third lowest provider for 750 kw an hour/residential user.

Councilmember James moved to accept the July 2022 Finance Report, seconded by Councilmember Fulton. Motion carried by unanimous roll call vote.

UNFINISHED BUSINESS

Downtown Public Restroom Project Presentation/City Engineering Interns

City Manager Whitfield recalled this item as being a priority in the CIP this past spring, along with the downtown merchant's list.

Public Works held an open house for public outreach a couple of weeks ago. Feedback was received from various users of the downtown area, as well as residents and merchants. That report will be presented tonight with the purpose of getting feedback from Council.

City Engineer James Puddicombe stated University of Delaware Engineering Interns Alexander Nash and Nathan Wolhar will provide the briefing.

Mr. Wolhar explained the purpose of the presentation. They started with a rough timeline of the public restroom project. The design process will take about two months following Council feedback. Around October, it will again be presented to Council and if approved, the bidding process will then begin and will last roughly a month and a half.

Once a winning bid is selected, an approximate two-month-long construction process will begin. Overall, restroom is expected to open sometime around spring 2023, given no unforeseen delays.

Some basic layout proposals were created with the preferences and recommendations of the public. The two basic choices are between a single-use stall where a person enters the restroom door and locks it, which provides you entire room to oneself. The other option is a multi-use stall where many people can use it at the same time. While any number of stalls can be chosen, an average number of 2.29 was the choice of those that attended the public meeting.

Another choice is to consider a male and female restroom, or having all the restrooms designated as family restrooms, to make it easier on the parents. Additionally, a water fountain and a bottle filler can be attached to the front of the restroom to provide people easy access to water on the Riverwalk, which was heavily favored by the public.

If the location is suitable, solar panels can be attached to the roof to provide electricity.

Finally, electronic timer locks can also be attached to the restroom doors to automatically lock the doors at a specific time. CCTV cameras can also be installed to prevent illegal activities, and to monitor the restroom and area.

A height of ten feet for the cameras is desirable to prevent being spray painted or accessed.

Mr. Nash then continued stating there are various constraints to consider in regard to the placement and construction of the restroom. The budget has been set at \$300,00, environmental concerns posed by the floodplain, legal constraints, and restrictions, such as adherence to the Americans with Disabilities Act, very limited space on properties owned by the City, as well as the public needs.

Due to being built in downtown Milford, near the Mispillion River, floodplains pose restrictions and complications to the areas where the restroom can be constructed.

He referenced a map showing sites where no building is permitted. Also noted was another area that permits construction with restrictions. The gold area areas have no restrictions.

All public session participants preferred that the restroom be built outside of the floodplain.

The area near the Mispillion River has varying depths below the floodplain. Two options can alleviate the threat of the floodway. The land can be elevated by filling, or flood proof the building itself.

The land was surveyed to determine the amount of fill necessary throughout the area. Between Walnut and Washington Streets, the floodplain sits at 9.4 feet and after the floodgate, it sits at 9 feet. A map was presented that indicates the feet of fill necessary at various locations.

It was also noted that any property not owned by the City would require the purchasing of private land.

The building is estimated as ten feet by twenty feet building and would need to adhere to the ADA laws thus requiring an outside ramp.

Future amenities in this area include pickleball courts, picnic/pavilion, a playground, and a splash pad will need to be considered as a possible site is selected.

Though brick makes up most of Milford's architecture, concrete stamping can appear like brick, and is less expensive. In general, the public was in favor of a sturdy masonry material, and some mentioned a decorative design on the outside, such as the mural.

The proposed design of the downtown restroom is inspired by the restroom at the Boys and Girls Club, next to the Can-Do Playground. That building contains two stalls, designated male, and female, made out of stamped concrete.

The majority of attendees at the public workshop meeting favored a restroom centrally located in the downtown area. Only a few chose second locations.

After a review of the area, they propose two to three stalls total, which includes the area by the dog park.

Presently, there are two stalls in this location, one at the basketball court and one near the farmer's market, that a two to three stall restroom would replace. The capital plan includes a second restroom for FY25. The plan is to build one and build another in the near future according to City Engineer Puddicombe.

Councilman James suggests possibly four if not beyond the budget constraints and in his opinion, it would better to add what is needed at this time. Councilman Fulton agreed.

The City Engineer explained the concern is the ten by twenty feet building in the farmer's market area that will take up a good portion of that area. Expanding to another restroom would add another ten-by-ten area minimum which is an additional 100 square feet. There was a recommendation of four stalls (two-female and two-male) and a family bathroom. The site location will be the driver of the room available and the Parks and Recreation plans.

It was also recommended that unisex restrooms be considered.

Appointment/Tree Commission Members

Appointment/P&R Advisory Board

Both items will be added to the September 12th agenda for appointments.

NEW BUSINESS

Authorization Milford Community Parade Insert/Funding

Councilmember Fulton moved to include the insert in the city utility bills, as has been done in the past, seconded by Councilmember Baer. Motion carried with no one opposed.

DeIDOT Agreement/North Front Street & South Washington Street Intersection Signalization

City Manager Whitfield said this is part of the plan to turn over the downtown signals to DeIDOT>

Public Works Director Mike Svaby talked about the Traffic Signal Transfer Agreement. The Northeast Front Street and South Washington Street intersection is also part of the DeIDOT TAP project which will begin soon. This is the first of several forthcoming transfers of traffic signals at intersections with a recommendation to be completed very soon due to the TAP project is going out to bid very shortly.

The agreement must be executed prior to work on the intersection, to bring it up to DeIDOT standards. Staff recommends Council approve the agreement.

Director Svaby said the city costs of this project is \$52,000, though the cost varies depending on the location.

Councilmember Boyle moved to approve the Traffic Signal Transfer Agreement for Northeast Front Street & Washington Street, seconded by Councilmember Baer. Motion carried with no one opposed.

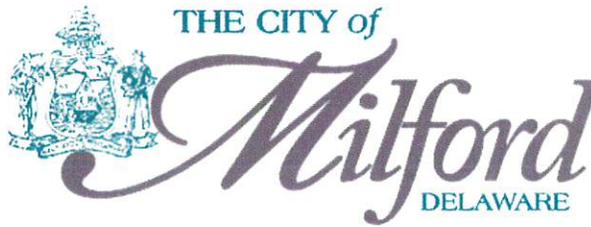
ADJOURNMENT

Councilmember Marabello move to adjourn, seconded by Councilmember Fulton. Motion carried.

The Council Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber



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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

September 2, 2022

Transportation Infrastructure Investment Fund
DelDOT – Development Coordination
PO Box 778
Dover, DE 19903

RE: Support Letter for Transportation Infrastructure Investment Fund Application – City of Milford, DE

To Whom It May Concern:

The City of Milford is pleased to offer its support for the City of Milford's application for Transportation Infrastructure Investment Funds to assist with the development of our future Industrial Park located at 1163 Milford Harrington Hwy, Milford.

This project meets the guidelines of the Transportation Infrastructure Investment Funds Application quite well and aligns with both the City of Milford and Kent County Land Use Comprehensive Plans. The future Milford Industrial Park will provide job opportunities and fulfills the need for an industrial park as identified in the City of Milford 2018-2023 Strategic Plan. The center of Delaware currently lacks an industrial park, and the City of Milford is seeking to provide an opportunity for larger businesses to enter the center of Delaware and provide jobs to the residents of Milford and surrounding areas.

We appreciate your consideration and support of this applicant's request of Transportation Infrastructure Investment Funds.

Sincerely,

Mark A. Whitfield
City Manager

Cc: Tsonias Property Management
NAI Emory Hill
Becker Morgan Group, Inc.
Sara Bluhm, Economic Development and Community Engagement Administrator
Rob Pierce, Planning Director

You're Invited!



GROUND BREAKING

Please join us as we officially break ground on our new facility in Milford!



Please RSVP
by visiting
www.fbd.org/RSVP

102 Delaware Veterans Boulevard
Milford, Delaware



POLICE DEPARTMENT
400 NE Front Street
Milford, DE 19963



Phone 302.422.8081
Fax 302.424.2330
www.milfordpolicede.org

DATE: September 8, 2022
TO: Mayor Campbell & City Council Members
FROM: Captain Edward Huey, Interim Chief of Police
RE: Take-Home Car Vehicles

Ford Motor Company contacted the Police Department on Thursday, September 1, 2022 to inform us that we would not be able to obtain model year 2022 Ford Interceptor Utility Vehicles as ordered not only for our Budgeted Cars, but for the Take-Home Vehicle program as well. We were well aware of this risk when we placed the order for them and informed them that this was acceptable. Then they informed us that they also would not be able to honor the price quoted on those hybrid vehicles as well, and that we would have to re-order them, even though they were quoted at the state contract price. We contested this action but upon checking into it, learned that Hertrich Ford no longer had State Contract Pricing effective May 2022 for model year 2023 vehicles. The new contract for the Ford Vehicles was awarded to Winner Ford and we are investigating the pricing on the models and features that were previously quoted for the Take-Home Car Program. Pursuant to the state contract documents, the minimum delivery time for ordering the Ford vehicles is 30 weeks.

We were able to obtain three vehicles immediately. Two of these were funded for this year's budget and one was a replacement for a vehicle that was totaled in a collision. This was necessary due to the long wait times for the Ford Vehicles we anticipated purchasing from our budget (not the ARPA Funding). We were able to purchase these at a cheaper than expected cost savings as they had been ordered by the federal government, who decided not to take delivery of them. This represented a savings of \$2,809.00 per vehicle. These are 2022 Dodge Durango Police Pursuit SUV's. These are V6 gasoline engines, however in the new state contract, they are no longer available with any form of discount under state contract pricing.

I am continuing to gather the new pricing for the Take-Home Car Program from the new vendor and working diligently to ensure that the cost stays within the budget allotted.

FLU VACCINATIONS



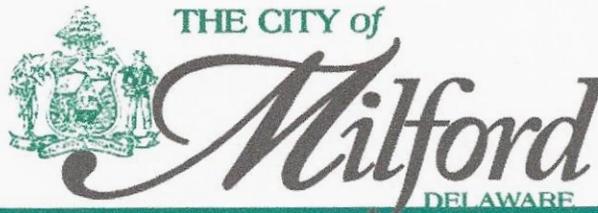
Rite Aid is willing to come onsite to administer flu shots if we have 25 participants (including eligible dependents). Please let Jamesha Williams (jeaddy@milford-de.gov) know if you're interested in order to obtain a headcount.

Date: Thursday, September 29, 2022

Time: 9am-11am



POLICE DEPARTMENT
400 NE Front Street
Milford DE 19963



Phone 302.422.8081
Fax 302-424.2330
www.milfordpolicede.org

TO: Mayor and Members of City Council
FROM: Edward A. Huey, Captain *E.A.H.*
DATE: September 8, 2022
RE: Activity Report/August 2022

Monthly Stats:

A total of 538 arrests were made by the Milford Police Department during August 2022. Of these arrests, 201 were for criminal offenses and 337 for traffic violations. Criminal offenses consisted of 40 felony and 161 misdemeanors. Traffic violations consisted of 27 Special Duty Radar, 5 Drunk-Driving charges, 305 others.

Police officers investigated 57 accidents during the month and issued 148 written reprimands. In addition, they responded to 1265 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of August, participated in numerous conference calls and virtual meetings including the monthly State Chiefs meeting, City Council and Workshop meetings, bi-weekly City Manager's meeting with Department Heads, and PD Staff meetings. Also, numerous working meetings throughout the month for the new CAD build.

Met with City Manager for a Police Update meeting held at City Hall on August 1, 2022.

Interview with potential new hire for sworn officer position on August 4, 2022.

Interviewed with potential new hire for full-time dispatcher positions on August 4, 2022.

Interview with potential new hire candidate for Dover Police Academy on August 11, 2022.

Interview with potential new hire candidate for Dover Police Academy on August 12, 2022.

Attended FBI-LEEDA Trilogy Awards ceremony held at Dover PD on August 12, 2022.

Interview with potential new hire candidate for Dover Police Academy on August 24, 2022.

Met with City Manager, Human Resources and Employee Lawyer in reference to FLSA Classification for Lieutenants and Mental Health Clinician held via Zoom on August 29, 2022.

Attended a visit with the Governor & Secretary of Education at Ross Elementary School on August 31, 2022.

Training –

Two officer attended FBI-LEEDA Executive training held at Dover PD from August 8 – August 12, 2022. This is the last course of the FBI-LEEDA Trilogy (120 hrs. total) in which these officers will receive the FBI-LEEDA Trilogy Award.

One officer attended a NITV C.V.S.A. Certification course held in Glouster TWP, Camden, NJ. From August 15 – August 19, 2022.

Two officers attended a Glock Armorer course held at Ocean View Police Department on August 23, 2022.

Two officers attended a Standard Reunification Course held by DEMA in Dover from August 23 – August 24, 2022.

One officer attended an Introduction to Crime Scene Photography course held at the DSP Academy on August 10, 2022.

Public Information/Social Media Update –

August statistics are as follows: Our Nextdoor posts during the month made 808 impressions. Nextdoor reaches 1731 households in 15 neighborhoods according to statistics provided by the website. Our Facebook page has 12,012 followers. Posts during the month reached 21,270 people with 7,661 people engaging in our posts. On Twitter our Tweets made 2,207 impressions and our followers are at 1373. Our Instagram account has 1736 followers and posts during the month reached 1,001 users.

Below are links of stories media outlets covered during the month.

<https://www.capegazette.com/article/three-face-charges-milford-assault/244850>

<https://www.wmdt.com/2022/08/serious-assault-lands-three-behind-bars-in-milford/>

SRO –

The Milford Police Department's Community Policing Unit held our annual Milford's Night Out on August 2nd. We were pleased with the attendance and received positive feedback from some who were in attendance. Planning for next year's event will begin soon.

Sgt. Masten and S/Cpl. Bloodsworth attended a training conducted by the I Love You Guys Foundation, along with staff from the Milford School District. The training was provided to give

school districts and police departments tools to enhance reunification of students and families in case of a critical event at one of our schools. This training gained a lot of attention and the following is a link from a media outlet about the event. https://www.wrde.com/news/school-crisis-training-throughout-delaware/article_cbd76198-2585-11ed-bc23-27d7f59faf43.html

Sgt. Masten conducted an intruder training for the staff at Lulu Ross Elementary.

Sgt. Masten has met with Milford School District staff about safety protocol reviews ahead of the upcoming school year.

S/Cpl. Bloodsworth attended an annual School Resource Officer update training in Dover hosted by the Delaware State Police.

K9 Unit –

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

K9-1 (Mason)

- CP/Demo 1
- Area Search 1
- Crowd Control 1
- Money Scan (T.16) 1

* K9 Mason was used to perform a scan on USC, ultimately resulting in the seizure of \$310 of suspected Drug proceeds. The positive alert on the money linked several bundles of Heroin to the suspect, as well as a loaded handgun and numerous rounds of ammunition.

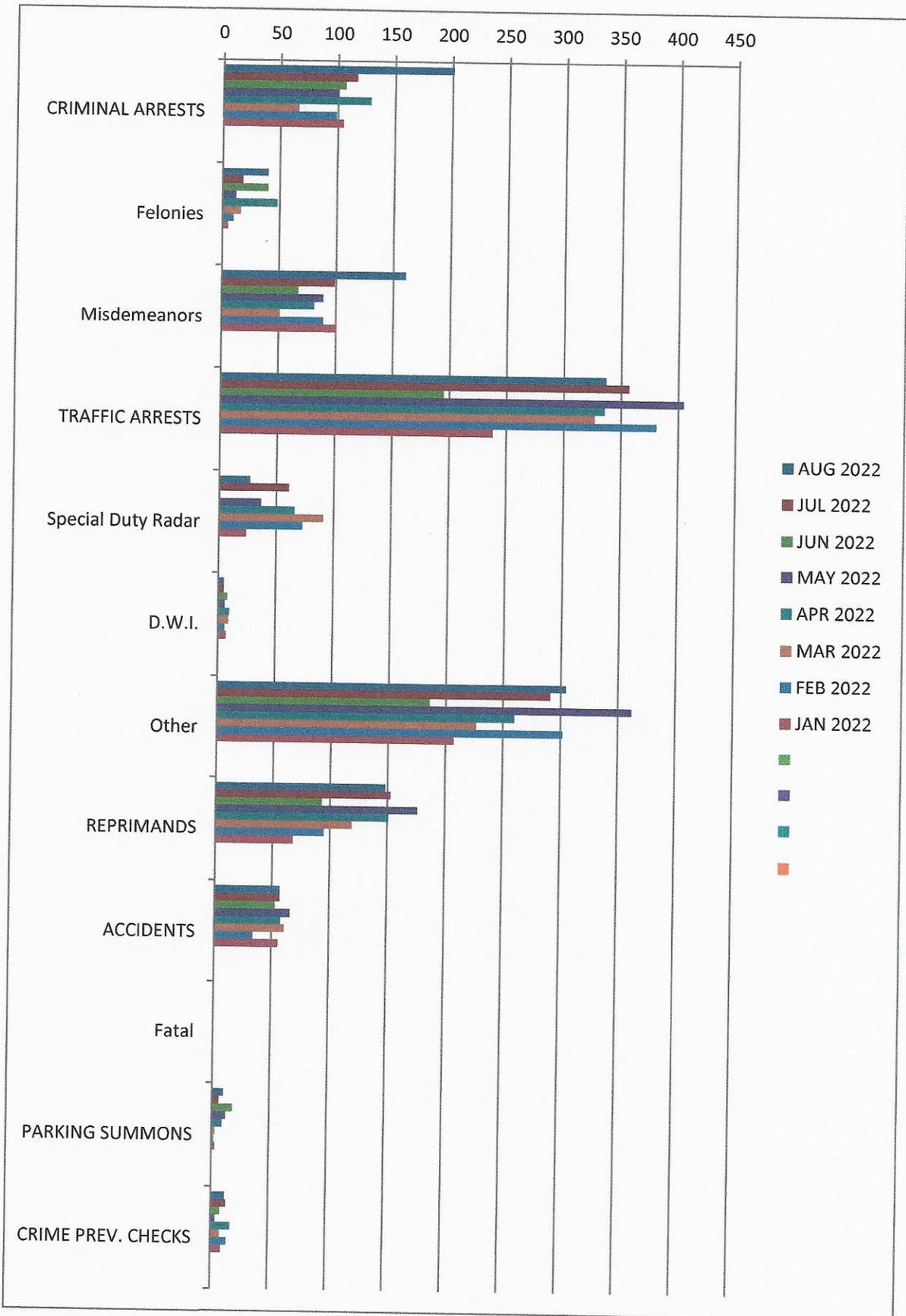
K9-2 (Raven)

- CP/Demo 4
- Area Search 3
- No Bite Apprehension 1
- Track 1

* K9 Raven assisted DSP with a track of an 81-year-old female that made numerous suicidal statements. Raven completed the track and was able to locate the distressed female in a wooded area.

AUGUST 2022 ACTIVITY REPORT

	AUG 2022	TOTAL 2022	AUG 2021	TOTAL 2021
COMPLAINTS	1265	9337	1195	8912
CRIMINAL ARRESTS	201	925	67	795
Felonies	40	189	7	125
Misdemeanors	161	737	60	670
TRAFFIC ARRESTS	337	2576	322	2496
Special Duty Radar	27	380	76	529
D.W.I.	5	56	8	62
Other	305	2140	238	1905
REPRIMANDS	148	1003	104	715
ACCIDENTS	57	442	67	395
Fatal	0	0	1	1
PARKING SUMMONS	10	63	3	20
CRIME PREV. CHECKS	12	85	16	93
FINES RECEIVED	\$5,666.39	\$ 48,393.80	\$50.00	\$28,970.65



Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Up's
August 1- August 7, 2022	65	1. MPD National Night Out 2. Narcan Distribution Event 3. Rural Subcommittee Meeting	N/A	13	Referrals to Services: Public Assistance Check the Welfare Theft 10-81 Disorderly	1	2	13
August 8- August 14, 2022	67	1. Housing Alliance COC Meeting	1. Effective Victim Services	11	Referrals to Services: Domestic Disorderly Public Assistance 10-81 Check on Welfare	1	2	10
August 15- August 21, 2022	60	1. Delaware Rural Communities Opioid Response Program	1. Juvenile Psychiatric Concerns	14	Referrals to Services: 10-81 Domestic Public Assistance Check the Welfare	1	2	12
August 22- August 28, 2022	51	1. Kent/Sussex Community Response Team Meeting 2. MH Clinician Huddle	1. Effective Deescalation	12	Referrals to Services: Victim Services 10-81 Check the Welfare Public Assistance Disorderly	3	2	14
August 29- August 31, 2022	33	N/A	1. Bringing Wellness Home: Supporting the Family to Enhance Officer Resilience	8	Referrals to Services: 10-81 Check the Welfare Disorderly Public Assistance	1	0	7
Totals:	276			58		7	8	56
Overall Totals:	2784.6			601		47	66	589

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



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

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

DATE: September 1, 2022
TO: Mayor and Members of City Council
FROM: Terri Hudson, City Clerk
RE: August 2022

August continues to be a busy month as Special Event Permits continue to come in. New events are still on the rise, and it appears that Milford will be busy with festivities throughout the fall. DMI has begun working with us on their upcoming Holiday Stroll which will take place downtown on Friday evening, December 2nd.

A few upcoming events:

ORGANIZER	EVENT	DATE
Chamber of Commerce	Riverwalk Freedom Festival	09/17/2022
Milford Wellness Village	Village Fest	09/23/2022
Not Too Shabby	Fall Fling	09/30/2022
Headwaters Action LLC	Acton Children’s Business Fair	10/01/2022
DMI	Oktoberfest Crawl	10/01/2022
Mispillion Art League	The Big Draw	10/08/2022
Milford Parade Committee	Milford Community Parade	10/19/2022
Milford High School	Homecoming Parade	10/28/2022
DMI	Saturday Farmer’s Market	Ending 11/19/2022



If anyone is brave enough, the Milford Museum is hosting its annual Ghost Walks in October and is looking for volunteers to portray some historic figures.

A lot of hours have been devoted to researching records and minutes for staff, in addition to assisting the Finance Director with locating older records needed for the City audit.

The newest order of City flags has arrived and the Delaware flags currently flying will be swapped out with the City flags as replacements are needed.

Deputy City Clerk White has enrolled in Parliamentary Procedure: Dynamics of Leadership Training through the University of Wisconsin. This is a six-month course and upon her successful completion, she will become a registered parliamentarian. This is a position not conquered by many at the local government level, while it is much needed. I commend her enthusiasm and drive because this requires some complicated and challenging topics.

She also attended a Front Desk Safety and Security training session in Dover on August 9th, along with other employees from other departments. The event was sponsored by DFIT (DeLea Founders Insurance Trust) who is the Statewide Self-Insured Workers Compensation Group who represents the City of Milford.

Our Deputy City Clerk remains committed to our employees and is actively involved in the Rewards and Recognition Committee who met on August 3rd.

As I discussed at the last Council meeting, our Requests for Information (FOIA) continue to climb. We are presently at 88 for the year, with the receipt of two this afternoon.

We have signed up for another SCAT Dinner Meeting on September 7, 2023. Please mark your calendars! More information will follow.

Both the Deputy City Clerk and I took several annual leave days in August. A great deal of time was spent preparing to be out of the office during the month, in addition to catching up when we returned.

- University of Delaware Virtual & Hybrid Meetings
- Participated in IIMC Professional Development Program
- Attended the IIMC Board Meeting on August 18th
- Coordinated SCAT Dinner registrations and payments (7)
- Coordinated SCAT Breakfast registrations and payments (3)
- Coordinated DLLG Dinner registrations and payments (7)
- Work continues on final details to re-establish the Pennsylvania Municipal Clerks Institute
- Recognition was provided to Municipal Clerks across the country upon completion of their International Certification Designation
- Co-Chair IIMC Resource & Research Committee Meeting
 - Working on proposed policy changes that will be voted on by the full membership after authorization is granted by IIMC's Board of Directors
- Meetings continue with IIMC Staff and Vice President Candidates regarding the May International Conference in Minneapolis
- Assisted a number of Delaware Municipalities with policy and procedural items
- Record requests/assistance from City Departments (14)

- FOIA requests have soared to 88 for the Year
- Created/revised/reloaded 08/08 Council Meeting Agenda (8)

- Created/revised/reloaded 08/08 Council Meeting Packet (13)
- Created/revised/reloaded 08/22 Council Meeting Agenda (7)
- Created/revised/reloaded 08/22 Council Meeting Packet (10)
- Created/revised/reloaded 08/31 Council Workshop Agenda (4)
- Created/revised/reloaded 08/31 Council Workshop Packet (6)
- Created/revised/reloaded Board of Adjustment Notices (2)
- Created/revised/reloaded Board of Adjustment Agenda (1)
- Researched Charter Requirements for Property Tax Information Update
- Provided Notary Public Services (9)
- Transcribed and proofread Minutes from City Council Meetings (4)
- Transcribed and Proofread Minutes from Board of Adjustment (1)
- Transcribed and proofread Minutes from Planning Commission (1)
- Distributed recordings of Council Meetings to various media outlets and communicated with reporters
- Met virtually with State Elected Officials' Representatives
- Proclamations Created, Signed, Sealed, and Distributed (8)
- Resolutions Created, Signed, Sealed, and Distributed (2)
- Bid Announcements Created and Published (5)
- Special Event Permits Requested to Date (37)
- Special Event Permits Issued (4)
- Research Continues on Records Management & Storage Contractor
- Letter of Congratulations created and distributed on behalf of Mayor Campbell & City
- Communications with Past and Current Insurance Companies related to notification of Legal Matter



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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: August Monthly Report
Date: September 10, 2022

- NE Front Street has been resurfaced. Ironically, we received word that the DELDOT Tap project is out for bid for NE Front from Washington to NE 4th Street, and construction is slated to begin again this fall. We did receive good news in that DELDOT has agreed to fund the full 80% of the TAP project. Originally, due to items the City added outside the original scope, DELDOT told us we would be responsible for 100% of those costs. The project estimate is \$2,149,657.83. We originally budgeted \$800,000 as our share of the project. Based on the estimate, our share will only be \$429,931. Actual costs will be dependent on bids.
- The roach problem in the homes along NE Front Street seems to have been somewhat resolved, at least for now. Public Works did inspect sanitary sewer manholes in the area and did not find any infestations. Roaches do exist in the sewer manholes, but there were no large numbers, only a few in several manholes. I did receive a test from Mr. Varca (the original poster on NextDoor) thanking me for the City's involvement and everything that was done.
- In attending the DEMEC Board meeting last Thursday, we received an update on PJM power cost to DEMEC post Indian River Must Run situation. The projections given to us earlier seem to be in line with actual costs, at least for the one month. DEMEC will use the Rate Stabilization Reserve for one more month's experience before raising rates in September. Our customers most likely will not see a power cost adjustment rate increase until October, at the earliest. Delaware Electric Co-Op approved an 18% rate increase due to natural gas price increases. Their increase does not account for Indian River, and another rate increase is possible to cover those costs. Based on the current rates, Milford is presently the 3rd lowest provider in the State. The City of Dover's rate recently increased, elevating them from the 3rd lowest in the State to the highest in the State.
- The Police Chief position has been advertised through GovHR and can be viewed at the following link: <https://www.govhrusa.com/job/milford-de-police-chief/>
- We were given an updated schedule for the Mispillion drawbridge repair. According to DELDOT, they anticipate repairs beginning in September/October of this year and completed by the end of 2022.
- I have held my monthly update meeting with various department heads.
- Captain Huey, Jamesha Williams and I met with our labor attorney on several personnel items involving exempt employees.

- I attended the all day DEMEC Board Retreat on Wednesday August 10, and attended the DEMEC Executive Board meeting on Thursday August 11.
- I attended the Chamber of Commerce Board meeting on Wednesday.
- Dale Matthews and I met with our ERP consultant on change management during the ERP implementation.
- IT Director Dale Matthews has tendered his resignation. While nearly all City staff were disappointed with Dale's pending departure, we are very thankful for the position he placed the City in with IT services. We have begun the search for his replacement, and most likely will utilize consultants in the interim period.
- I met with Fire Chief Ryan Knowles regarding the potential of relocating the downtown siren, as well as the potential placement of additional sirens outside of the downtown area. Chief Knowles was very amenable to a solution, but needed to discuss the proposal with his board.
- Rob, Sara and I met with Becker Morgan and Tsionas/Emory Hill regarding the Milford Corporate Center
- Rob, Sara and I attended the Kent County Planning and Land Use Service meeting regarding the City's plan for the Milford Corporate Center. This is the first step in the land use planning approval process.
- We held our bi-monthly Department Head meeting
- Numerous staff and I attended a training program put on by PMA (our workers comp insurance) on disaster response for a hurricane.
- Sara, Rob and I met with Delaware Prosperity Partners and representatives from the Dutch company regarding their interest in placing a large indoor grow facility within the City.
- I signed contracts with Century Engineering this week for the S. Walnut Traffic Calming concept plan and S. Walnut bike path
- I made a request to Rep Shupe regarding funding for the Marshall Street bike path.
- Melody and I began work on the Strategic Plan schedule with U of D's Institute for Public Administration
- We attempted to open bids on the downtown playground and pickleball courts, but unfortunately we did not receive any bids. Brad and the architect are looking at rebidding with various alternates.
- We received several funding requests over the past month, including one from the Armory folks as well as for the newly formed Mispillion Performance Series. I am working with Lou for any potential funding for the Armory, but I have suggested the Mispillion Performance Series seek funding by making a request next March for the FY 24 Budget.
- I spend time this week dealing with a sidewalk issue along Lakeview Avenue. DELDOT has made the requirements for sidewalk replacement very difficult.
- Vicky Knorr, Mayor Campbell and I worked on Chief Brown's retirement dinner.
- Suzannah, Lou, Tony, Solicitor Rutt and I have been dealing with an electric customer who wants us to contact the IRS and use her future social security funds to pay her electric bill. Despite her claims, her electric was disconnected, and she came in, paid with cash, and said she would be speaking with Solicitor Rutt.
- Through Brandywine Technology, we have contracted Bill Pettigrew as the Interim IT Administrator effective Tuesday 9/6. Bill has an extensive background, including

working as the IT Director for the Philadelphia Parking Authority. He recently relocated to Harbeson, and is looking forward to serving Milford.

- We again experienced refuse equipment breakdowns the last week of August, delaying refuse and recycling collection. Two trucks were down on Wednesday until 1pm, at which crews began to try and catch up. By Friday, all refuse and recycling throughout the City will have been collected.
- Parks and Recreation is soliciting Citywide Beautification Volunteers. A flyer will be included in this month's utility newsletter, as well as other City social media outlets. The efforts are being coordinated by a part-time parks and recreation employee who has a passion for gardening and improving the City's appearance.
- Mike, Rob and I met with Elmer, Mike and Brent Fannin regarding the final paving of roads in Hearthstone.
- I met with Scott Sipple regarding the management of the Milford Community Cemetery.
- Mike, Brad, Sara, Steve Ellingsworth, Rob and I met regarding the status of a number of City "entryway" projects.
- Councilmen Marabello and James and I met regarding City pride and beautification.
- City staff met regarding our monthly update on Capital Improvement Projects.
- I had my monthly meeting with Melody.
- Rob and I met with the property owner who owns the property along Rt 14 that's surrounded by the Milford Corporate Center.



TO: Mayor and City Council

THRU: Mark Whitfield, City Manager

FROM: Michael Svaby, Director, Public Works

DATE: September 6, 2022

RE: August 2022 - Public Works Department Staff Report

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

Director's Office

- Interviewed 1 Wastewater Technician Candidate
- Held preconstruction meeting for PD Construction and supported demolition of Former A-1 building, opening construction entrance to site
- Attended Sewer Advisory Board meeting with Kent County
- Negotiated takeover of Front St lead service line replacement project so that temporary paving could be properly reaccomplished.
- Rescoped efforts for Traffic Signal Maintenance and documentation with Rybinski Engineering
- Attended from Desk Security Training provided by DFIT/PMA
- Scheduled and held Trash Truck Safety Lunch and Learn
- Advertised PW Solid Waste Collection Requirements
- Participated in PMA Risk Control Exercise

Facilities Section

- Began assembling vendor list for after-hours calls
- Secured quotes for overhead door repairs and Parks and Rec Armory
- Coordinated arrival of Curative COVID Test trailer in Arena's Parking Lot
- Reviewed My Milford App to be used as a facilities help desk app

Public Services Division

Streets/ Solid Waste Section

- Repaired Water leaks on Sussex Ave and East Clarke St
- Supported closing of Streets for Third Thursday Closing of road for 3rd Thursday

- Checked 18 manhole locations including those on West, Church, Truitt, N W Front, NW 2nd, AND NW 3rd for roaches.
- Mowed right away and Watergate for the electric department.
- Replacing fire hydrant on north street that was taken out by a tractor trailer.
- Fixed Fire Hydrant on SE Front and Fisher.

Water/Wastewater Division

- Cleaned SE Regional, Wendy's, and Knotts Landing sewer stations. Changed probe for controller Wendy's location.
- Installed new windsocks at five well sites and chemical room at Public Works
- Removed trees in front of 10th St Treatment Plant.

Engineering- Division

- Attended the PWX 2022 Conference in Charlotte, NC
- Completed Preconstruction Meeting for the Police Station
- Completed Preconstruction Meeting for the Food Bank
- Held Close Out meeting for 2020 Streets
- Met with Chesapeake about extending gas mains using existing utility easements to Lovers Lane
- Walked Brookstone Trace Phase 2 to close out paving work.

New Employee Starts

- None in Public Works Department since the announcement of the last two new employees at the June 27th meeting.



PUBLIC WORKS FACILITY

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

Anthony J. Chipola III, Electric Director
PHONE 302.422.1110, Ext 1137
achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: August 2022 Electric Dept Staff Report
Date: September 7, 2022

Director's Office

- Attended Infrastructure Grant Update Webinar Re: IJJA Funds
- Participated in Supply Chain Challenge Mtg Chaired by DEC with participants from DEMEC and other members
 - Challenges in Transformer Procurement
 - Inflationary Prices
 - Delivery Delays
 - Engagement with Policy-Makers & Suppliers
- Continued work on RP3 Application
 - Held Status mtg with various depts
- Attended DEMEC Board Mtg
- Completed Grid Modernization Survey – Developed by University of Delaware
 - Attempts to poll Utility companies in the state to assess Grid Modernization Readiness & Gaps
- Participated in Hurricane Preparedness Table-top Exercise
- Participated in Capital Project Mtg
- Attended DelDOT August South Monthly Utility Meeting
- Met with Davey Resource Group Re: Field Inventory and asset mapping within GIS
- Developed Troubleperson Job Classification
- Purchased Lockout/ Tagout Kits for securing Equipment in Abnormal configurations
- Worked w/ Parks & Rec Director to identify training / certification options for Arborists working near energized lines

Electric Lines

- Monthly Substation Inspections completed – No Issues Noted
- Participated in TVPPA Lineworker Assessment Review (via DEMEC)
 - Program layout and structure
 - Potential Schedules
 - Interim Training Facilities
- Responded to Ckt 110 Operation (failed Capacitor)
- Responded to Ckt 150 Low Voltage Condition (Station Regulator)
- Promotion of Chris Hitchens to new Troubleperson Job Classification

Technical Services

- Had Discussions with AMP and DEMEC Re: High Failure Rate of Water Wall-mount Meter Failures
 - ITRON investigating Root Cause

- Concerns with current supply chain issues in having replacements on hand
- Continuing to work with AMP and ITRON for Short-term and Long-term solutions
- Reported on current net metering distributed generation installations and capacity totals
- Troubleshoot and repair 10th St Pump Station control issues
- Met with various contractors to specify metering equipment and advise on installation.
- Process the record keeping and paperwork associated with meter exchanges and interconnection applications

Electric Department -August 2022	August 2021	August 2022	FY22 YTD (07/01/21- 08/31/21)	FY23 YTD (07/01/22- 08/31/22)
Electric Division				
Trouble Service Call	38	24	61	41
Work Orders Completed	40	45	94	75
Outages	15	9	29	15
LED Street Lights Replaced	21	10	27	12
New Service Install	4	3	15	6
Poles Replaced	3	12	4	13
After Hours Calls	17	12	39	22
Trees Cut (Days)	2	12	2	12
Technical Services Division				
New Electric Service Installed/Meter Set	11	31	37	60
New Water Service Installed/Meter Set	12	5	26	8
Electric Meter Replacement	9	10	12	19
Water Meter Replacement	39	71	57	122
Work Orders Completed	724	683	1,150	1,325
After Hours Calls	5	3	1	7

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: September 6, 2022

RE: August 2022 – Planning Department Staff Report

- During the first eight months of the 2022 calendar year, the City has issued 28 new residential construction permits. The total construction investment in Milford through the end of August 2022 based on issued building permits was \$20,187,424.
- The City of Milford has seen 132 projects with a committed investment of over \$26.6 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 \$2.90 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$615,00 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines (click the below link to see project locations).
<https://milfordde.maps.arcgis.com/apps/MapSeries/index.html?appid=ab3ecb0d8cbc44d884b7c3063f75125c>
- The Planning Commission will not meet during the month of September.
- The Board of Adjustment will review two variance applications at the September meeting. One is for a minor subdivision that doesn't meet the minimum lot size and lot width requirements along Kings Highway and the second is for a front yard setback variance to construct an addition on the 200 block of Fisher Avenue.
- The City will host an open house for the public to provide feedback on the Milford Corporate Center concept plan on September 27, 2022 from 6 to 8 pm at the Public Works Facility.
- The City received a resubmission of the Buccaneer Carwash Preliminary Conditional Use Site Plan and provided plan review comments to the applicant. The application will be placed on the October agendas for review.
- The City received a resubmission for the Red Cedar Farms Preliminary Major Subdivision application and provided plan review comments to the applicant. This application will be placed on the October agendas for review.
- The City received a resubmission for Knight Crossing Phase 2A Final Major Subdivision and provided plan review comments to the applicant. This application will be placed on the October agendas for review. The City will also review an amendment to the Knight Crossing PUD at the October meetings.
- The City reviewed a final site plan submission for the William Allen Property Management project and provided plan review comments to the applicant.
- The City reviewed a final major subdivision submission for Milford Ponds – Phase III and provided plan review comments to the applicant.

- The City received a resubmission for Cascades Phase II Preliminary Site Plan and provided comments to the applicant.
- The City received a final site plan resubmission for the Teal Creek Plaza Expansion project and is currently reviewing the plans.
- Held our first partnering meeting with the American Council of Engineering Companies (ACEC) of Delaware in an effort to foster better communication between the City of Milford and statewide engineering firms.
- Met with the Dover/Kent County MPO and Century Engineering regarding an upcoming transportation study regarding the 10th Street/N. Walnut Street/N. Rehoboth Boulevard/Washington Street intersection. The purpose of the study is to evaluate the area for pedestrian and cyclist improvements. The MPO is funding the study at a 90/10 split with the City.
- Attended the August Dover/Kent County MPO Technical Advisory Committee (TAC) meeting.
- Attended a project coordination meeting with DelDOT regarding the Milford Corporate Center project.
- Attended a PLUS meeting with the State of Delaware for the Milford Corporate Center project.
- Participated in a City sponsored Hurricane Preparedness Table-top Exercise.
- Staff continue to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
 - [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
 - [Downtown Development District Plan \(Click Here to View\)](#)
 - [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
 - [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Total
New Cases	28
Closed Cases	16
Open Cases at Start of Period	455
Open Cases at End of Period	459

*214 open cases are for tall grass, which stays open the entire growing season.

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	1
Dangerous Tree	2
Furniture Violation	0
Generic Violation	6
Property Maintenance Violation	6
Rubbish & Garbage	1
Weeds & Grass	12
Zoning Use Violation	0
Total	28

Rental Licenses Issued: 41
 Vendor Licenses Issued: 2
 Contractors Licenses Issued: 22
 Business Licenses Issued: 9

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	3
Construction Trailer	1
Residential Demolition	2
Residential Building New Construction	3
Residential Renovation/Accessory	10
Roof/Siding Permit	6
Sign Permit	4
Solar Panel Permit	2
Utility Permit	2
Total	33

Inspections Performed:

Inspections Performed by Type	Count
Footer	16
Foundation	11
Framing	30
Insulation	7
Final	70
Residential Rental	60
Total	194

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council
FROM: Brad Dennehy-Parks and Recreation Director
DATE: September 6th, 2022
RE: August 2022 – Parks and Recreation Staff Report

Parks

- Weekly trash runs of all municipal trash cans continued.
- Grass continued to be cut on all park land and right of ways.
- MP&R assisted with MPD with “Milford’s night out” by prepping Bicentennial Park, and providing tables, chairs, and trash barrels.
- 25 cubic Yards of certified playground Mulch was spread at the Marvel Square playground, and 75 cubic yards was spread at the Can-Do playground.
- Other maintenance at the Can-Do playground included spreading 3 tons of playground sand, fixing one of the mechanical “diggers”, fixing a hole in the poured in place rubber surfacing and fixing some loose bricks in the pavement, and replacing some bolts in playground equipment.
- Seasonal workers continued to water flower baskets and flower beds, plant new flowers and weed flower beds.
- Two large hornet nests were removed after complaints from the public, one at the Can-Do playground and one alongside the Riverwalk.
- Mile marker signs and flag hardware were repaired after a strong windstorm which also saw many limbs down in the park which had to be picked up.
- A third yard hydrant was installed at the dog park and the two other hydrants were repaired. Two tons of Riverwalk stone was installed around the new hydrant for drainage purposes.

Arborist

- Trimmed trees at Tony Silicato Memorial, removed brush piles along perimeter of walking trail, and removed a dead and dangerous tree.
- Removed ten pine trees at the Tenth Street pump station at a request of the Water Department.
- Cleared Electric lines at various locations on McColley Street.

- Removed a large downed tree at the Union Cemetery and cleaned up brush and debris. Also trimmed some other trees which were damaged at this location.
- Cleared an electric line on Rehoboth Blvd.
- Removed/chipped several brush piles on 5th street for Public works crews.
- Removed several brush piles Electric crews had left on several addresses on Beaver Dam Road, and Kirby Road.
- Trimmed low hanging trees at the Penn Fountain Walkway, alongside the Riverwalk and at Public Works facility.
- Performed vegetation control at Independence Commons behind the Solar Farm to gain access to a damaged and dangerous tree which had to be removed alongside a house.
- Responded to an Electric customer concern on Charles Street with a tree growing into a triplex cable.
- Removed/chipped several tree limbs on New Street for Public works crews.
- Performed tree trimming on overhanging trees and removed a dangerous tree at the Ballparks.
- Performed vegetation control and vine removal at the City owned building on Maple Ave.
- Worked with Public works crews to remove several large logs on Kirby road with a backhoe and dump truck.
- Removed a large dangerous leaning tree at Memorial Park.
- Trimmed a tree on South East Second Street that was entangled in the electric service triplex cable. Removed brush from electric outages on Horseshoe Drive, and North Walnut Street.
- Performed sight clearance at pump station entrance on New Wharf Road.
- Trimmed trees on Goat Island blocking the trail.
- Removed a tree on South Walnut Street with the Electric Department.
- Trimmed a large tree at the dog park.
- Performed vegetation control along the fence line at the Parks and Rec. Maintenance facility along the fence line.

Recreation

- We operated most of August without any fulltime staff due to vacancies, so were pleased to welcome Derek Mola as a fulltime recreation coordinator who began on August 29th. Derek came from the Lake Forest School District where he was a behavioral interventionist. He has also worked for Milford Parks and Recreation over the last three years with assisting in a part-time role with various programs including: soccer, basketball, Taekwondo, and our summer fun club.
- A second fulltime recreation employee has been hired and will commence work on September 12th.
- In the meantime, part time staff and office personnel began preparations for the Fall programming and opened registrations for Fall youth programming on August 29th.

Other

- Director continued to work with landscape architect to advance capital projects.

- The playground and pickleball projects were advertised for bid. A pre bid meeting was held with several contractors in attendance and many expressed interest in bidding on the project. Bids were opened August 22 with no contractors submitting bids. The landscape architect and I contacted several of the contractors who had purchased plans and bid documents. There was a consensus that several of them wanted to bid the project but had been unable to obtain unit prices for one of the specialist sub-contractors (the “sportscoat” contractor which is the final layer of the pickleball court). This meant we then had to re-advertise the project and take this component out. I have since had conversations with other towns who said the pickleball players were complaining about the “sportscoat” surfacing and how the ball responded, so we will do further investigation into this. However, it is important that we do not delay the project further with this item. The project is currently out to re-bid, a pre-bid meeting was held September 6th and the new bid opening date is September 20th.
- The lighted handrail project will be publicly advertised September 11th for two weeks, with a pre-bid meeting scheduled for September 20th. Bid openings will be due October 4th.
- Director and Park Superintendent attended the Freedom Festival meetings at the Chamber of commerce.
- Director attended a DMI design committee meeting to discuss further volunteer efforts for additional beautification efforts around Milford.
- Director and Park Superintendent met new facilities coordinator to discuss building maintenance at Parks and Recreation buildings.
- Director attended a City meeting to discuss beautification efforts city wide.
- Director attended a Hurricane preparedness tabletop exercise with other key City personnel.
- Park Superintendent helped deliver 64 back packs to the Boys and Girls Club which was donated by City employees.
- Two employee performance reviews were completed by Park Superintendent.





WE WANT YOU
to make our city
look even more beautiful



Citywide Beautification Volunteer INTEREST MEETING

Interested in gardening?

Want to become more involved in the community?

We're starting a volunteer group to make Milford even more beautiful by planting and maintaining gardens all over the city.

Come to this informational meeting to learn more.

No experience needed.

**Wednesday,
Sept. 14**

6:00 PM

**Milford Parks
& Recreation**

**207 Franklin St.
Milford, DE 19963**

Questions?

beautification@milford-de.gov

302-422-1104



TO: Mayor and City Council

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

DATE: September 1, 2022

RE: August 2022 –Human Resources Department Staff Report

- Onboarded new hires for the positions of Recreation Coordinator and Photography/Videographer Intern
- Onboarded consultant as Interim Information Technology Director for a start date of September 6, 2022.
- 9 Interviews scheduled for job openings for the Customer Service Division. 3 no shows.
- Upcoming New Hires: Police Dispatcher (9/12) and Recreation Coordinator (9/12)
- 2022 Service Awards: Friday, October 14, 2022, at the Parks & Recreation Facility
- 2022 Holiday Party: Friday, December 16, 2022, at the Milford Senior Center.
- City of Milford employees donated 64 backpacks to the Greater Milford Boys & Girls Club through their Annual Backpack Drive.
- PMA Risk Control conducted a Hurricane Preparedness Table-Top Exercise for City Staff on August 25, 2022.
- City staff attended a Front Desk Safety & Security Seminar at the Kent County Administrative Complex on August 9, 2022.
- Met with the new Facilities & Maintenance Coordinator to discuss vulnerabilities identified in the November 2021 Safety & Security Assessment and to determine solutions.
- Promotion: Chris Hitchens, Electric Line Technician, Troubleperson



To: City Council and Mayor
From: Sara Bluhm, Economic Development & Community Engagement Administrator
Subject: August Monthly Report
Date: Sept. 9, 2022

Economic Development

- Met with two potential Milford Corporate Center investors
- Met with healthcare company looking to expand operations in Milford
- Toured 37 N. Walnut St. with landlord and potential tenant
- MCC Meetings: DeDOT project coordination and PLUS Review
- Began TIIF and Site Readiness Level 2 applications

Community Engagement

- Launched Drive 25 sign campaign at National Night Out. Town of Farmington reached out to launch a similar campaign. To date: 56 sign requests; 48 approved requests (9 didn't qualify); 0 to be distributed. Ward breakdown: 10.4% - ward 1; 54.2% - ward 2; 25% - ward 3; 8.3% - ward 4
- Assisted Equipment Operator – Solid Waste with WRDE Zoom Interview discussing staffing shortages
- Began production meetings with CGI video production company to discuss refresh of our web community videos
- Attended P&R Summer Fun Club Carnival to take pictures and promote on social media
- Promoted P&R Parks staff and the refresh of the Can-Do Playground and playground behind P&R Office
- Continued working with Milford Wellness Village to establish new community festival slated for 9/23 – weekly committee meetings
- Interviewed and onboarded Kent Milligan, Photography/Videography Intern
- Met with Curative representatives and Public Works staff to discuss trailer placement in the Arena's parking lot
- Presented Milford Community Profile presentation to the MSD new teachers
- Attended Third Thursday and worked the PW booth to promote KKAD25 campaign and PW materials
- Met with P&R Beautification volunteer/PT gardener to discuss Beautification Volunteer Meeting marketing

Meetings/Trainings

- Attended DEMEC's Infrastructure Grant Update webinar
- Attended 3-day virtual Building Codes on Main Street Workshop sponsored by the Division of Small Business
- Attended two DMI Economic Vitality meetings
- Participated in Capital Project working group meetings
- Attended Kent County Tourism Certified Tourism Ambassador training in Dover
- Attended weekly NE Front St. Update meetings with City Engineer and Project Manager
- Attended recurring SeeClickFix meetings for technical and marketing assistance
- Attended monthly Kent County Tourism Board meeting

- Met with WIIN representatives to discuss project updates
- Instructed new Facilities Coordinator on how to utilize MyMilford for all internal maintenance requests
- Met with Zencity software to discuss how their project timelines can assist city staff
- Attended 2023 Leadership Delaware Candidate Reception
- Attended quarterly DPP Economic Development Partners meeting in Dover
- Participated in PMA Risk Control: Hurricane Preparedness Table-top Exercise with city staff
- Attended DEMEC Customer Service Working Group - Electricity 101 webinar
- Reviewed City Beautification/Entrances efforts with city staff

Social Media/Website

- August 2022 Insights:
 - City of Milford Facebook: 33 new likes (total: 2,604); 10,795 reached (8,866 last month); 473 page visits (603 last month)
 - Parks & Rec Facebook: 43 new likes (total: 2,731); 7,700 reached (9,606 last month); 880 page visits (1,350 last month)
 - Instagram: 19 new likes (total: 1,036); 717 accounts reached (881 last month); 74 profile visits (86 last month)
 - Twitter: 1 tweet, 297 impressions, 392 profile visits, 4 mention, 1,359 followers
 - COM Website: 9,649 users (10,286 last month); 14,185 sessions (15,178 last month); 29,070 pageviews (30,707 last month)
 - ED Website: 94 users (90 last month); 113 sessions (112 last month); 314 pageviews (249 last month)
 - ChatBot: 60 self-service resolutions; 23.1% self-service resolution rate; \$300 cost savings
 - MyMilford: 94 issues created; 90 issues closed; Average Days to Close: 3.1; 203 registered users
 - App Store: 98 downloads (588 all-time downloads)
 - Google Play: August #s unavailable by publication deadline (121 all-time downloads)

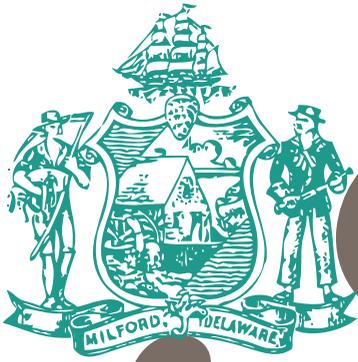


Email Campaigns

- August utility newsletter to full database (customers and business license holders) (4,820): 55% open
- August business newsletter to business license holders (730): 40% open

Press Releases & Coverage

- City of Milford Kicks Off Drive 25 Campaign
 - WRDE: "Keep Kids Alive, Drive 25" Campaign Launches in Milford (Aug. 2)
 - WGMD: Milford Spreads the Word: Keep Kids Alive, Drive 25 (Aug. 2)
 - WMDT: Building safer communities with new Milford campaign: Keep Kids Alive Drive 25 (Aug. 3)
 - DE State News: National Night Out returns in Milford after hiatus (Aug. 2)
 - MilfordLIVE: City of Milford Kicks Off Drive 25 Campaign (Aug. 8)
- City of Milford invites Public to Milford Corporate Center Open House
 - MilfordLIVE: City of Milford invites Public to Milford Corporate Center Open House (Aug. 30)



Milford

River Town • Art Town • Home Town

DELAWARE

Sept. Community Happenings

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

City Happenings:

- **Monday, Sept. 5:** City Offices Closed Due to Holiday
- **Monday, Sept. 12, 6pm:** City Council Meeting
- **Monday, Sept. 26, 6pm:** City Council Meeting
- **Tuesday, Sept. 27, 6pm:** Milford Corporate Center Concept Plan Open House
- **Wednesday, Sept. 28, 6pm:** City Council Workshop

Public invited to Open House

The City of Milford will host an Open House to discuss the Milford Corporate Center concept plan on Tuesday, Sept. 27, 2022 from 6:00pm to 8:00pm at the Public Works



Facility, 180 Vickers Drive, Milford, DE. The City and its land planning consultant will be available during the two-hour period to gather feedback from the public and provide information related to the proposed business park.

Beautification Volunteers Wanted

Interested in gardening? Want to become more involved in the community? We're starting a volunteer group to make Milford even more beautiful by planting and maintaining gardens all over the city. Come to an informational meeting on Wednesday, Sept. 14, 6:00pm at Milford Parks & Recreation (207 Franklin St.) to learn more. No experience needed.

City Council Round-up: August

At the August 8 Council Meeting, Council heard the results of a traffic study performed on the SW Front St./S. Walnut St. intersection that will make the roadway two way and create an all way stop. They also voted to grant DelDOT an easement at the N. Walnut St./NE Front St. intersection for street light electric access in the parking lot, awarded Jaquez Concrete, LLC the contract for the 2020 Sidewalk Program Project, and heard two presentations regarding proposed ward redistricting and the preliminary concept plan for the Milford Corporate Center. At the August 22 Council Meeting, Council awarded Feebs Distilling a conditional use permit to expand their outdoor seating and PAM Health a conditional use permit to build on the Bayhealth Sussex Campus. They also removed outdated chapters of the city code and heard a presentation from City interns regarding a downtown public restroom. At the August 31 Council Workshop, Council heard updates from Efficiency Smart, Carlisle Fire Company, and the MPD Chief of Police search. They also discussed a residential sprinkler incentive. All public meetings can be viewed live or recorded online at www.cityofmilford.com/553/Watch-Public-Meetings.

Riverwalk Festival & Village Fest

Mark your calendar for two September community festivals: the 21st Annual Riverwalk Freedom Festival on Saturday, Sept. 17 and the inaugural Milford Wellness Village Fest on Friday, Sept. 23.

The Riverwalk Freedom Festival held in Downtown Milford runs from 9am-10pm with crafters, vendors, food trucks, live music and fireworks! www.milfordchamber.com

Village Fest will be held at the Milford Wellness Village campus (21 W. Clark Ave.) at the corner of King's Hwy and Williams St. between Jefferson Ave. and King's Hwy. from 4-8pm. Family-friendly activities, food and drink, and live entertainment from The Funsters, plus MRB beer, ice cream, and more! www.milfordwellnessvillage.com

Did you get your Drive25 sign?



Drive 25 Sign Order Instructions

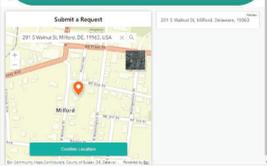
The City of Milford kicked off a KEEP KIDS ALIVE DRIVE 25* campaign at National Night Out on Tuesday, August 2. Residents who live on a 25-mph road within city limits can apply through MyMilford (<http://cityofmilford.com/535/MyMilford>) for a branded yard sign to be placed in their yard.

Steps to order your sign:

1. Click New Request



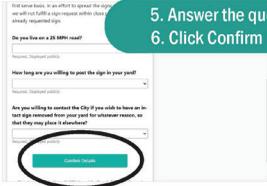
2. Enter your address (must be within city limits) & click Confirm Location



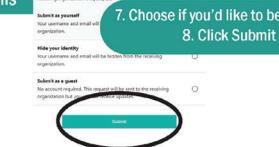
3. Scroll to Drive 25 Sign Order
4. Click No Photo



5. Answer the questions
6. Click Confirm Details



7. Choose if you'd like to be identified
8. Click Submit



Questions? Call 302.725.2068

Employee Spotlight

Steve Porter

Electric Line Technician, Crew Leader

1. How long have you worked for the City of Milford? **8 months**
2. Have you always worked in this role? **No, I started as a lineman with the City and also worked as a lineman in Middletown for 18 years**
3. What is your favorite thing about working for the City? **I love that I'm working so close to home.**
4. What do you enjoy doing in your free time? **Spending time with my family, driving out on the beach, bow hunting and fishing.**



Steve has made a huge impact in his time with the City. His leadership skills, technical expertise, and dependability during after-hours emergency restoration efforts has allowed the City to provide safe and reliable service to our residents and customers. I would like to call special attention and congratulate Steve on his recent promotion to Crew Leader; where he continues to share his electrical knowledge and leads through example.

- Tony Chipola, Electric Director

MyMilford Recap

The City of Milford launched the MyMilford app in mid-February 2022. After 6 months of citizen use, we wanted to share some stats! The MyMilford app is the fastest, easiest way to submit non-emergency requests! Please download the app to your smartphone or submit a request at www.cityofmilford.com/535/MyMilford



February-August 2022



Average Acknowledgment Time: **.9 days**

Average Time to Close a Request: **5.8 days**

Top 5 Request Categories

excludes Community Clean-Up Volunteer Sign-up, Drive 25 Sign Order & Other



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

Join the City of Milford for a career that matters!

Now hiring the following positions:

Cash Operations Clerk II

\$37,398.44

Billing Clerk II

\$37,398.44

Network Technician

\$66,253.62

Technical Support Specialist I-Police

\$60,230.56

Equipment Operator-Streets

\$45,252.11, CDL Required

Equipment Operator-Solid Waste (2 openings)

\$45,252.11, CDL Required

Water & Wastewater

Technician

\$45,252.11

Apply Online @ www.cityofmilford.com



FINANCE DEPARTMENT
 10 SE Second Street
 Milford, DE 19963

PHONE 302.424.5140
 FAX 302.424.5932
 www.cityofmilford.com

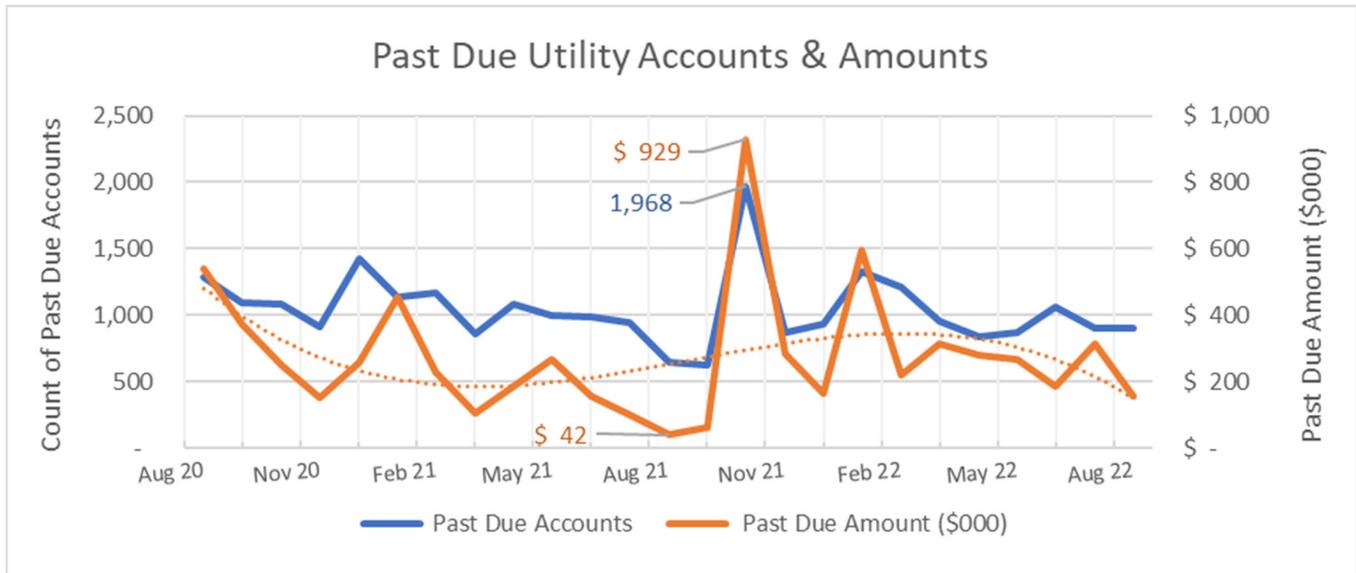
To: Mayor and City Council
 From: Louis C. Vitola, Finance Director
 Date: September 9, 2022
 Re: August 2022 Finance Department Staff Report

- Monthly Financial Reporting
 - The Report for July 2022, the first period in FY23, was distributed to Council, approved and posted
- Staffing
 - Suzannah Frederick and I interviewed Billing Clerk applicants and made offers to qualified candidates
 - One candidate is undergoing pre-employment screening now
- Training and Improvement Efforts
 - Sandra Peck and I participated in three Tyler ERP sessions:
 - (1)Hub & Tyler Content Manager; Configuration of (2) G/L+Budget & (3) Bid/Contract Mgmt
 - The Customer Service Team participated in Front Desk Safety and Security Training together (DFIT)
 - Carol Scott and Lucas David participated in DEMEC’s Electricity 101 Webinar
- Police Facility Project – Planning and Design
 - The USDA Financing Application Process remains open
 - Mike Svaby, the BMG/Ryj project teams and I met with the USDA to review application materials and discuss action items for the application process
 - The first eight construction invoices across six contracts for activity in June and July were paid to vendors in August through the Bond Anticipation Note (BAN), totaling \$417,000
- External Reporting Requirements
 - FY21 Audit: we continue to work on the final push to satisfy audit requirements and look forward to completing and publishing a successful audit
 - Final reviews and testing continued through August and into the first week of September with hopes that the final report will be published by mid-day Monday for introduction to City Council on September 12, 2022 and approval on September 26, 2022
 - Work on the FY22 Audit is underway and well ahead of last year’s progress through August
 - The Annual MSA Report and the Semi-annual Bonded Indebtedness Report were each submitted ahead of their August due dates to the State (DelDOT and the Treasurer’s Office, respectively)
- Investment Management RFP
 - I met with the Treasurer’s Office to discuss the revival of county/municipal investment contract participation
- Billing & Customer Service Department
 - We held meetings with two copier vendors in August to continue pursuing in-house bill printing
 - The tables showing the year-to-date past due property taxes in the current FY vs the prior FY will resume in September; the report is omitted in August when the new fiscal year taxes are billed
 - Property Tax budgets, estimates and billings (levies) for FY22 and FY23 follow in the table below:

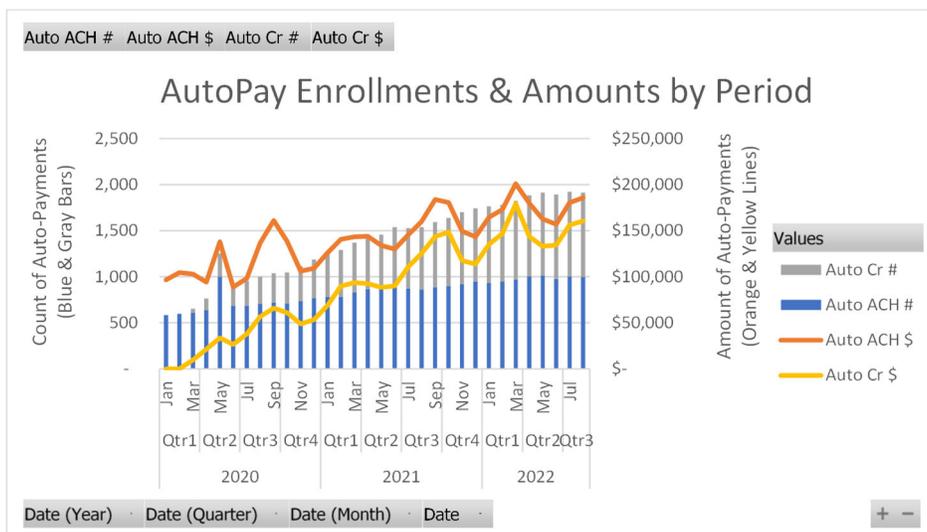
	FY22	FY23
Property Tax Budget	\$ 4,741,043	\$ 4,912,100
Annual Billing (August)	4,613,192	4,876,342
Initial Gap	(127,851)	(35,758)
Interim Levies	105,893	TBD
Total Levied	\$ 4,719,085	TBD

- Billing & Customer Service Department, Continued

- Past due utility balances have settled and stabilized following the systems outages and third-party support problems that caused spikes in the fall of 2021 and spring of 2022



- This month's results are improved over last month and compare well against the long-term average, though we are higher than last August (record low for the last two years)
 - The dollar amount past due (solid orange line) is 14% lower than the average for graphed periods and 39% higher than last August
 - The accounts with any amount past due (blue line) is 44% below the long-term average
- The City's ability to enforce the dunning and collection methods at its disposal are dependent upon constrained variables (such as staffing authorization and technical constraints), the regulatory environment, and items outside of the City's control (such as weather, systemic economic conditions).
- Dunning and collection are measures to overcome undesired behavior, while the City's services like budget billing and auto-payment are measures to encourage desired behavior.
- The graph below exhibits the number and dollar amount of automatic payments by type and period since 2020. We will continue to build on the efforts made in the last two years to increase enrollment.
 - August enrollment (count) is 10 transactions behind July but 375 (24%) ahead of last August
 - August volume (\$) was \$10k (3%) and \$61k (21%) ahead of July and last August, respectively



PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: September 6, 2022

RE: Parks and Recreation Advisory Board and Tree Preservation and Advisory Council Appointments.

Tree Preservation and Advisory Council

The following individuals have expressed interest by applying, and I feel they have suitable qualifications and experience to serve on the Tree Preservation and Advisory Council. It is my recommendation that the Mayor and Council appoint the following residents for the following terms per the City code:

Timothy Metzner-Ward 1. (3 year term). Tim is a Registered Landscape Architect with over 19 years experience in the field of planting, design, identification and conservation. He is also the president of the Delaware Board of of Landscape Architects. Tim has a diverse professional knowledge of plant identification and design and is familiar with the many jurisdictional codes for landscaping and plant selection.

Leigh Muldrow-Ward 2. (2 year term). Leigh holds a degree in Landscape Architecture, and currently is employed by Vernacular Landscape Architecture. She is also a PhD research assistant with the University of Delaware.

Eric Wahl-Ward 1. (2 year term). Eric is a Registered Landscape Architect in both Delaware and Maryland. Graduate of Temple University and works for Pennoni Associates. Eric is also the President of the Delaware Native Plant Society, where they promote the preservation, conservation and education of the use of native plants.

Holly Heverly-Ward 2. (1 year term). Holly is a certified habitat steward through the Delaware Nature Society, has a Bachelor of Science in Biology with a concentration in Botany, graduate studies in Environmental Botany, taught high school Biology for 12 years, was employed in nursery and greenhouses for over 5 years, and has studied the use of native plants in landscaping in the State of Delaware.

Fatima Woodard-Ward 4. (1 year term). Fatima is retired who previously owned a landscape and garden design firm. She is an avid gardener with a love of trees.

Parks and Recreation Advisory Council

There are currently two vacancies on the Parks and Recreation Advisory board. It is my recommendation that the Mayor and Council appoint the following two individuals to the Parks and Recreation Advisory board:

Bill Shupe-Ward 1. (Term to expire 8/31/2024/Completes Chris Mergner term). Bill is retired from Seaford School district, is a former volunteer coach for Milford Parks and Recreation and an avid user of the Riverwalk and Dogpark.

Darron Johnson- Ward 1. (Term to expire 8/31/2023/Completes Eli Howard term). Darron lives on Marshall Street and is an operations manager for G&R Recreational Area and campground and oversees 35 acres as well as coordinating a 10,000 square foot activity hall and overseeing outdoor concerts and festivals.

The following individual has expressed a desire to continue to serve on the board. It is my recommendation that the Mayor and Council reappoint the below individual to the Parks and Recreation Advisory Board:

Ronny Baltazar-Lopez-Ward (N/A). (Completes Partial term (Andy Fulton) that expires 8/31/2022). Reappoint to a three-year term beginning 08.31.2022 thru 08.31.2025.

ARTICLE VI – Parks and Recreation Advisory Board

§ 165-14. - Parks and Recreation Advisory Board.

A. There is hereby created and established a Parks and Recreation Advisory Board. The Parks and Recreation Advisory Board shall be composed of five (5) persons. The members shall be appointed by the Mayor, with the approval of City Council, for staggered terms of three (3) years each. At the time of the initial appointment, pursuant to this Chapter, the Mayor shall designate the length of term for each member to provide for staggered terms.

B. At least four members of the Advisory Board shall be residents of the City of Milford. If it is deemed beneficial to the work of the Advisory Board, one member may be a non-resident, but shall be a resident of the Milford School District.

C. Any member who is absent from three (3) consecutive meetings without being excused shall be considered as having vacated his/her appointment.

D. The members of the Advisory Board shall serve without compensation.

E. The Advisory Board shall meet at least quarterly.

§ 165-15. - Responsibilities.

A. Advisory Board members shall deal with Parks and Recreation employees or contractors solely through the Parks and Recreation Director or, if unavailable, the City Manager. The Advisory Board shall make decisions with respect to its recommendations and/or advice to the Director or the City Council collectively in public meetings in accordance with requirements and provisions of the Delaware Code. Any such recommendations to the City Council shall be communicated in writing in the form of minutes or memos.

B. The Parks and Recreation Advisory Board is responsible for advising the City Council on policy matters relating to:

- (1) The development of City parks and recreational facilities,
- (2) The recreation programs of the City,
- (3) The fees and charges for the use of parks and recreation facilities and for recreation programs,
- (4) Other subjects that may be referred to the Advisory Board by City Council or the Parks and Recreation Director.

C. The Parks and Recreation Advisory Board shall assist the Parks and Recreation Director with educating the public about the benefits of recreational activities, parks and open space, trees and their proper care.

Chapter 211 TREES

§ 211-3. Preservation and Advisory Council.

There is hereby created and established a Preservation and Advisory Council which shall consist of five members. These five members will include volunteer citizens, residents and/or local business owners, and will be appointed by the Mayor with the approval of Council. The term of the five members appointed by the Mayor and approved by Council shall be three years, except the term of two of the members appointed to the first Board shall be for only one year and the term of two of the members appointed to the first Board shall be for two years. If a member leaves the Board during his or her term, his or her successor shall serve for the unexpired portion of the term.

- A. The members of the Board shall serve without compensation.
- B. The members of the Board shall have public meetings at least semi-annually .
- C. The Board shall deliver the agenda for each meeting to the City Clerk 10 days prior to the meeting date. The City Clerk shall post the agenda seven business days prior to the meeting.
- D. Any action taken by the Board at a regularly scheduled meeting shall require a majority vote of members in attendance. Attendance by three or more members shall constitute a quorum for the conduct of business by the Board. Should nature create a hazard that needs immediate attention to protect the public's safety, the City Manager shall use his/her discretion to rectify the problem in a timely manner within the bounds of this chapter.

§ 211-4. Preservation and Advisory Council authority and responsibilities.

- A. The goal of the Preservation and Advisory Council is to ensure that the City will realize the benefits of trees by proposed policies, regulations and standards necessary to:
 - (1) Establish and maintain the appropriate amount of tree cover on public lands and to maintain an inventory of its City trees.
 - (2) Maintain City trees in a healthy and nonhazardous condition through good arboricultural practices.
 - (3) Establish and maintain diversity toward native tree species and age classes to provide a healthy and stable urban forest.
 - (4) Study, investigate, develop and/or update and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented to the City Council and, upon its acceptance and approval, shall constitute the official comprehensive tree plan for the City of Milford.
 - (5) Prepare and submit a tree planting/maintenance budget to Council for approval.
 - (6) Advise the City Manager on making application for and receiving grants or contributions of money, technical assistance and labor from any person, organization or agency, and, on the expenditure of such grants or contributions for specific projects relating to the planning, management, care, planting and preservation of trees in the community forest and for the beautification of the City of Milford.
 - (7) Assist and work with individuals and businesses developing new residential, commercial or industrial sites to preserve existing trees or oversee proper replacement of trees removed from the site being developed.
 - (8) Educate the public about the benefits of trees and their proper care.

-
- B. The Preservation and Advisory Council shall assist the City Council, Planning Commission, the owner/developer and any other entity having intent to develop and/or subdivide a lot, piece, parcel or tract of land. Where considered desirable by the Planning Commission, the owner/developer may be required to plant trees or shrubs in appropriate areas for both aesthetic and screening purposes. The type of planting shall be defined by the owner/developer, but subject to Planning Commission approval.
 - C. The Preservation and Advisory Council shall establish the preservation of all natural features which add value to the residential developments and to the community, such as large trees or groves, watercourses and falls, historical spots, vistas and similar irreplaceable assets. No tree on City lands with a diameter of eight inches or more as measured 4 1/2 feet above the base of the trunk shall be removed without prior consultation with the Preservation and Advisory Council.



RESOLUTION 2022-11

Halloween Trick-or-Treat

WHEREAS, the children of Milford are free to enjoy the fun and festivity associated with the observance of the Halloween Trick-or-Treat custom of traveling with friends and family, going door to door in their neighborhoods, displaying their costumes and gathering treats; and

WHEREAS, parents are urged to join in the festivities by accompanying their children throughout their journeys in celebrating Halloween Trick-or-Treat; and

WHEREAS, residents are requested to indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes so lighted.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that the Halloween Trick-or-Treat observance be held in an orderly manner on Monday, October 31, 2022 between the hours of 6:00 P.M. and 8:00 P.M. in the City of Milford.

AND, BE IT FURTHER RESOLVED THAT:

*Costumed celebrants will be permitted to engage in Trick-or-Treat.

*All celebrants are to refrain from committing acts of vandalism or destruction.

*Motorists are asked to be ever watchful of our youngsters making these annual rounds.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 12thth day of September 2022.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson



RESOLUTION 2022-12

APPROVAL OF 2023 HOLIDAY SCHEDULE

WHEREAS, Chapter 55 of the City of Milford Code governs personnel policies for all City of Milford employees and is intended to inform employees with important information about the City’s rules, policies, practices, and procedures, as well as educate them on their own privileges and responsibilities; and

WHEREAS, Section 7.3 of Chapter 55 of the City Code, entitled Holidays, currently states the City will grant holiday time off to all employees on all legal holidays, officially adopted and approved by the Milford City Council each calendar year and that all City offices shall be closed during designated City holidays; and

WHEREAS, City employees shall be granted holiday pay, or accrual time, in accordance with Chapter 55, or their respective collective bargaining agreements.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Milford, during a lawful session duly assembled on the 12th day of September 2022, by a favorable majority vote, authorize the following holidays be observed beginning January 1, 2023:

HOLIDAY	<i>City Hall & City Administrative Staff, Non-Union Employees, IBEW Union</i>	<i>Police Officers & Police Dispatchers Teamsters Union</i>
	DATE OBSERVED	DATE OBSERVED
New Year’s Day	01/02/2023	01/01/2023
MLK Jr. Birthday	01/16/2023	01/16/2023
Presidents Day	02/20/2023	02/20/2023
Good Friday	04/07/2023	04/07/2023
Memorial Day	05/29/2023	05/29/2023
Juneteenth	06/19/2023	06/19/2023
Independence Day	07/04/2023	07/04/2023
Labor Day	09/04/2023	09/04/2023
Veterans Day	11/10/2023	11/11/2023
Thanksgiving Day	11/23/2023	11/23/2023
Thanksgiving Friday	11/24/2023	11/24/2023
Christmas Eve	12/22/2023	12/24/2023
Christmas	12/25/2023	12/25/2023
New Years	01/01/2024	01/01/2024

Mayor Arthur Campbell

Attest: _____
City Clerk Teresa K. Hudson

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

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

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

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

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

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

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

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

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

Section 1.

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

Section 2.

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

Section 3.

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

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

Section 4. Dates

Introduction: September 12, 2022

Public Comment/Review: September 26, 2022

Section 5.

This ordinance is effective ten days following adoption.

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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

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

Purpose

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

Current Language

Employees may not engage in political activity during working times. Political activities include:

- Solicitation, distribution, or receipt of any assessment, subscription or contribution for any political party or cause; and
- Campaigning for any candidate or issue, including posting, wearing or distributing political material of any kind.

Proposed Revised Language

Prohibited Political Activities:

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

Prohibited political activities include:

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

Permitted Political Activities:

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

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

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

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

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

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

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

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

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

Section 1.

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

Section 2.

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

Section 3.

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

Prohibited Political Activities:

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

Prohibited political activities include:

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

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

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

Permitted Political Activities:

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

Section 4. Dates

Introduction: September 12, 2022

Public Comment/Review: September 26, 2022

Section 5.

This Ordinance is effective Ten days following Adoption.



Economic Development & Community Engagement Update

Sara M. Bluhm

City of Milford

Economic Development & Community Engagement Administrator

September 12, 2022

Economic Development - confirmed

- Milford Corporate Center
 - Site Readiness Funds
 - \$100,000 received
 - Concept Plan renderings
 - Community Workshop planned
- Primary Care Office opened in old Bayhealth Walk-in Clinic space
- My Sister's Fault – EDGE Grant expansion
- Milford Public Library commercial rental – market rent
- 2021 State Planning Annual Report
 - Milford ranks 3rd in nonresidential square footage constructed, behind only Wilmington and Newark
- Growinmilford.com
 - Rt. 1 Billboard starting 9/15



Economic Development - confirmed

- 16 ribbon cuttings
 - Hunter Emory State Farm Agency
 - Little Bucs Learning Center
 - Bayside Gymnastics
 - Benchmark Physical Therapy
 - Kay's Kitchen n' Krafts
 - Ultrasound Express
 - Surf & Turf
 - PRN Staffers
 - Open Heartz Care
- Microtel by Wyndham
- JT James Performance
- SmartStart Learning Center
- University of Delaware DATI
- PACE Your LIFE
- Milford Advocacy for the Homeless
- Benvenuto
- 1 minute recap videos



Economic Development – promising

- Transportation Infrastructure Investment Fund (TIIF)
 - \$2,205,135.46 applied for
- Site Readiness Funds
 - \$1,000,000 applied for
- Milford Wellness Village vacant space
- Downtown retail in old *Milford Chronicle* office
- Food Bank of Delaware facility



SEDIP, Code Enforcement & DDD

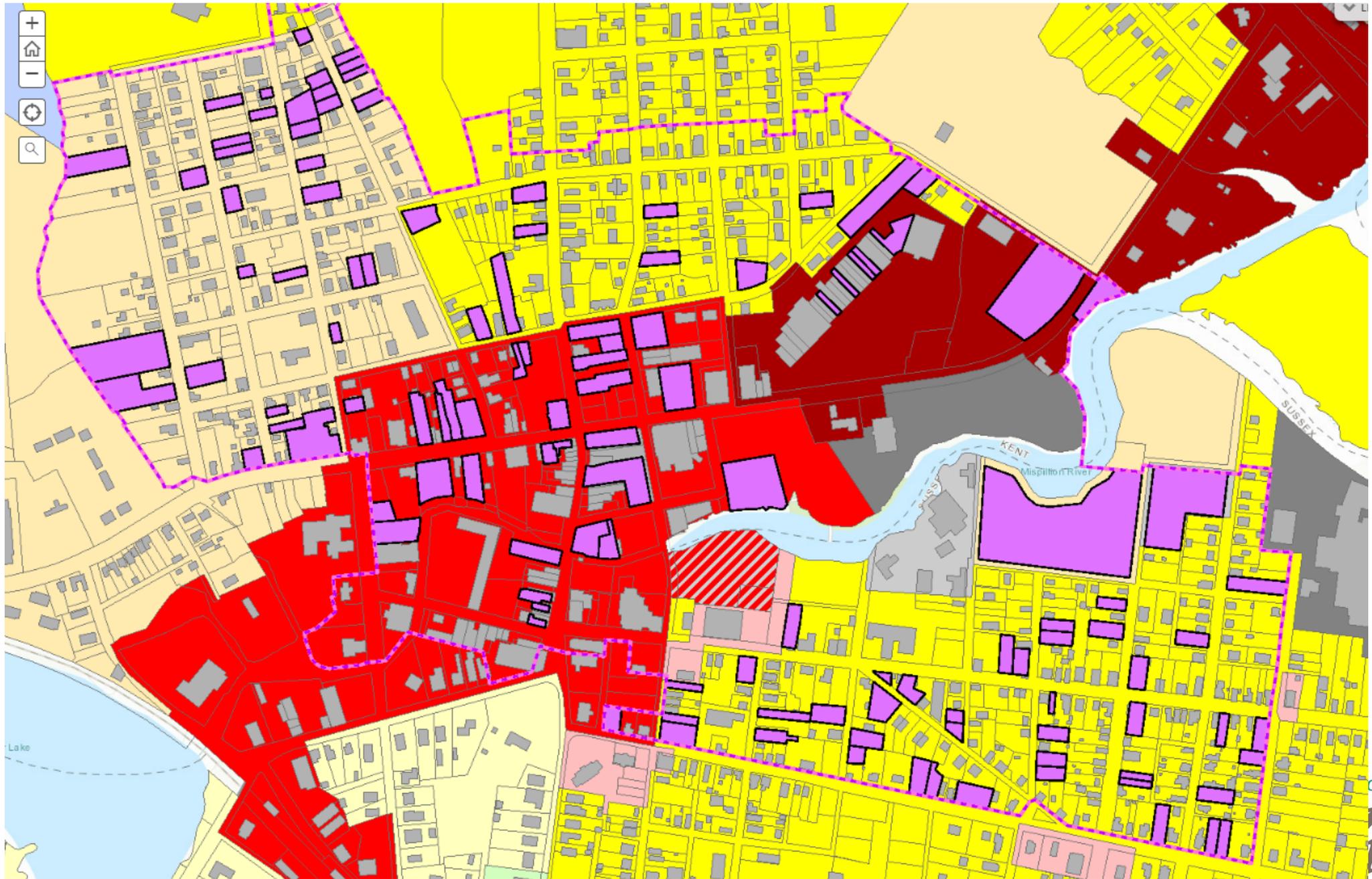
- City offers three Specific Economic Development Incentive Programs
 - Greater Milford Business Complex Incentive Program
 - Downtown Development District Incentive Program
 - Citywide Job Creation and Capital Investment Program
- 9 businesses utilized since Jan. 2019
 - Projected Capital Investment: \$60,395,500
 - Projected Job Creation: 359
 - Max Impact Fees Waived by the City: \$610,231
- Code Enforcement
 - Detailed reports back to 2018 include progress complete with photos
 - <https://www.cityofmilford.com/16/Code-Enforcement-Licensing>
- DDD Projects
 - [Completed Downtown Development District Projects Map](#)

Code Enforcement

Below are links providing detailed reports on code violations. The reports include progress information for individual cases along with before and after photographs for violations that have been remedied and closed.

- [2018 Cases Closed](#)
- [2019 Cases Closed](#)
- [2020 Cases Closed](#)
- [2021 Cases Closed](#)
- [Detailed Code Enforcement Progress Report - January 1, 2022 \(Part A\)](#)
- [Detailed Code Enforcement Progress Report - January 1, 2022 \(Part B\)](#)





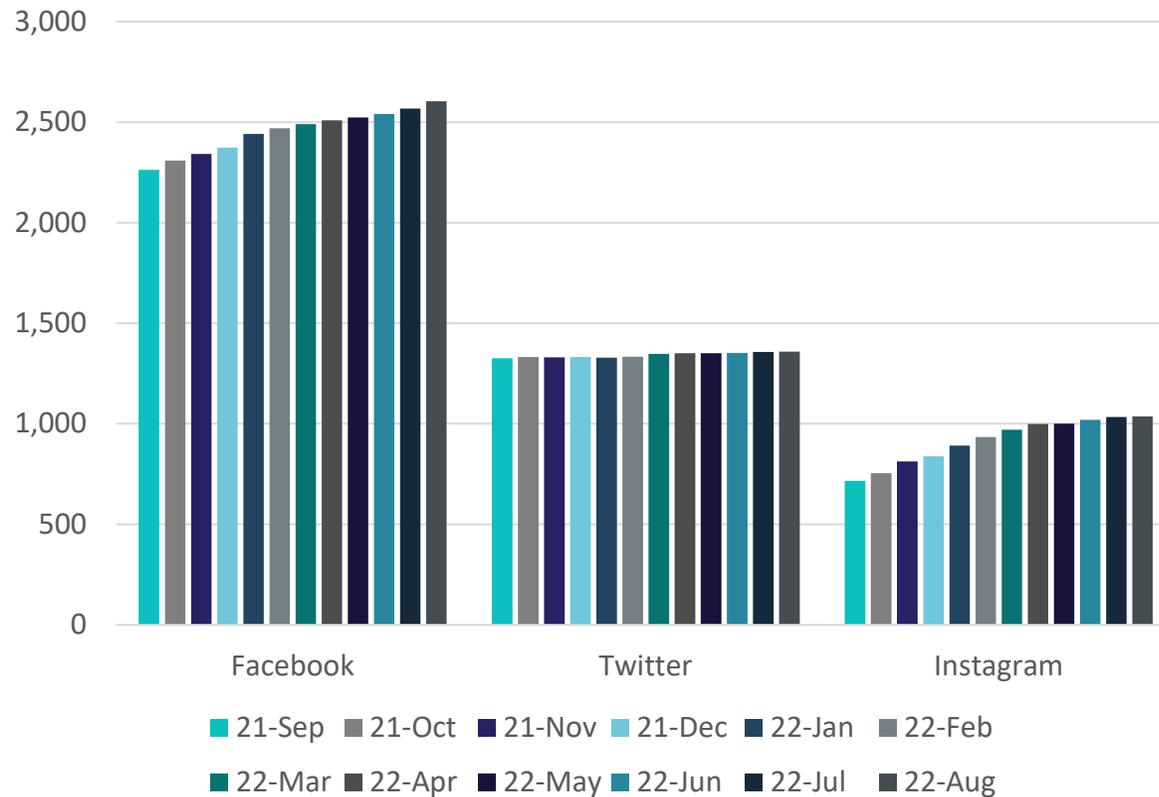
Community Engagement

- Downtown Banner Program
- MyMilford app
- Community Calendar submissions
- Bucky the ChatBot
- Community presentations
 - Rotary, Community Conversation, MSD
- Community Clean-up volunteer sign-up
- Customer Resources webpage
- KKAD25 Campaign
- Village Fest
- E-newsletter distribution growth



Social Media/Website

City of Milford Social Growth



Website Visits



Other City social channels:

- NextDoor
- LinkedIn
- YouTube
- P&R Facebook page
- MPD social channels





Questions?



Local Government
Management Fellow
201 S. Walnut St.
Milford, DE 19963

PHONE 302.422.1111 Ext. 1215
www.cityofmilford.com

Date: September 12, 2022

To: Mayor Archie Campbell and Members of City Council

From: Melody Barger, Local Government Management Fellow

Re: Strategic Plan Update Timeline

Dear Mayor and Members of Council,

The Strategic Plan that the City of Milford has been following for the past five years has been a wonderful guide for the priorities of the City. However, most of the items on the strategic plan have been achieved, including starting a new police station, developing an industrial park, creating a street improvement plan, implementing a sidewalk program, etc. The time has come for the City to create an updated plan, add new priorities, and create a new document to guide the creation of projects for the next few years.

At Mark Whitfield's direction, the City has contracted with the University of Delaware's Institute for Public Administration to partner on a Strategic Plan update. The IPA will provide facilitation and research skills, City staff will provide insight into the City's operations and methodologies. Following a similar (but somewhat less arduous) strategy as the last Strategic Plan, we will utilize the following timetable:

October 2022 – Council Retreat to review the scope of work, provide input on priority areas, community rhythms assessment, and learn about coffee conversations

November-December 2022 – Community Conversations about 2 priority areas, councilmembers may have coffee conversations with their districts

January 2023 – Community Conversations about 2 priority areas, community rhythms assessment revisit

February – March 2023 – Development of a “what we heard” document, Council Retreat, Draft Update Strategic Plan

April 2023 – Public Workshop and Formal presentation to Council, Adoption of the Revised Strategic Plan

At this beginning stage in the game, staff urges Council to set a date for the initial Council Retreat, for the purpose of kicking off the process.



Local Government
Management Fellow
201 S. Walnut St.
Milford, DE 19963

PHONE 302.422.1111 Ext. 1215

www.cityofmilford.com

Sincerely,
Melody Barger



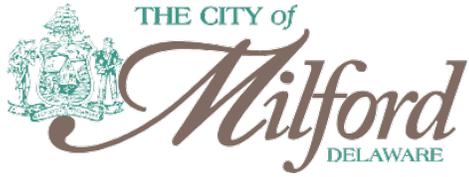
Strategic Plan Update

September 12, 2022



Why Do We Need an Update?

- ▶ Last Strategic Plan was adopted in 2017
- ▶ We have completed most of the priorities
 - ▶ Industrial Park
 - ▶ New Police Station
 - ▶ Sidewalk Program
 - ▶ Street Improvement Plan
- ▶ Staff need Council and Residents' guidance on new priorities and projects



Strategy

- ▶ Contract with UD IPA
- ▶ Facilitate Council Retreats to set priorities
- ▶ Facilitate Community Conversations and Coffee Conversations to obtain resident input
- ▶ Develop a Draft Strategic Plan Update
- ▶ Take Council and public comments
- ▶ Hold a Public Hearing and Final Adoption



Timeline

October 2022

- Council Retreat, Scope of Work, Community Rhythms Assessment



November 2022

- 2 Community Conversations and Coffee Conversations



January 2023

- 2 Community Conversations, Community Rhythms Assessment Revisit



February - March 2023

- What We Heard, Council Retreat, Draft Plan



April 2023

- Public Workshop/Formal Presentation, Adoption



Immediate Steps

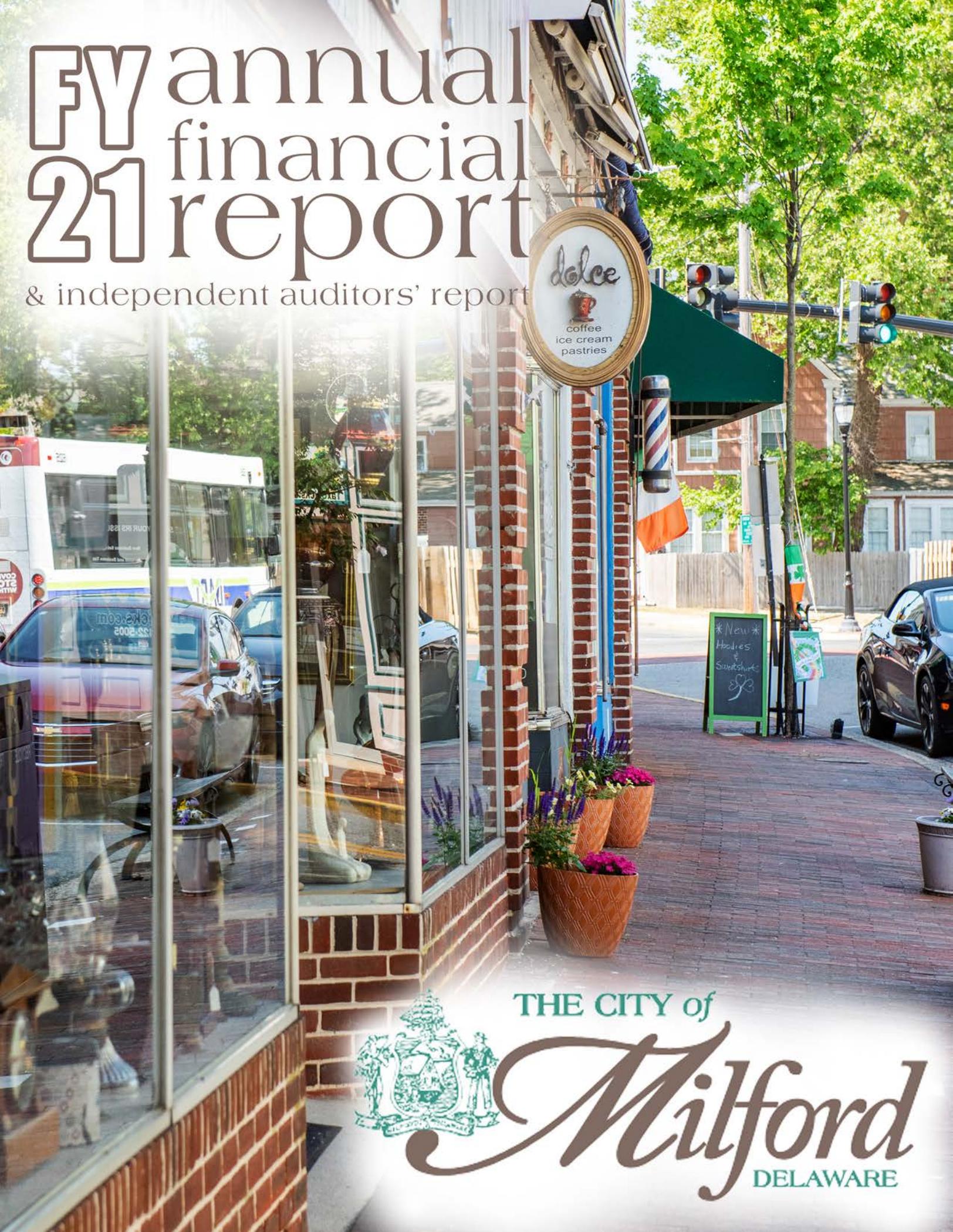
Set a Date and Time for the
October Council Retreat

Questions?



FY annual financial 21 report

& independent auditors' report



THE CITY of

Milford
DELAWARE



The City of Milford, Delaware

Annual Financial Statements

Including Independent Auditors' Report

As of and for the Year Ended June 30, 2021

The City of Milford, Delaware
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The City of Milford, Delaware

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TRANSMITTAL LETTER

March 21, 2022

The Honorable Mayor and Members of the City Council
City of Milford, Delaware

The Finance Department and City Manager's Office are pleased to submit the Annual Financial Report for the City of Milford, Delaware, for the fiscal year ended June 30, 2021.

This report is published to provide the City Council, City staff, our citizens, bondholders and other interested parties with detailed information concerning the financial condition and activities of the City government. Responsibility for both the accuracy of the data presented and the completeness and fairness of the presentation, including all disclosures, rests with the City.

To the best of our knowledge and belief, the enclosed data is accurate in all material respects, and is organized in a manner designed to fairly present the financial position and results of operations of the City as measured by the financial activity of its various funds. We also believe that all disclosures sufficiently inform that data to enable the reader to gain a complete understanding of the City's financial condition and performance.

REPORT STRUCTURE

The accompanying financial section includes a Management's Discussion and Analysis (MD&A), basic financial statements and combining and individual fund statements, required supplementary information and schedules, and addition information and reports, as well as the independent auditor's report on the basic financial statements. Zelenkofske Axelrod LLC has issued **an unmodified opinion** on the City's financial statements for the year ended June 30, 2021. The independent auditor's report is located at the front of the financial section of this report.

The MD&A is a narrative introduction, overview, and analysis to accompany the basic financial statements. This letter of transmittal is designed to complement and should be read in conjunction with the MD&A. The City of Milford's MD&A can be found immediately following the report of the independent auditors.

The Financial Section described above is prepared in accordance with generally accepted accounting principles for governments as prescribed by the Governmental Account Standards Board (GASB) and other professional associations, as applicable.

CITY PROFILE

Location & Demographics

The City of Milford is the sixth largest city in population in the State of Delaware, serving more than 11,000 residents within a rapidly growing corridor along U.S. Route 113/DE Route 1 in Kent and Sussex Counties. Located on the Mispillion River, within both Kent and Sussex Counties, the City is approximately 95 miles from Philadelphia, Pennsylvania, 85 miles from Baltimore, Maryland, and 100 miles from Washington, D.C. Locally, the City is 19 miles south of Dover, the State Capital.

Form of Government

The City is a home rule city operating under the Council-Manager form of government. The City Council is composed of the Mayor and eight Council members, who enact local laws, determine policies and adopt the annual budget. The City Manager is appointed by the City Council and is responsible for the daily management of the City. The Basic Financial Statements of the City include all government activities, organizations and functions for which the City is financially accountable as defined by the GASB. Based on these criteria, no other governmental organizations are included in this report.

OPERATIONS AND FINANCIAL MANAGEMENT

Services Provided

The City of Milford provides critical public services and utilities in the most efficient and cost-effective manner possible for the benefit of its citizens, the business community and non-resident utility customers. Major services provided under general government and enterprise functions include police protection, water and sewer services, electric services, sanitation services, park and recreational facilities, street improvements and general administrative services.

Accounting System and Budgetary Control

The City's accounting records for general governmental operations are maintained on a modified accrual basis with revenues recognized when available and measurable, and expenditures recorded when goods or services are received and associated liabilities are incurred. Accounting records for the City's utilities and other proprietary activities are maintained on the accrual basis.

In developing and maintaining the City's accounting system, consideration is given to the adequacy of the internal control structure. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding (1) the safeguarding of assets against loss from unauthorized use or disposition; and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the evaluation of costs and benefits requires estimates and judgements by management.

All internal control evaluations occur within the aforementioned framework. We believe that the City's formal and informal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

The City Charter provides the City Council shall adopt the annual budget prepared by City Management. This budget is reviewed by the City Council and is formally adopted by the passage of a budget ordinance. The City Manager is authorized to transfer budgeted amounts between the items and departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

Budgetary control has been established at the major fund levels. Financial reports are produced showing current cash and investment balances, restricted and committed funding detail and actual expenditures by line item versus budget. Revenue performance versus levelized budgetary expectations is incorporated into the monthly financial report. The reporting package is published for public consumption and distributed monthly to City departmental and divisional management and presented to City Council in an open meeting for review and approval.

Internally, line-item detail is reviewed and analyzed for budgetary compliance at the purchase order level before discretionary spending is authorized. Personnel expenditures are monitored and controlled at the departmental level on a position-by-position basis, and capital expenditures are monitored to ensure compliance with budgetary approvals and funding methods.

OTHER INFORMATION

Independent Audit

The City Charter requires an annual audit of the accounts, financial records and transactions of the City by independent certified public accountants selected by the City Council. This requirement has been complied with, and the independent auditor's report has been included in this report. Additionally, the City of Milford's Director of Finance hears and reviews all recommendations made by the independent auditors.

Acknowledgements

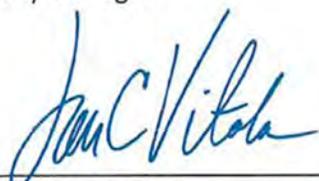
The preparation of this report could not have been accomplished without the efficient and dedicated service of the City's Finance Department staff. We sincerely appreciate the efforts made by the Finance team as well as dedicated employees throughout the City.

We sincerely thank the members of City Council and the Finance Committee for their earnest, responsible oversight of the City's independent audit process, but most important, the keen interest and enthusiastic support of our progressive improvements to the transparency and comprehensiveness of the City's financial planning and reporting processes.

Respectfully submitted,



Mark A. Whitfield
City Manager



Louis C. Vitola
Finance Director

INDEPENDENT AUDITOR'S REPORT

p.1

[To be submitted by Independent Audit Firm]

INDEPENDENT AUDITOR'S REPORT

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MANAGEMENT'S DISCUSSION AND ANALYSIS

The Administrative and Financial Management of the City of Milford, Delaware are pleased to offer readers of the City's financial statements this narrative overview and analysis of the financial activities and financial position of the City for the fiscal year ended June 30, 2021. In the broadest context, the financial well-being of a government lies in the underlying means and willingness of its citizens and property owners to fund their pro rata allocation of taxes to support the vision of the government's elected and appointed leadership to deploy tax receipts strategically to ensure the City's tax base, service levels, City assets and the City's desirability will be maintained not just for the current year but well into the future. Financial reporting is limited in its ability to provide this "big picture" but rather focuses on financial position and the net changes in financial position from year to year. In other words, are revenues and expenses higher or lower than the previous year? Have net assets (containing both short- and long-term assets and liabilities) or fund balances (the current "spendable" assets less current liabilities) of the City been maintained? We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal (pages i-iii of this report) as well as information contained in the City's annual budget and other community information that can be found by visiting the City's website at www.cityofmilford.com. It should be noted that the Independent Auditor's Report describes the auditor's association with the various sections of this report and that all additional information from the website and other City sources is unaudited and has not been updated for events that may have occurred subsequent to the issuance of the respective report.

IN BRIEF

The assets of the City on a "government wide" or consolidated basis exceeded its liabilities at the close of the most recent fiscal year by approximately \$101.5 million (net position). This number must be viewed in the context that a significant portion of the City's net position (\$47 million, or 46%) is invested in capital assets, net of related debt, and that most capital assets in government do not directly generate revenue nor can they be sold to generate liquid capital. Additionally, net assets restricted for specific purposes total \$17.4 million (17%). The remaining \$37.2 million represents unrestricted net assets and may be used to meet the government's ongoing obligations to citizens and creditors in accordance with the City's fund designation and fiscal policies. Unrestricted net position increased by \$1.5 million (4%) in fiscal year 2021.

As of the close of the past fiscal year, the City's governmental activities (a subset of the government-wide information reported in the preceding paragraph) reported \$27.6 million combined ending net position. Within this total, \$17.3 million (63%) is invested in capital assets, net of related debt, \$5.9 million is restricted by specific legal requirements and \$4.4 million represents unrestricted fund balance.

The City's business-type activities include water, sewer, electric and trash operations and, combined with the governmental activities, constitute the balance of the activity measured on a government-wide basis. Business-type activities closed the year with a \$5.9 million increase in

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net position to \$73.9 million, \$29.6 million of which is invested in capital assets, net of related debt and \$11.6 million of which is restricted by specific legal requirements. The remaining \$32.8 million is unrestricted.

Additional details regarding the structure of the City's financial reporting segments and the performance of the City's various funds and departments can be found in the sections that follow.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis serves to introduce the City's basic financial statements, which are composed of four components: 1) government wide financial statements, 2) fund financial statements, 3) notes to the financial statements, and 4) required supplementary information, which includes this discussion and analysis. This report also contains other supplementary information as listed in the Table of Contents.

Government Wide Financial Statements – The government wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner similar to a private-sector business. The Statement of Net Position presents information on all of the City's assets and liabilities, with the difference between the two reported as net assets (similar to a private sector balance sheet). Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The Statement of Activities presents information showing how the City's net assets changed during the fiscal year. All changes in net assets are reported when the underlying event giving rise of the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned by unused compensated absences).

The government-wide financial statements distinguish between functions of the City that are principally supported by (1) taxes and intergovernmental revenues (governmental activities) versus (2) functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government and administration, public safety, public works, and culture and recreation. The business-type activities of the City include water and sewer, electric and sanitation (refuse, or trash fund) operations. The government-wide financial statements can be found on pages 15 and 16 of this report.

Fund Financial Statements – A fund is a self-balancing set of accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories – governmental funds and proprietary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial

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statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Non-financial assets such as governmental buildings, roads, drainage ways, park land and long-term liabilities such as bonds payable or long-term liabilities that will not be paid with current assets are excluded. Such information may be useful in evaluating a government's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The governmental financial statements can be found on pages 17 and 19.

Proprietary Funds – The City maintains two types of proprietary funds. Enterprise funds are presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, electric and sanitation operations.

Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses its internal service funds to account for its fleet services, billing services and City Hall building maintenance cost allocation programs. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water, Sewer, Electric, and Sanitation funds, because all are considered to be major funds of the City. All internal service funds are combined into a single aggregated presentation in the proprietary fund financial statements. The basic proprietary fund financial statements can be found on pages 21 to 23.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government wide and fund financial statements. The notes to the financial statements can be found on pages 24 through 50.

Other information – In addition to the basic financial statements and accompanying notes, the basic financial statements contain required supplementary information including this discussion and analysis.

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GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following table (“*MDA Schedule 1*”) summarizes the City’s net position resulting from both the governmental activities and business-type activities reported in Milford’s government-wide financial statements as of June 30, 2021, including comparative tools as of June 30, 2020, as restated pursuant to GASB Statement No. 84.

MDA Schedule 1

CITY OF MILFORD NET POSITION (*Unaudited*)
(Amounts in Thousands)

	Governmental Activities		Business-Type Activities		Total	
	2020	2021	2020	2021	2020	2021
Current and other assets	\$ 10,314	\$ 15,977	\$ 41,959	\$ 48,529	\$ 52,272	\$ 64,506
Capital assets, net	17,233	17,389	45,548	45,785	62,781	63,174
Total Assets	<u>27,547</u>	<u>33,367</u>	<u>87,507</u>	<u>94,314</u>	<u>115,053</u>	<u>127,680</u>
Deferred outflows of resources	1,583	1,593	311	289	1,894	1,882
Long term liabilities	2,127	1,923	15,260	15,476	17,387	17,399
Other liabilities	642	4,438	4,559	5,212	5,201	9,650
Total Liabilities	<u>2,769</u>	<u>6,361</u>	<u>19,819</u>	<u>20,687</u>	<u>22,588</u>	<u>27,048</u>
Deferred inflows of resources	423	829	-	-	423	829
Net Position						
Net investment in capital assets	17,233	17,389	29,157	29,567	46,390	46,956
Restricted	2,474	5,974	9,923	11,551	12,397	17,525
Unrestricted	6,811	4,407	28,918	32,797	35,729	37,205
Total Net Position (<i>2020 Restated</i>)	<u>\$ 26,518</u>	<u>\$ 27,770</u>	<u>\$ 67,998</u>	<u>\$ 73,915</u>	<u>\$ 94,516</u>	<u>\$ 101,685</u>

Over time, a government’s net position (especially *changes in net position by category*) may serve as a useful indicator of the organization’s financial condition. The City of Milford is no different; the \$7.2 million (7.6%) improvement in Milford’s total net position from \$94.5 million as of June 30, 2020 to \$101.7 million as of June 30, 2021 reflects positive financial performance (See *MDA Schedule 1*). The City’s net position in FY21 was impacted by the implementation of GASB Statement No. 84 (“GASB 84”) and to a lesser extent, the FY21 allocation of \$3.2 million in funding through the American Rescue Plan Act of 2021 (“ARPA”). The adoption of GASB 84 required a prior period adjustment to incorporate net position formerly reported separately as agency funds into the FY21 opening net position, artificially dampening the FY21 improvement by nearly 0.7%, which was partially offset by the impact of the FY21 GASB 84 activity. Adjusting for the effects of ARPA and GASB 84, net position increased by \$7.6 million (8.1%) on a comparable basis.

The largest portion of the City's net position, \$47 million (46%) reflects investments in capital assets (e.g., land, building, equipment, improvements and infrastructure), less any outstanding debt used to acquire those assets. The City uses its capital assets and equipment to provide services to citizens; consequently, these assets are not available for future spending, and with the exception of business type assets, do not generate direct revenue for the City. They do, however, represent an obligation on the part of the City to maintain these assets into the future.

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Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources required to repay this debt must be provided from other sources, because the capital assets themselves cannot be used to liquidate these liabilities. In addition to the capital assets, another \$17.5 million (17%) of the City's net position is subject to legal and local restrictions on use; the majority of the restricted funds are intended for investment in the repair, maintenance and replacement of the capital assets. The remaining balance of unrestricted net position may be used to meet the government's ongoing obligations to citizens, employees and creditors.

The following table ("*MDA Schedule 2*") provides a summary of the City's operations for the years ended June 30, 2021 and 2020, as restated pursuant to GASB Statement No. 84.

MDA Schedule 2

CITY OF MILFORD CHANGES IN NET POSITION (*Unaudited*)
(Amounts in Thousands)

	Governmental Activities		Business-Type Activities		Total	
	2020	2021	2020	2021	2020	2021
Revenues						
Program Revenues:						
Fees, fines and charges for services	\$ 111	\$ 159	\$ 33,434	\$ 34,125	\$ 33,545	\$ 34,283
Operating grants and contributions	812	1,507	83	-	895	1,507
General Revenues:						
Property taxes	4,196	4,340	-	-	4,196	4,340
Real estate transfer taxes	954	1,243	-	-	954	1,243
Franchise taxes	1,012	1,647	-	-	1,012	1,647
Impact fees	-	-	885	2,555	885	2,555
Capital grant	-	177	517	1,253	517	1,430
Sale of property	(214)	138	-	-	(214)	138
Investment earnings	156	43	584	284	740	328
Forgiveness of debt	-	-	-	-	-	-
Miscellaneous	689	230	126	183	815	412
Total revenues	\$ 7,715	\$ 9,483	\$ 35,629	\$ 38,400	\$ 43,345	\$ 47,883
Expenses						
General government	2,682	2,699	-	-	2,682	2,699
Public safety	5,994	6,342	-	-	5,994	6,342
Public works	678	683	-	-	678	683
Culture and recreation	953	1,007	-	-	953	1,007
Interest on long-term debt	-	-	336	340	336	340
Electric	-	-	21,083	21,402	21,083	21,402
Water	-	-	2,198	2,130	2,198	2,130
Sewer	-	-	4,322	4,828	4,322	4,828
Trash	-	-	1,327	1,284	1,327	1,284
Total expenses	\$ 10,307	\$ 10,731	\$ 29,266	\$ 29,983	\$ 39,573	\$ 40,714
Increase (decrease) in net assets before transfers and special items	(2,592)	(1,247)	6,362	8,416	3,771	7,169
Transfers	3,135	2,500	(2,556)	(2,500)	579	-
Change in net position	544	1,253	3,806	5,916	4,350	7,169
Net position, July 1 (<i>2020 Restated</i>)	25,973	26,517	64,193	67,999	90,166	94,516
Net position, June 30 (<i>2020 Restated</i>)	\$ 26,517	\$ 27,769	\$ 67,999	\$ 73,915	\$ 94,516	\$ 101,685

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Total net position increased by \$7.2 million (7.6%) during fiscal year 2021, marking the City's strongest improvement in government-wide net position in the last three years. The FY21 performance exceeded the year-over-year increase of \$4.3 million, or 4.8% (as restated), achieved during the prior fiscal year (See *MDA Schedule 2*) and the \$5.7 million (6.8%) achieved two years prior (not included in exhibit). This year's increase was tempered by the implementation of GASB 84 as discussed in the net position paragraph on page 6; adjusted for GASB 84, the City's increase in net position totals \$7.6 million, or 8.1%. The overall increase in net position as presented consists of a \$1.3 million increase in governmental activities (+4.7%) and a \$5.9 million increase in business-type activities (+8.7%), the former of which is boosted by higher one-time and potentially unsustainable revenue sources, such as realty transfer taxes and grant revenue. The improvement in business-type activities is attributable to utility revenue growth through a combination of organic growth in volume/consumption as well as rate adjustments prescribed by multi-year utility rate studies. Additional detail is provided for the governmental and business-type activities in the following paragraph and the next two sections.

The 2021 increase of \$7.2 million is composed of growth in current assets (about \$12.2 million) offset by \$4.4 million increases in current liabilities, netting \$7.8 million in positive growth in liquid net assets. Growth in the City's total assets, net of accumulated depreciation, outpaced the growth in long-term liabilities by almost \$0.4 million, further reflecting a healthy year for the City's consolidated balance sheet. The impact of the GASB 84 adjustment (\$0.6 million) and the combination of the changes in deferred inflows and outflows (\$0.4 million) partially offset the positive increases in short- and long-term components of net position to arrive at the net increase of \$7.2 million, \$5.1 million of which pushed restricted funds from \$12.4 million to \$17.5 million this year. The remainder of \$2.1 million represents growth in both net assets and unrestricted net position. Net assets grew in a relatively balanced way, with governmental and business-type activities each posting minor gains of about 1% (\$0.6 million in total). However, the \$1.5 million increase in government-wide unrestricted net position was mixed across governmental activities (\$2.4 million *reduction* in unrestricted net assets) and business-type activities (\$3.9 million *growth* in unrestricted net assets). The reduction in unrestricted net assets across governmental activities during FY21 is attributable to reduced reliance on restricted funding sources, such as realty transfer taxes and economic development funding, and a greater reliance on internal, unrestricted sources of funding, such as operating cash and general fund reserves, to meet operating and capital needs.

Government Activities – The two leftmost columns in *MDA Schedule 2* summarize the City's governmental revenues, expenses, transfers and changes in net position, which ties from *MDA Schedule 2* back to *MDA Schedule 1*.

Revenues generated by governmental activities increased 23% versus the prior year, excluding transfers from business-type activities and special items. Going further and excluding the impact of the adoption of GASB 84, the revenue increase was still strong at 21%. While revenue increases are nearly always positive, the governmental revenue increase in FY21 must be couched with the

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reality the increases were driven primarily by franchise fees and leases, operating grants and realty transfer taxes, the latter two of which are not guaranteed, reliable sources of recurring revenue. While franchise fees and other lease revenues are more reliable and stable income sources, they, too are subject to long- and mid-term market pressures, regulatory risk and technological obsolescence, and are not guaranteed to recur at the level of previous years. Property tax revenue, perhaps the City's most reliable and sustainable revenue source, increased in FY21 by \$144,000 (3%). The increase in property tax revenue was commensurate with the FY19-20 increase, resulting from the combination of parcel growth (count) and growth in assessed value (new construction, not reassessment-driven). The City's property tax rate did not change from 2007- 2021, so property tax growth has been driven entirely by new development in Milford, which is a positive sign. In addition, the City increased the property tax rate from \$0.46 to \$0.48275 per \$100 of assessed value effective FY22, so we expect property tax revenue growth to stabilize the City's revenue in the event we face volatility in other revenue sources.

Governmental expenditures increased by \$0.4 million in FY21, posting improvement over last year's increase of \$0.9 million from FY19 to FY20. On a percentage basis, the increase was spread equally over administrative, public safety and recreation while public works operations were flat with FY20 expenditures. In FY21, \$0.88 million of the increase is attributable to a one-time adjustment in compensated absences that is not expected to recur. Adjusted for the noncash entry, FY21 operating costs actually decreased by 4.4% in FY21.

Business – Type Activities – Net position from business-type activities increased by \$5.9 million, or 8.7% from \$68.0 million to \$73.9 million during fiscal year 2021 (See *MDA Schedule 2*). All four major utilities contributed to the positive change in net position across business activities, with the water fund's \$2.1 million increase in net position pacing the electric and sewer funds' increases of \$1.6 million each, followed by the solid waste fund's increase of \$0.6 million. The positive changes started with top-line revenue as all four utilities posted revenue increases over FY20. The City's revenue growth was balanced and healthy, comprised of steady, organic growth in rate base and controlled, phased increases in usage rates determined through cost-of-service studies conducted for all business-type activities. Further, aside from the sewer fund's 12% increase in operating expenses, the utilities otherwise controlled operating expenses, capping the year-over-year increase at 1.2% (excluding sewer) and 2.7% overall (including sewer). As a result, business-type activities combined to close the year with positive operating income overall despite the reported operating loss of \$0.16 million in the sewer fund. The cost increase in the sewer fund was the result of infiltration and inflow costs registering 49% higher than FY20 and nearly 59% higher than the previous five years. Management views this as a one-time anomaly resulting from high activity on residential and commercial development projects, active sewer projects and higher than average rainfall. As of the preparation of this report, infiltration and inflow costs tracked significantly lower in FY22. Finally, adjusted for non-operating items, all four utilities, including the sewer fund, generated positive income before transfers.

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Investment Policies – The City’s accumulated cash surplus and reserves attributable to governmental and business-type activities are combined and invested pursuant to the City’s investment policies, as amended. During the year, the City continued the initiative started in fiscal year 2021 to reallocate investment balances to more heavily weight money market funds in response to changes in the market to capture additional yield without being exposed to incremental risk. Additional information about the City’s investments can be found in Note 8 on page 34. MDA Schedule 3 exhibits a breakdown of the City’s investments by broad asset type as of June 30, 2021 and 2020.

MDA Schedule 3

Description	Category	Carrying Values as of June 30,	
		2021	2020
Money Market Funds			
PFM Asset Management, LLC	1	\$ 9,432,720	\$ 15,729,139
Wilmington Savings Fund Society, NA	1	20,000,000	-
Certificates of Deposit			
PFM Asset Management, LLC	1	-	12,671,000
Total Investments		\$ 29,432,720	\$ 28,400,139

FUND FINANCIAL STATEMENT ANALYSIS

Governmental Funds – The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balances may serve as a useful measure of a government's net resources available for spending in the next fiscal year. At the end of the current fiscal year, the City’s combined governmental funds reported ending balances of \$11.4 million (See Governmental Funds Balance Sheet on page 17). Within this total, a small amount is categorized as “nonspendable” (prepaid expenses), \$6.0 million is restricted by specific legal requirements, primarily for (a) capital investments in infrastructure and other eligible expenditures pursuant to the US Treasury’s Final Rule governing the use of \$2.9 million in funding advanced through the American Rescue Plan Act of 2021 (“ARPA”) and (b) street improvements, and \$0.4 million has been committed and assigned to specific types of expenditures. The remaining \$5.0 million represents unassigned fund balance in the general fund and can be used for any lawful purpose. In the general fund, the City budgeted a fund balance decrease in the current year of \$2.0 million prior to the use of cash and reserves, although the actual general fund balance exceeded budget expectations to the extent that cash was added to general fund reserves. Actual general fund expenditures were significantly below total budgeted expenses due to cost control measures and staffing below targeted budget.

Proprietary Funds – The City's proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail (See pages 21-23). Unrestricted net position in the enterprise funds totaled \$32.8 million, made up of the electric fund (\$18.6 million), water fund (\$9.0 million), sewer fund (\$4.6 million) and trash fund (\$0.6 million). The total net position across all enterprise funds at the end of the fiscal year was \$73.9

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million, representing an increase of \$5.9 million versus fiscal year 2020 as a result of positive increases in net position in the electric, water, sewer, and solid waste funds of \$1.6 million, \$2.1 million, \$1.6 million, and \$0.6 million, respectively versus the prior period.

General Fund Budgetary Highlights – City Council made revisions to the original appropriations approved by the Council before the start of the fiscal year. Overall, these changes resulted in an increase in budgeted operating expenditures of \$0.8 million, net of offsetting increases in anticipated revenues of \$0.6 million. The changes were primarily driven by grant-funded projects, and general administration and public safety expenditures that are added to budget controls when grant revenue is received and spent through the ordinary requisition, purchase order and accounts payable processes.

DEBT ADMINISTRATION

As of June 30, 2021, the City's bonded indebtedness and outstanding note obligations (See *MDA Schedule 4*) totaled \$16.1 million, all of which is backed by the full faith and credit of the City of Milford taxing authority.

MDA Schedule 4

	Outstanding Debt at Year End Bonds and Notes Payable					
	<u>Government Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>
General Obligation Bonds	\$ -	\$ -	\$ 7,100	\$ 6,685	\$ 7,100	\$ 6,685
DE Revolving Fund Loans	-	-	2,851	2,667	2,851	2,667
USDA Loans	-	-	4,791	5,673	4,791	5,673
Kent County Note	-	-	1,122	1,096	1,122	1,096
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,865</u>	<u>\$ 16,122</u>	<u>\$ 15,865</u>	<u>\$ 16,122</u>

During fiscal year 2021, the City's outstanding debt increased by \$0.26 million as a result of scheduled payments of debt obligations totaling \$0.74 million offset by \$1.0 million in the new issuance related to phase two of the City's USDA sewer loan program.

The City's General Obligation Bond Rating is AA- as rated by S&P Global Credit. Additional information about the City's long-term debt obligations and a detailed roll-forward of long-term liabilities can be found in Note 10 on pages 39 to 42 of this report.

In connection with the City's January 2021 referendum, which was approved by the requisite majority of Milford's voters, the City issued a bond anticipation note in FY22, the details of which are discussed in Note 17 – Subsequent Events on page 50 of this report.

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CAPITAL ASSETS

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2021 amounts to \$63.1 million (net of accumulated depreciation). This investment in capital assets includes land, building, equipment, improvements, and infrastructure assets. The total increase in the City's investment in capital assets, net of accumulated depreciation, for the current fiscal year was \$0.4 million representing an increase of 0.6% versus fiscal year 2020. Additional information on the City's capital assets can be found in Note 9 on pages 36 to 38 of this report. Major capital asset purchases and projects initiated during fiscal year 2021 included the following:

General Fund

- \$606 thousand in street and parking lot paving and construction in progress
- \$286 thousand in building improvements, technology upgrades, vehicles and equipment

Interservice Funds

- \$45 thousand for billing equipment and public works vehicle replacement

Electric Fund

- \$575 thousand for a bucket truck, material handler and other equipment replacement
- \$261 thousand for transformers, switches and other distribution upgrades

Water Fund

- \$152 thousand for vehicles and equipment
- \$549 thousand to upgrade wells and service lines on SE 2nd St, Mispillion St, Lovers Ln

Sewer Fund

- \$1.1 million in sewer line upgrades, primarily NE and NW Front St sewer line replacement
- \$237 thousand in sewer equipment and vehicle replacement.

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ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The fiscal year 2022 budget for general fund activity is 9.85% higher than fiscal year 2021. The balance between cost control and the delivery of broad services demanded by Milford residents was struck well during the 2022 budget process. Personnel costs in support of our valuable employees represent the largest contribution to general fund costs. Increases in personnel costs, capital expenditures and nonrecurring expenditures, such as a compensation study, citizen survey and property reassessment, contributed to the budget increase in FY22. While a portion of the higher general fund costs will be offset with expected proceeds through the American Rescue Plan Act of 2021 ("ARPA"), economic development initiatives, organic growth in the City's tax base, and the inaugural water fund transfer to the general fund, the City was not immune from a property tax increase following a period of more than a decade without any increase. The COVID-19 pandemic has continued to cause disruptions in all manner of City operations, but staff remain steadfast in their dedication to service excellence, fiscal responsibility and efficiency. Moreover, City leadership and staff are aligned in efforts to uphold and improve the quality of life in Milford through citywide accessibility to high-quality services, infrastructure, public safety, parks and recreation, backed by strategic investments in property, capital projects and infrastructure to support the City's growing population and thriving business community.

TIMING OF FY21 FINANCIAL STATEMENTS AND INDEPENDENT AUDIT REPORT

Staffing shortages in the City's Finance Department, exacerbated by a 42% reduction in third-party contract support contributed to delayed financial statement production and audit processes in FY21. Internal and third-party staffing have rebounded ahead of FY22, promising a return to the City's normal reporting cycle going forward. The City's FY23 budget includes provisions to maintain current staffing while increasing contractual services to augment financial reporting and audit requirements. Milford conducted a wage study to promote retention and recruitment through role-based and market-based wage scale realignment. In addition, City Council instituted a second pay scale adjustment effective July 1, 2022 to combat the turnover risk associated with cost and wage escalation. The lessons learned during the great resignation combined with the swift and meaningful changes instituted by City leadership will significantly reduce the risk of delayed reporting going forward. The City's financial and operating results were strong in FY21, as increases in revenue and net position outpaced those of FY19 and FY20. The City's financial position remained healthy throughout FY22. Monthly, unaudited financial reports, the City's audits, budgets, capital improvement plans and other documents are reported regularly on the City's website for the benefit of Milford citizens and City stakeholders.

REQUEST FOR INFORMATION

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the City's financial structure and past performance. If you have questions about this report or if you would like to request additional information, please contact the Department of Finance, Attention: Finance Director, 10 SE 2nd Street, Milford, DE 19963, call 302-424-5141 or email the finance team at finance@milford-de.gov.

BASIC FINANCIAL STATEMENTS

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
JUNE 30, 2021

	Governmental Activities	Business-type Activities	Total
ASSETS			
Current Assets			
Cash and Equivalents	\$ 13,101,482	\$ 15,632,433	\$ 28,733,915
Investments	1,829,774	27,602,947	29,432,721
Receivables	963,489	3,941,608	4,905,096
Inventories	33,030	1,351,962	1,384,992
Prepaid Expenses	49,720	-	49,720
Total Current Assets	15,977,494	48,528,949	64,506,444
Non-Current Assets			
Capital Assets			
Assets Not Depreciated			
Land	8,145,959	2,522,399	10,668,358
Construction in Progress	839,093	-	839,093
Utility System & Infrastructure	10,477,446	66,115,540	76,592,987
Buildings and Improvements	5,351,207	7,348,800	12,700,007
Equipment and Vehicles	6,761,882	8,715,542	15,477,424
Less: Accumulated Depreciation	(14,186,495)	(38,917,365)	(53,103,860)
Net Capital Assets	17,389,093	45,784,916	63,174,009
Total Assets	33,366,587	94,313,865	127,680,452
DEFERRED OUTFLOWS OF RESOURCES	1,593,059	288,794	1,881,853
LIABILITIES			
Current Liabilities			
Accounts Payable and Accrued Expenses	1,131,364	3,664,436	4,795,800
Customer Deposits	250,776	722,993	973,769
Unearned Revenue	2,947,371	-	2,947,371
Bonds and Notes Payable	-	795,328	795,328
Compensated Absences	108,406	29,155	137,561
Total Current Liabilities	4,437,917	5,211,913	9,649,830
Noncurrent Liabilities			
Net Pension Liability	608,919	-	608,919
Bonds and Notes Payable	-	15,351,417	15,351,417
Contingent Liabilities	203,516	-	203,516
Compensated Absences	1,110,607	124,121	1,234,728
Total Noncurrent Liabilities	1,923,042	15,475,537	17,398,579
Total Liabilities	6,360,958	20,687,451	27,048,409
DEFERRED INFLOWS OF RESOURCES	828,554	-	828,554
NET POSITION			
Net Investment in Capital Assets	17,389,093	29,566,740	46,955,833
Restricted for Capital Improvements:			
Assigned by City Council	5,973,667	2,862,555	8,836,222
Impact Fees	-	8,688,457	8,688,457
Unrestricted	4,407,374	32,797,456	37,204,830
Total Net Position	\$ 27,770,134	\$ 73,915,208	\$ 101,685,341

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021

Functions/Programs	Program Revenue			Net (Expense) Revenue and Changes in Net Assets			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary Government							
Governmental Activities							
General Government	\$ 2,699,343	\$ 120,070	\$ 405,529	\$ -	\$ (2,173,743)	\$ -	\$ (2,173,743)
Public Safety	6,342,295	-	604,486	133,880	(5,603,929)	-	(5,603,929)
Public Works	682,522	-	326,420	-	(356,102)	-	(356,102)
Culture and Recreation	1,006,552	33,680	170,819	42,700	(759,353)	-	(759,353)
Total Governmental Activities	10,730,712	153,750	1,507,255	176,580	(8,893,127)	-	(8,893,127)
Business-Type Activities							
Electric Fund	21,508,630	25,061,224	-	100,008	3,652,602	3,652,602	3,652,602
Water Fund	2,240,439	3,047,543	-	175,456	982,560	982,560	982,560
Sewer Fund	4,950,452	4,668,212	-	977,633	695,393	695,393	695,393
Trash Fund	1,283,959	1,347,790	-	-	63,831	63,831	63,831
Total Business-Type Activities	29,983,481	34,124,769	-	1,253,097	5,394,386	5,394,386	5,394,386
Total Primary Government	\$ 40,714,192	\$ 34,278,519	\$ 1,507,255	\$ 1,429,677	(8,893,127)	5,394,386	(3,498,742)
General Revenues:							
Taxes:							
Property Taxes, Levied for General Purposes					4,340,239	-	4,340,239
Real Estate Transfer Taxes					1,243,007	-	1,243,007
Franchise Taxes & Fees					1,646,754	-	1,646,754
Gain(Loss) on Disposal of Capital Assets					137,722	-	137,722
Impact Fees					-	2,554,860	2,554,860
Unrestricted Investment Earnings					43,498	284,296	327,794
Miscellaneous					229,525	182,834	412,359
Change in Net Position in Internal Service Fund, Gross of Asset Transfer Transfers					4,908	-	4,908
					2,500,000	(2,500,000)	-
Total General Revenues, Special Items, and Transfers					10,145,654	521,989	10,667,643
Change in Net Position					1,252,527	5,916,375	7,168,902
Net Position- Beginning of Year (Restated)					26,517,607	67,998,833	94,516,440
Net Position - End of Year					\$ 27,770,134	\$ 73,915,208	\$ 101,685,342

The accompanying notes are an integral part of these financial statements.

**CITY OF MILFORD, DE
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2021**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Non-Major Governmental Fund</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and Cash Equivalents	\$ 4,221,518	\$ 7,776,711	\$ 759,511	\$ 12,757,740
Investments	1,829,774	-	-	1,829,774
Taxes Receivable, net of allowance for doubtful accounts	58,283	140,749	-	199,032
Other Receivables	205,268	445,887	-	651,155
Prepaid Expenses	49,720	-	-	49,720
Total Assets	<u>\$ 6,364,563</u>	<u>\$ 8,363,347</u>	<u>\$ 759,511</u>	<u>\$ 15,487,421</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable	\$ 234,285	\$ 68,156	\$ 1,817	\$ 304,258
Compensated Absences - Current	106,500	-	-	106,500
Unearned Revenue	5,175	2,942,196	-	2,947,371
Other Accrued Expenses	341,455	-	-	341,455
Other Payables	338,557	-	131	338,688
Total Liabilities	<u>1,025,973</u>	<u>3,010,352</u>	<u>1,948</u>	<u>4,038,273</u>
Fund Balances:				
Restricted	-	5,352,995	620,672	5,973,667
Nonspendable	49,720	-	-	49,720
Assigned	229,500	-	136,891	366,391
Unassigned	5,059,370	-	-	5,059,370
Total Fund Balances	<u>5,338,590</u>	<u>5,352,995</u>	<u>757,563</u>	<u>11,449,148</u>
Total Liabilities and Fund Balances	<u>\$ 6,364,563</u>	<u>\$ 8,363,347</u>	<u>\$ 759,511</u>	<u>\$ 15,487,421</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
FOR THE YEAR ENDED JUNE 30, 2020

Total Fund Balance, Governmental Funds	\$	11,449,148
<p>Amounts reported for governmental activities in the Statement of Net Assets are different because:</p>		
<p>Capital assets used in governmental activities are not current financial resources and therefore are not reported in the fund financial statements, but are reported in the governmental activities of the Statement of Net Position.</p>		17,389,093
<p>Internal Service funds are used by management to charge the costs of centrally managed services to the funds and departments that consume the services. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position. The increase is equal to the Internal Service Net Position.</p>		78,366
<p>Some liabilities and other items are not due and payable in the current period and are not included in the fund financial statements, but are included in the governmental activities of the Statement of Net Position. These items include deferred outflows and inflows of resources related to its state pension plan, its net pension liability, and its long-term compensated absences and contingent liabilities.</p>		<u>(1,146,473)</u>
Net Position of Governmental Activities	\$	<u><u>27,770,134</u></u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2021

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
REVENUES				
Property Taxes	\$ 4,340,239	\$ -	\$ -	\$ 4,340,239
Real Estate Transfer Taxes	-	1,243,007	-	1,243,007
Fees and Fines	135,538	15,913	-	151,451
Licenses and Permits	1,138,216	-	133,880	1,272,096
Franchise and Lease Revenue	399,787	-	-	399,787
Intergovernmental	508,131	999,124	-	1,507,255
Charges for Services	120,070	-	33,680	153,750
Investment Earnings	33,528	9,970	-	43,498
Proceeds from Asset Sales	137,722	-	-	137,722
Miscellaneous	229,525	-	-	229,525
Total Revenues	7,042,756	2,268,014	167,560	9,478,331
EXPENDITURES				
Current:				
General Government	1,815,022	-	-	1,815,022
Public Safety	5,560,531	229,056	-	5,789,587
Public Works	644,166	-	-	644,166
Culture and Recreation	929,293	-	26,298	955,591
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Capital Outlay	673,735	316,869	-	990,604
Total Expenditures	9,622,747	545,925	26,298	10,194,970
(Deficiency) Excess of Revenues Over Expenditures	(2,579,991)	1,722,089	141,262	(716,640)
OTHER FINANCING SOURCES (USES)				
Transfers In	3,367,635	-	-	3,367,635
Transfers Out	(367,635)	(500,000)	-	(867,635)
Total Other Financing Sources (Uses)	3,000,000	(500,000)	-	2,500,000
Net Change in Fund Balances	420,009	1,222,089	141,262	1,783,360
Fund Balances - Beginning (Restated)	4,918,581	4,130,906	616,301	9,665,788
Fund Balances - Ending	\$ 5,338,590	\$ 5,352,995	\$ 757,563	\$ 11,449,148

The accompanying notes are an integral part of these financial statements.

BASIC FINANCIAL STATEMENTS

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
JUNE 30, 2021

	Governmental Activities	Business-type Activities	Total
ASSETS			
Current Assets			
Cash and Equivalents	\$ 13,101,482	\$ 15,632,433	\$ 28,733,915
Investments	1,829,774	27,602,947	29,432,721
Receivables	963,489	3,941,608	4,905,096
Inventories	33,030	1,351,962	1,384,992
Prepaid Expenses	49,720	-	49,720
Total Current Assets	15,977,494	48,528,949	64,506,444
Non-Current Assets			
Capital Assets			
Assets Not Depreciated			
Land	8,145,959	2,522,399	10,668,358
Construction in Progress	839,093	-	839,093
Utility System & Infrastructure	10,477,446	66,115,540	76,592,987
Buildings and Improvements	5,351,207	7,348,800	12,700,007
Equipment and Vehicles	6,761,882	8,715,542	15,477,424
Less: Accumulated Depreciation	(14,186,495)	(38,917,365)	(53,103,860)
Net Capital Assets	17,389,093	45,784,916	63,174,009
Total Assets	33,366,587	94,313,865	127,680,452
DEFERRED OUTFLOWS OF RESOURCES	1,593,059	288,794	1,881,853
LIABILITIES			
Current Liabilities			
Accounts Payable and Accrued Expenses	1,131,364	3,664,436	4,795,800
Customer Deposits	250,776	722,993	973,769
Unearned Revenue	2,947,371	-	2,947,371
Bonds and Notes Payable	-	795,328	795,328
Compensated Absences	108,406	29,155	137,561
Total Current Liabilities	4,437,917	5,211,913	9,649,830
Noncurrent Liabilities			
Net Pension Liability	608,919	-	608,919
Bonds and Notes Payable	-	15,351,417	15,351,417
Contingent Liabilities	203,516	-	203,516
Compensated Absences	1,110,607	124,121	1,234,728
Total Noncurrent Liabilities	1,923,042	15,475,537	17,398,579
Total Liabilities	6,360,958	20,687,451	27,048,409
DEFERRED INFLOWS OF RESOURCES	828,554	-	828,554
NET POSITION			
Net Investment in Capital Assets	17,389,093	29,566,740	46,955,833
Restricted for Capital Improvements:			
Assigned by City Council	5,973,667	2,862,555	8,836,222
Impact Fees	-	8,688,457	8,688,457
Unrestricted	4,407,374	32,797,456	37,204,830
Total Net Position	\$ 27,770,134	\$ 73,915,208	\$ 101,685,341

The accompanying notes are an integral part of these financial statements.

**CITY OF MILFORD, DE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021**

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Assets		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Total
					Governmental Activities	Business-Type Activities	
Primary Government							
Governmental Activities							
General Government	\$ 2,699,343	\$ 120,070	\$ 405,529	\$ -	\$ (2,173,743)		\$ (2,173,743)
Public Safety	6,342,295	-	604,486	133,880	(5,603,929)		(5,603,929)
Public Works	682,522	-	326,420	-	(356,102)		(356,102)
Culture and Recreation	1,006,552	33,680	170,819	42,700	(759,353)		(759,353)
Total Governmental Activities	10,730,712	153,750	1,507,255	176,580	(8,893,127)		(8,893,127)
Business-Type Activities							
Electric Fund	21,508,630	25,061,224	-	100,008		3,652,602	3,652,602
Water Fund	2,240,439	3,047,543	-	175,456		982,560	982,560
Sewer Fund	4,950,452	4,668,212	-	977,633		695,393	695,393
Trash Fund	1,283,959	1,347,790	-	-		63,831	63,831
Total Business-Type Activities	29,983,481	34,124,769	-	1,253,097		5,394,386	5,394,386
Total Primary Government	\$ 40,714,192	\$ 34,278,519	\$ 1,507,255	\$ 1,429,677	(8,893,127)	5,394,386	(3,498,742)
General Revenues:							
Taxes:							
Property Taxes, Levied for General Purposes					4,340,239	-	4,340,239
Real Estate Transfer Taxes					1,243,007	-	1,243,007
Franchise Taxes & Fees					1,646,754	-	1,646,754
Gain(Loss) on Disposal of Capital Assets					137,722	-	137,722
Impact Fees					-	2,554,860	2,554,860
Unrestricted Investment Earnings					43,498	284,296	327,794
Miscellaneous					229,525	182,834	412,359
Change in Net Position in Internal Service Fund, Gross of Asset Transfer Transfers					4,908	-	4,908
					2,500,000	(2,500,000)	-
Total General Revenues, Special Items, and Transfers					10,145,654	521,989	10,667,643
Change in Net Position					1,252,527	5,916,375	7,168,902
Net Position- Beginning of Year (Restated)					26,517,607	67,998,833	94,516,440
Net Position - End of Year					\$ 27,770,134	\$ 73,915,208	\$ 101,685,342

The accompanying notes are an integral part of these financial statements.



Can-Do
PLAYGROUND AT MILFORD

**CITY OF MILFORD, DE
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2021**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Non-Major Governmental Fund</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and Cash Equivalents	\$ 4,221,518	\$ 7,776,711	\$ 759,511	\$ 12,757,740
Investments	1,829,774	-	-	1,829,774
Taxes Receivable, net of allowance for doubtful accounts	58,283	140,749	-	199,032
Other Receivables	205,268	445,887	-	651,155
Prepaid Expenses	49,720	-	-	49,720
Total Assets	<u><u>\$ 6,364,563</u></u>	<u><u>\$ 8,363,347</u></u>	<u><u>\$ 759,511</u></u>	<u><u>\$ 15,487,421</u></u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable	\$ 234,285	\$ 68,156	\$ 1,817	\$ 304,258
Compensated Absences - Current	106,500	-	-	106,500
Unearned Revenue	5,175	2,942,196	-	2,947,371
Other Accrued Expenses	341,455	-	-	341,455
Other Payables	338,557	-	131	338,688
Total Liabilities	<u>1,025,973</u>	<u>3,010,352</u>	<u>1,948</u>	<u>4,038,273</u>
Fund Balances:				
Restricted	-	5,352,995	620,672	5,973,667
Nonspendable	49,720	-	-	49,720
Assigned	229,500	-	136,891	366,391
Unassigned	5,059,370	-	-	5,059,370
Total Fund Balances	<u>5,338,590</u>	<u>5,352,995</u>	<u>757,563</u>	<u>11,449,148</u>
Total Liabilities and Fund Balances	<u><u>\$ 6,364,563</u></u>	<u><u>\$ 8,363,347</u></u>	<u><u>\$ 759,511</u></u>	<u><u>\$ 15,487,421</u></u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
FOR THE YEAR ENDED JUNE 30, 2020

Total Fund Balance, Governmental Funds	\$	11,449,148
<p>Amounts reported for governmental activities in the Statement of Net Assets are different because:</p>		
<p>Capital assets used in governmental activities are not current financial resources and therefore are not reported in the fund financial statements, but are reported in the governmental activities of the Statement of Net Position.</p>		17,389,093
<p>Internal Service funds are used by management to charge the costs of centrally managed services to the funds and departments that consume the services. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position. The increase is equal to the Internal Service Net Position.</p>		78,366
<p>Some liabilities and other items are not due and payable in the current period and are not included in the fund financial statements, but are included in the governmental activities of the Statement of Net Position. These items include deferred outflows and inflows of resources related to its state pension plan, its net pension liability, and its long-term compensated absences and contingent liabilities.</p>		<u>(1,146,473)</u>
Net Position of Governmental Activities	\$	<u><u>27,770,134</u></u>

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2021

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
REVENUES				
Property Taxes	\$ 4,340,239	\$ -	\$ -	\$ 4,340,239
Real Estate Transfer Taxes	-	1,243,007	-	1,243,007
Fees and Fines	135,538	15,913	-	151,451
Licenses and Permits	1,138,216	-	133,880	1,272,096
Franchise and Lease Revenue	399,787	-	-	399,787
Intergovernmental	508,131	999,124	-	1,507,255
Charges for Services	120,070	-	33,680	153,750
Investment Earnings	33,528	9,970	-	43,498
Proceeds from Asset Sales	137,722	-	-	137,722
Miscellaneous	229,525	-	-	229,525
Total Revenues	7,042,756	2,268,014	167,560	9,478,331
EXPENDITURES				
Current:				
General Government	1,815,022	-	-	1,815,022
Public Safety	5,560,531	229,056	-	5,789,587
Public Works	644,166	-	-	644,166
Culture and Recreation	929,293	-	26,298	955,591
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Capital Outlay	673,735	316,869	-	990,604
Total Expenditures	9,622,747	545,925	26,298	10,194,970
(Deficiency) Excess of Revenues Over Expenditures	(2,579,991)	1,722,089	141,262	(716,640)
OTHER FINANCING SOURCES (USES)				
Transfers In	3,367,635	-	-	3,367,635
Transfers Out	(367,635)	(500,000)	-	(867,635)
Total Other Financing Sources (Uses)	3,000,000	(500,000)	-	2,500,000
Net Change in Fund Balances	420,009	1,222,089	141,262	1,783,360
Fund Balances - Beginning (Restated)	4,918,581	4,130,906	616,301	9,665,788
Fund Balances - Ending	\$ 5,338,590	\$ 5,352,995	\$ 757,563	\$ 11,449,148

The accompanying notes are an integral part of these financial statements.

**CITY OF MILFORD, DE
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021**

Net change in fund balances - total governmental funds: \$ 1,783,360

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Some items reported in the statement of activities, including changes in deferred outflows and inflows of resources, pension liability, and compensated absences do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. (889,516)

Internal Service funds are used by management to charge the costs of centrally managed services to using funds and departments. The increase is equal to the change in the Internal Service Net Position (\$126,950), gross of capital asset transfers of \$131,858. 4,908

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period. This is the amount by which capital outlays of \$990,604 exceeded depreciation expense of \$774,553 in the current period. 216,052

Change in net position of governmental activities \$ 1,252,526

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2021

	Business Type Activities - Enterprise Funds					<i>Governmental Activities -Internal Service Fund</i>
	Electric	Water	Sewer	Solid Waste	Total	
ASSETS						
Current Assets						
Cash and Cash Equivalents	\$ 5,186,835	\$ 6,020,424	\$ 3,911,689	\$ 513,485	\$ 15,632,433	\$ 343,742
Investments	14,220,312	9,357,413	3,953,792	71,430	27,602,947	-
Accounts Receivable, net of allowance for doubtful accounts	1,992,033	260,225	420,473	94,810	2,767,542	113,302
Other Receivables	21,908	182,509	967,183	2,465	1,174,066	-
Inventories	1,333,086	18,877	-	-	1,351,962	33,030
Total Current Assets	22,754,174	15,839,448	9,253,137	682,190	48,528,949	490,073
Non-Current Assets						
Capital Assets						
Land and Improvements	2,460,507	33,254	28,638	-	2,522,399	-
Utility System	19,661,288	23,017,679	23,436,573	-	66,115,540	-
Buildings and Improvements	7,056,015	123,078	164,057	5,650	7,348,800	109,252
Equipment and Vehicles	4,043,044	1,893,756	1,443,371	1,335,371	8,715,542	233,946
Less Accumulated Depreciation	(18,250,258)	(9,462,784)	(10,440,025)	(764,298)	(38,917,365)	(130,188)
Net Capital Assets	14,970,596	15,604,983	14,632,614	576,722	45,784,916	213,011
Total Non-Current Assets	14,970,596	15,604,983	14,632,614	576,722	45,784,916	213,011
Total Assets	37,724,770	31,444,431	23,885,751	1,258,912	94,313,865	703,084
DEFERRED OUTFLOWS OF RESOURCES						
DEFERRED CHARGES ON REFUNDINGS	166,880	-	121,914	-	288,794	-
LIABILITIES						
Current Liabilities:						
Accounts Payable	1,578,409	240,046	780,725	37,296	2,636,477	104,149
Salaries and Wages Payable	20,786	9,297	9,030	5,792	44,905	23,138
Other Accrued Expenses	541,251	-	441,804	-	983,055	-
Customer and Other Deposits	668,043	-	-	54,950	722,993	250,776
Compensated Absences	23,058	190	190	5,717	29,155	1,906
Bonds, Notes and Loans Payable	230,000	258,334	306,994	-	795,328	-
Total Current Liabilities	3,061,546	507,868	1,538,743	103,755	5,211,913	379,968
Non-Current Liabilities:						
Compensated Absences	69,769	24,564	24,564	5,223	124,121	112,892
Bonds, Notes and Loans Payable	4,076,378	5,942,226	5,332,812	-	15,351,417	-
Total Non-Current Liabilities	4,146,147	5,966,790	5,357,376	5,223	15,475,537	112,892
Total Liabilities	7,207,693	6,474,659	6,896,120	108,979	20,687,450	492,860
NET POSITION						
Net Investment in Capital Assets	10,664,218	9,404,423	8,992,808	505,292	29,566,741	213,011
Restricted by Capital Improvements:						
Budgeted by City Council	362,000	1,946,899	482,226	71,430	2,862,555	-
Impact Fees	1,047,790	4,574,502	3,066,164	-	8,688,456	-
Unrestricted	18,609,949	9,043,948	4,570,347	573,211	32,797,456	(134,645)
Total Net Position	\$ 30,683,957	\$ 24,969,772	\$ 17,111,545	\$ 1,149,934	\$ 73,915,208	\$ 78,366

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2021

	Business Type Activities - Enterprise Funds					<i>Governmental Activities - Internal Service Fund</i>
	Electric	Water	Sewer	Solid Waste	Total	
REVENUES						
Charges for Services	\$ 24,709,191	\$ 2,972,221	\$ 4,667,142	\$ 1,345,758	\$ 33,694,312	\$ 2,647,117
Miscellaneous	352,033	75,322	1,070	2,033	430,457	-
Total Operating Revenues	25,061,224	3,047,543	4,668,212	1,347,790	34,124,769	2,647,117
OPERATING EXPENSES						
Personnel Services	2,584,069	313,390	519,127	382,521	3,799,107	1,641,971
Contractual Services	16,979,013	62,042	3,034,654	345,737	20,421,446	167,603
Utilities	4,913	222,640	282	-	227,834	3,745
Repairs and Maintenance	383,411	99,713	22,159	135,395	640,678	630,441
Other Supplies and Expenses	61,303	818,280	640,289	278,135	1,798,006	156,996
Insurance Claims and Expenses	81,218	20,663	12,181	10,322	124,385	8,428
Bad Debt Expense	23,780	82	1,355	3,436	28,653	-
Depreciation	1,284,279	593,031	597,769	128,414	2,603,494	23,025
Total Operating Expenses	21,401,987	2,129,840	4,827,816	1,283,959	29,643,603	2,632,209
Operating Income (Loss)	3,659,237	917,703	(159,605)	63,831	4,481,166	14,908
NON-OPERATING REVENUES (EXPENSES)						
Interest and Investment Revenue	133,603	105,133	44,631	928	284,296	-
Impact Fees	203,650	1,539,487	811,723	-	2,554,860	-
Capital Grant	100,008	175,456	977,633	-	1,253,097	-
Miscellaneous	141,979	(500,000)	15,000	525,855	182,834	(10,000)
Interest Expense	(106,643)	(110,599)	(122,635)	-	(339,877)	-
Total Non-Operating Revenues (Expenses)	472,597	1,209,477	1,726,351	526,784	3,935,209	(10,000)
Income (Loss) Before Transfers	4,131,834	2,127,180	1,566,746	590,615	8,416,375	4,908
Transfers (Out) In	(2,500,000)	-	-	-	(2,500,000)	(131,858)
Change in Net Position	1,631,834	2,127,180	1,566,746	590,615	5,916,375	(126,950)
Net Position - Beginning of Year	29,052,123	22,842,592	15,544,799	559,319	67,998,833	205,316
Net Position - End of Year	\$ 30,683,957	\$ 24,969,772	\$ 17,111,545	\$ 1,149,934	\$ 73,915,208	\$ 78,366

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED JUNE 30, 2021

	ENTERPRISE FUNDS					<i>Governmental Activities - Internal Service Fund</i>
	Electric	Water	Sewer	Trash	Total	
Cash Flows from Operations:						
Receipts from Customers	\$ 24,390,560	\$ 2,930,941	\$ 4,572,739	\$ 1,340,924	\$ 33,235,164	\$ 2,793,013
Other Operating Receipts	341,982	(106,437)	(956,958)	68	(721,345)	-
Payments to Suppliers	(17,434,458)	(1,358,581)	(2,977,361)	(765,450)	(22,535,850)	(907,513)
Payments to Employees	(2,610,703)	(309,739)	(515,719)	(377,582)	(3,813,742)	(1,662,786)
Insurance Premiums Paid	(81,218)	(20,663)	(12,181)	(10,322)	(124,385)	(8,428)
Net Cash Provided (Used) by Operating Activities	4,606,163	1,135,521	110,520	187,638	6,039,842	214,287
Cash Flows from Non-Capital Financing Activities						
Operating Transfers In (Out)	(2,500,000)	-	-	-	(2,500,000)	-
Net Cash Flows Used in Non-Capital Financing Activities	(2,500,000)	-	-	-	(2,500,000)	-
Cash Flows from Capital and Related Financing Activities:						
Net cash for additions to Property, Plant and Equipment	(826,095)	(722,879)	(261,332)	515	(1,809,791)	(143,022)
Principal Paid on Debt	(225,000)	(254,675)	(263,105)	-	(742,780)	-
Interest Paid on Debt	(106,643)	(110,599)	(122,635)	-	(339,877)	-
Capital Grant	100,008	175,456	977,633	-	1,253,097	-
Impact Fees and Other Development Fees	345,629	1,539,487	811,723	-	2,696,838	-
Net Cash Flows Provided by (Used in) Capital and Related Financing Activities	(712,102)	626,791	1,142,284	515	1,057,488	(143,022)
Cash Flows from Investing Activities						
Net Proceeds/(Purchases) from Sales and Maturities of Short-Term Investments	(2,615,710)	563,511	409,821	(40,350)	(1,682,727)	-
Income on Investments	133,603	105,133	44,631	928	284,296	-
Net Cash Flows Provided by (Used in) Investing Activities	(2,482,107)	668,644	454,452	(39,422)	(1,398,432)	-
Net Increase (Decrease) in Cash and Cash Equivalents	(1,088,045)	2,430,956	1,707,256	148,732	3,198,898	71,265
Cash and Cash Equivalents at Beginning of Year	6,274,880	3,589,468	2,204,433	364,753	12,433,534	272,478
Cash and Cash Equivalents at End of Year	\$ 5,186,835	\$ 6,020,424	\$ 3,911,689	\$ 513,485	\$ 15,632,432	\$ 343,743
Cash Flows from Operating Activities						
Operating Income	\$ 3,659,237	\$ 917,703	\$ (159,605)	\$ 63,831	\$ 4,481,166	\$ 14,908
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:						
Depreciation and Amortization	1,284,279	593,031	597,769	128,414	2,603,494	23,025
Effect of Changes in Operating Assets & Liabilities:						
Accounts Receivable, net	(292,855)	(222,958)	(1,051,075)	(6,913)	(1,573,801)	(104,880)
Inventory	(80,058)	(3,881)	-	-	(83,938)	(13,228)
Accounts Payable & Accrued Expenses	74,239	(152,026)	720,022	(6,183)	636,053	64,500
Salaries Payable	(6,504)	2,407	2,165	(462)	(2,394)	(14,944)
Customer Deposits	(12,047)	-	-	3,550	(8,497)	250,776
Liability for Compensated Absences	(20,129)	1,243	1,243	5,401	(12,241)	(5,871)
Net Cash Provided by Operating Activities	\$ 4,606,163	\$ 1,135,521	\$ 110,520	\$ 187,638	\$ 6,039,842	\$ 214,287

The accompanying notes are an integral part of these financial statements.

NOTES TO THE BASIC FINANCIAL STATEMENTS

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Introduction

The City of Milford, Delaware (the "City"), operates under a Council-Manager form of government and provides the following services as authorized by its charter adopted on May 24, 1977, as amended: public safety (police), highways and streets, sanitation, health and social services, electric, water, parks and recreation, public improvements, planning and zoning, and administrative services.

The accounting and reporting policies of the City relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB).

The accounting and reporting framework and the more significant accounting policies and practices are discussed in subsequent sections of this Note. The remainder of the notes are organized to provide explanations, including required disclosures, of the City's financial activities for the year ended June 30, 2021.

Financial Reporting Entity

The City's basic financial statements include the accounts of all City operations. The criteria for including organizations as component units within the City's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include whether:

- the organization is legally separate (can sue and be sued in their own name)
- the City holds the corporate powers of the organization
- the City appoints a voting majority of the organization's board
- the City is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the City
- there is fiscal dependency by the organization on the City

Based on the aforementioned criteria, the City has no component units.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from those estimates.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary control in governmental funds. Encumbrances as of the end of the fiscal year are reported as reservations of fund balance because they do not constitute expenditures or liabilities, but rather serve as authorization for expenditures in the following year. As of June 30, 2021, the City had no such encumbrances.

Government-Wide and Fund Financial Statements

The government-wide financial statements (statement of net position and statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which are normally supported by taxes and inter-governmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Program revenues include (a) charges to customers who directly benefit from goods or services provided by a given function or activity and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided by governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following governmental funds:

General Fund – The general fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund – The special revenue fund accounts for revenues derived from earmarked revenue sources. Separate self-balancing funds are established to account for each restricted special revenue source.

Non-Major Governmental Fund – This fund accounts for revenues derived from activities provided by the City's parks and recreation department, which include primarily youth and adult sports leagues, summer camps and clinics. In addition, the fund accounts for building permit revenue levied for specific recreational and public safety initiatives, the latter of which are restricted for local fire and ambulance companies.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Government-Wide and Fund Financial Statements (continued)

The City reports the following proprietary funds:

Enterprise Funds – The Enterprise Funds of the City include the electric, water, wastewater (“sewer”) and sanitation (“solid waste” or “trash”) funds. Enterprise funds are used to account for operations (a) which are financed and operated in a manner similar to private business enterprises; where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body had decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.

Internal Service Fund – Consists of five internal funds which are used to account for the financing of goods and services provided by one department to other departments of the City on a cost-recovery basis.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Financial resources used to acquire capital assets are capitalized in the government-wide financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as a source of financing. Amounts paid to reduce long-term debt of the City are reported as a reduction of the related liability, rather than as an expenditure in the government-wide financial statements.



NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter (within 60 days) to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due. Similarly, accrued compensated absences are recorded as expenditures only when paid.

Permits and fees, recreation fees, fines and court fees, franchise fees and taxes, other miscellaneous revenues and earned but unreimbursed state and federal grants associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Property taxes are measurable as of the date levied (assessed) and are recognized as revenues when they become available, which means when due, or past due, and received within the current period or collected soon enough thereafter to be used to pay liabilities of the current period. All other revenues are considered to be measurable and therefore only available and recordable upon receipt of cash.

Budgets and Budgetary Accounting

Budgetary Process

The City Council follows these procedures in establishing the budgetary data reflected within the financial statements:

- 1) In accordance with the City Charter, prior to June 1 each year, the City Manager submits to City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year, along with estimates for the current year.
- 2) Public hearings are conducted to solicit comment from taxpayers and ratepayers.
- 3) Prior to June 30, the budget is legally enacted through passage of an ordinance.
- 4) The City Manager is required by the City Charter to present a monthly report to City Council explaining any variances from the approved budget.
- 5) Formal budgetary integration is employed as a management control device during the year for the general fund.
- 6) The budget for the general fund is adopted on a basis consistent with GAAP as applicable to governments.
- 7) The budgets for the special revenue fund are approved on a program-by-program basis by the funding agencies.
- 8) Budgetary amendments are approved by City Council as required throughout the year. If revenues in excess of those estimated in the budget become available, the Council, by ordinance, may make supplemental appropriations for the year up to the amount of such excess.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Cash and Cash Equivalents

Cash and cash equivalents consist of cash, checking and money market accounts generally maturing within three months.

Receivables

Receivables are shown net of the allowances for estimated uncollectible accounts. The allowance for uncollectible accounts is based upon historical data established according to experience and other factors which in the judgment of City officials should be recognized in estimating possible losses. Management believes that they have adequately provided for future probable losses.

Interfund Receivables/Payables

Advances between funds are accounted within the appropriate interfund receivable and payable accounts. These advances (reported as "due from/to other funds") are considered "available spendable resources."

Inventories

Inventory in the general fund consists of gasoline and diesel fuel held for consumption. Inventory in the internal service funds consist of garage and meter supplies held for consumption. The inventory acquisitions are recorded in the inventory accounts initially and charged to expenditures when used. The inventory is reported at cost and is presented on an average cost basis.

Inventories in the water and electric funds consist primarily of meters and other equipment and appurtenances required for service connection and revenue billing. The electric fund also carries certain system infrastructure components and replacement parts that serve the dual purpose of internal consumption for repair and maintenance as well as for sale to third party developers required to share in the cost of new connections to the electric system. Inventories in the water and electric funds are reported at cost and presented on an average cost basis.

Capital Assets

Capital assets which include land, buildings, improvements, equipment, vehicles and infrastructure assets, consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage and lighting systems, are reported on the applicable governmental or business-type activities columns in the government-wide financial statements and the proprietary fund financial statements. Capital assets are recorded at historical cost if purchased, and at fair market value if donated. The capitalization threshold for all capital assets is \$5,000. No dollar threshold is set for land. Capital asset depreciation is recognized using the straight-line method over the estimated lives of the respective assets.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Compensated Absences

A maximum of 30 days of vacation and 130 days of sick leave may be accumulated by each employee except for those hired before 1992, for whom carry-over is unlimited. The City accrues a liability for compensated absences which meet the following criteria:

- The City's obligation relating to employees' rights to receive compensation for future absences is attributable to employees' services already rendered.
- The obligation relates to rights that vest or accumulate.
- Payment of the compensation is probable.
- The amount can be reasonably estimated.

In accordance with the above criteria, the City has accrued a liability for vacation and sick pay which has been earned but not taken by City employees. For governmental funds, the liability for compensated absences is reported as a long-term liability in the government-wide financial statements because it is anticipated that none of the liability will be liquidated with expendable available financial resources. The liability for compensated absences is recorded in proprietary fund types as an accrued liability in accordance with GASBS No. 16 (GASB Cod. Sec. C60), *Accounting for Compensated Absences*.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Delaware Public Employees' Retirement System (DPERS) and additions to/deductions from DPERS fiduciary net position have been determined on the same basis as they are reported by DPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Long-Term Liabilities

In the government-wide financial statements, and in the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business type activities, or proprietary fund type statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are recorded net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and are amortized over the life of the related debt. In the fund financial statements, governmental fund types recognize bond premium and discounts, as well as debt issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Subsequent Events

Subsequent events were evaluated through September 10, 2022, which is the date the financial statements were available to be issued. Management of the City have disclosed (1) the execution of a bond anticipation note (BAN) directly placed with a commercial bank as approved by City Council and authorized following a city-wide referendum authorizing approval of the issuance of debt for the construction of buildings and related equipment in support of Milford's Police Department and public safety initiatives, (2) the \$6.5 million acquisition of 182.3 acres of land on December 29, 2021 for the purpose of developing a business campus within the City of Milford, and (3) the \$0.5 million acquisition of 19.4 acres of land on December 15, 2021 for the purpose of assembling a greenway through Milford. Please see note 17: Subsequent Events for additional detail. Management of the City have determined that no events, including the disclosed events, resulted in any adjustment to the accounts reported in these financial statements.

Deferred Outflows of Resources

Decreases in net assets that related to future periods are recorded as deferred outflows of resources in a separate section of the City's government-wide statement of net position. Deferred outflows of resources are generally reported in the City's statement of net position for pension contributions made subsequent to the measurement date. Deferred outflows of resources also include the difference in the carrying value of refunded debt and its reacquisition price, which is then amortized over the shorter of the life of the refunded or refunding bond.

Deferred Inflows of Resources

Increases in net assets that apply to future periods are recorded as deferred inflows of resources in a separate section of its government-wide statement of net position. Deferred inflows of resources are reported in the City's statement of net position for actual pension plan investment earnings in excess of projected amounts included in determining pension expense. Deferred inflows of resources are attributed to pension expense over a total of 5 years, including the current year.

Government-Wide and Proprietary Fund Net Positions

Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets net of accumulated depreciation and the outstanding balances of any borrowing spent for the acquisition, construction or improvements of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Governmental Fund Balances

In the governmental fund financial statements, fund balances are classified as follows:

- Non-spendable - Amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.
- Restricted - Amounts that can be spent only for specific purposes because of the City Charter, the City code, state or federal laws, or externally imposed conditions by grantor or creditors.
- Committed - Amounts that can be used only for specific purposes determined by a formal action by City Council ordinance or resolution. This includes the Budget Reserve Account.
- Assigned - Amounts that are designated by the Mayor for a particular purpose but are not spendable until a budget ordinance is passed or there is a majority vote approval (for capital projects or debt service) by City Council.
- Unassigned - All amounts not included in other spendable classifications.

Interfund Transactions

During the course of normal operations, the City records transactions between funds to support operations in certain funds, to return a risk premium to certain funds, to allocate administrative and overhead costs among funds, to construct assets, to distribute grant proceeds and to coordinate other activities that impact more than one fund. These transactions are generally reflected as operating transfers, which are transfers from a fund authorized to receive certain revenues to the fund through which the resources are to be expended. Interfund loans having repayment terms beyond one year are reported separately as noncurrent assets (lending fund) and noncurrent liabilities (borrowing fund) in the statements of net position.

Interest Capitalization

Interest costs incurred for the acquisition and/or construction of capital assets are capitalized based on the guidelines established by GASBS No. 62, Capitalization of Interest Cost.

The interest capitalization period begins when the following conditions are present:

- Expenditures for the capital asset have been made.
- Activities necessary to prepare the capital asset for its intended use are in progress.
- Interest expense is being incurred.

The amount of interest expense to be capitalized is based on the weighted-average amount of accumulated expenditures for the period multiplied by the interest rate for the obligation incurred specifically to finance the construction of capital assets. No capitalizable interest was incurred during the year ended June 30, 2021.

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 2: RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Explanation of Certain Differences between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Assets

The governmental fund balance sheet includes a reconciliation between total governmental fund balances and net assets of governmental activities in the government-wide statement of net assets. This difference primarily results from the long-term economic focus on the statement of net assets versus the current financial resources focus of the governmental fund balance sheets.

Capital Asset Differences

When capital assets (land, building, improvements and equipment) are purchased or constructed for use in governmental fund activities, the costs of those assets are reported as expenditures in the governmental funds. However, these costs are reported as capital assets in the statement of net assets. The details of these differences are presented below:

Land	\$ 8,145,959
Construction in Progress	839,093
Utility System & Infrastructure	10,477,446
Buildings and Improvements	5,351,207
Equipment and Vehicles	6,761,882
Less: Accumulated Depreciation	(14,186,495)
Net Difference in Capital Assets	<u>\$ 17,389,092</u>

Noncurrent Liability Differences

Noncurrent liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund balance sheet. All liabilities (both current and long-term) are reported in the statement of net position. The details of these noncurrent liability differences are presented below:

Noncurrent Portion of Compensated Absences	\$ (1,110,607)
Deferred Outflow of Resources - Pension	1,593,059
Deferred Inflow of Resources - Pension	(828,554)
Net Pension Liability	(608,919)
Contingencies and Other Liabilities	(191,452)
Total Current and Long-Term Liability Differences	<u>\$ (1,146,473)</u>

Explanation of Certain Differences between the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balances and the Government-Wide Statement of Activities.

The governmental fund financial statements include a reconciliation between changes in fund balances in the governmental funds and changes in net assets in the government-wide statement of activities. The differences primarily result from the long-term economic focus of the statement of activities versus the current financial resources focus of the governmental fund financial statements.

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 2: RECONCILIATION OF GOV'T-WIDE AND FUND FINANCIAL STATEMENTS, CONTINUED

Capital Outlay Differences

Capital Outlays are reported as expenditures in the statement of revenues, expenditures and changes in fund balances. They are reported as capital assets, with the costs allocated over the useful lives of the assets, as depreciation, in the statement of activities. The details of these differences are reported below:

Capital Outlay	\$	990,604
Depreciation and Amortization		(774,553)
Net Difference		216,052

Other Differences

Some items reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported in the governmental funds as expenditures. These items include the net changes during the year in the following accounts:

Noncurrent Portion of Compensated Absences	\$	(879,459)
Deferred Outflow of Resources - Pension		10,377
Deferred Inflow of Resources - Pension		(405,402)
Net Pension Liability		611,817
Contingencies and Other Liabilities		(226,848)
Total Current and Long-Term Liability Differences		\$ (889,516)

NOTE 3: FINANCIAL INSTRUMENTS

The City invests its eligible reserves in a variety of financial instruments pursuant to its investment policy and records investments at adjusted cost. The City estimates that the fair value of all financial instruments as of June 30, 2021 does not differ materially from the aggregate carrying values of its financial instruments as reported in the accompanying balance sheet and statement of net assets.

NOTE 4: REAL ESTATE TAXES

The millage rate levied by City Council on all non-exempt real estate in the City of Milford for the fiscal year ended June 30, 2021 was 4.60 mills (\$4.60 per \$1,000 of assessed valuation, or "AV"), and is commonly expressed as \$0.46 per \$100 of AV. The City executes the annual tax billing, periodic supplemental billing and all real estate tax payment collection internally, though property assessment is conducted by a professional firm through a contractual arrangement. Delinquent taxes are subject to lien by the City. The schedules of real estate taxes levied for the fiscal year 2021 follow:

July 1:	Levy Date (effective date of enforceable lien)
August 1 - September 30:	Face Payment Period
October 1:	Penalty of 1% of cumulative past due balance each month

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 5: IMPACT FEES

All applications for new service connections to water, sewage, and electric systems within the City of Milford's utility service territories are required to contribute a one-time impact fee. The purpose of the fee is to compensate for the impact of new users to the existing water and sewage systems, in order to provide for future expansion. All impact fees collected are restricted for the construction, maintenance and expansion of the City's utility infrastructure systems resulting from the growth demands of new development. The commercial impact fees for the year ended June 30, 2021 were \$3,072 and \$1,623 per Equivalent Dwelling Unit (EDU) for water and sewage, respectively, and \$600 and \$1,200 for electric connections of 200 amps and 400 amps, respectively.

The City has recorded as revenue in the proprietary funds Statement of Revenues, Expenses and Changes in Net Assets and in the government-wide Statement of Activities the impact fee monies, as required by GASB No. 33. Restricted net assets as of June 30, 2021 attributable to cumulative impact fee collections is \$8,688,456.

NOTE 6: INTERFUND TRANSACTIONS

During the course of normal operations, the City has numerous transactions between funds including expenditures and transfers of resources primarily to provide services. The financial statements of the governmental and proprietary fund types generally reflect such transactions as transfers. Transfers that are not considered operating or residual equity transfers give rise to interfund receivables and payables within individual funds. As of June 30, 2021, no transfers qualified as interfund loans, and one interfund transaction among subsidiary funds related to funding of capital expenditures nets to \$0 in the governmental funds.

NOTE 7: INTERGOVERNMENTAL RECEIVABLES

Amounts due from other governmental units represent receivables for revenues earned by the City or collections made by another governmental unit on behalf of the City.

NOTE 8: CASH AND INVESTMENTS

Custodial credit risk is the risk of loss of City deposits in the event of financial institution failure. The City does not have a formal deposit policy for custodial credit risk. Deposits are classified as Category 1 if fully insured, registered or held by the City's agent in the City's name. Deposits are classified as Category 2 if collateralized with securities held by the pledging financial institution's trust department agent(s) in the City's name, or Category 3 if not collateralized, including bank balances that are collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the City's name. As of June 30, 2021, all of the City's bank balances constituted Category 1 deposits, and the financial institution balances were equal to the carrying amounts reported.

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 8: CASH AND INVESTMENTS, CONTINUED

The City’s investments are categorized according to the level of credit risk assumed as of the balance sheet date. Category 1 includes investments that are insured, registered or held by the City’s agent in the City’s name. Category 2 includes uninsured and unregistered investments held by the counterparty’s trust department or agent in the city’s name. Category 3 includes uninsured and unregistered investments held by the counterparty, its trust department or its agent but not in the City’s name.

Year Ended June 30, 2021

Description	<u>Category</u>	<u>Market Value</u>	<u>Carrying Value</u>
Money Market Funds			
PFM Asset Management, LLC	1	\$ 9,432,721	\$ 9,432,721
Wilmington Savings Fund Society, NA	1	20,000,000	20,000,000
Total Investments		<u>\$ 29,432,721</u>	<u>\$ 29,432,721</u>

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CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 9: CAPITAL ASSETS

The following schedule presents the capital activity of governmental activities for the fiscal year:

Year Ended June 30, 2021					
Asset Categories by Function	Balances 06/30/20	Additions	Reductions	Adjustments & Transfers	Balances 06/30/21
City Department:					
Land	\$ 8,144,967	\$ 11,065			\$ 8,156,032
Buildings and Improvements	4,670,442	195,953			4,866,395
Vehicles and Equipment	4,852,450	310,852	106,817		5,056,485
Construction in Progress	522,603	267,986	209,178	(4,200)	577,211
Total City Department	18,190,462	785,856	315,995	(4,200)	18,656,124
Accumulated Depreciation	(6,563,638)	(356,916)	(106,817)	-	(6,813,737)
Total City Department, Net	\$ 11,626,824	\$ 428,940	\$ 209,178	\$ (4,200)	\$ 11,842,387
Street Department:					
Street Improvements	\$ 10,367,446	\$ 110,000			\$ 10,477,446
Buildings and Improvements	484,812				484,812
Vehicles and Equipment	1,705,397				1,705,397
Construction in Progress	-	226,606		4,200	230,806
Total Street Department	12,557,655	336,606	-	4,200	12,898,461
Accumulated Depreciation	(6,951,553)	(421,204)			(7,372,757)
Total Street Department, Net	\$ 5,606,102	\$ (84,598)	\$ -	\$ 4,200	\$ 5,525,704
Year Ended June 30, 2021					
Asset Categories by Function	Balances 06/30/20	Additions	Reductions	Adjustments & Transfers	Balances 06/30/21
Total Governmental Capital Assets:					
Land	\$ 8,144,967	\$ 11,065	\$ 10,073	\$ -	\$ 8,145,959
Street Improvements	10,367,446	110,000	-	-	10,477,446
Buildings and Improvements	5,155,254	195,953	-	-	5,351,207
Vehicles and Equipment	6,557,847	310,852	106,817	-	6,761,882
Construction in Progress	522,603	494,592	178,102	-	839,093
Total Governmental Capital Assets	30,748,117	1,122,462	294,992	-	31,575,588
Accumulated Depreciation	(13,515,191)	(778,120)	(106,816)	-	(14,186,495)
Total Governmental Capital Assets, Net	\$ 17,232,926	\$ 344,342	\$ 188,175	\$ -	\$ 17,389,093

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 9: CAPITAL ASSETS, CONTINUED

The following schedule presents the capital activity of business-type activities for the fiscal year:

Asset Categories by Function	Year Ended June 30, 2021				Balances 06/30/21
	Balances 06/30/20	Additions	Reductions	Adjustments & Transfers	
Electric Fund:					
Land	\$ 2,460,507				\$ 2,460,507
Buildings and Improvements	7,056,015				7,056,015
Electric System	19,400,654	260,634			19,661,288
Vehicles and Equipment	4,084,171	575,196	616,323		4,043,044
Total Capital Assets	33,001,347	835,830	616,323	-	33,220,854
Accumulated Depreciation	(17,582,301)	(1,284,280)	(616,323)		(18,250,258)
Net Book Value	15,419,046	(448,450)	-	-	14,970,596
Water Fund:					
Land	27,369	5,885			33,254
Buildings and Improvements	118,251	4,827			123,078
Water System	22,468,335	549,344			23,017,679
Vehicles and Equipment	1,878,608	162,824	147,676		1,893,756
Total Capital Assets	24,492,563	722,880	147,676	-	25,067,767
Accumulated Depreciation	(9,017,428)	(593,032)	(147,676)		(9,462,784)
Net Book Value	15,475,135	129,848	-	-	15,604,983
Waste Water Fund:					
Land	28,638				28,638
Buildings and Improvements	159,229	4,828			164,057
Waste Water System	22,386,158	1,050,415			23,436,573
Vehicles and Equipment	1,432,172	214,844	203,645		1,443,371
Total Capital Assets	24,006,197	1,270,087	203,645	-	25,072,639
Accumulated Depreciation	(10,062,924)	(580,746)	(203,645)		(10,440,025)
Net Book Value	13,943,273	689,341	-	-	14,632,614
Trash Fund:					
Buildings and Improvements	5,650				5,650
Vehicles and Equipment	1,473,128		137,757		1,335,371
Total Capital Assets	1,478,778	-	137,757	-	1,341,021
Accumulated Depreciation	(767,902)	(134,153)	(137,757)		(764,298)
Net Book Value	\$ 710,876	\$ (134,153)	\$ -	\$ -	\$ 576,723

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 9: CAPITAL ASSETS, CONTINUED

The following schedule summarizes the capital activity of business-type activities for the fiscal year:

Asset Categories by Function	Year Ended June 30, 2021				
	Balances 06/30/20	Additions	Reductions	Adjustments & Transfers	Balances 06/30/21
Total Enterprise Funds					
Land	\$ 2,516,514	\$ 5,885	-	-	\$ 2,522,399
Buildings and Improvements	7,339,145	9,655	-	-	7,348,800
Electric System	19,400,654	260,634	-	-	19,661,288
Water System	22,468,335	549,344	-	-	23,017,679
Waste Water System	22,386,158	1,050,415	-	-	23,436,573
Vehicles and Equipment	8,868,079	952,863	1,105,401	-	8,715,541
Total Fixed Assets	82,978,885	2,828,796	1,105,401	-	84,702,280
Accumulated Depreciation	(37,430,555)	(2,592,212)	(1,105,401)	-	(38,917,366)
Net Book Value	\$ 45,548,330	\$ 236,584	\$ -	\$ -	\$ 45,784,914

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CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 10: LONG-TERM DEBT OBLIGATIONS

Long-Term liability activity for the year ended June 30, 2021 is summarized as follows:

	Year Ended June 30, 2021				
	Balances 06/30/20	Additions	Reductions	Balances 06/30/21	Current Portion
Governmental Activities:					
General Obligation Bonds	-	-	-	-	-
Other Liabilities					
Net Pension Liability	\$ 1,131,610	\$ 223,362	\$ (746,053)	\$ 608,919	\$ -
Compensated Absences	1,244,448	-	(25,435)	1,219,013	108,406
Governmental Activities					
Total Debt Obligations:	<u>\$ 2,376,058</u>	<u>\$ 223,362</u>	<u>\$ (771,488)</u>	<u>\$ 1,827,932</u>	<u>\$ 108,406</u>
Business-Type Activities:					
General Obligation Bonds					
Series 2016	\$ 7,100,000	\$ -	\$ (415,000)	\$ 6,685,000	\$ 425,000
Bond Premium	26,562	-	(1,856)	24,706	1,856
Total General Obligation Bonds	7,126,562	-	(416,856)	6,709,706	426,856
State of Delaware					
DNREC WPC RF, 2010	592,820	-	(26,924)	565,896	55,203
Water SRF, 2012A	2,258,670	-	(157,078)	2,101,592	158,653
Note Payable, Kent County	1,121,991	-	(25,914)	1,096,077	26,502
USDA Notes Payable					
Water Facilities, 2013	4,196,565	-	(97,597)	4,098,968	99,681
Sewer Facilities, 2019	594,772	1,000,000	(20,267)	1,574,505	30,289
Total Bonds and Notes Payable	<u>\$ 15,891,380</u>	<u>\$ 1,000,000</u>	<u>\$ (744,636)</u>	<u>\$ 16,146,744</u>	<u>\$ 797,185</u>
Other Liabilities					
Compensated Absences	165,517	-	(12,241)	153,276	29,155
Business-Type Activities					
Total Debt Obligations:	<u>\$ 16,056,897</u>	<u>\$ 1,000,000</u>	<u>\$ (756,877)</u>	<u>\$ 16,300,020</u>	<u>\$ 826,340</u>

General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the City. Annually, the City is required to compute the rate of property tax required to provide a fund to pay interest and principal at maturity. The City is in compliance with this requirement.

NOTE 10: LONG-TERM DEBT OBLIGATIONS, CONTINUED

General Obligation Bonds, Series 2016

On December 6, 2016, the City issued General Obligation Bonds, Series 2016 in the aggregate principal amount of \$8,065,000, with interest rates ranging from 2.0% to 2.55%. The proceeds of the 2016 bond issuance were utilized to currently refund the outstanding principal balance of \$7,850,000 related to the General Obligation Bonds, Series 2011 A. The 2016 bonds are scheduled to mature January 1, 2037. Semi-annual interest payments commenced July 1, 2017, while annual principal payments commenced January 1, 2018. The bonds had an original issue premium of \$37,171, the unamortized portion of which is included in the balance reflected in the financial statements as of June 30, 2021. The current refunding resulted in an economic gain (difference between the present values of the debt service payments on the old and new debt) of approximately \$1.3 million.

United States Department of Agriculture (USDA)

Water Utility Loan

In June 2013, the City issued bonds in an amount not to exceed \$5 million in connection with its Southeast Water Expansion project. The funding for the project was provided by the USDA under the federal direct loan for rural water and waste disposal systems program. Pursuant to program terms, the City was eligible for distributions of loan proceeds only after incurring project expenditures. The project was completed and the City expended a cumulative total of \$5 million through fiscal year 2017. The balance of the loan as of June 30, 2021 is \$4,098,968, which represents total project expenditures under the program less principal payments made. Under the terms of the note, the City is required to make quarterly payments in the amount of \$46,500, which include interest calculated at the fixed annual rate of 2% on the outstanding balance, which the remainder of each payment applied to the principal balance. The note is scheduled to mature June 28, 2053.

Sewer Utility Loan

In September 2015, Milford City Council approved a resolution to borrow an amount not to exceed \$1.6 million to finance various sewer infrastructure projects, including a supervisory control and data acquisition (SCADA) system, pump station upgrades, inflow and infiltration remediation, and related projects; collectively the "sewer project." A financing agreement was reached with the USDA under the federal direct loan for rural water and waste disposal systems program in two phases. The borrowing limit in phase one is \$0.6 million subject to an annual rate of interest not to exceed 2.375%; the actual rate as determined at final loan closing in December 2019 was 1.75%. The borrowing limit in phase two is \$1 million subject to an annual rate of interest not to exceed 2.125%; the actual rate as determined at final loan closing in December 2020 was 1.25%. Pursuant to program terms, the City is eligible for distributions of loan proceeds only after incurring project expenditures. Certain project components were completed during fiscal year 2021 and the City expended a cumulative total of \$1 million through June 30, 2021 under phase two of the loan program to reach the cumulative total of \$1.6 million across both

NOTE 10: LONG-TERM DEBT OBLIGATIONS, CONTINUED

phases. The balance of the loan as of June 30, 2021 is \$1,574,505, which represents total project expenditures under both phases of the loan program less principal payments made. Under terms of the note, the City is required to make quarterly payments in the amount of \$13,186, which include interest calculated at the fixed annual rate of 1.75% and 1.25% on the outstanding balance of the phase one and two loans, respectively, with the remainder of each payment applied to the corresponding principal balance. The notes underlying loans phase one and two are scheduled to mature on December 31, 2059 and 2060, respectively.

State of Delaware Revolving Funds

Water Pollution Control Revolving Fund (WPC RF)

The City received funds in connection with its Wastewater Collection System Expansion project through financing agreements with the Delaware Water Pollution Control Revolving Fund. Funds received for the first part of the project were repaid in full during the fiscal year ended June 30, 2017. Additional funds were received for the second part of the project under a separate financing agreement. The balance of this obligation, as of June 30, 2021, is \$565,896. Semi-annual payments of \$32,852 include interest calculated at an annual rate of 2.0%. The note is scheduled to mature of July 1, 2030.

Drinking Water State Revolving Fund (SRF)

The City has also received funds from the State of Delaware in connection with its Washington Street Water Treatment Facility Replacement Project. The funds were provided by the Delaware Drinking Water State Revolving Funding only as expenditures were incurred by the City and approved by the State, subject to a maximum funding commitment of \$4 million. Interest only payments commenced September 1, 2012 and were due semi-annually at 1% per annum on the balancing outstanding as the project progressed. The project was completed during the fiscal year ended June 30, 2018 at a total cost of \$3,832,876. In accordance with the agreement, upon completion of the project, thirty-five percent of the amounts advanced were forgiven, resulting in forgiveness of debt in the amount of \$1,341,507 in fiscal year 2018. The remaining balance of \$2,491,369 is being amortized over a twenty-year period from the original advance date with interest at 1% per annum. The balance of this obligation as of June 30, 2021 is \$2,101,592. The note is scheduled to mature September 1, 2033.

Kent County Levy Court

Sewer Infrastructure Improvement Loan

Kent County constructed a new southern transmission bypass sewer line and related facilities (the “bypass”) to remediate failing components of its sewer infrastructure. The County issued bonds to finance the cost of the improvements, as significant portion of which run through the City of Milford and benefit the users of Milford’s sewer system. Pursuant to the Agreement for Services, as amended, between the City and Kent County, the City is responsible for the pro rata portion of the debt service attributable to the costs of the bypass installed in the City’s sewer

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 10: LONG-TERM DEBT OBLIGATIONS, CONTINUED

service territory. The City is required to remit payments in quarterly installments of \$12,735, which include interest at the fixed rate of 2.25% per annum. The balance of the obligation as of June 30, 2021 is \$1,096,077 and is scheduled to mature November 10, 2050.

Long-Term Debt outstanding as of June 30, 2021 is summarized as follows:

Obligation	Interest Rate (%)	Issue Date	Maturity Date	Amounts Outstanding as of June 30, 2021 (in thousands)			Total
				Electric Fund	Water Fund	Sewer Fund	
General Obligation Bonds							
Series of 2016	2.00-2.55	12/6/16	1/1/37	\$ 4,290	-	\$ 2,395	\$ 6,685
Premium, Series of 2016	2.00-2.55	12/6/16	1/1/37	16	-	8	25
USDA							
Note Payable, 2013	2.125	6/28/13	6/28/53	-	4,099	-	4,099
Note Payable, 2019	1.750	12/31/19	12/31/59	-	-	584	584
Note Payable, 2020	1.250	12/31/20	12/31/60	-	-	990	990
State of Delaware							
DNREC WPC RF, 2010	2.00	12/22/09	7/1/30	-	-	566	566
Drinking Water SRF, 2012A	1.00	3/15/12	9/1/33	-	2,102	-	2,102
Kent County, 2012	2.25	11/12/12	11/10/50	-	-	1,096	1,096
Total Long-Term Debt Obligations				\$ 4,306	\$ 6,201	\$ 5,640	16,147

The annual requirements to amortize all debt outstanding as of June 30, 2021 follow:

Year Ending June 30	Principal	Interest	Total
2022	\$794,803	\$302,972	\$1,097,774
2023	810,663	288,493	1,099,156
2024	821,595	273,801	1,095,395
2025	837,698	258,787	1,096,484
2026	853,876	243,497	1,097,373
2027-2031	4,468,090	977,363	5,445,452
2032-2036	3,157,971	594,990	3,752,961
2037-2041	1,422,310	350,193	1,772,503
2042-2046	1,219,667	228,455	1,448,123
2047-2051	1,287,874	98,693	1,386,567
2052-2056	239,764	23,955	263,720
2057-2061	207,697	7,245	214,943
Total	\$16,122,008	\$3,648,444	\$19,770,452

NOTE 11: COMMITMENTS AND CONTINGENCIES

Open Claims/Judgments

In the ordinary course of the City's municipal and public utility operations, various commitments and contingent liabilities arise in addition to the normal encumbrances for the purchase of goods and services. The City does not anticipate material losses as a result of these transactions over and above the amounts reported in the statement of activities, which includes a provision for claims incurred.

Government Grant/Award Programs

The City participates in a number of federal and state-assisted programs. These programs are subject to program compliance audits by the grantors or their representatives. Accordingly, the City's compliance with applicable program requirements will be established at some future date. The amount, if any, of expenditures, not already disclosed, which may be disallowed by the granting agencies cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

NOTE 12: DEFERRED COMPENSATION PLAN

The City's employee benefits program includes a deferred compensation plan under Internal Revenue Code (IRC) 457(b) which is available to substantially all full-time City employees. Participants may elect contributions through base salary deferral to the Plan not to exceed the lesser of the allowable calendar -year maximum under IRC 457(b)(2) and 100% of net compensation. The City matches 100% of employee contributions up to a maximum of 6.0% of the base salary. The City made contributions into the Plan totaling \$299,713 and \$289,139 for the years ended June 30, 2021 and 2020, respectively.

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NOTE 13: POST-RETIREMENT BENEFITS

Defined Contribution Plan

The City has a defined contribution plan under IRC 401(a) which was available to substantially all full-time City employees through December 31, 2004 (the “legacy plan”). For plan years beginning January 1, 2005, the City no longer makes contributions to the legacy plan, coinciding with the effective date of the City’s election to participate in the State of Delaware’s County and Municipal Pension Plans. All participants in the legacy plan will remain in the legacy plan until separation of employment from the City and may continue to invest funds in their respective accounts. The legacy plan is administered by VOYA Financial and was last amended and restated January 25, 2016 in order to comply with applicable IRS rules and regulations.

State of Delaware County and Municipal Pension Plans

Effective January 1, 2005, City Council elected, under provisions of the Delaware Code, to participate in the County and Municipal Police and Firefighter and the General Employees Retirement Funds. In connection with this election, the City agreed to fund prior service costs up to the maximum of fifteen (15) years of service for all eligible employees. Such funding was provided for from the City’s reserves in its Water and Sewer Funds, as well as from assets of its existing retirement funds. Descriptions of each of the State of Delaware Plans and important disclosures and information follow:

Police and Firefighters’ Pension Plan

The City contributes to a governmental cost-sharing multiple-employer defined benefit pension plan administered by the Delaware Public Employees’ Retirement System (DPERS) and managed by its Board of Pension Trustees (the Board). The plan, which is the State of Delaware County and Municipal Police and Firefighter Pension Plan, covers the City of Milford’s sworn police officers.

The State of Delaware General Assembly is responsible for setting benefits and amending plan provisions. The State Board of Pension Trustees determines the contributions required. The board is composed of five members appointed by the Governor and confirmed by the State Senate, plus two ex-officio members. Service benefits under the plan include 2.5% of final average monthly compensation multiplied by years of credited service up to 20 years, plus 3.5% of final average monthly compensation multiplied by years of service in excess of 20 years. The final monthly compensation is the monthly average of the highest three years of compensation. There are also disability benefits as well as survivor benefits provided by the plan. An employee is vested upon five years of credited service.

Employer contributions to the plan are determined annually by the Board of Pension Trustees. The employer contribution policy is set by State law and required contributions by active members and by participating employers. The contributions required by participating employers are based on an actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2021 was 16.84% of payroll. In addition, employees are required to contribute 7% of compensation.

NOTE 13: POST-RETIREMENT BENEFITS, CONTINUED

Other Employees' Pension Plan

The City contributes to a governmental cost-sharing multiple-employer defined benefit pension plan administered by the Delaware Public Employees Retirement System and managed by its Board of Pension Trustees (the Board). The plan, which is the State of Delaware County and Municipal Other Employees Pension Plan, covers all full-time non-uniformed City employees as well as elected officials. The State of Delaware General Assembly is responsible for setting benefits and amending plan provisions. The State Board of Pension Trustees determines the contributions required. The board is composed of five members appointed by the Governor and confirmed by the State Senate, plus two ex-officio members.

Service benefits include 1/60th of final average monthly compensation multiplied by years of credited service, subject to maximum limitations. For this plan, the final average monthly compensation is the monthly average of the highest five years of compensation. There are also disability benefits as well as survivor benefits provided by the plan. An employee is vested upon five years of credited service.

Employer contributions to the plan are determined annually by the Board of Pension Trustees. The employer contribution policy is set by State law and required contribution by active members and by participating employers. The contributions required by participating employers are based on actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2021 was 7.28% of pension-creditable payroll. In addition, employees are required to contribute 3.0% of compensation in excess of \$6,000.

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

The components of the total net pension liability of each plan as of the June 30, 2020 measurement date were as follows:

	Police & Firefighters	Other Employees
Total pension liability	\$ 461,752,000	\$ 69,593,000
Plan fiduciary net position	446,384,000	67,470,000
Employer net pension liability	15,368,000	2,123,000
Plan fiduciary net position as percentage of total pension liability	96.67%	96.95%
Proportionate share of net pension liability	\$ 406,563	\$ 202,295

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 13: POST-RETIREMENT BENEFITS, CONTINUED

The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate net pension liability was determined by rolling forward the Systems total pension liability as of June 30, 2019 to June 30, 2020. The City's proportionate share of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it related to the total one-year reported covered payroll. As of June 30, 2020 and 2019, the City's proportion for each plan is as follows:

	June 30, 2020	June 30, 2019	Increase (Decrease)
Police & Firefighters	2.6455%	2.4289%	0.2166%
Other Employees	9.5287%	9.4728%	0.0559%

For the year ended June 30, 2021, the City recognized pension expense for the plans as follows:

Police & Firefighters	\$ 401,073
Other Employees	303,727
Total	\$ 704,800

As of June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Police & Fire		Other Employees	
	Deferred Outflows	Deferred Inflows	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	\$ 404,508	\$ 128,104	\$ 141,312	\$ 142,731
Change of assumptions	150,109	61,420	119,179	-
Net difference between projected and actual investment earnings	-	288,245	-	151,301
Changes in proportions	33,332	17,152	1,279	39,601
Contributions subsequent to the measurement date	412,206	-	331,134	-
Total	\$ 1,000,155	\$ 494,921	\$ 592,904	\$ 333,633

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year	Police & Fire	Other Employees	Total
2021	\$ (3,148,000)	\$ (473,000)	\$ (3,621,000)
2022	(944,000)	(168,000)	(1,112,000)
2023	1,273,000	231,000	1,504,000
2024	(357,000)	(7,000)	(364,000)
2025	1,930,000	13,000	1,943,000
Thereafter	4,151,000	52,000	4,203,000
Total	\$ 2,905,000	\$ (352,000)	\$ 2,553,000

NOTE 13: POST-RETIREMENT BENEFITS, CONTINUED

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of June 30, 2019, and update procedures were used to roll forward the total pension liability to June 30, 2020. The following actuarial assumptions were used and applied to all periods included in the measurement:

- Investment return – 7.0%, includes inflation at 2.50%
- Salary increases – Effective average of 2.50%, which reflects an allowance for inflation of 2.50%, plus merit.

The discount rate assumption of 7.0% is unchanged from the prior year. Mortality rates were based on the RP-2014 tables with gender adjustments for healthy annuitants and disabled retirees and an adjusted version on MP-2015 mortality improvement scale on a fully generational basis.

The total pension liabilities are measured based on assumptions pertaining to interest rates, inflation rates and employee demographics in future years. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates the larger the impact on the future financial statements.

Investments

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by an asset allocation percentage which is based on the nature and mix of current and expected plan investments, and by adding expected inflation.

Best estimates of geometric real rates of return for each major asset class as of June 30, 2020 are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	28.5%	5.7%
International Equity	15.2%	5.7%
Fixed Income	28.8%	2.0%
Alternative Investments	23.0%	7.8%
Cash & Equivalents	4.5%	0.0%

NOTE 13: POST-RETIREMENT BENEFITS, CONTINUED

Discount Rate

The discount rate used to measure the total pension liability was 7.0%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at rates determined by the Board of Pension Trustees, actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City’s Proportionate Share of the Net Pension Liability

The following presents the City’s net pension liability, calculated using the discount rate of 7.0% as well as what the resulting net pension liability if calculated using a discount rate one percentage point lower (6.0%) or higher (8.0%) than the current rate:

	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Police and Firefighters	\$ 85,541,000	\$ 15,368,000	\$ (41,906,000)
Other Employees	\$ 12,897,000	\$ 2,123,000	\$ (6,718,000)

Pension Plan Fiduciary Net Position

Detailed information about DPERS’ fiduciary net position is available in DPERS Comprehensive Annual Financial Report which can be found on the System’s website at <https://open.omb.delaware.gov>.

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CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 14: IMPLEMENTATION OF GASB STATEMENT NO. 84, FIDUCIARY ACTIVITIES AND RESULTING RESTATEMENT OF NET POSITION / FUND BALANCE:

The City implemented GASB Statement No. 84, Fiduciary Activities, for the period ended June 30, 2021. As a result, a prior period adjustment was required to recognize certain Parks and Recreation permit revenue totaling \$93,400 through June 30, 2020 previously accumulated and reported as a fiduciary obligation related to the development of parks and recreation facilities. Parks and recreation permit fees of \$42,700 collected during the fiscal year ended June 30, 2021 were reported as cash and assigned fund balance on the Governmental Funds Balance Sheet and Statement of Net Position, as licenses and permits revenue on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances, and as culture and recreation capital grants and contributions on the Government Wide Statement of Activities. Similarly, a prior period adjustment was required to recognize certain permit fee collections totaling \$486,792 through June 30, 2020 previously accumulated and reported as a fiduciary obligation to offset the impact of growth and development on local fire and rescue resources. Enhancement funding fees generated through building permit assessments totaling \$133,880 during the fiscal year ended June 30, 2021 were reported as cash and restricted fund balance on the Governmental Funds Balance Sheet and Statement of Net Position, as licenses and permits revenue on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances, and as public safety capital grants and contributions on the Government Wide Statement of Activities. Additionally, \$436,145 in sewer impact fees collected on behalf of Kent County in connection with the County’s investment in sewer infrastructure utilized by the City of Milford for the treatment and disposal of wastewater were reported as cash and restricted net position on the Proprietary Funds and Government Wide Statements of Net Position. Through the period ended June 30, 2020, sewer impact fees collected on behalf of Kent County were reported in the fiduciary funds.

	Governmental Activities	General Fund	Governmental Fund
Net Position/Fund Balance, as previously stated	\$ 25,937,415	\$ 4,825,181	\$ 129,509
Understatement due to change in custodial funds	580,192	93,400	486,792
Net Position/Fund Balance, as restated	<u>\$ 26,517,607</u>	<u>\$ 4,918,581</u>	<u>\$ 616,301</u>

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NOTE 15: THE DELAWARE MUNICIPAL ELECTRONIC CORPORATION:

The City is a member of the Delaware Municipal Electric Corporation (DEMEC). DEMEC is a public corporation constituted as Joint Action Agency and a wholesale electric utility. DEMEC was established in 1979 and represents eight municipal electric distribution utilities located in the State of Delaware and provides full requirements wholesale electric power supply service to all eight members, including the City of Milford, through the operation of owned generation assets and various wholesale supply contracts with external parties. The City purchases 100% of its electric supply requirements from DEMEC under a long-term full requirements service contract dated October 15, 2003 (the "Agreement"), which will remain in effect unless terminated upon one year's written notice by either party. The obligation of the City to purchase and pay for full requirements service, including its allocated costs under any then current forward contract for capacity and energy between DEMEC and a third party in effect as of the date of notice of termination, shall survive the termination of the Agreement. On May 1, 2001, the City entered into separate power sales agreements to purchase an interest in the capacity produced by Unit 1 of the Warren F. "Sam" Beasley Power Station located in Smyrna, Delaware (the "Facilities"). On May 1, 2011, the City entered into separate power sales agreements to purchase an interest in the capacity produced by Unit 2 of the Facilities. The City is entitled to 20.3 percent of all power supply and ancillary benefits produced from the existing nominal 45 MW and 50 MW natural gas-fired combustion turbine generators installed in connection with Units 1 & 2, respectively, for the useful life of the Facilities. Under the terms of the various agreements, DEMEC is authorized to act as agent for the City in all matters relating to the acquisition and delivery of its wholesale power supply and management of energy cost risk on behalf of the City in the energy markets.

NOTE 16: IMPACT OF CORONAVIRUS (COVID-19):

The World Health Organization declared the spread of Coronavirus Disease (COVID-19) a worldwide pandemic. The pandemic is affecting global markets, supply chains, labor, and communities, including the City of Milford. Specific to the City of Milford, COVID-19 may impact various 2022 operations and financial results, including but not limited to the City's utility and real estate tax collections, utility revenue, lodging tax revenue due to travel restrictions, Parks and Recreation activity due to safety and distancing requirements, and other events, as well as increases in expenditures for emergency preparedness. City Management is taking appropriate actions to mitigate any negative impact, including the delay or deferral of non-critical spending and the solicitation of federal and state grant proceeds to offset emergency preparedness costs and employee safety initiatives. The full impact of COVID-19 on the City's financial condition is unknown, as events continue to develop into 2022. However, no events occurring during the reporting period and no events occurring during the period from July 1, 2021 through August 31, 2022 resulted in the need to recognize any additional expense or record any additional liabilities. Management's expectation is that the impact of the COVID-19 pandemic on the City's financial position will not reach the level of significant materiality, though Management and Council remain diligent in efforts to operate efficiently, avoid unnecessary spending, work safely, and maximize services to the community during the pandemic. Further, the City of Milford was a

NOTE 16: IMPACT OF CORONAVIRUS (COVID-19), CONTINUED:

recipient of funding through the American Rescue Plan Act of 2021 (“ARPA”), which provided a significant level of support to defray any emergency expenditures, meet infrastructure needs and replace revenue shortfalls. Specifically, the City of Milford is categorized as a Non-entitlement Unit of Local Government in the US Department of the Treasury Final Rule governing Coronavirus State and Local Fiscal Recovery Funds. As such, the City’s ARPA funding allocation of \$6,333,892, payable in two equal, annual tranches, was population-driven. The first tranche in the amount of \$3,166,946 was received in June 2021. \$224,750 of the funding was utilized before June 30, 2021, leaving the balance of \$2,942,196 reported as restricted cash and deferred revenue in the special revenue fund in the governmental funds balance sheet on page 17. The second tranche payment of \$3,166,946 was received in June 2022.

NOTE 17: SUBSEQUENT EVENTS:

Bond Anticipation Note (BAN), Series 2021 – Police Facility

The City closed on a bond anticipation note (BAN), series 2021 with PNC Bank, N.A. in an amount not to exceed \$20 million on November 30, 2021 as authorized by Council on December 14, 2020 and approved by referendum on January 26, 2021. The temporary, construction-period loan bears a variable rate of interest calculated daily based on the tax-exempt equivalent of the Bloomberg Short Term Bank Yield Index or “BSBY” plus a fixed margin, subject to a floor of 1.08%, billed monthly as applied only to outstanding principal balances drawn. The loan matures on November 30, 2024, at which point the entire principal balance is due and payable in full. The City anticipates satisfying the BAN in full on or before the maturity date with a permanent issuance of long-term, tax-exempt general obligation bonds at a fixed rate of interest. As of August 31, 2022, a total of \$458,958 was drawn against the BAN.

Property Acquisition – Business Campus

On December 15, 2021, the City acquired agricultural property containing 182 acres of land for the purpose of developing a business campus with commercial and industrial uses. The City’s cash reserves were utilized for the acquisition; no debt issuance or other financing was used to support the acquisition. The City expects to fund the utility and road infrastructure with a combination of utility reserves, intergovernmental grants and ongoing permit fees, user charges and other revenues.

Property Acquisition – Greenway/Trail System

On December 15, 2021, the City acquired agricultural property containing 19 acres of land for the purpose of preserving undeveloped lands and creating a greenway through a natural corridor to interconnect several areas of the City with a series of parks, trails and open space. The City’s cash reserves were utilized for the acquisition. The City’s cash reserves were utilized for the acquisition; no debt issuance or other financing was used to support the acquisition. The City expects to fund development of parks and trails with a combination of governmental fund reserves, intergovernmental grants and ongoing permit fees, user charges and other revenues.



The City of Milford

Required Supplementary Information

As of and for the Year Ended June 30, 2021

CITY OF MILFORD, DE
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2021

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Property Taxes	\$ 4,316,000	\$ 4,316,000	\$ 4,340,239	\$ 24,239
Real Estate Transfer Taxes	-	-	1,243,007	1,243,007
Fees and Fines	114,000	118,000	151,451	33,451
Licenses and Permits	418,000	534,290	1,272,096	737,806
Franchise & Lease Revenue	369,100	369,100	399,787	30,687
Charges for Services	80,007	99,507	153,750	
Sale of Business Park Land	5,000	5,000	108,377	103,377
Intergovernmental	379,368	738,191	1,507,255	769,064
Investment Earnings	20,000	20,000	43,498	23,498
Miscellaneous	15,000	78,655	258,869	180,214
	<u>5,716,475</u>	<u>6,278,743</u>	<u>9,478,331</u>	<u>3,145,345</u>
EXPENDITURES				
Current:				
General Government	4,026,589	4,269,309	1,815,022	2,454,287
Public Safety	5,694,739	5,973,076	5,789,587	183,489
Public Works	793,646	793,646	644,166	149,480
Culture and Recreation	1,080,966	1,088,542	955,591	132,951
Debt Service:				
Principal	-	-	-	-
Interest and Other Charges	-	-	-	-
Capital Outlay	465,200	1,344,741	990,604	354,137
	<u>12,061,140</u>	<u>13,469,314</u>	<u>10,194,970</u>	<u>3,274,344</u>
Total Expenditures				
Deficiency of Revenues Over Expenditures	(6,344,665)	(7,190,571)	(716,640)	6,419,688
OTHER FINANCING SOURCES				
Real Estate Transfer Tax (from Special Revenue Fund)	500,000	500,000	500,000	-
Transfers In From Electric Fund	2,500,000	2,500,000	2,500,000	-
Other Transfers In	1,336,759	2,162,089	367,635	(1,794,454)
Transfers Out	(12,144)	(12,144)	(867,635)	(855,491)
	<u>(2,020,050)</u>	<u>(2,040,626)</u>	<u>1,783,360</u>	<u>3,769,743</u>
Net Change in Fund Balance				
DEFICIENCY FUNDED BY (SURPLUS DIRECTED TO)				
General Fund Balance and Reserves	2,020,050	2,040,626	(1,783,360)	(3,769,743)
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net Revenues, Other Financing Sources, Prior Fund Balances and Expenditures				

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DELAWARE
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
FOR THE LAST SIX FISCAL YEARS

<u>County & Municipal Police and Firefighters' Pension Plan</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Proportion of the net pension liability (asset)	2.6455%	2.4289%	2.2946%	2.3779%	2.3824%	2.4964%
Proportionate share of the net pension liability (asset)	\$ 406,563	\$ 697,659	\$ 528,464	\$ 239,714	\$ 378,701	\$ (131,558)
Covered-employee payroll	\$ 2,762,226	\$ 2,412,111	\$ 2,147,178	\$ 1,905,658	\$ 1,944,111	\$ 1,735,698
Proportionate share of the net pension liability as a percentage of covered-employee payroll	14.7%	28.9%	24.6%	12.6%	19.5%	-7.6%
Plan's fiduciary net position	\$ 446,384,000	\$ 396,829,000	\$ 367,470,000	\$ 325,867,000	\$ 284,298,000	\$ 273,109,000
Plan fiduciary net position as a percentage of the total pension liability (asset)	96.7%	93.3%	94.1%	97.0%	94.7%	-102.0%
<u>County & Municipal Other Employees' Pension Plan</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Proportion of the net pension liability (asset)	9.5287%	9.4728%	10.0609%	10.3165%	10.8530%	12.1628%
Proportionate share of the net pension liability (asset)	\$ 202,295	\$ 433,951	\$ 316,616	\$ 668,405	\$ 672,454	\$ 5,230
Covered-employee payroll	\$ 5,094,655	\$ 4,106,578	\$ 4,205,852	\$ 3,476,349	\$ 3,628,008	\$ 3,630,778
Proportionate share of the net pension liability as a percentage of covered-employee payroll	4.0%	10.6%	7.5%	19.2%	18.5%	0.1%
Plan's fiduciary net position	\$ 67,470,000	\$ 58,536,000	\$ 53,122,000	\$ 45,874,000	\$ 39,292,000	\$ 37,840,000
Plan fiduciary net position as a percentage of the total pension liability	96.9%	92.7%	94.4%	87.6%	86.4%	99.9%

The accompanying notes are an integral part of these financial statements.

**CITY OF MILFORD, DELAWARE
SCHEDULE OF EMPLOYER CONTRIBUTIONS - PENSION PLAN
FOR THE LAST SIX FISCAL YEARS**

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<u>County & Municipal Police and Firefighters' Pension Plan</u>						
Contractually required contribution	\$ 442,785	\$ 358,149	\$ 217,625	\$ 269,023	\$ 240,395	\$ 251,302
Contributions in relation to the contractually determined contribution	<u>442,785</u>	<u>358,149</u>	<u>217,625</u>	<u>269,023</u>	<u>240,395</u>	<u>251,302</u>
Contribution (excess) deficiency	<u>\$ -0-</u>					
Covered-employee payroll	<u>\$ 2,762,226</u>	<u>\$ 2,412,111</u>	<u>\$ 2,147,178</u>	<u>\$ 1,905,658</u>	<u>\$ 1,944,111</u>	<u>\$ 1,735,698</u>
Contributions as a percentage of covered-employee payroll	<u>16.03%</u>	<u>14.85%</u>	<u>10.14%</u>	<u>14.12%</u>	<u>12.37%</u>	<u>14.48%</u>
<u>County & Municipal Other Employees' Pension Plan</u>						
Contractually required contribution	\$ 356,856	\$ 306,752	\$ 284,307	\$ 259,355	\$ 225,472	\$ 235,458
Contributions in relation to the contractually determined contribution	<u>356,856</u>	<u>306,752</u>	<u>284,307</u>	<u>259,355</u>	<u>225,472</u>	<u>235,458</u>
Contribution (excess) deficiency	<u>\$ -0-</u>					
Covered-employee payroll	<u>\$ 5,094,655</u>	<u>\$ 4,106,578</u>	<u>\$ 4,205,852</u>	<u>\$ 3,476,349</u>	<u>\$ 3,628,008</u>	<u>\$ 3,630,778</u>
Contributions as a percentage of covered-employee payroll	<u>7.00%</u>	<u>7.47%</u>	<u>6.76%</u>	<u>7.46%</u>	<u>6.21%</u>	<u>6.49%</u>

The accompanying notes are an integral part of these financial statements.

NOTE 1 – GENERAL

Required supplementary information includes financial information and disclosures that are required by the Governmental Accounting Standards Board but are not considered part of the basic financial statements.

NOTE 2 – BUDGETARY BASIS

The budgetary comparison schedule is prepared on a basis that is consistent with generally accepted accounting principles (GAAP).

NOTE 3 – PENSION PLANS

The following notes pertain to both the County and Municipal Police and Firefighters Pension Plan and the County and Municipal Other Employees' Pension Plan.

Changes in Benefit Terms

None

Changes in Assumptions

The changes in assumptions used to determine total pension liability are described in Note 13 to the basic financial statements.

Method and Assumptions used in calculations of actuarially determined contributions

The actuarially determined contribution rates in the Schedule of Employers' Contributions are calculated as of the June 30 two years prior to the end of the fiscal year in which the contributions are reported. Complete descriptions of the methods and assumptions used to determine the contribution rates for Fiscal Year 2021 can be found in the June 30, 2019 actuarial valuation reports. The following actuarial methods and assumptions were used to determine contribution rates reported in that schedule:

- Actuarial Cost Method – Entry Age Normal
- Amortization Method – Open 10 Year Level Percent of Payroll
- Remaining Amortization Period – 10 Years
- Asset Valuation Method: 5 Year Smoothed Market
- Actuarial Assumptions
 - Discount Rate – 7.0%
 - Amortization Growth Rate 3.0%
 - Price Inflation – 2.5%

10-year Reporting Requirements

The preceding required supplementary schedules, as related to pensions, are intended to show information for 10 years. Additional years will be displayed as they become available.

The City of Milford

Additional Information

As of and for the Year Ended June 30, 2021

CITY OF MILFORD, DELAWARE
ADDITIONAL INFORMATION
JUNE 30, 2021

Taxation

The City annually adopts an assessment listing based on its own assessments of real property. Real Property was last reassessed in the City of Milford in 2012. The assessment reflected recorded sale data available in 2012. Assessments are based on 100% of the 2012 appraised value. Appraisals for all classifications of property are equal to estimated replacement cost less depreciation.

Tax Assessments

Year	Assessment	Ratio, Assessed to Market Value	Market Value
2021	\$ 1,322,462,352	69%	\$ 1,911,072,763
2020	1,304,217,652	74%	1,762,456,286
2019	1,108,131,359	78%	1,420,681,230
2018	1,076,761,765	75%	1,435,213,740
2017	1,064,336,304	81%	1,319,777,017
2016	1,049,526,712	89%	1,175,823,786
2015	1,038,988,192	91%	1,141,745,266
2014	1,030,515,982	95%	1,084,753,665
2013	1,012,236,303	96%	1,054,412,816
2012*	1,005,583,223	96%	1,047,482,524

**Reassessment completed in September 2012*

The City's property tax rate was \$0.46 per \$100 of assessed value throughout the FY21 reporting period. City Council approved the rate of \$0.48275 per \$100 of assessed value effective FY22. Milford also collects a Realty Transfer Tax (RTT) of 1.50% of the consideration of all property transfers within City limits effective July 1, 2001.

Tax Appeals

Milford City Council serves in the capacity of Board of Appeals to review assessments when appealed by property owners. There are generally few appeals of assessments each year.

Ratable Classification	2021 Assessed Value (AV)	2021 Market Value (MV)*	AV ÷ MV
Public Utilities	\$5,401,952	\$7,806,289	
Agriculture	878,100	1,268,931	
Residential	610,189,400	881,776,590	
Multi-Family	43,996,300	63,578,468	
Commercial	310,143,000	448,183,526	
Industrial	11,488,400	16,601,734	
Exempt	340,365,200	491,857,225	
TOTAL	\$1,322,462,352	\$1,911,072,763	69%

**Estimated based on City of Milford market sales data sampling*

CITY OF MILFORD, DELAWARE

ADDITIONAL INFORMATION

JUNE 30, 2021

Top 20 Taxpayers

	2021 Assessed Value	Land Use	Parcel Owner	2021 Tax Levy
\$	31,529,800	COMMERCIAL	CLARK AVENUE REALTY	\$ 145,037
	18,827,600	COMMERCIAL	MILFORD PLAZA	86,607
	16,426,800	COMMERCIAL	WAL-MART STORES	75,563
	16,712,200	RESIDENTIAL	KEY PROPERTIES LLC	62,681
	9,447,900	MULTI-FAMILY	RESERVE AT SAW MILL	43,460
	9,203,100	MULTI-FAMILY	WATERGATE AT MILFORD	42,334
	8,252,800	COMMERCIAL	MILFORD CENTER	37,963
	6,869,500	COMMERCIAL	CYPRESS CAPITAL	31,600
	6,734,300	MULTI-FAMILY	CASCADES	30,978
	6,558,100	COMMERCIAL	BALTIMORE AIRCOIL COMPANY	30,167
	6,547,100	COMMERCIAL	US COLD STORAGE	30,117
	6,144,700	COMMERCIAL	HELMICK MILFORD	28,266
	5,302,800	MULTI-FAMILY	CASE EDWARDS MANAGEMENT	24,393
	5,162,300	INDUSTRIAL	PURDUE RE HOLDINGS	23,747
	4,899,500	MULTI-FAMILY	PURDUE RE HOLDINGS	22,538
	4,799,800	COMMERCIAL	TRAN CON BUILDERS	22,079
	4,763,300	COMMERCIAL	SW ACQUISITIONS	21,911
	4,530,600	COMMERCIAL	RIVERWALK CENTER AT MILFORD	20,841
	4,431,600	COMMERCIAL	SHAWNEE FARM	20,385
	4,280,000	MULTI-FAMILY	PARSON THORNE REALTY ASSOC	19,688

Tax Collections and Delinquent Taxes

Year Ended June 30	Tax Collections			Past Due
	Taxes Budgeted	Cash Collections	Collections as % of Budget	Outstanding as of June 30
2021	\$ 4,296,000	\$ 4,322,838	101%	\$ 180,783
2020	4,126,385	4,074,644	99%	241,673
2019	3,902,716	3,943,184	101%	210,077
2018	3,820,560	4,038,010	105%	178,337
2017	3,732,970	3,817,534	102%	344,177
2016	3,701,000	3,720,159	101%	307,883
2015	3,746,000	3,660,900	98%	359,772
2014	3,556,965	3,518,917	99%	358,545
2013	3,483,380	3,433,254	99%	281,371
2012	2,989,155	2,974,203	99%	231,245

CITY OF MILFORD, DELAWARE
ADDITIONAL INFORMATION
JUNE 30, 2021

Selected Debt Ratios

Selected Demographic Data and Corresponding Direct Debt Ratios

	Direct Debt ¹	Population ²	Assessed Valuation (AV) ¹
	\$ 6,685,000	11,190	\$ 1,322,462,352
Direct Debt per Capita		\$ 597	
Direct Debt as % of AV			0.51%

¹ Debt and AV measured as of and for the period ended June 30, 2021, respectively

² Based on 2020 US Census

Largest Employers

The largest employers in and around the City of Milford follow:

Name	Description	Employee Count*
Perdue Farms, Inc.	Poultry Processing	1,550
Bayhealth, Inc.	Healthcare	800
Milford School District	Education	558
Dentsply Sirona, Inc.	Dental Supplies	525
Sea Watch International, Inc.	Seafood Processing	280
Kent-Sussex Industries, Inc.	Agricultural Products	117
City of Milford	Government	105
First State Manufacturing, Inc.	Industrial Sewing	100

***Employee counts represent estimates based on the City of Milford 2017 Comprehensive Plan**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Mayor and Members of the City Council

City of Milford, Delaware

Page 1 of 2

[TO BE PREPARED BY AUDIT FIRM]

Page 2 of 2

[TO BE PREPARED BY AUDIT FIRM]

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Honorable Mayor and Members of the City Council

City of Milford, Delaware

Page 1 of 1

[TO BE PREPARED BY AUDIT FIRM]

CITY OF MILFORD, DE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2021

Federal Grantor/Pass-through Grantor/Program	Federal CFDA Number	Pass Through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
US Department of Agriculture Community Facilities Loans and Grants Loan Grant	10.766	n/a	\$ - -	\$ 54,236 883,468
US Department of the Treasury American Rescue Plan Act	21.027	n/a	-	224,750
US Department of Justice Coronavirus Emergency Supplemental Funding	16.034	n/a	-	79,839
US Department of Justice Bulletproof Vest Partnership	16.607	n/a	-	1,119
US Department of Justice Edward Byrne Memorial Justice Assistance	16.738	n/a	-	38,522
Total expenditures of federal awards			<u>\$ -</u>	<u>\$ 1,281,934</u>

CITY OF MILFORD, DE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2021

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City of Milford, Delaware under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only the selected portion of the operations of the City of Milford, Delaware, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City of Milford.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – INDIRECT COST RATE

The City of Milford has elected to use the 10% de minimis indirect cost rate allowed by the Uniform Guidance.

NOTE 4 – USDA COMMUNITY FACILITIES LOANS AND GRANTS

The objective of the USDA Community Facilities Program is to provide loans or grant funds for the development of essential community facilities. The City received funds in the form of both loan draws and grants for its ongoing sewer improvements project. Federal expenditures presented in the Schedule were incurred pursuant to direct loan 9 and grant 10 in the amounts of \$54,236 and \$883,468, respectively, for a total of \$937,704.

**CITY OF MILFORD, DE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021**

SUMMARY OF AUDITOR'S RESULTS [TO BE PREPARED BY AUDIT FIRM]

Financial Statements

Type of auditor's report issued:

Internal control over financial report

Material weaknesses identified?

Significant deficiencies identified?

Noncompliance material to financial statements noted?

Federal Awards

Internal control over major programs

Material weaknesses identified?

Significant deficiencies identified?

Type of auditor's report issued on compliance for major program:

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)?

Major Program:

CFDA Number	Name of Federal Program
10766	Community Facilities Loans and Grants

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee?

Milford

River Town.

Art Town.

Home Town.



#wearemilford



STATE OF DELAWARE

DEPARTMENT OF TRANSPORTATION

800 BAY ROAD

P.O. BOX 778

DOVER, DELAWARE 19903

NICOLE MAJESKI
SECRETARY

August 17, 2022

Mr. Rob Pierce
Director, Planning and Economic Development
City of Milford
201 S. Walnut St.
Milford, DE 19963

RE: **State Contract No. T201820001, F.A.P. No. ETA-2018(05)
NW and NE Front Street Streetscape Improvements-Milford, Construction
Transportation Alternatives Program**

Dear Mr. Pierce:

This is to serve as a Delaware Department of Transportation (DelDOT) Administered On-Alignment Agreement (AGREEMENT) between DelDOT and the City of Milford (SPONSOR) for the referenced PROJECT.

This project, hereinafter referred to as the PROJECT, consists of the construction and construction management of the NW and NE Front Street Streetscape Improvements project. The project involves curb and sidewalk replacement, ADA upgrades, curb ramp improvements, crosswalk improvements, landscaping, lighting, upgraded signage, multi-use path, milling and paving of project limits.

In accordance with this AGREEMENT, DelDOT shall:

A. Provide funding for the PROJECT construction, contingency, and construction management not to exceed \$1,719,729.26. This amount is based on an estimated total PROJECT cost of \$2,149,657.83 broken down as follows:

Construction Estimate	=	\$ 2,149,657.83
DelDOT/FHWA Funding	=	\$ 1,719,729.26
Sponsor Match @ 20%	=	\$ 429,931.56
Sponsor Overmatch (TBD if applicable)	=	\$ TBD



- B. Advertise, award and administer the construction of the PROJECT, including but not limited to construction engineering, construction inspection, materials testing and certification in accordance with federal and state requirements.
- C. On behalf of the SPONSOR, using project funds, DelDOT will acquire any right-of-way necessary for the project.
- D. Apply for and obtain, prior to advertising all permits required by federal, state, and local authorities.
- E. Prepare and provide written documentation that all environmental and historical studies and documentation required by federal and state authorities have been prepared and approved.
- F. Coordinate with all utility companies within the project limits to determine conflicts with the proposed construction, required utility adjustments and relocations and obtain a relocation schedule. The approved relocation schedule will be included in the Special Provisions for the PROJECT. Reimbursable utility costs will be included in the PROJECT cost.

In accordance with this AGREEMENT, the SPONSOR shall:

- A. Provide the matching funds that fulfill the matching obligation for the PROJECT in the amount of \$429,931.56. This amount is based on an estimated total PROJECT cost of \$2,149,657.26. All funds to cover the PROJECT match responsibility must be encumbered to the PROJECT prior to advertisement of the PROJECT.
- B. Additional costs up to 5% of bid value of the PROJECT will be shared by DelDOT (80%) and the SPONSOR (20%).
- A. Provide timely review and comment/approval of the PROJECT construction plans, specifications and estimates.
- B. Donate all SPONSOR owned right-of-way necessary to construct the PROJECT as set forth in the plans and specifications for the PROJECT. By signature of this AGREEMENT, the SPONSOR grants permission to DelDOT and the selected contractor the right to trespass on SPONSOR maintained or owned property in order to construct improvements as set forth in the plans and specifications for this PROJECT.
- C. Utilize the funding provided for the PROJECT for the stated purpose only and not be redirected by the SPONSOR for any other purpose.
- D. The SPONSOR shall be responsible for the maintenance of the PROJECT upon completion. SPONSOR maintenance responsibility includes but is not limited to all sidewalks, curb ramps, lighting, pathway and landscaping installed as part of this PROJECT.

Under this AGREEMENT, the following General Conditions shall apply to the parties:

- A. Upon completion and acceptance of the PROJECT, less any contract warranty periods by DelDOT, DelDOT will make a final accounting of project costs. The parties will make final settlement hereto within 60 days of written notice of the findings of the final accounting.
- B. Approved plan revisions and change orders with the PROJECT shall be allowed as a PROJECT cost. This value will be shared by DelDOT (80%) and the SPONSOR (20%). Plan revisions and change orders with an individual or cumulative value greater than 5% of the bid value of the PROJECT and with those exceeding 1 million dollars in bid value shall be the sole responsibility of the SPONSOR. DelDOT and the SPONSOR must review and approve all proposed change orders. SPONSOR will also be advised on additional funding measures, if needed, for Construction Engineering (CE) which does consist as part of the PROJECT.
- C. DelDOT, shall cause to have its contractors indemnify and save harmless itself and SPONSOR from and against all claims, demands and causes of actions of every kind and character arising in favor of the contractors' employees or third party on account of personal injuries or death or damages to property, which may arise out of the exercise of this AGREEMENT.
- D. If the PROJECT is canceled or put on hold at the request of the SPONSOR prior to advertisement of the project, the SPONSOR shall be responsible for reimbursing DelDOT for all funds spent by DelDOT on the PROJECT-up to the point when the PROJECT was halted. For the avoidance of doubt, this requirement for reimbursement includes both funds that (i) have been spent at the time the PROJECT is put on hold or canceled and (ii) any funds that SPONSOR may be required to spend on costs that have been incurred but not yet billed to SPONSOR at the time the PROJECT is put on hold or canceled.

Please indicate your concurrence with these provisions by signing on the appropriate line and return the signed original to my attention (scan and email is acceptable). If you have any questions or concerns, please contact me at (302)760-2112.

Sincerely,



Todd Pryor, Planner IV
Division of Planning



APPROVED as to Form for DeIDOT:

Brad Eaby
Deputy Attorney General

Date

APPROVAL for DeIDOT:

Pam Steinebach
Director, Planning

Date

ATTEST for DeIDOT:

Charlanne Thornton
Director, Finance

Date

APPROVAL for the Sponsor:

City of Milford

Date



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

NICOLE MAJESKI
SECRETARY

August 31, 2022

Mark Whitfield
City Manager, City of Milford
201 S Walnut Street
Milford, DE 19963

SUBJECT: Town Agreement
Contract No. T201904201 - HEP KC, US 113 & SR 14 Intersection Imp.

Dear Mr. Whitfield:

Please find enclosed three (3) Town Agreements for your review and signature. Please sign all copies and have someone "Attest" to your signature. Once signed, please return all three (3) copies to our office. Once all signatures have been obtained, we will forward a fully executed original for your files.

This project will include turn lane improvements on westbound SR 14, bicycle and pedestrian improvements and traffic signal equipment upgrades.

Construction is anticipated to start in Winter 2023. There will be daytime and night-time work with one year for construction. If you have any questions or concerns, please contact us by responding to this email, or you can contact me by phone at (302) 760-2361. Please review and send back by September 14, 2022 as your concurrence to move ahead with this project.

Sincerely,

Shehnaz Chaudhri
Group Engineer, ROW Engineering

SC:w
Enclosure

cc: Arthur Campbell, Mayor, City of Milford- mayorcampbell@milford-de.gov
Mark Whitfield, City Manager, City of Milford- mwhitfield@milford-de.gov
Anne Brown, Director of Maintenance and Operations



Matt Lichtenstein, Central District Engineer
Peter Haag, Chief of Traffic Engineering
Brad Saborio, Construction Engineer, Group III South Construction
Calvin Esham, Project Manager, South PD
John Gaines, Group Engineer, South PD
Monroe C. Hite, III, Chief of Right of Way
Rosemary Richardson, Statewide Acquisition and Relocation Manager
Shehnaz Chaudhri, Group Engineer, ROW Engineering

City of Milford
HEP KC, US 113 and SR 14 Intersection Improvements
Contract Number T201904201

THIS AGREEMENT made this ____ day of _____, 2022, between the **STATE OF DELAWARE, DEPARTMENT OF TRANSPORTATION**, party of the first part, hereinafter referred to as the ("**STATE**") and the **CITY OF MILFORD**, a municipal corporation of the State of Delaware, party of the second part, hereinafter referred to as ("**CITY**").

WITNESSETH:

WHEREAS, the parties hereto have agreed to the construction, reconstruction, and/or other related improvements to US 113 and SR 14 Intersection Improvements, to be constructed as set forth in the contract documents for Contract T201904201, of the **STATE** which are/or will be on file in the Department of Transportation's Administration Center, Dover, Delaware, and are incorporated herein by reference and made a part of this Agreement, and as further described on EXHIBIT A, attached hereto and made part of this Agreement, herein referred to as the "**PROJECT**" and

WHEREAS, all work to be performed pursuant to this Agreement shall comply with the Specifications titled "Delaware Department of Highways and Transportation, Standard Specifications, June 2021", and all subsequent thereto, hereinafter referred to as Standard Specification, and

WHEREAS, the **CITY** intends by this Agreement to give such municipal consent, approval, and waiver as may be required by law, pursuant to Title 17, Section 134 of the Delaware Code, as amended, for the construction, reconstruction, improvements, and/or maintenance by the **STATE** of the above mentioned **PROJECT**.

NOW, THEREFORE, the **CITY** and the **STATE** for and in consideration of the mutual promises and benefits agrees, covenants, and promises with each other as follows:

1. CONSENT OF CITY

Pursuant to Title 17, Section 134 of the Delaware Code as amended, the **CITY** hereby grants, gives and surrenders to the **STATE** any and all such power, authority and jurisdiction over, in connection with or with respect to the proposed **PROJECT**, as may be necessary in the opinion of the **STATE** to enable the same to be constructed, reconstructed, and/or improved by the **STATE** as herein agreed in this Agreement.

2. CONSTRUCTION

The **STATE** agrees to construct, reconstruct and make other improvements as set forth in the contract documents of Contract T201904201 which is or will be on file in the Department of Transportation's Administration Center, Dover, Delaware.

3. MAINTENANCE

Upon completion of the **PROJECT**, the **STATE** agrees to maintain by patching or reconstruction, as deemed necessary by the **STATE**, from face of curb to face of curb or edge of pavement to edge of pavement, the sections of the US 113 and SR 14 (Front Street) Intersection to be resurfaced, constructed or reconstructed as part of the **PROJECT**.

All other maintenance shall be the sole responsibility of the **CITY**. Such maintenance includes, but is not limited to all curbs and sidewalks, streetlighting, existing or reconstructed under this **PROJECT**, cleaning, snow and ice control, policing of sidewalks, street cleaning, and policing of the travel ways resurfaced, or reconstructed as part of the **PROJECT**. As required by all similar prior agreements entered into by the **STATE**, the **TOWN's** maintenance obligation includes all aspects of the stormwater system existing or reconstructed under this **PROJECT**, including surface cleaning of the drainage inlets and storm water installations.

4. CURB OPENINGS

The **CITY** agrees that the number and length of curb openings for new and rebuilt entrances and exits to properties abutting the **PROJECT** area which are constructed, reconstructed, improved, or the like as part of the **PROJECT** shall meet the requirements of the **STATE's** then existing "**Policy and Standards for Access to State Highways.**"

All curb openings for new or rebuilt entrances or exits to properties within or abutting the **PROJECT** area that are made upon or after completion of the **PROJECT** shall meet the requirements of the **STATE's** then existing "**DelDOT Development Coordination Manual.**" All costs for any such openings shall be at the sole cost and expense of the **CITY**.

5. PERMITS FOR ROAD SURFACE OPENINGS

It is agreed that the **CITY** shall plan its future drainage and utility needs for a minimum of five (5) years after completion of the **PROJECT** in order to eliminate or minimize openings in the road surface within the **PROJECT** area. It is also agreed that whenever the **CITY** proposes to make or allow any openings to any road surface within the **PROJECT** area, the **CITY** shall first obtain the prior written permission of the **STATE**, which permission will not be unreasonably withheld. In case of emergency, within one working day, notice shall be given by the **CITY** to the **STATE** of any opening made in the road surface within the **PROJECT** area. Any and all openings and pavement replacement within the **PROJECT** area must conform to the **STATE's** then existing "Standard Specifications", must be subject to **STATE** inspection, and shall be made at the sole cost and expense of the **CITY**.

6. UTILITY ALTERATIONS

In accordance with Title 17, Section 143 of the Delaware Code as amended, the **STATE** agrees to make necessary and appropriate alterations and/or relocation of **CITY** owned public utilities. Any betterment to said **CITY** owned public utilities shall be made at the sole cost and expense of the **CITY**.

Betterment is defined in this Agreement as any upgrading or improvement to **CITY** owned public utilities made for the benefit of and/or at election of the **CITY** which is not due to the alteration and/or relocation of **CITY** owned public utilities necessitated by the **PROJECT**.

7. **CONTROL OF TRAFFIC AND PARKING**

The **CITY** will not enact or enforce an ordinance regulation or rule, which may affect or apply to all or any part of the **PROJECT** and/or **PROJECT** area, which the **STATE** deems, will adversely affect the traffic and parking control for the **PROJECT** and/or **PROJECT** area. The **CITY** hereby agrees to comply with Title 17, Section 147 and with Title 21, Chapter 41 of the Delaware Code, as amended, and with all requirements of law and any rules or regulations promulgated from time to time by the **STATE**. The **CITY** agrees specifically to comply with all State laws, rules and/or regulations concerning traffic and parking control in, along, and/or over the streets, roads and/or highways within the **PROJECT** area and particularly shall meet all requirements as found in the then existing "**Delaware Manual on Uniform Traffic Control Devices for Streets and Highways**" and any supplements and/or amendments thereto. For planned special events that have either a direct or indirect impact to the transportation system either through full roadway or lane closures or impacts to the normal traffic flow created by the crowds attracted to the special event through or around the **PROJECT** area, the **CITY** agrees to comply with the above requirements and to consult with the **STATE** ninety (90) days prior to approving the special event within the **PROJECT** area. All temporary traffic control for special events shall comply with the requirements of the then existing "**Delaware Manual on Uniform Traffic Control Devices for Streets and Highways.**"

The **STATE** agrees to assume the responsibility of providing and erecting the necessary permanent traffic control devices for the **PROJECT** to ensure compliance with the parking and the traffic operation within the **PROJECT** area. The ownership, maintenance responsibilities, and responsibility for the future replacement of all traffic signal devices and pavement markings will remain unchanged within the **PROJECT** limits. The associated costs for such traffic signal utility expenses are the sole responsibility of the **CITY** within the **PROJECT** limits. No alteration or modification of the operation of traffic signal devices will be made without prior consent of the **STATE**. The ownership, maintenance responsibilities, and replacement of route marker signs, guide signs and overhead signs erected as a result of the **PROJECT** on state maintained roadways are vested solely in the **STATE**. Ownership, maintenance responsibilities and replacement costs all other traffic control devices/signage/on-street parking striping/tubular markers/decorative pavement markings/green bicycle lane striping are the sole responsibility of the **CITY**. No alteration or modification all other traffic control devices will be made without prior consent of the **STATE**.

8. **RIGHT OF WAY**

The **STATE** agrees to acquire at **STATE** expense the right of way necessary to construct improvements as set forth in the contract documents of Contract T201904201 HEP KC, US 113 and SR 14 Intersection Improvements.

Also the **CITY** agrees, by signature of this agreement, to allow the **STATE** the Right to Trespass on **CITY** maintained streets in order to construct improvements as set forth in the contract documents for Contract T201904201 HEP KC, US 113 and SR 14 Intersection Improvements.

9. DAMAGE CLAIMS

The **STATE** agrees to include in the specifications for construction of the **PROJECT** the requirement that the **STATE's** contractor shall indemnify and save harmless the **CITY**, in addition to the **STATE**, from all suits, actions, or claims pursuant to the State of Delaware, Department of Transportation, Standard Specifications dated June 2021, as amended, which are hereby incorporated herein.

The **CITY** agrees to indemnify and save harmless the **STATE** consistent with the aforesaid Standard Specifications, which are expressly incorporated and made part hereof, or to include in its specifications for any work within the **PROJECT** area the same requirement for indemnifying and saving harmless the **STATE**. In addition, the **CITY** agrees to protect and save harmless the **STATE** from any claims or liability arising from questions of title, privilege or authority to use the present, or proposed rights of way for the **PROJECT** to the exclusion of rights of way specifically acquired by the **STATE** from the owners of land other than the **CITY**.

10. CHANGE IN AGREEMENT

The **STATE** and **CITY** agree that this Agreement is the entire and complete agreement between the parties and that no alterations, modifications, or amendments to this Agreement shall be made or deemed valid unless in writing and signed by both parties.

11. MANNER OF EXECUTION

This Agreement may be executed in counterparts, each of which shall be an original, and such counterparts shall be construed together as one instrument. Facsimile or pdf signatures shall be deemed original signatures.

12. REPRESENTATIVE CAPACITY

Each person executing this Agreement in a representative capacity represents and warrants that he or she is empowered to do so.

13. BACKGROUND

The background of this Agreement set forth above forms an integral part of this AGREEMENT and is hereby incorporated as if fully set forth herein.

14. SEVERABILITY

If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

IN WITNESS WHEREOF, the parties hereto have duly executed this AGREEMENT, in triplicate, under their respective seals, the day and year first above written.

STATE OF DELAWARE,
DEPARTMENT OF TRANSPORTATION

Attest: _____
Charlanne Clymer
Director of Finance

By: _____
Monroe C. Hite, III
Chief of Right of Way

Date: _____

APPROVAL AS TO FORM:

George T. Lees, III
Deputy Attorney General

CITY OF MILFORD

Attest: _____

By: _____
Arthur J. Campbell
Mayor

Date: _____

TO: Mayor and City Councilmembers

FROM: Rob Pierce, AICP - Planning Director

DATE: September 12, 2022

RE: US113 North/South Bypass
Letter of Support to Re-initiate and Complete Study

During the early 2000's, the State of Delaware, Department of Transportation (DelDOT) initiated a US113 North/South Study to identify an alignment for a continuous limited access roadway from the Maryland state line to the SR1 interchange in Milford. See the below link for more information regarding the study.

<https://deldot.gov/projects/Studies/us113/index.shtml>

The purpose of the study was to identify, select and protect a limited access alignment to meet existing and future traffic demands.

DelDOT and the Federal Highway Administration (FHWA) split the planning study into four separate but interrelated geographic areas; the Milford Area, the Ellendale Area, the Georgetown Area and the Millsboro-South Area.

A working group for the Milford Area met seventeen (17) times between 2004 and 2007, gathering input from the public and reviewing alignment alternatives. The result of the working group and public outreach effort ended with the adoption of Senate Bill 155 by the General Assembly in 2007. The Bill prohibited DelDOT from proceeding with the US113 North/South Improvements Project in the Lincoln and Milford Area.

As a result, the US113 North/South Study planning effort continued to move forward for the Ellendale, Georgetown, Millsboro, Dagsboro, Frankford and Selbyville areas. No progress has been made in the Milford area since July 2007.

Staff recommends authorizing the Mayor to sign the enclosed letter urging DelDOT to renew the US113 North/South Study with the goal of establishing a preferred alignment for the Milford area.

OFFICE OF THE MAYOR
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com



Arthur J. Campbell, MAYOR
City Hall 302.422.1111
Fax 302.424.3558
Mayor@milford-de.gov

September 12, 2022

Secretary Nicole Majeski
State of Delaware Department of Transportation
PO Box 778 – 800 Bay Road
Dover, DE 19903

RE: US113 North/South Bypass
Letter of Support to Re-initiate Study

Secretary Majeski:

On behalf of our constituents in the City of Milford, we are writing to request that DeIDOT reengage the public and community stakeholders regarding solutions to alleviate congestion along the US113 corridor through the City of Milford. In 2007, the General Assembly passed Senate Bill 155 which halted the US113 North/South study, whose primary purpose was to identify, select and protect a limited access alignment along the US113 corridor from the Maryland State line to the SR1 interchange in Milford.

Other communities such as Ellendale, Georgetown, Millsboro, Dagsboro, Frankford and Selbyville proceeded with finalizing their studies; however, no progress has been made within the Milford area study since 2007.

Traffic congestion has increased since the original study period and will only get worse as areas in eastern Sussex County continue to develop and US113 continues to be a regional route for destinations in Maryland, Virginia and points south. City officials are concerned that failing to plan for these improvements now will ultimately lead to greater negative impacts on the community.

The State and City must do everything we can to provide safe and efficient transportation for our residents and visitors. We strongly encourage DeIDOT to renew the US113 North/South Study with the goal of establishing a preferred alignment for the Milford area.

Sincerely,

Arthur J. Campbell
Mayor



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

NICOLE MAJESKI
SECRETARY

September 1, 2022

Archie Campbell
Mayor, City of Milford
6 Little Pond Drive
Milford, DE 19963

**SUBJECT: Town Agreement Detour Notification & Amendment
Contract No. T202107004 – Statewide Movable Bridge Repair, Open End,
FY22-24 (Addition to Contract No. T202107601)**

Dear Mayor Campbell:

Please note an additional contract has been added to Bridge 2-021A on Rehoboth Boulevard over the Mispillion River. The contract is to start in September 2022 during daytime hours and consists of specific repairs to the drawbridge. This project's scope of work is more likely to need an occasional detour or lane shifts. Work has an anticipated contract time of 60 calendar days and will occur within the limits of the existing public rights of way, under the jurisdiction of the City of Milford.

Enclosed is a copy of the previously executed agreement dated June 29, 2021 and detour for this contract. The remainder of the agreement has not changed and remains in full force and effect. Please respond to confirm you have received and approve this change. If we do not hear from you by 9/8/2022, we will assume concurrence.

Sincerely,

Shehnaz Chaudhri
Group Engineer, ROW Engineering

SC:c
Enclosure
cc:

Mark Whitfield, City Manager, City of Milford
Anne Brown, Director of Maintenance and Operations
Matt Lichtenstein, Central District Engineer
Jason Arndt, Bridge Management Engineer
Steve Richter, Bridge Maintenance Engineer
Peter Haag, Chief of Traffic Engineering
Jonathan Ledger, North II Construction
Bruce Caballero, Project Manager, Team Support
Monroe C. Hite, III, Chief of Right-of-Way
Rosemary Richardson, Statewide Acquisition and Relocation Manager
Shehnaz Chaudhri, Right of Way Engineering



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

NICOLE MAJESKI
SECRETARY

Archie Campbell
Mayor, City of Milford
6 Little Pond Drive
Milford, DE 19963

**SUBJECT: Town Agreement - Contract No. T202107601, Federal Aid No.: TBD
Statewide Movable Bridge Preventative Maintenance, South FY22-26**

Dear Mayor Campbell:

The Department of Transportation (DelDOT) has been authorized to spend funds within the City of Milford.

The work will consist of initial repairs at five (5) movable bridges (including this one) to perform mechanical and electrical maintenance activities on a weekly, monthly, quarterly semi-annual, annual, and biennial basis. The specific location within the city limits of Milford for the proposed work is along Bridge 2-021A on Rehoboth Boulevard over the Mispillion River.

All construction will occur within the limits of the existing public rights of way, which is under the jurisdiction of the City of Milford. There will be no relocation of personal property or displacement of any owner or tenant occupants on this project. Upon completion of this project, the maintenance responsibility will resume unchanged.

For planned special events that have either a direct or indirect impact to the transportation system either through full roadway or lane closures or impacts to the normal traffic flow created by the crowds attracted to the special event through or around the project area, the City of Milford agrees to comply with all State laws, rules, and/or regulations concerning traffic and parking control, follow the then existing “**Delaware Manual on Uniform Traffic Control Devices for Streets and Highways**” (and any supplements and/or amendments thereto), and to consult with DelDOT ninety (90) days prior to approving the special event.

The State will perform this construction by this notification based on the town’s previous concurrence in a signed letter agreement with DelDOT regarding this type of construction within its city limits.

If you have any questions or concerns please contact us to address them by responding to this email, or you can contact me at 760-2361. If you don't contact us by July 30, 2021, we will view this as your concurrence and move ahead with this project.

See the attached .pdf file for the completed plans.

Sincerely,



Shehnaz Chaudhri
Group Engineer, Right-of-Way Engineering

SC:w

Enclosure

cc: Mark Whitfield, City Manager, City of Milford
Monroe C. Hite III, Chief of Right of Way
Rosemary Richardson, Statewide Acquisition and Relocation Manager
Anne Brown, Director of Maintenance and Operations
Alastair Probert, South District Engineer
Jason Hastings, Assistant Director, Bridge
Jason Arndt, Bridge Management Engineer
Steve Richter, Program Manager, Bridge Management
Bruce Caballero, Project Manager, Team Support
Shehnaz Chaudhri, Group Engineer, ROW Engineering



LocationMaps.pdf

PORTABLE CHANGEABLE MESSAGE SIGNS

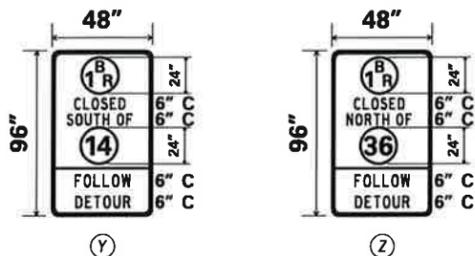
PRIOR TO DETOUR
(10 DAYS PRIOR TO BEGINNING OF DETOUR)

PCMS-1

SRI BR
TO CLOSE

STARTING
XX/XX/XX

SPECIAL SIGNS

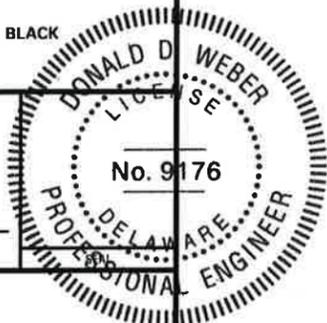


*DG RETROREFLECTIVE ORANGE BACKGROUND;
BLACK LEGEND

*ROUTE SHIELD - WHITE BACKGROUND; BLACK
LEGEND

PREPARED BY
DELDOT - TRANSPORTATION SOLUTIONS
TRAFFIC SAFETY

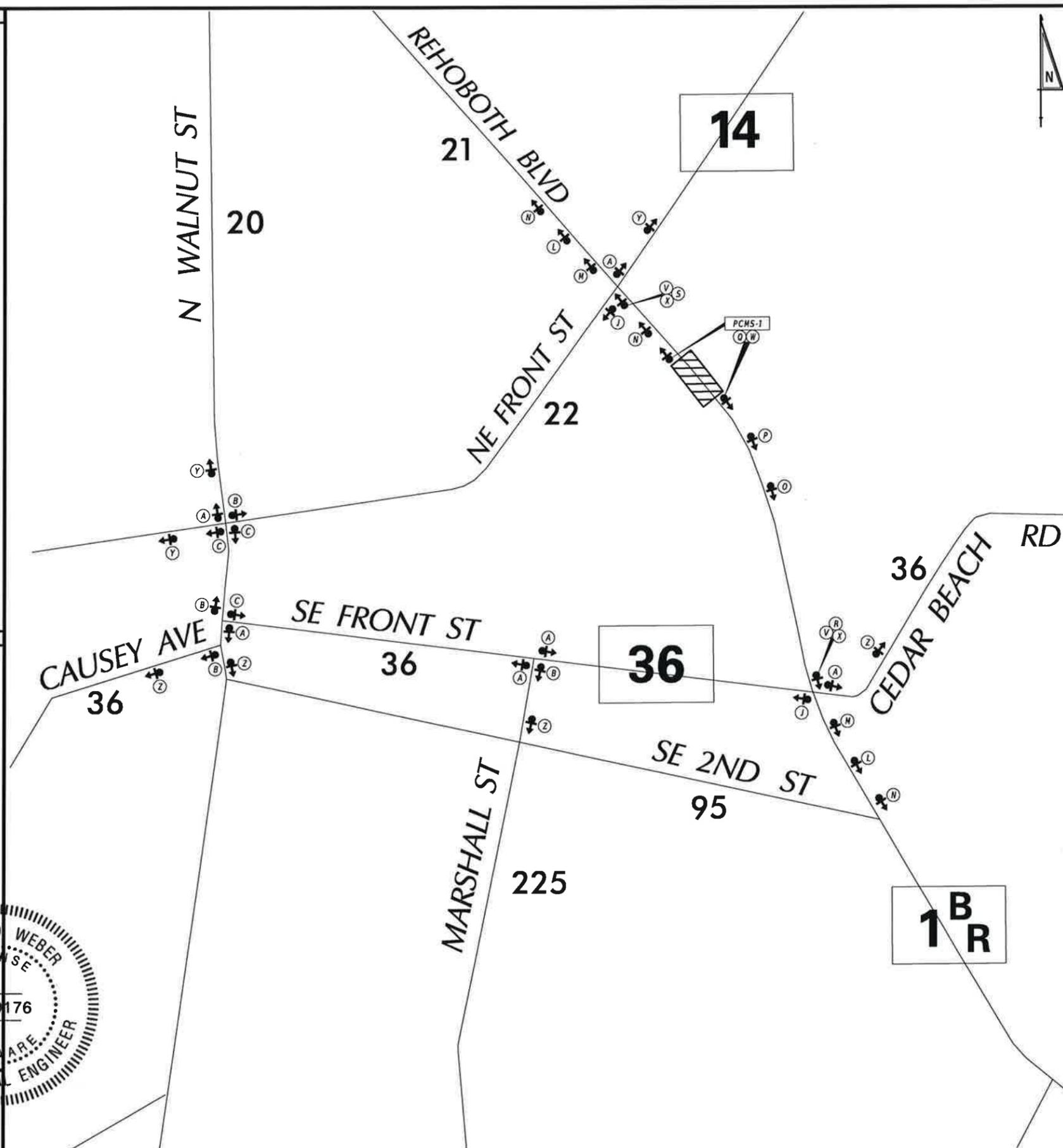
[Signature] 2/6/2020
DATE



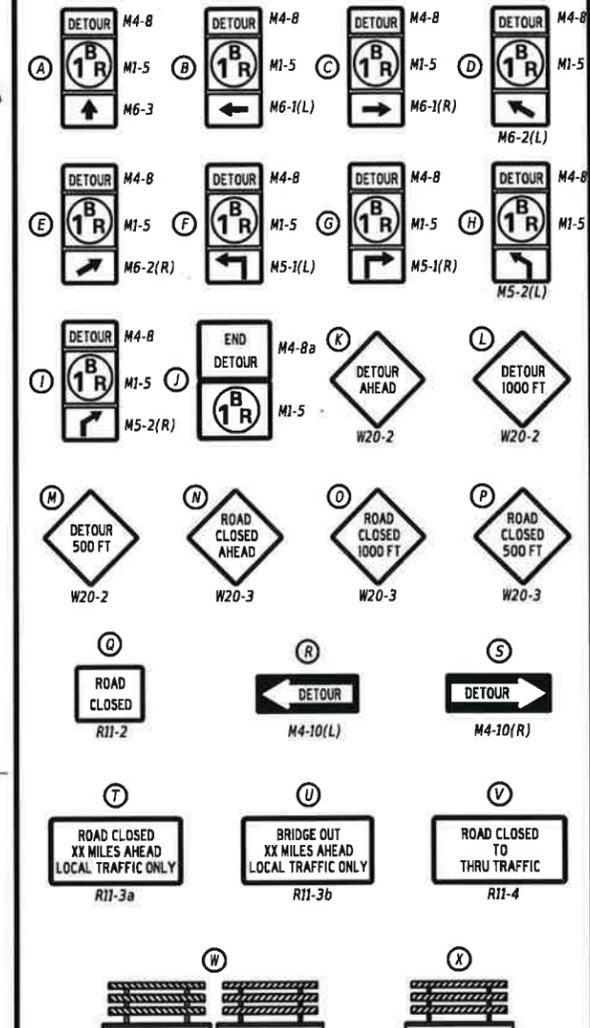
QA/QC REVIEWER DATE

"I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS DETOUR PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES."

ADDENDA / REVISIONS



LEGEND



GENERAL NOTES

- ALL TEMPORARY TRAFFIC CONTROL DEVICES ARE TO BE SUPPLIED AND MAINTAINED BY THE GENERAL CONTRACTOR AND SHALL BE IN COMPLIANCE WITH THIS PLAN AND THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (DE MUTCD) LATEST EDITION.
- SIGNS "N" THROUGH "Q" AND "T" AND "V", THE WORD "ROAD" SHALL BE CHANGED TO "RAMP", "RR XING" OR "BRIDGE" WHERE APPLICABLE.
- "W" TYPE 3 BARRICADES AT A ROAD CLOSURE SHALL BE PLACED COMPLETELY ACROSS THE ROADWAY, FROM CURB TO CURB, OR FROM EDGE OF ROAD TO EDGE OF ROAD, WITH THE STRIPES POSITIONED DOWNWARD TOWARD THE CENTER OF THE ROADWAY.
- BARRICADES SHALL BE A MINIMUM OF 6 FEET WIDE UNLESS DIRECTED BY THE ENGINEER.

CONCURRENCE FOR IMPLEMENTATION

[Signature] 2-6-20
DATE

NOT TO SCALE		STATEWIDE MOVABLE BRIDGE PREVENTATIVE MAINTENANCE CONTRACT		CONTRACT T201707005	PERMIT NO. X	DETOUR PLAN - VEHICULAR SR 1 BR @ REHOBOTH BLVD	SECTION TS
				COUNTY KENT	DESIGNED BY: DBW		SHEET NO.
					CHECKED BY: GAN		X

Adjacent construction projects, especially ones which include the movable bridges as part of detour routes, may result in additional restrictions (set by DelDOT) on the allowable times or durations that maintenance openings, lane closures, or other activities that may impact the traveling public, may be scheduled as part of this Contract.

During the course of the contract, DelDOT may remove and/or pause maintenance activities at specific bridges. Refer to the “Maintenance Sequence” section of this Special Provision for additional details.

The work specified within this Contract will be performed at the five (5) South District movable bridges located in Kent County and Sussex County. The movable bridges include:

District	Bridge No.	Bridge Name(s)	General Location	Waterway Crossed	Movable Bridge Type
South	2-021A	Rehoboth Boulevard (Mispillion)	Milford	Mispillion River	Single Leaf Bascule
	3-151	Front Street (Seaford)	Seaford	Nanticoke River	Single Leaf Bascule
	3-153	Rehoboth Avenue	Rehoboth	Lewes- Rehoboth Canal	Single Leaf Bascule
	3-154	Savannah Road (Lewes)	Lewes	Lewes- Rehoboth Canal	Double Leaf Bascule
	3-164	SR-36 (Cedar Creek)	Slaughter Beach	Cedar Creek	Swing

