



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

CITY COUNCIL AGENDA January 8, 2024

Attendees are welcome to participate virtually as well. Public Comments are encouraged on the agenda items designated with a ®. Virtual attendees may alert the City Clerk that they wish to speak by submitting their name, address, and agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. Those attending in person may comment when the floor is opened for that purpose. All written public comments received prior to the meeting will be read into the record.

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

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

or

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

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

Call 301 715 8592 Webinar ID: 991 5613 1279

6:00 PM

15-Minute Public Comment Period*

Virtual attendees must register prior to start time of meeting by calling 302-422-1111

Extension 1300 or 1303, or by sending an email to cityclerk@milford-de.gov and providing your name, address, phone number, and item name and/or description you wish to comment on.

Persons in attendance that wish to speak must sign up prior to the start of the Council Meeting.

COUNCIL MEETING

Call to Order – Mayor Arthur J. Campbell

Invocation

Pledge of Allegiance

Roll Call

Recognition

Introduction/New City Employees

Delaware Municipal Supervisory Management Academy/2023 Graduates

Introduction/2024 DMI President Shelby DiCostanzo

Proclamation 2024-01/Martin Luther King Tribute 01.15.2024

Public Comments/Final Determination ®

Ordinance 2023-48

Preliminary Conditional Use Application of Southern States Milford Coop, Inc.

4.959 +/- acres of land located along the north side of

Milford-Harrington Highway at the intersection of Williamsville Road

Comprehensive Plan Designation: Commercial
Zoning District: C-3 (Highway Commercial)
Present use: Vacant Proposed Use: Retail Sales & Equipment Repair
Tax Parcel: MD-16-182.00-01-03.00

Approval of Previous Minutes

Staff Reports

Police Department
City Clerk
City Manager
Public Works
Electric
Planning & Zoning
Parks & Recreation
Human Resources
Economic Development & Community Engagement
Information Technology
Finance

Monthly Finance Report-November 2023

Communications & Correspondence

Unfinished Business

Authorization/Police Department/Additional Dispatchers & Budget Adjustment
Authorization/Police Department/Crime Analyst & Budget Adjustment
Appointment/Charter Review Committee

New Business

Bid Award/Walnut Street Pedestrian Bridge Project ³
Authorization/Construction Administration Walnut Street Pedestrian Bridge Project ³

Introductions:

Ordinance 2024-1
Application of Knight Crossing – Phase 2B for a Final Major Subdivision
25.80 +/- acres of land located south of Cedar Beach Road east of Beaver Dam Road and west of Route 1
Comprehensive Plan Designation: Moderate Density Residential
Zoning District: R-3 (Garden Apartment & Townhouse)
Present use: Vacant Proposed Use: Planned Unit Development
Tax Parcel: 3-30-7.00-035.00, 036.00 & 037.00 (portion)

Ordinance 2024-02

Caliber Collision on behalf of CC Milford DE, LLC
Preliminary Conditional Use
3.81 +/- acres of land along the east side of South Rehoboth Boulevard approximately 540 feet north of Evans Street
Address: 201 S. Rehoboth Boulevard
Comprehensive Plan Designation: Commercial
Zoning District: C-3 (Highway Commercial District)
Present and Proposed Use: Car Repair
Tax Parcel: 3-30-7.13-002.00

Ordinance 2024-03

Amendment to City of Milford Code

Chapter 88-Building Construction/Removal of Fence Permit Exemption
Section 88-2 Additions, Insertions and Changes of Article I International Residential Code
Section 88-5 Additions, Insertions and Changes of Article II International Building Code

Executive Session

Property Acquisition/Purchase (2) ¹

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 ²

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 Votes:

¹ Land Acquisition

Authorization of Easement

² Legal Issue/Process

Adjournment

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

ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING. NO PAPER DOCUMENTS WILL BE ACCEPTED, DISTRIBUTED, OR PRESENTED AT MEETING ONCE PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE. ANY MATERIALS UTILIZED DURING THE MEETING SHALL BE FROM THE COUNCIL PACKET AND REFERENCED BY PRESENTER USING AUDIO AND VISUAL MEANS TO ENSURE VIRTUAL PARTICIPATION BY ALL IN ATTENDANCE.

**Time Limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers prior to start of meeting/workshop.*

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

110723 112823 113029 122023 122623 122823 122923

^{1/2} 010424 Late Agenda Items (ES) Requested by Solicitor Rutt; DMI President Name Corrected

³ 010524 Agenda Item Clarified by City Engineer





PROCLAMATION 2024-01

HONORING DR. MARTIN LUTHER KING JR.

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

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

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

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

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

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

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

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

Whereas, the residents of the City of Milford have the opportunity to participate in events throughout our city on the King Day of Service, January 15, 2024, as well as create and implement community service projects where they identify the need.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 8th day of January 2024.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson



2023 Delaware Municipal Supervisory Management Academy Graduates



The City of Milford would like to recognize our 2023 Delaware Municipal Supervisory Management Academy graduates.

This is our 4th academy year with our partnership with Wilmington University.

The 2023 participants also included: City of Rehoboth Beach, City of Wilmington, Kent County Levy Court, Town of Middletown, and City of Newark.

All graduates earned 3 Wilmington University credits towards an undergraduate business program.



2023 Instructors & Academy Course Outline

Dr. Frank Ingraham, *SHRM*

Motivating Employee & Customer Service

Managing Multi-Generational Employees

Dr. Rob Resigno, *AVP Partnerships & Community Affairs*

Leadership

Dr. Roxanne Satterfield, *WilmU Professor, COB*

Building A Culture of Trust and Accountability

Brenda Soto, *WilmU Graduate College of Business*

Quality Interviews and Candidate Selection

Dr. Robin Weinstein, *Academic Director and Chairman HRM*

Managing Performance Appraisals and Developing SMART Goals

Dr. Terri Trent, *Faculty Development Specialist*

Enhancing Employee Experience Through Successful Onboarding

Nancy McGee, *Trainer for the Center for Prevention Science*

Developing a Trauma-Informed Mindset

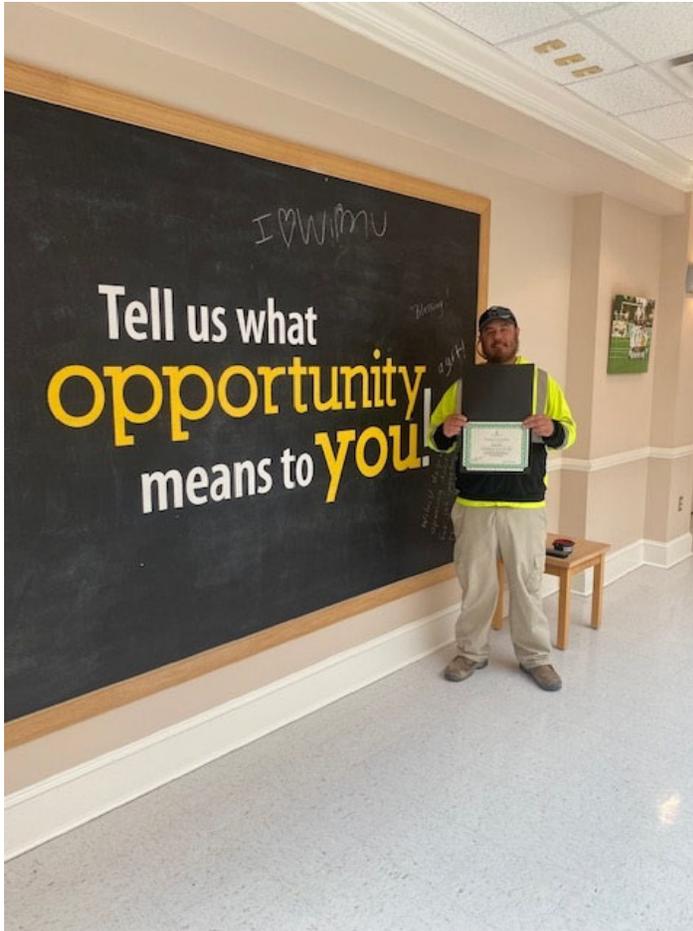
Amanda Lake, Public Works Coordinator



Ashley Waller, Permit Technician II



Shawn O'Neil, Water & Wastewater Technician I



Brian Jester, Building Operations and Refuse Supervisor



Victoria Love, Billing Clerk I



CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, December 19, 2023 @ 6:00 p.m.

City Council Hearing: Monday, January 8, 2024 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative.

This form of writing is not used to influence any decision of City Council:

ORDINANCE 2023-48

Preliminary Conditional Use Application of Southern States Milford Coop, Inc.

4.959 +/- acres of land located along the north side of

Milford-Harrington Highway at the intersection of Williamsville Road

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway Commercial)

Present use: Vacant Proposed Use: Retail Sales & Equipment Repair

Tax Parcel: MD-16-182.00-01-03.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Preliminary Conditional Use; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on December 19, 2023; and

WHEREAS, Milford City Council will hold a Public Hearing on January 8, 2024 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the Preliminary Conditional Use, as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

Section 1. Following adoption of Ordinance 2023-48, and upon the effective date, Southern States Milford Coop, Inc is hereby granted a Preliminary Conditional Use to construct a 50,237 square foot one-tenant commercial building containing retail, equipment service bays, storage and wash bays, in accordance with the application, approved plans, and any conditions set forth at the Public Hearings.

Section 2. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 3. Dates.

City Council Introduction: December 11, 2023

Planning Commission Review & Public Hearing: December 19, 2023

City Council Public Hearing: January 8, 2024

Effective: Ten days following Adoption by City Council

For additional information, please contact Rob Pierce in the Planning & Zoning Department either by e-mail at RPierce@milford-de.gov or by phone at 302.424.8396.

Advertised: Delaware State News 12-3-2023



DATA SHEET FOR SOUTHERN STATES MILFORD COOPERATIVE, INC.

Development Advisory Committee: August 16, 2023

Planning Commission Meeting: December 19, 2023

Application Number / Name	:	23-002 / Southern States Milford Coop, Inc.
Applicant	:	Southern States Milford Cooperative, Inc. 7308 Williamsville Road Milford, DE 19963
Owner	:	Same
Application Type	:	Preliminary Conditional Use Site Plan
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District(s)	:	C-3 (Highway Commercial)
Present Use	:	Vacant
Proposed Use	:	Retail Sales & Equipment Repair
Size and Location	:	4.959 +/- acres of land located along the north side of Milford-Harrington Highway at the intersection of Williamsville Road.
Tax Map & Parcel(s)	:	MD-16-182.00-01-03.00

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Preliminary Plans

STAFF REPORT
December 4, 2023

Application Number / Name	:	23-002 / Southern States Milford Coop, Inc
Tax Map & Parcel	:	MD-16-182.00-01-03.00
Size and Location	:	4.959 +/- acres of land located along the north side of Milford-Harrington Highway at the intersection of Williamsville Road.

I. BACKGROUND INFORMATION:

- The applicant proposes to construct a 50,237 square foot one-tenant commercial building containing retail, equipment service bays, storage and wash bays as shown on the provided preliminary site plans.
- Chapter 230-14(B)(3) permits “large retail outlets” by right; however, Chapter 230-14(C)(6) “automotive sales”, Chapter 230-14(C)(7) “automotive repair, and Chapter 230-14(C)(9) “carwash” activities are allowed by conditional use approval from City Council. The proposed use involves the sale, repair and washing of automotive equipment.

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request for the Preliminary Conditional Use Site Plan:

- The applicant is seeking a variance from the off-street parking requirement for the proposed use.
- Other than the parking variance request, the Preliminary Site Plan meets the minimum standards to Chapter 230 Zoning and Chapter 200 Subdivision of Land.
- The plans have been reviewed for general compliance with the City’s Standard Construction Specifications.

- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The property is located along Milford-Harrington Highway and is generally surrounded by a mixture of commercial and light industrial uses. The properties to the east and west are zoned C-3 highway commercial and contain retail and office uses. The property to the north contains an automotive repair business on a property zoned I-1 limited industrial. The properties to the south, across Milford-Harrington Highway, are zoned I-1 limited industrial and contain Southern States and Growmark FS sites.

B. An adjoining district in which the use is permitted.

The proposed retail use is permitted by right in the commercial zoning districts. The proposed automotive repair and wash bays are conditional uses within the C-3 zoning district. Large vehicle repair is a permitted use within the BP, I-1 and I-2 zoning districts.

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

The Comprehensive Plan designates this area as Commercial. The commercial land use category allows for different levels of commercial development intensity, including neighborhood commercial, central business district, highway development, office buildings and medical services. Regular highway commercial for the City is primarily located along major state transportation routes, including DE 1, US 113, Route 14 and Business 1. The proposed use is consistent with the land use plan for the Comprehensive Plan and addresses additional goals and objectives related to economic development and business growth.

D. There is sufficient area to screen the conditional use from adjacent different uses.

The site is located along Milford-Harrington Highway and is adjacent to highway commercial and light industrial uses. The proposed use is similar to other uses in the immediate vicinity. Additional screening is not necessary.

E. The use will not detract from permitted uses in the district.

The site is located along Route 14 (Milford-Harrington Highway) and is surrounded by a mixture of highway commercial and light industrial uses. The property to the north contains an automotive repair business within the West Milford Industrial Park.

F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

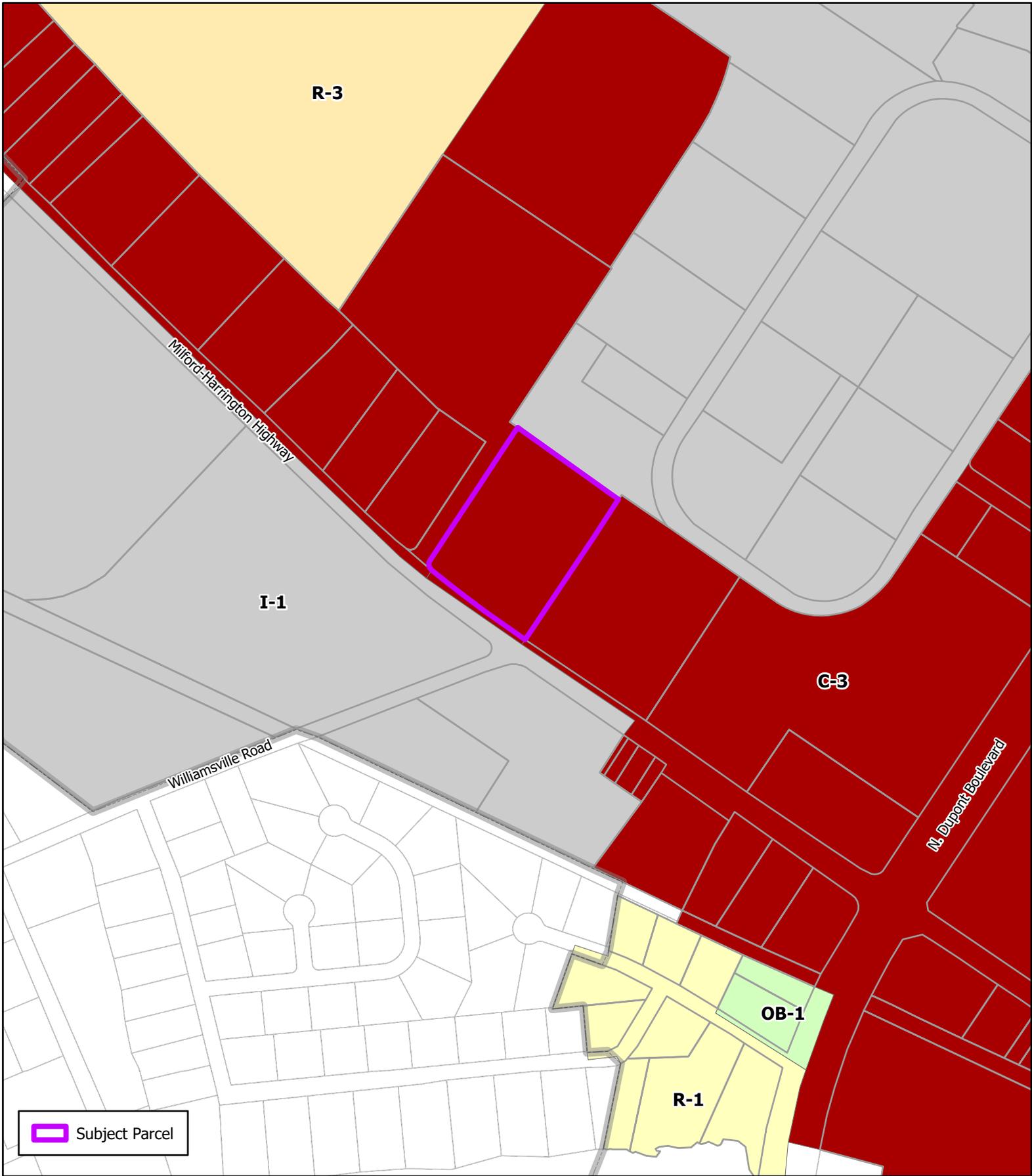
The site is located along Route 14 (Milford-Harrington Highway) which is a State maintained minor arterial road per DelDOT's functional classification map. Access to the site, including entrance improvements, will require DelDOT approval. The proposed site plan meets the screening and setback requirements set forth in the zoning ordinance.

The applicant is seeking a reduction in the required number of off-street parking spaces which will be reviewed by the Board of Adjustment.

- The following comments must be addressed prior to final site plan approval:
 - Final Site Plan approval will require approvals or no objection letters from DelDOT, the State Fire Marshal's Office and Kent Conservation District;
 - Address Preliminary Conditional Use Site Plan review comments (a copy of which is provided in the packet);
 - Applicant must obtain final approval of engineering plans from the City Engineer; and,
 - Additional department and agency comments outlined in Section III.

III. AGENCY COMMENTS:

- **Office of State Planning Coordination**
No comments provided.
- **DelDOT Planning, Development Coordination**
See attached comments.
- **Delaware Health and Social Services – Division of Public Health**
No comments provided.
- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**
No comments provided.
- **Kent Conservation District**
See attached comments.
- **Delaware State Fire Marshal's Office**
See attached comments.
- **Carlisle Fire Company**
No comments provided.
- **City of Milford Public Works Department & City Engineer**
See attached Preliminary Site Plan review comments dated October 27, 2023 and corresponding responses from the applicant.
- **City of Milford Parks and Recreation Department**
No comments provided.
- **City of Milford Police Department**
No comments provided.
- **Milford School District**
No comments provided.



 Subject Parcel



Scale:  Feet
 0 240 480

Drawn by: WRP Date: 07/25/23

Title: Preliminary Site Plan
Southern States
 Location & Zoning Map

Filepath: SitePlan_SouthernStates.aprx

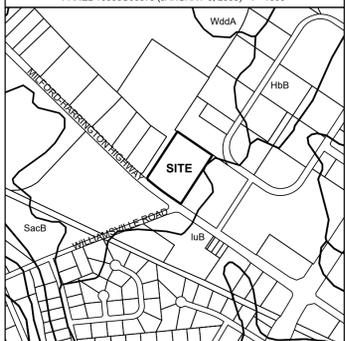
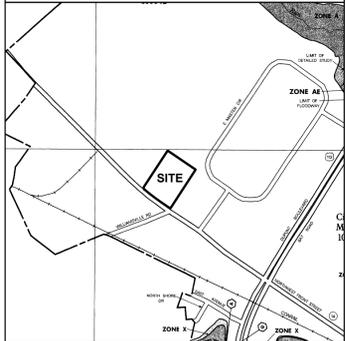
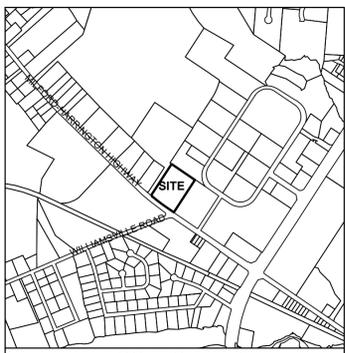
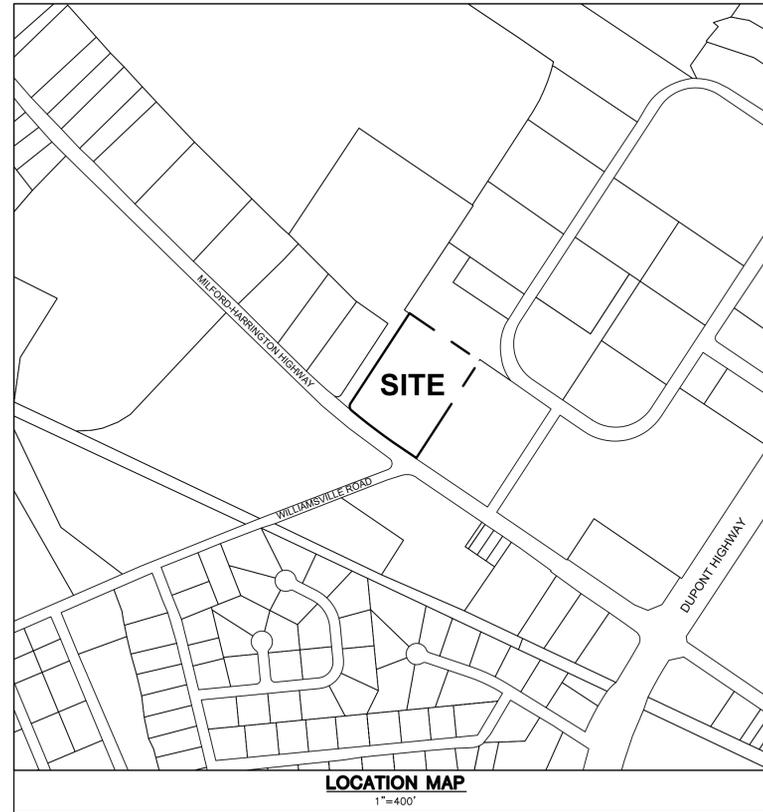
SOUTHERN STATES

CITY OF MILFORD

MILFORD HUNDRED

KENT COUNTY, DELAWARE

PRELIMINARY PLAN
JUNE, 2023
DBF # 0820B001



LABEL	SOIL NAME	TYPE
IuB	INGLESIDE-URBAN LAND COMPLEX, 0 TO 5 PERCENT SLOPES	A
SacB	SASSAFRAS SANDY LOAM, 2 TO 5 PERCENT SLOPES, MID-ATLANTIC COASTAL PLAIN	B
HbB	HAMBROOK SANDY LOAM, 2 TO 5 PERCENT SLOPES	B
WddA	WOODSTOWN SANDY LOAM, 0 TO 2 PERCENT SLOPES, NORTHERN TIDEWATER AREA	C

DATA COLUMN			
1 TAX MAP ID	5-16-182.00-01-3.00-00		
2 APPROXIMATE PROJECT CENTER	LATITUDE	LONGITUDE	
	38.9191	75.4467	
3 ENGINEER	OWNER/DEVELOPER		
DAVIS, BOWEN & FRIEDEL, INC.	SOUTHERN STATES MILFORD COOPERATIVE, INC.		
1 PARK AVENUE	6606 WEST BROAD STREET		
MILFORD, DE 19963	RICHMOND, VA 23230		
CLIFTON D. MUMFORD, P.E.	GARY RHODES		
PHONE: (302) 424-1441	PHONE: 302-632-7550		
EMAIL: cdm@dbflinc.com	GARY.RHODES@SSCOOP.COM		
4 DATUM	HORIZONTAL	VERTICAL	
	NAD 83 (DE STATE PLANE)	NAVD 88	
5 DEED REFERENCE	DB 298 PG 23		
6 ZONING	EXISTING	PROPOSED	
	C-3	C-3	
7 LAND USE	EXISTING	PROPOSED	
	VACANT	RETAIL, EQUIPMENT SERVICE/REPAIR, WASH BAY	
8 TOTAL PROPOSED UNITS	COMMERCIAL		
	1 RETAIL		
9 BUILDING CONSTRUCTION	IBC	NFPA	
	TYPE II, (000)	T01	
10 UTILITY PROVIDERS	SEWER	WATER	GAS
	CITY OF MILFORD	CITY OF MILFORD	CHESAPEAKE UTILITIES
11 STATE STRATEGIES MAP	INVESTMENT LEVEL AREA: 1		
12 POSTED SPEED LIMIT	MILFORD-HARRINGTON HIGHWAY (KCR-036)		
	40 MPH		
13 FLOODPLAIN	THE PROPERTY IS NOT IMPACTED BY THE 100 YEAR FLOODPLAIN AS DETERMINED BY FEMA PANEL 10005C00374, DATED JANUARY 6, 2005.		
14 TRANSPORTATION IMPROVEMENT DISTRICT (TID)	THE PROPERTY IS NOT LOCATED IN A TRANSPORTATION IMPROVEMENT DISTRICT (TID).		
15 GROUNDWATER RECHARGE	THE PROPERTY DOES NOT CONTAIN ANY AREAS OF EXCELLENT GROUNDWATER RECHARGE BUT IT IS LOCATED IN AN AREA OF GOOD GROUNDWATER RECHARGE.		
16 WELLHEAD PROTECTION AREA	THE PROPERTY IS NOT LOCATED IN A WELL-HEAD PROTECTION AREA.		
17 WETLANDS	THE PROPERTY TO BE DEVELOPED IS NOT IMPACTED BY STATE AND/OR FEDERALLY REGULATED WETLANDS.		
18 ESTIMATED EDU COUNT	FIXTURE	QUANTITY	EDU
	SINKS	4	0.17
	TOILETS	5	0.33
	URINAL	1	0.17
	WATER FOUNTAIN	2	0.17
	MOP SINK	1	0.17
	SINKS	7	0.17
	TOILETS	6	0.33
	MOP SINK	1	0.17
	TOILETS	4	0.17
	MOP SINK	1	0.33
	TOILET	1	1.00
	WASH BAY	1	8.33 TOTAL
			+1 EDU
			10.00 TOTAL
			PROJECTED FLOW: 250 GALLONS PER EDU EACH DAY (250 X 10 EDU = 2,500 GAL PER DAY)
19 CODE COMPLIANCE	REQUIRED	PROPOSED	
	FRONT SETBACK	30 FT	
	SIDE SETBACK	25 FT	
	REAR SETBACK	50 FT	
	LOT AREA	4,959 AC	
	LOT WIDTH	150 FT	
	MAXIMUM LOT COVERAGE	79%	
	MAXIMUM BUILDING HEIGHT	33 FT	
	PARKING	RETAIL (1 PER 200 SQ FT) 24,492 / 200 = 123	
		OFFICE (1 PER 250 SQ FT GROSS AREA) 10,730 / 250 = 43	
		REPAIR (3 PER SERVICE BAY) 3 BAYS X 3 = 9	
		175 TOTAL SPACES	
		119 TOTAL SPACES (5 HANDICAPPED)	
		NOTE: WAREHOUSE, STORAGE, AND WASH BAY AREA CALCULATIONS ARE NOT INCLUDED IN PARKING CALCULATIONS. A VARIANCE IS REQUIRED FOR REDUCTION OF PARKING SPACES.	
	LOADING SPACES	5,000 - 7,999 SQ FT = 1 BERTH	
		8,000 - 19,999 SQ FT = 2 BERTHS	
		EACH ADDITIONAL 20,000 SQ FT UP TO 60,000 SF = 1 ADDITIONAL BERTH	
	50,237 TOTAL SQ FT	3 SPACES	
20 AREAS	EXISTING	PROPOSED	
	SITE AREA	4,959 AC	
21 PROPOSED LAND USE AREAS	IMPERVIOUS 3,936 AC (79%)		
	PERVIOUS 1,023 AC (21%)		
	TOTAL 4,959 AC		
22 BOUNDARY MONUMENTS	FOUND	SET	
	IRON ROD CAP	1 3	
	CONCRETE MONUMENT	1 0	
	IRON PIPE	1 0	

ENGINEER'S STATEMENT

I, THE UNDERSIGNED, HEREBY STATE THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

CLIFTON D. MUMFORD, P.E. _____ DATE _____
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE, 19963

OWNER'S STATEMENT

I, THE UNDERSIGNED, CERTIFY THAT I AM THE EQUITABLE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, AND THAT I ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE RECORDED AS SHOWN IN ACCORDANCE WITH ALL THE APPLICABLE LAWS AND REGULATIONS.

GARY RHODES _____ DATE _____
SOUTHERN STATES MILFORD COOPERATIVE, INC.
6606 WEST BROAD STREET
RICHMOND, VA 23230

CITY OF MILFORD APPROVAL

MARK WHITFIELD _____ CITY MANAGER _____ DATE _____

CITY PLANNING DEPARTMENT APPROVAL

PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE MOST RECENTLY ADOPTED AND/OR CERTIFIED VERSIONS OF THE CITY OF MILFORD'S CODE OF ORDINANCES AND COMPREHENSIVE LAND USE PLAN. THE OWNER AND THEIR ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR THE DESIGN AS CONTEMPLATED HEREIN AND ACCURACY OF ALL INFORMATION SHOWN HEREON.

CITY ENGINEER APPROVAL

CONSTRUCTION IMPROVEMENTS PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE CITY OF MILFORD'S STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION PROJECTS AND SUBDIVISION PAVEMENT DESIGN. THE OWNER AND THEIR ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR THE DESIGN AS CONTEMPLATED HEREIN AND ACCURACY OF ALL INFORMATION SHOWN HEREON.

CITY ENGINEER _____ DATE _____

SHEET INDEX

PRELIMINARY PLAN TITLE	PL-01
PRELIMINARY PLAN NOTES & LEGEND	PL-02
PRELIMINARY PLAN EXISTING CONDITIONS	PL-03
PRELIMINARY SITE & LANDSCAPE PLAN	PL-04

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS
MILFORD, DELAWARE 19963
BALTIMORE, MARYLAND 410-767-1441

SOUTHERN STATES
CITY OF MILFORD
MILFORD HUNDRED
KENT COUNTY, DELAWARE

COMMENTS

DATE	07/28/2023
CITY OF MILFORD	

Date: JUNE, 2023
Scale: AS SHOWN
Dwn By: BJM
Proj No.: 0820B001

PRELIMINARY PLAN TITLE

Dwg No.: **PL-01**

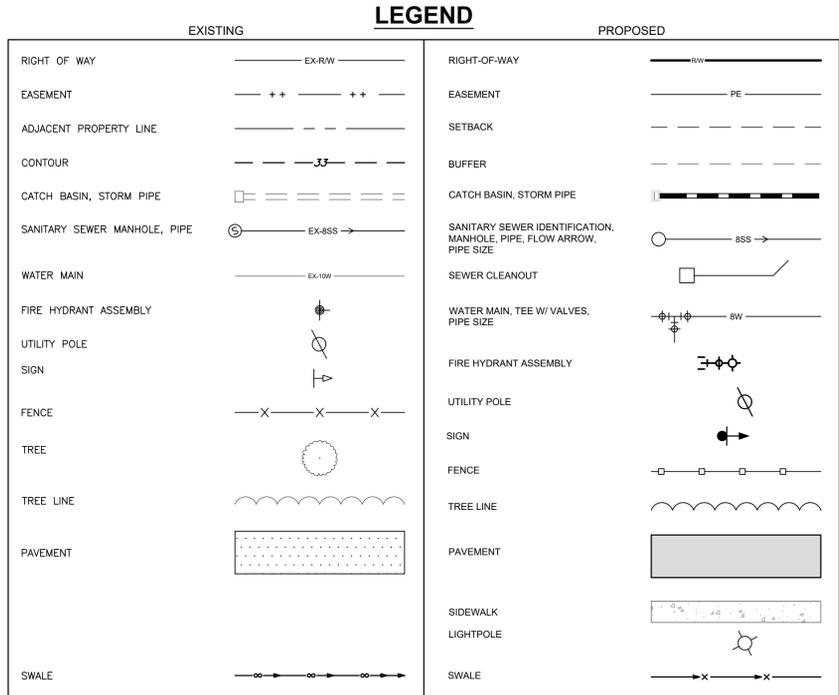
CITY OF MILFORD GENERAL NOTES

- THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY DAVIS, BOWEN, & FRIEDEL, INC. ON APRIL 2022.
- A TOPOGRAPHIC SURVEY WAS PERFORMED BY DAVIS, BOWEN, AND FRIEDEL, INC. OF MILFORD, DELAWARE ON APRIL 2022. ELEVATIONS ARE BASED ON CONTROL MONUMENT SHOWN ON THE PLANS, NAVD88.
- HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83.
- HYDRIC SOILS ARE NOT INDICATED AS BEING PRESENT ACCORDING TO THE KENT COUNTY SOIL SURVEY. SOILS HAVE BEEN INSPECTED BY JOHN D. HYNES & ASSOCIATES, INC.
- EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48 HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HISHER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY DELMARVA (800-282-8555) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.
- ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MATERIALS AND WORKMANSHIP SHALL MEET THE REQUIREMENTS OF THE CITY OF MILFORD STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION AND SUBDIVISION PAVEMENT DESIGN, AND ALL APPLICABLE AGENCIES HAVING JURISDICTION OVER THE PROPOSED IMPROVEMENTS.
- USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACKFILLING TRENCHES.
- THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION.
- ALL VALVE CLOSURES AND CUT-INS SHALL BE COORDINATED WITH THE CITY. CITY OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH THE CITY AND NOTIFY AFFECTED RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.
- PIPELINE DETECTION TAPE SHALL BE COLOR CODED, APPROPRIATELY LABELED, AND INSTALLED 18 INCHES BELOW THE GROUND SURFACE AND DIRECTLY ABOVE ALL PROPOSED NON-METALLIC WATER MAIN, SEWER MAIN, SEWER LATERALS, AND WATER SERVICES.
- CONDUCTIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES; AND ALONG ALL SEWER LATERALS AND FORCEMAINS. WIRE SHALL BE SECURED TO THE PIPE AND SHALL BE SECURELY BONDED TOGETHER AT ALL WIRE JOINTS WITH APPROVED WATERTIGHT CONNECTORS. TRACER WIRE SHALL BE ACCESSIBLE AT ALL VALVE BOXES, METER PITS, CLEANOUTS, AND AIR RELEASE VALVES.
- PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM ISOLATION.
- SHOP DRAWINGS FOR ANY ITEM(S) WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY SHALL BE SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL PRIOR TO THE ORDERING OF AND/OR INSTALLATION OF THE ITEM(S).
- ALL SANITARY SEWER MAINS AND FORCEMAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES AND ALL WATER MAINS SHALL HAVE A MINIMUM COVER OF 42 INCHES AS MEASURED FROM THE TOP OF PIPE TO PROPOSED GRADE. SEWER LATERALS SHALL HAVE A MINIMUM DIAMETER OF SIX (6) INCHES AND HAVE A MINIMUM COVER OF 36 INCHES.
- THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCEMAINS OF 10 FEET, AS MEASURED FROM EDGE OF PIPE TO EDGE OF PIPE. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 18 INCHES BETWEEN WATER MAINS AND SANITARY SEWER MAINS OR FORCEMAINS AT CROSSINGS. ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO THAT BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE AT CROSSINGS.
- THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 12 INCHES BETWEEN ANY STORM DRAIN PIPE AND ANY WATER MAIN OR SEWER MAIN. IF 12 INCHES CANNOT BE MAINTAINED, A MINIMUM OF SIX (6) INCHES IS REQUIRED AND PROVISIONS SHALL BE MADE ACCEPTABLE TO THE CITY OF MILFORD FOR PROPERLY ENCASED THE PIPE IN CONCRETE.
- THE PROPERTY IS NOT IMPACTED BY THE 100 YEAR FLOODPLAIN AS DETERMINED BY FEMA PANEL 10005C0037J, DATED JANUARY 6, 2005.
- ALL ROADWAYS ARE TO BE SWEEPED FREE OF SEDIMENT ON A DAILY BASIS.
- THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA, INCLUDING, BUT NOT LIMITED TO, MAILBOXES, SIGNS, LANDSCAPING, LIGHTING, PLANTERS, CULVERTS, DRIVEWAYS, PARKING AREAS, CURBS, GUTTERS, FENCES, OR OTHER NATURAL OR MANMADE OBSTRUCTIONS. TRAFFIC CONTROL, REGULATORY WARNING AND INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT PAVING IS INSTALLED TO THE ELEVATIONS SHOWN AND THAT NO PONDING OF WATER WILL OCCUR AFTER PAVING IS COMPLETE.
- THE STORM DRAINAGE SYSTEM HAS BEEN DESIGNED USING THE CRITERIA OF THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION DEVELOPMENT COORDINATION MANUAL, LATEST EDITION.
- ALL FIRE LANES, FIRE HYDRANTS, EXITS, AND STANDPIPES WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS.
- DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING THE EXCAVATION FOR STRUCTURES AND UTILITY LINES ON AND OFF SITE MUST BE REMOVED AND PROPERLY DISCARDED. ANY REMEDIAL ACTION REQUIRED IS THE RESPONSIBILITY OF THE OWNER.
- DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
- CONTRACTOR SHALL GRADE, TOPSOIL, SEED AND MULCH ALL DISTURBED AREAS OF CONSTRUCTION, INCLUDING PIPE INSTALLATION OR DITCH CONSTRUCTION. EROSION CONTROL MATTING SHALL BE PROVIDED ON ALL SLOPES GREATER THAN 3:1.
- THE OWNER AND/OR THEIR CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PERMANENTLY RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.
- THE OWNER SHALL BE RESPONSIBLE FOR THE SHORT-TERM MAINTENANCE OF THE ANY AND ALL STORMWATER MANAGEMENT FACILITIES AND STORM SEWER SYSTEMS UNTIL SUCH TIME THAT THE LONG-TERM MAINTENANCE RESPONSIBILITIES CAN BE TRANSFERRED TO A LEGALLY-ESTABLISHED HOMEOWNERS ASSOCIATION OR OTHER RESPONSIBLE ENTITY.
- THE CITY OF MILFORD WILL ASSUME OWNERSHIP AND MAINTENANCE RESPONSIBILITY OF WATER AND SEWER PIPES AND APPURTENANCES, INSTALLED WITHIN CITY RIGHT-OF-WAY AND EASEMENTS DEDICATED TO THE CITY, STORM SEWER PIPES AND CATCH BASINS, INSTALLED FULLY WITHIN CITY RIGHT-OF-WAY; ONCE THE FOLLOWING CONDITIONS HAVE BEEN MET:
A. ALL ITEMS HAVE PASSED CITY INSPECTION;
B. THE CITY HAS RECEIVED AND APPROVED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS; AND
C. THE RIGHTS-OF-WAY AND/OR EASEMENTS HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.
- SEWER AND WATER CAPACITY ARE NOT GUARANTEED UNTIL BUILDING PERMITS ARE ISSUED, ALL FEES ARE PAID AND SUITABLE UTILITIES ARE IN PLACE FOR PROPER CONVEYANCE, TREATMENT AND DISPOSAL.
- PRELIMINARY APPROVAL FROM PLANNING COMMISSION SHALL BE VOID AFTER ONE (1) YEAR, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED, FOR GOOD CAUSE, BY THE PLANNING COMMISSION PRIOR TO THE DATE OF EXPIRATION.
- THE APPROVAL OF A CONDITIONAL USE IS VALID FOR ONE YEAR, UNLESS PERMITS ARE OBTAINED OR CONSTRUCTION OR USE IS SUBSTANTIALLY UNDERWAY, ALL PROVISIONS OF THE CONDITIONAL USE ARE AUTOMATICALLY RESCINDED.
- FINAL APPROVAL FROM THE CITY SHALL BECOME VOID IF THE FINAL RECORD PLAT IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN ONE (1) YEAR OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD CAUSE.
- THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT OR HISHER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.
- AS A CONDITION OF THE APPROVAL OF THE CONSTRUCTION DRAWINGS, AND PRIOR TO THE START OF CONSTRUCTION, THE APPLICANT MAY BE REQUIRED TO ENTER INTO A FORMAL PUBLIC WORKS AGREEMENT WITH THE CITY AND/OR TO POST A COMPLETION GUARANTY FOR ANY IMPROVEMENTS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY. THE GUARANTY SHALL BE IN AN AMOUNT EQUAL TO 150% OF THE COST OF THE IMPROVEMENTS AS ESTIMATED OR APPROVED BY THE CITY ENGINEER. THE GUARANTY SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND THE GUARANTY SHALL BE REVIEWED AND APPROVED BY THE CITY SOLICITOR. THE COMPLETION GUARANTEE SHALL NOT BE RELEASED UNTIL A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE IMPROVEMENTS HAS BEEN SUBMITTED.
- A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE CONSTRUCTION VALUE FOR ANY CONSTRUCTED IMPROVEMENTS AND A PERFORMANCE BOND IN THE AMOUNT OF 125% OF THE CONSTRUCTION VALUE FOR ANY UNCOMPLETED WORK SHALL BE PROVIDED IN ORDER TO ACHIEVE FINAL COMPLETION OF THE IMPROVEMENTS AND RELEASE OF ANY COMPLETION GUARANTY. THE MAINTENANCE PERIOD SHALL BE A MINIMUM OF ONE YEAR AND ALL CONSTRUCTION VALUES MUST BE SUBMITTED TO, REVIEWED AND APPROVED BY THE CITY ENGINEER PRIOR TO THE ISSUANCE OF ANY BONDS.
- UPON COMPLETION OF THE CONSTRUCTION IMPROVEMENTS AND PRIOR TO THE RELEASE OF ANY DEVELOPER'S COMPLETION GUARANTEE, THE DEVELOPER SHALL PROVIDE THE CITY ENGINEER A DRAFT PAPER SET OF DETAILED RECORD PLANS (PLAN VIEW AND PROFILE SHEETS). RECORD INFORMATION SHALL BE PLACED ON THE APPROPRIATE APPROVED DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A FINE LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF DRAWINGS HAS BEEN APPROVED BY THE CITY, THREE (3) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNER'S ENGINEER OR SURVEYOR. ADDITIONALLY, A CD SHALL BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2018 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL, AND NAVD88 VERTICAL CONTROL. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF THE FOLLOWING:
A. ALL PROPERTY MONUMENTS/MARKERS;
B. SEWER MANHOLE RIM & INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FORCEMAIN INVERT ELEVATIONS EVERY 50 FEET, FORCEMAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM & INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS;
C. WATER VALVES, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS;
D. STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED; AND
E. ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.
- THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HISHER REPRESENTATIVE SHALL BE IN ATTENDANCE.
- THE PROPERTY IS NOT LOCATED IN A WELLHEAD PROTECTION AREA.
- THE PROPERTY TO BE DEVELOPED IS NOT IMPACTED BY STATE AND/OR FEDERALLY REGULATED WETLANDS.

DELDOT GENERAL NOTES:

LAST REVISED: MARCH 21, 2019

- ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL AND SHALL BE SUBJECT TO ITS APPROVAL.
- NO LANDSCAPING SHALL BE ALLOWED WITHIN THE RIGHT-OF-WAY UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL.
- SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
- UPON COMPLETION OF THE CONSTRUCTION OF THE SIDEWALK OR SHARED-USE PATH ACROSS THIS PROJECT'S FRONTAGE AND PHYSICAL CONNECTION TO ADJACENT EXISTING FACILITIES, THE DEVELOPER, THE PROPERTY OWNERS OR BOTH ASSOCIATED WITH THIS PROJECT, SHALL BE RESPONSIBLE TO REMOVE ANY EXISTING ROAD TIE-IN CONNECTIONS LOCATED ALONG ADJACENT PROPERTIES, AND RESTORE THE AREA TO GRASS. SUCH ACTIONS SHALL BE COMPLETED AT DELDOT'S DISCRETION, AND IN CONFORMANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL.
- PRIVATE STREETS CONSTRUCTED WITHIN THIS SUBDIVISION SHALL BE MAINTAINED BY THE DEVELOPER. THE PROPERTY OWNERS WITHIN THIS SUBDIVISION OR BOTH (TITLE 17 §131) DELDOT ASSUMES NO RESPONSIBILITIES FOR THE FUTURE MAINTENANCE OF THESE STREETS.
- THE SHARED-USE PATH SHALL BE THE RESPONSIBILITY OF THE DEVELOPER. THE PROPERTY OWNERS OR BOTH WITHIN THIS SUBDIVISION, THE STATE OF DELAWARE ASSUMES NO RESPONSIBILITY FOR THE FUTURE MAINTENANCE OF THE SHARED-USE PATH.
- THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS IN ACCORDANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL.
- THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MARKERS TO PROVIDE A PERMANENT REFERENCE FOR RE-ESTABLISHING THE RIGHT-OF-WAY AND PROPERTY CORNERS ON LOCAL AND HIGH ORDER FRONTAGE ROADS. RIGHT-OF-WAY MARKERS SHALL BE SET AND/OR PLACED ALONG THE FRONTAGE ROAD RIGHT-OF-WAY AT PROPERTY CORNERS AND AT EACH CHANGE IN RIGHT-OF-WAY ALIGNMENT IN ACCORDANCE WITH SECTION 3.2.4.2 OF THE DEVELOPMENT COORDINATION MANUAL.



DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS
MILFORD, DELAWARE
BALTIMORE, MARYLAND
410.762.1441

**SOUTHERN STATES
CITY OF MILFORD
MILFORD HUNDRED
KENT COUNTY, DELAWARE**

DATE	COMMENTS
07/28/2023	CITY OF MILFORD

Date:	JUNE, 2023
Scale:	AS SHOWN
Dwn By:	BJM
Proj No.:	0820B001

**PRELIMINARY
PLAN NOTES &
LEGEND**

Dwg No.:
PL-02

LANDS N/F
CITY OF MILFORD
MD-16-173.00-01-06.02
DEED: D-5830-157
ZONED: C-3

LANDS N/F
L.P.J. PROPERTIES
MD-16-173.00-01-15.00
DEED: S-40-96
ZONED: C-3

LANDS N/F
WILSON FLEET & EQUIPMENT SERVICE LLC.
MD-16-183.00-01-06.00
DEED: D-9797-331
ZONED: I-1

LANDS N/F
SOUTHERN STATES MILFORD COOP
MD(5)-16-182.00-01-03.00
DEED: D-298-23
ZONED: C-3

LANDS N/F
DIAMOND STATE TELEPHONE
MD-16-183.00-01-16.00
DEED: M-28-424
ZONED: C-3

LANDS N/F
GROWMARK FS, INC.
MD-16-182.00-01-02.00
DEED: D-512-22
ZONED: I-1

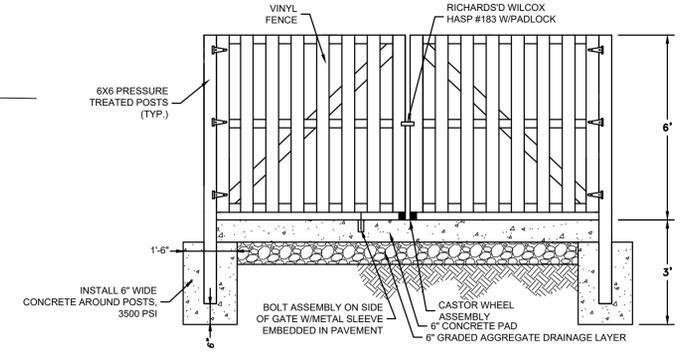
LANDSCAPE PLANT SCHEDULE

SYMBOL	KEY	BOTANICAL NAME	COMMON NAME	SIZE	QUANTITY
DECIDUOUS STREET TREE					
	AG	Amelanchier x grandiflora "Autumn Brilliance"	"AUTUMN BRILLIANCE SERVICEBERRY"	7-8' Ht., B&B	6
	CC	CERCIS canadensis	"EASTERN REDBUD"	7-8' Ht., B&B	6
	MS	MALUS floribunda "Snowdrift"	"SNOWDRIFT CRABAPPLE"	7-8' Ht., B&B	12

LEGEND

- PROPOSED HYDRANT
- EXISTING HYDRANT

GATE HARDWARE:
LATCH: STANLEY #1290 THUMB LATCH
HINGE: STANLEY #508 HEAVY T-HINGE (OR EQUAL)
CANE BOLT: STANLEY #1010, 24" LONG (OR EQUAL)



DUMPSTER PAD ENCLOSURE GATE/FENCE DETAIL
NOT TO SCALE

DAVIS BOWEN & FRIEDEL, INC.
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**SOUTHERN STATES
CITY OF MILFORD
MILFORD HUNDRED
KENT COUNTY, DELAWARE**

DATE	COMMENTS
07/28/2023	CITY OF MILFORD

Date: JUNE, 2023
Scale: 1"=30'
Dwn By: SHF
Proj No.: 0820B001

**PRELIMINARY
SITE AND
LANDSCAPE
PLAN**

Dwg No.: **PL-04**

LANDS N/F
CITY OF MILFORD
MD-16-173.00-01-06.02
DEED: D-5830-157
ZONED: C-3

LANDS N/F
L.P.J. PROPERTIES
MD-16-173.00-01-15.00
DEED: S-40-96
ZONED: C-3

LANDS N/F
WILSON FLEET & EQUIPMENT SERVICE LLC.
MD-16-183.00-01-06.00
DEED: D-9797-331
ZONED: I-1

LANDS N/F
SOUTHERN STATES MILFORD COOP
MD(5)-16-182.00-01-03.00
DEED: D-298-23
ZONED: C-3

LANDS N/F
DIAMOND STATE TELEPHONE
MD-16-183.00-01-16.00
DEED: M-28-424
ZONED: C-3

LANDS N/F
GROWMARK FS, INC.
MD-16-182.00-01-02.00
DEED: D-512-22
ZONED: I-1

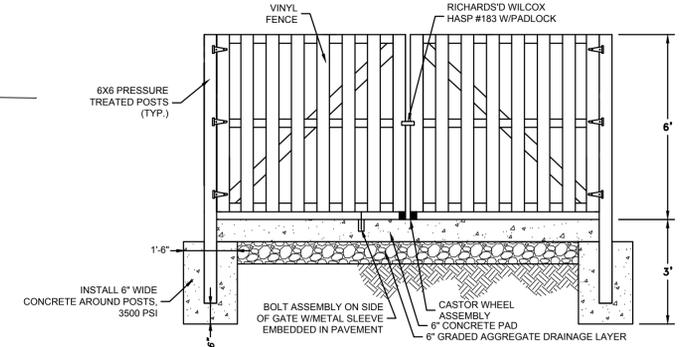
LANDSCAPE PLANT SCHEDULE

SYMBOL	KEY	BOTANICAL NAME	COMMON NAME	SIZE	QUANTITY
DECIDUOUS STREET TREE					
AG		Amelanchier x grandiflora "Autumn Brilliance" "Autumn Brilliance"	"AUTUMN BRILLIANCE SERVICEBERRY"	7-8' Ht., B&B	6
CC		CERCIS canadensis	"EASTERN REDBUD"	7-8' Ht., B&B	6
MS		MALUS floribunda "Snowdrift"	"SNOWDRIFT CRABAPPLE"	7-8' Ht., B&B	11
IO		ILEX opaca	"AMERICAN HOLLY"	7-8' Ht., B&B	11
JV		JUNIPERUS virginiana	"EASTERN RED CEDAR"	7-8' Ht., B&B	10
TOTAL					44

LEGEND

-  PROPOSED HYDRANT
-  EXISTING HYDRANT

GATE HARDWARE:
LATCH: STANLEY #1290 THUMB LATCH
HINGE: STANLEY #908 HEAVY T-HINGE (OR EQUAL)
CANE BOLT: STANLEY #1010, 24" LONG (OR EQUAL)



DUMPSTER PAD ENCLOSURE GATE/FENCE DETAIL
NOT TO SCALE

DAVIS BOWEN & FRIEDEL, INC.
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MILFORD, DELAWARE
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410.770.1441

**SOUTHERN STATES
CITY OF MILFORD
MILFORD HUNDRED
KENT COUNTY, DELAWARE**

DATE	COMMENTS
07/28/2023	CITY OF MILFORD
11/02/2023	CITY OF MILFORD

Date: JUNE, 2023
Scale: 1"=30'
Dwn By: SHF
Proj No.: 0820B001

**PRELIMINARY
SITE AND
LANDSCAPE
PLAN**

Dwg No.: **PL-04**

CONDITIONAL USE NARRATIVE

Chapter 230-14 (7) Automotive Repair & (9) Car Wash

The owner and applicant Southern States Milford Cooperative, LLC propose to construct a two-story Southern States for retail sales located on the north side of Route 14 on land zoned C-3 Highway Commercial.

The proposed uses will be described first, followed by the reasoning for requesting a Conditional Use approval.

The new store will include a small landscape nursery, outside bullpen for landscaping & farm supplies, a tractor showroom and sales, service bays for repairing and servicing small tractors and small engine lawn equipment, which are sold at the store. The store will also contain retail sales of home and garden supplies, and offices for employees.

Two ancillary services that are provided by Southern States related to the sales of small farm tractors and lawn equipment are repair and service. Therefore, the new store includes service bays that will be used to service the Mahindra tractors and Stihl lawn equipment which are sold by the store. When a tractor is sold at the store it is sometimes necessary to wash the tractor before it is delivered to the customer. Similarly, prior to servicing tractors it may be necessary to wash the equipment to perform the repairs. As such wash bays are proposed to be constructed adjacent to the service bays.

The C-3 zoning code (230-14(7) & (9)) lists automotive repair and car wash as uses that require conditional use approval. The subject application proposes neither of these uses, however the service bays and wash bays could be misconstrued to be similar, therefore out of an abundance of caution a conditional use approval is requested for this project.

Rob,

DeIDOT has the following comments:

1. An Area Wide Study Fee is required based on the proposed traffic to the property.
2. DeIDOT held a pre-submittal meeting on February 9, 2023.
3. The developer of the site will be required to submit Record and Entrance plans through DeIDOT for approval.

Thank you,

Joshua Schwartz, P.E.
Subdivision Manager
Division of Planning
Delaware Department of Transportation
Phone (302) 760-2768
Cell (302) 283-9724
joshua.schwartz@delaware.gov





KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

**CITY OF MILFORD
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
August 2023**

APPLICATION: Southern States Milford Cooperative, Inc.

APPLICATION #: 23-002

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Kate Owens

PHONE: (302) 608 – 5370

EMAIL: stormwater@kentcd.org

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY’S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2019 Delaware Sediment and Stormwater Regulations

REQUIREMENTS:

1. As the disturbance for this site will exceed 5,000 square feet, a detailed sediment and stormwater management plan must be reviewed and approved by Kent Conservation District prior to any land disturbance (i.e. clearing, grubbing, filling, grading, etc.). The review fee and a completed Application for a Detailed Plan are due at the time of plan submittal to the District’s office.
2. A pre-application meeting must occur prior to submitting a sediment and stormwater detailed plan application.
3. The following notes must appear on the record plan:
 - The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
 - A clear statement of defined maintenance responsibility for stormwater management facilities.

ADVISORY COMMENTS TO THE APPLICANT:

1. A letter of no objection to recordation will be provided upon approval of a Sediment and Stormwater Management Plan.

City of Milford, Delaware
Development Advisory Committee

Comment Sheet



DATE OF REVIEW: August 7, 2023

REVIEWING AGENCY: **Delaware State Fire Marshal's Office, Sussex Office**

INDIVIDUAL REVIEWERS: **Duane T. Fox, CFPS, CFPE, CFI, Asst. Chief Technical Services**
William C. Kelly, CFI, Sr. Fire Protection Specialist

AGENCY PHONE NUMBERS: **302-739-4394, Fax: 302-739-3696**

RE: SOUTHERN STATES MILFORD COOP INC. (23-002)

The reasons and conditions applied to this project and their sources are itemized below:

At the time of formal submittal, the applicant shall provide; completed application, fee, and three sets of plans depicting the following in accordance with the Delaware State Fire Prevention Regulation (DSFPR):

a. **Fire Protection Water Requirements:**

- Water distribution system capable of delivering at least 1500 gpm for 2-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Mercantile)
- Where a water distribution system is proposed for the site, the infrastructure for fire protection water shall be provided, including the size of water mains for fire hydrants and sprinkler systems.

b. **Fire Protection Features:**

- All structures over 10,000 sqft aggregate will require automatic sprinkler protection installed.
- Buildings greater than 10,000 sqft, 3-stories or more, over 35 feet, or classified as High Hazard, are required to meet fire lane marking requirements.
- Show Fire Department Connection location (Must be within 300 feet of fire hydrant), and detail as shown in the DSFPR.
- Show Fire Lanes and Sign Detail as shown in DSFPR

c. **Accessibility**

- All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This means that the access road to the subdivision from Milford Harrington Highway must be constructed so fire department apparatus may negotiate it.

- Fire department access shall be provided in such a manner so that fire apparatus will be able to locate within 100 ft. of the front door.
- Any dead-end road more than 300 feet in length shall be provided with a turn-around or cul-de-sac arranged such that fire apparatus will be able to turn around by making not more than one backing maneuver. The minimum paved radius of the cul-de-sac shall be 38 feet. The dimensions of the cul-de-sac or turn-around shall be shown on the final plans. Also, please be advised that parking is prohibited in the cul-de-sac or turn around.
- The use of speed bumps or other methods of traffic speed reduction must be in accordance with Department of Transportation requirements.
- The local Fire Chief, prior to any submission to our Agency, shall approve in writing the use of gates that limit fire department access into and out of the development or property.

d. **Gas Piping and System Information:**

- Provide type of fuel proposed and show locations of bulk containers on plan.

e. **Required Notes:**

- Provide a note on the final plans submitted for review to read “All fire lanes, fire hydrants, and fire department connections shall be marked in accordance with the Delaware State Fire Prevention Regulations”
- Proposed Use
- Alpha or Numerical Labels for each building/unit for sites with multiple buildings/units
- Square footage of each structure (Total of all Floors)
- National Fire Protection Association (NFPA) Construction Type
- Maximum Height of Buildings (including number of stories)
- Note indicating if building is to be sprinklered
- Name of Water Provider
- Letter from Water Provider approving the system layout
- Provide Lock Box Note (as detailed in DSFPR) if Building is to be sprinklered
- Provide Road Names, even for County Roads

Preliminary meetings with fire protection specialists are encouraged prior to formal submittal. Please call for appointment. Applications and brochures can be downloaded from our website:

www.statefiremarshal.delaware.gov, technical services link, plan review, applications or brochures.

THIS DOCUMENT IS INFORMATIONAL ONLY, AND DOES NOT CONSTITUTE ANY TYPE OF APPROVAL FROM THE DELAWARE STATE FIRE MARSHAL'S OFFICE



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

1352 Marrows Road, Suite 100 • Newark, DE 19711 • Phone 302-731-9176 • Fax 302-731-7807

October 27, 2023

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: Southern States – Preliminary Plan
KCI Job No. 131803632 – Task 61

Dear Mr. Pierce,

As requested, KCI Technologies reviewed the Preliminary Plans for the Southern States per the City of Milford’s Standard Specifications, codes, and general engineering best practices. These plans were submitted by Davis Bowen and Friedel, Inc. and are dated June 2023 with a revision date of July 28, 2023.

Comments 4,7, 17, 20, and 29 shall be addressed for preliminary plan approval.

1. Add the following information to the data column:
 - a. Provide the proposed use (ex. Retail, Equipment Service/Repair, Wash Bay). **Addressed.**
 - b. Provide the proposed zoning. **Addressed.**
 - c. According to the FEMA Map the 100-year floodplain does not appear to be located on site. Verify if the property is impacted by 100-year flood plain and revise note 13 accordingly. **Addressed.**
 - d. Provide the proposed lot coverage. According to the City of Milford Zoning code for ‘C-3’ the maximum allowable lot coverage is 80%. **Addressed.**
 - e. Provide the total number of set/provided monuments. **Addressed.**
 - f. Include handicapped parking spaces in the parking calculations. **Addressed.**
 - g. Submit a variance application and review fee for the parking reduction to be reviewed by the Board of Adjustment. **Addressed.**
 - h. Add the projected flow to the plan. Per Kent County code, the total EDUs are calculated as 1 EDU is equal to 6 fixture units. Refer to Kent County code Article IV section 128-18 to calculate the total proposed EDUs for the site improvements. **Addressed.**

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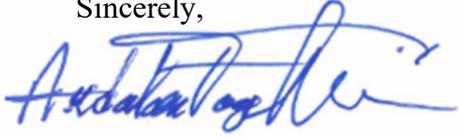
- i. Revise note 15 to specify whether the project contains or does not contain areas of excellent groundwater recharge. **Addressed.**
 - j. The side yard setback requirement for the C-3 is minimum 20 feet aggregate 50 feet. Update the table for note 19. **Addressed.**
 - k. Storage area should be added to the note between the parking calculation and loading spaces related to warehouse and wash bay areas not including in parking calculations, revise accordingly. **Addressed.**
2. All existing conditions including but not limited to contours, utilities, etc. should be shown in grey on all the proposed sheets within the plan set. Revise as necessary. **Addressed.**
3. Provide the right-of-way dimension and who is responsible for maintenance for both Milford-Harrington Highway and Williamsville Road. **Addressed.**
4. Show all existing and proposed easements on the plans. Be sure to dimension and label all accordingly. **Comment Remains – Provide and label an easement for the water meter so it's accessible to the City of Milford.**
5. Label the pipe type and sizes for all existing and proposed utilities. **Comment Remains – provide the slope/inverts for the sanitary sewer and storm sewer connections.**
6. Per the City of Milford's Standards and Specifications the maximum distance between cleanouts is 75'. Revise the plans as necessary. In addition, provide manholes instead of cleanouts for 8" sanitary sewer or reduce the size of the pipe to 6". **Comment Remains.**
7. All proposed bends along sanitary sewer lines require a cleanout. Revise the plans accordingly to meet this requirement. **Comment Remains – Per City of Milford Standard Specifications section 3.12 B (1)b only one 22 ½ degree bend will be permitted per one hundred feet without a cleanout. Provide a design in accordance with the City of Milford Standard Specifications.**
8. Verify what the square symbols are along the proposed sanitary sewer line and add this to the legend. **Comment Noted.**
9. It is not clear how the proposed sanitary sewer is connecting to the existing sanitary sewer line. Verify and label on the plan. **Addressed.**
10. Although there is a label that states the contractor is to test pit to verify the depth and location of the existing 10" water main, the proposed fence is shown on top of the water main. Move the fence away from the existing water main alignment. **Addressed.**
11. The proposed water and fire service connections should have separate connections off the existing 10" water main. Revise the plans accordingly. **Addressed.**
12. Provide handicapped parking and revise the plans accordingly. **Addressed.**
13. Provide ADA ramps for this site. **Addressed.**
14. Provide a site plan as well as a grading and drainage plan with your next submission. Make sure to provide existing contours at least 50 feet outside of the site to demonstrate the existing drainage conditions of the area. **Comment Remains – provide spot grades**

and flow arrows so the drainage can be reviewed and verified. In addition, make the proposed storm drainpipe dark and provide flow arrows for each pipe section.

15. Provide storm sewer plans with your next submission. **Comment Remains.**
16. Provide a note that lists the proposed connection method for the water service. **Addressed.**
17. Provide a water meter for the water service line close to the right-of-way so it is accessible to the City of Milford. **Addressed with Comment – Provide an easement for the water meter so the city can have access.**
18. Dimension all curbing and sidewalk. Chapter 230-20(K) requires all permanent parking areas to be enclosed with upright curbing at least six inches in height. The City may relax this requirement for a portion of the parking area when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area. Buildings and sidewalk shall be protected by upright curbing, bollards or other objects approved by the City that demonstrates protection of pedestrians and property. **Addressed.**
19. Provide a landscaping plan meeting the requirements of Chapter 230-19.8(F)(2). **Comment Remains – Provide a waiver approved by city of Milford.**
20. Add a stop bar, stop sign, and crosswalk at the entrance off Milford – Harrington Highway. **Addressed with Comment – All proposed features (stop bar, crosswalk, etc.) shall be black scale.**
21. Update the site plan notes with the attached. **Addressed.**
22. Show ADA parking spaces. **Addressed.**
23. Show 15’ off street parking buffer along Route 14 per Chapter 230-20(c). **Addressed.**
24. Provide a sidewalk connection between the proposed shared use path along Route 14 and the entrance to the building. **Addressed.**
25. Label the other two loading berths. **Addressed.**
26. Provide a trash enclosure detail. **Addressed.**
27. Provide a conditional use site plan for review. In addition, submit a conditional use application and review fee to the City of Milford. **Comment Noted.**
28. Submit following with the final major subdivision submission:
 - a. Kent Conservation District Approval for the Stormwater and Erosion & Sediment Control Plans. **Comment Remains.**
 - b. Fire Marshal Approval. **Comment Remains.**
 - c. DelDOT Approval. **Comment Remains.**
29. **Currently, the site plan is showing parking rows that have more than 10 contiguous parking spaces. Per City of Milford’s zoning regulations Article IV Section 230-20 (L)(b) one island or peninsula shall be provided for every 10 contiguous parking spaces. Revise accordingly.**

If you have any questions or comments regarding this letter, please do not hesitate to contact at (302) 318-1094.

Sincerely,



Ardalan Faghri,
Project Designer



Thomas Fruehstorfer,
Senior Project Manager

October 13, 2023

City of Milford
180 Vickers Drive
Milford, DE 19963

Attn: Rob Pierce, Planning & Economic Development Director

RE: Southern States
Preliminary Site Plan
Tax Parcel Number: 5-16-182.00-01-03.00
DBF #0820B001

*Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.*

Dear Mr. Pierce:

On behalf of our client, Southern States Milford Cooperative, LLC, we are pleased to provide a revised Preliminary Site Plan for a two-story Southern States with retail sales and service bays on the first floor and office on the second floor, located on the north side of Route 14 at the intersection with Williamsville Road on property currently owned by Southern States. We offer the following response to comments received by KCI on July 28th, 2023:

1. Add the following information to the data column:
 - a. Provide the proposed use (ex. Retail, Equipment Service/Repair, Wash Bay).
The proposed uses have been added to the data column.
 - b. Provide the proposed zoning.
The proposed zoning has been added to the data column.
 - c. According to the FEMA Map the 100-year floodplain does not appear to be located on site. Verify if the property is impacted by 100-year flood plain and revise note 13 accordingly.
The data column has been revised to say that the property is not impacted by the 100-yr floodplain.
 - d. Provide the proposed lot coverage. According to the City of Milford Zoning code for 'C-3' the maximum allowable lot coverage is 80%.
The proposed land use shows the impervious area (maximum lot coverage) is at 79%, meeting the requirement.
 - e. Provide the total number of set/provided monuments.
The boundary monuments set/found have been added to the data column as item #22.
 - f. Include handicapped parking spaces in the parking calculations.
Handicapped parking spaces have been included in the parking calculations.

6. Per the City of Milford's Standards and Specifications the maximum distance between cleanouts is 75'. Revise the plans as necessary. In addition, provide manholes instead of cleanouts for 8" sanitary sewer or reduce the size of the pipe to 6".
The size of the sanitary sewer main has been reduced from an 8" to a 6" line so sewer manholes are not required. The distance from the cleanout by the building to the cleanout on the main is within 75', therefore an additional cleanout is not required.
7. All proposed bends along sanitary sewer lines require a cleanout. Revise the plans accordingly to meet this requirement.
In accordance with the National Standard Plumbing Code, cleanouts are not required where changes of direction are made with one or more 45-degree fittings.
8. Verify what the square symbols are along the proposed sanitary sewer line and add this to the legend.
The square symbols along the proposed sanitary sewer line represent the cleanouts. The symbol has been added to the legend on sheet PL-02.
9. It is not clear how the proposed sanitary sewer is connecting to the existing sanitary sewer line. Verify and label on the plan.
The proposed sanitary sewer is connecting to an existing stub. A callout has been added to the site plan.
10. Although there is a label that states the contractor is to test pit to verify the depth and location of the existing 10" water main, the proposed fence is shown on top of the water main. Move the fence away from the existing water main alignment.
The proposed fence has been moved 3' from the property line to provide separation from the existing water main.
11. The proposed water and fire service connections should have separate connections off the existing 10" water main. Revise the plans accordingly.
The proposed water and fire service connections have separate connections off the existing 10" water main.
12. Provide handicapped parking and revise the plans accordingly.
Handicapped parking has been added to the site plan.
13. Provide ADA ramps for this site.
Truncated domes have been added to the site plan.
14. Provide a site plan as well as a grading and drainage plan with your next submission. Make sure to provide existing contours at least 50 feet outside of the site to demonstrate the existing drainage conditions of the area.
Sheet PL-04 is the site plan which also shows the conceptual layout for the sites drainage plan. A grading plan will be submitted during the construction document phase.
15. Provide storm sewer plans with your next submission.
Storm sewer plans will be submitted during the construction document phase. Conceptual locations have been added to the site plan.

16. Provide a note that lists the proposed connection method for the water service.
A note has been added to the site plan stating that the connection method to the existing water main will be through a wet tap.
17. Provide a water meter for the water service line close to the right-of-way so it is accessible to the City of Milford.
A water meter has been added to the water service line for the City of Milford on the western property line, adjacent to an existing cross access easement.
18. Dimension all curbing and sidewalk. Chapter 230-20(K) requires all permanent parking areas to be enclosed with upright curbing at least six inches in height. The City may relax this requirement for a portion of the parking area when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area. Buildings and sidewalk shall be protected by upright curbing, bollards or other objects approved by the City that demonstrates protection of pedestrians and property.
The curbing has been called out and the sidewalks have been dimensioned. The areas that have not been enclosed in curbing are being used to convey the stormwater to the site's stormwater management area. Bollards have been added to the covered sidewalk to demonstrate protection of pedestrians and the property.
19. Provide a landscaping plan meeting the requirements of Chapter 230-19.8(F)(2).
We will be submitting a waiver request to the Planning Commission prior to the Planning Commission hearing to reduce the number of trees required as part of Chapter 230-19.8(F)(2). A total of 58 trees will be needed to meet code, and with the site being at 79% impervious area, there is not adequate space for this number of trees. Twenty-four (24) trees are proposed.
20. Add a stop bar, stop sign, and crosswalk at the entrance off Milford – Harrington Highway.
A stop bar, stop sign, and crosswalk have been added to the entrance of the site, off Milford-Harrington Highway.
21. Update the site plan notes with the attached.
The general notes have been updated.
22. Show ADA parking spaces.
Five (5) ADA parking spaces have been added to the site plan.
23. Show 15' off street parking buffer along Route 14 per Chapter 230-20(c).
All parking is outside of the 15' off street parking buffer along Route 14. Dimensions have been added to show buffer distance is 42' or greater.
24. Provide a sidewalk connection between the proposed shared use path along Route 14 and the entrance to the building.
A sidewalk connection has been added to connect the shared-use path to the entrance of the building.

25. Label the other two loading berths.

The other two tractor trailer loading berths have been called out on the site plan.

26. Provide a trash enclosure detail.

A trash enclosure detail has been added to the site plan.

27. Provide a conditional use site plan for review. In addition, submit a conditional use application and review fee to the City of Milford.

Per discussions with the planning director a conditional use application is not required.

28. Submit following with the final major subdivision submission:

29. Kent Conservation District Approval for the Stormwater and Erosion & Sediment Control Plans.

30. Fire Marshal Approval.

31. DelDOT Approval.

The above approvals will be provided before final major subdivision approval.

If you have any questions or need additional information, please do not hesitate to contact me at (302) 424-1441 or cdm@dbfinc.com.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Clifton D. Mumford, P.E.
Associate

CDM/CYJ

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cc: Gary Rhodes, Southern States Milford Cooperative, Inc.

§ 230-14. C-3 Highway Commercial District.

In a C-3 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

- A. Purpose. The purpose of the C-3 District is to provide for larger-scale commercial uses that may require large amounts of parking space or have a high traffic impact. These uses generally require locations on major arterial routes and serve both local and regional customers.
- B. Permitted uses. Permitted uses for the C-3 District shall be as follows:
 - (1) Those permitted uses in the C-2 District.
 - (2) Warehouses.
 - (3) Large retail outlets.
 - (4) Indoor storage accessory building.
 - (5) Fast-food restaurants and drive-in restaurants.
 - (6) Supermarkets.
 - (7) Truck and trailer rentals.
 - (8) Roadside produce market.
 - (9) Outdoor commercial recreational facilities, not motorized vehicles.
 - (10) Swimming club.
 - (11) Indoor facility for amusement or assembly.
 - (12) Bus station.
- C. Conditional uses subject to special requirements. All uses specified as conditional uses in the C-2 zoning district and the following uses are permitted subject to receiving a conditional use permit by the City Council as provided in Article IX of this chapter:
 - (1) Motels or hotels.
 - (2) Commercial greenhouse.
 - (3) Wholesale establishment.
 - (4) Contractors', craftsmen's or general service shops, including welding and similar shops.
 - (5) Laboratory, testing and research.
 - (6) Automotive sales.
 - (7) Automotive repair, subject to the following special requirements:
 - (a) All facilities shall be located and all services shall be conducted on the lot.
 - (b) All repair work shall be conducted within an entirely enclosed building.
 - (c) No equipment for the service of gasoline or oil shall be placed closer to any street or property line than 20 feet.
 - (d) No portion of such structure or its equipment shall be located within 500 feet of the premises of any school, hospital, church or public recreation building.

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- (e) No service station shall be located within 800 feet of another service station on the same side of the street within the same block.
 - (f) Any such use shall be permitted only where it is determined that it will not materially interfere with the main pedestrian movement in conjunction with a compact retail area.
- (8) Shopping center, subject to the following site requirements:
- (a) The total shall not be less than one acre.
 - (b) Traffic and parking.
 - [1] The internal circulation of traffic shall be separated from the external street system, and pedestrian and vehicular traffic shall be separated through traffic control devices and appropriate site design.
 - [2] The minimum distance between accessways and a residential district shall be 50 feet.
 - [3] Spacing of accessway.
 - [a] From adjoining property: 50 feet.
 - [b] From minor intersections: 50 feet.
 - [c] From major intersections: 100 to 150 feet.
 - (c) Setback.
 - [1] From street right-of-way: 15 feet.
 - [2] From nonresidential districts: 15 feet.
 - [3] From residential districts: 100 feet.
- (9) Car wash.
- (10) All uses permitted in the R-3 Zoning District subject to its area regulations.
- (11) Business, commercial or industrial uses that do not adversely affect neighboring properties.
- (12) Aquarium.
- D. Area regulations.
- (1) Minimum lot area shall be one acre.
 - (2) Maximum lot coverage shall be 80%.
 - (3) Minimum lot width shall be as follows: for an interior lot 150 feet and for a corner lot 170 feet.
 - (4) Height of buildings shall not exceed 35 feet, with the following exception: a motel, hotel, or aquarium may be erected to a height not exceeding 60 feet.
 - (5) Minimum front yard setback shall be 30 feet.
 - (6) Side yards shall be provided as follows: each lot shall have two side yards a minimum of 20 feet with a minimum aggregate width of two side yards of 50 feet.
 - (7) Minimum rear yard shall be 50 feet.
 - (8) Parking shall comply with the requirements provided in Article IV of this chapter.
 - (9) Landscape screening shall comply with the requirements provided in Article V of this chapter.

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- (10) Signs shall comply with the requirements provided in Article VI of this chapter.
 - (11) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.
 - (12) Accessory structures shall be located in the side and rear lot areas.
 - (13) Accessory structures for residential uses shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 10 feet from a principal structure.
 - (14) Accessory structures for non-residential uses shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

[Ord. No. 2022-06, 1-24-2022]

§ 230-19.8. Tree Planting and Preservation.

A. Purpose. The purpose of this section is to establish standards and requirements for the protection and planting of trees and woodlands because it is recognized that woodlands and trees are not only desirable, but are essential to the health, safety, and welfare of the population in that they provide oxygen, reduce carbon dioxide, stabilize soil, cleanse the air by transpiring clean water into the atmosphere, cleanse water passing into the ground through the root system, provide protection for wildlife and their habitats, provide shade, reduce noise and glare, increase property values, and provide an important physical, aesthetic, and psychological balance to the built environment.

B. Definitions.

CALIPER DIMENSION — The term "caliper dimension" means an outside diameter measurement of the trunk of a tree measured at a vertical distance of three feet above grade.

CLEARING — The removal of trees from an area of 5,000 square feet or greater, whether by cutting or other means. The term "clearing" shall not include the removal of trees for landscaping purposes by individual lot owners.

DESIGN PROFESSIONAL — The term "design professional" shall be any person licensed as a landscape architect or architect, or Delaware certified nursery professional.

DEVELOPMENT AREA — The area containing all new site features (buildings, parking and drive areas, pedestrian walks, stormwater management areas, buffer areas etc. but not underground utilities) proposed by a plan. The development area shall be delineated using property lines and lines run straight across the property from one property line to another without bending or curving.

DRIPLINE — A line on the ground established by a vertical plane extending from a tree's outermost branch tips to the ground, i.e., the line enclosing the area directly beneath the tree's crown, from which rainfall would drip.

TREE — Any self-supporting, woody perennial plant, usually having a main stem or trunk and many branches and at maturity normally attaining a trunk diameter greater than three inches at any point and height of over ten feet.

TREE PROTECTION AREA — Any portion of a site wherein are located existing trees which are proposed to be retained in order to comply with the requirements of this section. The tree protection area shall include no less than the total area beneath the tree canopy as defined by the dripline of the tree or group of trees collectively.

WOODLAND — An area of contiguous wooded vegetation (7,500 square feet or greater), where trees exist at a density of at least one tree with a caliper dimension of six inches or greater per 375 square feet of land and where the tree branches form a contiguous canopy.

- C. Applicability. The terms and provisions of this section shall apply to any activity on real property which requires conditional use, site plan or subdivision approval of the Planning Commission or City Council as set forth in Chapter 200 and Chapter 230, except the provisions in [sub]section 19.8(D) which shall apply to all real property.
- D. Tree preservation.
 - (1) Trees required by the City to be replaced. Trees required by the City as a part of a conditional use, subdivision, or site plan approval shall not be removed unless they are diseased or infested, or present a danger to life and property. In cases where such trees are removed, they must be replaced with a tree planting in accordance with the table of trees standards kept in the Planning Department.
 - (2) Trees of special value. Trees having a historic value, as determined by the state historic preservation officer, or that are of an outstanding nature due to type or species, age, or other professional criteria, may be required by the City to be preserved. Such trees may be prohibited from being removed by the Planning Director until such time that the City has granted approval to remove such trees.
 - (3) Tree preservation in wetlands. No portions of wetland areas shall be developed or cleared of vegetation unless granted permission under state and/or federal permit; and they shall remain as essentially undisturbed areas protected under the provisions set forth in Chapter 230.
 - (4) Clearing prohibited without approval. Clearing, as defined by this section, for any purpose whatsoever, except the establishment of trails and pathways (not greater than eight feet in width) and open yard areas, shall be prohibited unless approved by the City through the site plan, conditional use, or subdivision review process.
- E. Woodland preservation.
 - (1) Tree preservation and selective clearing plan required. All site development proposals which involve the development of woodland areas and require City approval shall include a tree preservation and selective clearing plan as part of the preliminary submission plan. The tree preservation and selective clearing plan shall be prepared in accordance with the provisions of subsection 19.8(E), subsection 19.8(G) and subsection 19.8(H) of this section.
 - (2) Limited clearing for site development allowed. Generally, site development plans for the construction of a new building within existing woodland areas shall limit clearing of the land to those areas necessary to provide for the placement of the building or group of buildings, adequate access onto the property and to the proposed building or group of buildings, utility placement, off-street parking and yard areas to allow for daylight infiltration and building maintenance. When woodland areas are proposed to be cleared to allow for new construction, clearing within the area of the proposed construction shall be limited to an area of 30 feet from proposed building foundation, and 15 feet from off-street parking lots, and utility placement.
 - (3) Maximum clearing requirement. Specifically, no more than 50 percent of a lot, parcel or tract of land occupied by woodland vegetation may be cleared for any purpose.
- F. Tree preservation and planting in nonwoodlands.
 - (1) Tree preservation and planting plan required. All developments requiring approval of the City shall be required to submit, with its application and plans, a tree preservation and planting plan as set forth in subsection 19.8(H), and shall conform with the following provisions.

-
- (2) Tree density. For each property required to submit a tree preservation and planting plan, a development area as defined in this section shall be delineated within the nonwoodland area of the property. Within this development area, existing trees may be retained and new trees shall be planted such that the development area shall attain or exceed a tree density of one tree per 3,000 square feet or fraction thereof.
 - (3) Minimum standards for new trees. For new trees to be counted toward the required tree density, they must be of a species and size as set forth in the table of trees approved by the City and kept on file in the office of the Planning Director, or be of an alternate species found acceptable by the City.
 - (4) Minimum standards for existing trees. For existing trees to be counted toward the required tree density, the tree shall have a minimum caliper dimension of two inches. No trees over eight inches in caliper dimension shall be removed unless within an area of 30 feet from the proposed building foundation, off-street parking lot, and utility placement.
- G. Tree protection and planting requirements.
- (1) Application. The following guidelines and standards shall apply to activities regulated under Chapter 200 or Chapter 230:
 - (2) Protection required. To protect the required trees or woodland and their critical root zone, a tree protection area delineated by the dripline of a tree or group of trees to be retained, shall be established. The protection area shall not be disturbed by site utility and grading work, by construction activities such as parking, material storage, concrete washout, sedimentation intrusion or erosion, or other activity. Damage to trees or woodlands and their critical root zones shall require tree plans to be revised to compensate for the loss as determined by the City Arborist or a qualified professional/consultant.
 - (3) Protection measures. Tree protection areas shall be protected by fencing, staking, or continuous ribbon and, where necessary, silt screens which shall be situated to coincide with the dripline of the tree or group of trees to be preserved. Protection measures shall be erected prior to construction, and must remain until final landscaping is installed.
 - (4) Planting requirements. New trees proposed to be planted for credit toward the density requirement shall have spacing that is compatible with the spatial site limitations and with responsible consideration toward species size when mature. Species selected for planting must be ecologically compatible with the specifically intended growing site. Trees selected for planting shall be free from injury, pest, disease, and disorders.
- H. Tree preservation, planting and selective clearing plans.
- (1) Plan specifications. A tree preservation and planting plan or a preservation and selective clearing plan, prepared by or in conjunction with a design professional, shall be shown on a copy of a preliminary major subdivision plat, or site plan, as appropriate to the proposed development, drawn to the same scale and covering the same area as the other plan documents prepared for the Planning Commission or City Council meeting. The plan may be combined with a required buffer and landscape plan for the project, at the option of the developer. The plan shall provide sufficient information and detail to clearly demonstrate that all applicable requirements and standards of this section will be fully satisfied.
- I. Tree mitigation.
- (1) City Council or Planning Commission waiver. The City Council or Planning Commission may waive the provisions of subsections 19.8(E)(2), 19.8(E)(3), and 19.8(F)(2), and require replacement planting for mitigation purposes should the City Council or Planning Commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of

public health, safety, welfare and/or public convenience. All tree mitigation plantings must occur within the corporate limits of the City of Milford. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of subsection 19.8(F)(2), new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Milford table of trees.
 - (b) If a waiver is sought from the provisions of subsection 19.8(E)(2) and/or subsection 19.8(E)(3), then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.25 times the amount of woodlands to be removed. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for the consideration of the City Council or Planning Commission.
 - (c) All tree mitigation must occur on-site unless an off-site location is specifically approved by the City Council or Planning Commission. When considering off-site locations for tree mitigation, the City Council or Planning Commission shall consider:
 - [1] A physical hardship related to the land which would otherwise prohibit compliance on the subject site.
 - [2] Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quality, or aesthetic qualities compared to strict compliance with the ordinance on-site.
- (2) Tree mitigation required for unauthorized clearing. In the event that trees or woodland areas to be preserved under this ordinance or as a condition of a site plan, subdivision, or conditional use approval are illegally removed, tree mitigation shall be required. All tree mitigation plantings must be placed on the same lot, parcel, or tract on which the illegal clearing occurred. All replacement trees must be of the same or a similar variety as the trees illegally removed.
- (a) If trees have been removed from non-woodland areas, new tree plantings shall be provided in accordance with the table below:

Caliper Dimension of Trees Removed	Number of Trees Required	Caliper dimension at Planting
25" or larger	5 trees	3"
17" to 24"	3 trees	3"
9" to 16"	3 trees	3"
8" or less	2 trees	3"

* Note—All trees replanted must be guaranteed to survive a minimum of one year.

- (b) If trees have been removed from woodland areas, then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.75 times the amount of woodlands that were illegally removed. The woodland unlawfully removed must be replanted to satisfy a portion of this requirement. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for review and approval by the Planning Director.
- (c) If the applicant wishes to provide replacement plantings on any property other than the one on which illegal clearing occurred, the mitigation plan must be reviewed and approved by the City Council or Planning Commission. When considering off-site locations for tree mitigation, the City Council or Planning Commission shall consider:

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- [1] A physical hardship related to the land which would otherwise prohibit compliance on the subject site.
 - [2] Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quality, or aesthetic qualities compared to strict compliance with the ordinance on-site.
 - [3] The City Council or Planning Commission may require tree mitigation areas to be planted in permanent conservation through deed restrictions, conservation easements, or donations to land trusts.

[Ord. No. 2022-06, 1-24-2022]

§ 230-20. General provisions.

- A. Parking space size. Parking space sizes shall be in accordance with § 230-21.
- B. Parking spaces in residential driveways and garages. Driveways and garages shall be considered as constituting off-street parking space for one-family detached, semidetached, townhouse and multi-family dwellings, provided that the driveway shall be a minimum of 10 feet in width with a curb cut no greater than 20 feet in width and such driveways and garages meet the minimum requirements for off-street parking outlined in this section. Residential driveways must be constructed with an approved dustless surface such as asphalt, concrete, pavers or other material that will not wash away or emit dust into the air. Residential driveways shall provide a minimum of two feet of separation between the driveway and the side property line, unless a cross-access easement agreement is provided between property owners for a shared driveway. Driveways for corner lots shall be located off of the street with a lesser road classification as determined by the Planning Director and shall be located as far away from the intersection as practically possible. Curb cuts shall be constructed as required by the City Construction Standards and shall be limited to the frontage of the lot served.
- C. Location of parking spaces within parking lots. All parking spaces shall be set back 15 feet from any street line and 5 feet from any property line. Parking spaces shall be located so that no spaces are a greater distance than 600 feet from the building or use to which they are assigned, provided that this requirement shall not apply to parking spaces for auditoriums, stadiums, assembly halls, gymnasiums and other places of assembly or industrial, wholesaling and manufacturing establishments.
- D. Parking spaces assigned to more than one use. Parking spaces for separate buildings or uses in all zoning districts may be combined in a single lot, provided that the number of parking spaces in the lot shall equal the sum of the parking spaces required for each building and use, except that the parking spaces required for places of assembly may include parking spaces assigned to other uses, provided that the place of assembly shall not be used at a time when the other uses are carried on.
- E. No off-street parking required in the C-2 Central Business District. No on-site, off-street parking shall be required in the C-2 District for newly constructed establishments or existing structures. Existing municipal parking facilities shall provide the necessary parking in this zoning district.
- F. Parking lots. Whenever a parking lot is located across the street from a residential use, it shall be edged with low-profile evergreen hedge planting located along a line drawn parallel to the street and a distance of 10 feet therefrom, such hedge to be interrupted only at points of ingress and egress. The open area between such hedge and the street shall be landscaped in harmony with the landscaping prevailing on neighboring properties fronting on the same street. Ground cover, shrubs, trees and landscape screening shall be located and maintained so as not to interfere with vehicular and pedestrian traffic on the property or with sight clearance and exits.

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(Supp. No. 26, Update 3)

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- G. Fractional spaces. When the application of a unit of measurement for parking space or loading space to a particular use or structure results in a fractional space, any fraction under 1/2 shall be disregarded and fractions of 1/2 or over shall be counted as one parking space or loading space.
- H. Boat, trailer, bus and van parking. In any residential district, no house trailer, camper, boat trailer, bus or boat shall be parked in the front yard. Parking is allowed in the side or rear yards five feet from the property line if it does not take up space normally occupied by an automobile. All vehicles requiring a trailer for transportation must be stored on a registered trailer.
- I. Non-residential points of ingress and egress. Only one accessway shall be permitted for each 100 feet of frontage upon a public road. Such accessway shall be not less than 24 feet and not more than 32 feet in width when the entrance requires two-way traffic, unless otherwise approved by the State of Delaware Department of Transportation for an entrance on a State maintained road. Such accessway shall not be less than 12 feet in width when the entrance is for one-way traffic, unless otherwise approved by the State of Delaware Department of Transportation for an entrance on a State maintained road. No two accessways on the same lot shall be placed within 75 feet of each other. The entrance shall be setback 5 feet from any adjoining property line unless otherwise noted under the conditional use requirements.
- J. All parking spaces for use in conjunction with public parking lots, garages, storage areas operated on a commercial basis and parking areas accessory to multifamily, commercial, industrial and office uses shall be appropriately paved and striped.
- K. All permanent parking areas shall be enclosed with upright concrete curbing at least six inches in height. The Planning Director may relax this requirement for a portion of a parking area when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area. Parking blocks are required at the head of all parking spaces where curb is not provided. Curbing shall not be required for loading areas, handicapped access and for parking spaces accessory to a one-family or two-family residence. Buildings and sidewalk shall be protected by upright concrete curbing at least six inches in height, bollards or other object approved by the Planning Director that demonstrates protection of pedestrians and property.
- L. Parking Lots: Interior Landscaping. To reduce the visual impact of large expanses of parking and to create a more pedestrian-friendly environment, interior parking lot landscaping is required. Green space in the form of landscape islands and/or peninsulas are required to break up rows of parking spaces as follows:
- (1) If the total number of parking spaces is less than 100, the minimum requirement is:
 - (a) Islands at both ends of each row of parking (minimum of 9' x 18').
 - (b) One island or peninsula (minimum of 9' x 18') for every 10 contiguous spaces.
 - (c) No more than two (2) contiguous bays (four total rows) without a 9' wide island separating the two (2) bays from additional parking bays or drive aisles.
 - (d) Minimum of one (1) 2-1/2" caliper shade tree with a mature height of 12 feet shall be provided per 200 square feet of interior green space within the parking lot islands.
 - (2) If the total number of parking spaces is 100 or greater, the minimum requirement is:
 - (a) Islands at both ends of each row of parking (minimum of 9' x 18').
 - (b) One island or peninsula (minimum of 9' x 18') for every 12 contiguous spaces.
 - (c) No more than three (3) contiguous bays (six total rows) without a 9' wide island separating the three (3) bays from additional parking bays or drive aisles.
 - (d) Minimum of one (1) 2-1/2" caliper shade tree with a mature height of 12 feet shall be provided per 200 square feet of interior green space within the parking lot islands.

- M. **Bicycle Parking Facilities.** All parking facilities containing less than ten (10) parking spaces shall provide one bicycle rack with no less than five (5) spaces. For parking facilities with ten (10) or more parking spaces, five (5) bicycle spaces plus one (1) per every twenty (20) parking spaces shall be provided, not to exceed more than twenty (20) bicycle parking spaces in any one facility. The Planning Commission or City Council may waive the requirement for the bicycle parking if it is demonstrated that bicycle parking would not be appropriate for safety reasons or due to the nature of the use of the site.
- N. **Illumination.** Parking lots shall be property illuminated per the most recent version of the Illuminating Engineering Society (IES) Standards.
- O. **Parking of vehicles on unpaved surfaces within the front yard of all districts shall be prohibited.** Exception: emergency vehicles.
- P. **Garbage Enclosure.** Commercial, industrial, institutional or residential multi-family sites shall provide trash enclosures to adequately serve the proposed uses. Enclosures shall be conveniently placed on the site for commercial or residential tenants to use and shall be no farther than 300 feet from the intended users. Trash enclosures shall be constructed with similar materials to other buildings on the site. Receptacles shall be situated at an appropriate location as to not constitute a nuisance for users of the property and adjoining property owners and shall be appropriately screened to improve the appearance of the area.

[Ord. No. 2022-06, 1-24-2022]

§ 230-21. Parking and loading standards.

A. Design standards.

- (1) Parking spaces and aisle ways shall be designed in accordance with the following dimensional standards:

Parking Angle	Stall Width (feet)	Aisle Way to Curb (feet)	Aisle Way Width
90°	9	18	20 feet (one-way) 24 feet (two-way)
60°	9	20	18 feet (one-way) 22 feet (two-way)
45°	9	18	14 feet (one-way) 22 feet (two-way)
Parallel	10	20	14 feet (one-way) 22 feet (two-way)

- (2) All spaces reserved for handicapped accessibility shall conform to the requirements set forth by the federal standards provided by the ADA (Americans with Disabilities Act).

B. Use standards. All uses permitted in this chapter shall be subject to the following minimum off-street parking requirements in addition to any special requirements as indicated in each zoning district.

Types and Uses	Required Off-Street Parking Spaces
Auditorium, stadium, assembly hall, gymnasium, theater (excluding drive-in) and community or recreation center	1 space per 4 seats or 1 space per each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies

Automotive Repair	3 spaces per service bay
Automotive or Outdoor Sales	1 space per 200 square feet of floor area in the main display room plus 1 space per each 1,500 square feet of outdoor display area plus 1 space for each employee on the shift of greatest employment
Bed and Breakfast	1 space per guestroom plus required parking for family residence
Community Residential Treatment Program	1 space per 4 residents plus 1 space per employee
Daycare, Nursery School or Kindergarten	1 space per 10 children plus 1 space per employee on the shift of greatest employment
Elementary or Junior High School	1 space for each 8 seats in auditorium, cafeteria or gymnasium
High School, Technical School, College or University	1 space for each classroom plus 1 parking space for each employee or 1 space for each 5 auditorium seats, whichever is greater
Fire station	1 space per employee on the maximum shift or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever is greater
General Offices	1 space per 250 square feet of gross floor area
Medical and Dental Offices	1 space per 200 square feet of gross floor area
Hospitals, Nursing Home or Sanatorium	1 space per 3 beds
Hotel and motel	1 space for each guest room plus 75% of the normal spaces required for accessory uses (e.g. banquet rooms, meeting rooms, restaurants, etc.)
Indoor and commercial outdoor recreation	1 space for each 150 square feet of gross floor area or 1 per 4 seats of facilities available for patron use, whichever is applicable
Industrial, manufacturing or wholesaling establishment	1 space per 2 employees on the shift of the greatest employment, plus 1 per 200 square feet of floor area devoted to sales
Museum, Art Gallery, Library and similar use	1 space per 300 square feet of gross floor area
Places of Worship	1 space per 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies
Professional Home Occupation	1 space per 300 square feet of floor area devoted to a business plus 1 space per each outside employee, if there is one
Restaurants, fast food, taverns and similar uses	1 space per 3 seating accommodations
Retail or Service	1 space per 200 square feet of gross floor area
Rooming and boarding house or converted unit	1 space per bedroom
Dwelling, single-family detached, semi-detached, townhouse, mobile home, or multi-family dwelling unit	2 ½ spaces per dwelling unit
Accessory Dwelling Unit	1 ½ spaces per dwelling unit
Social club and fraternal, social service, union and civic organization building	1 space per 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies
Undertaker or Funeral Home	1 space per 4 seats in the largest assembly room plus 1 space per employee

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- (1) Reduction in the required number of off street parking spaces in the case of developments such as shopping centers or other commercial developments required to provide more than 50 off-street parking space.

The developer must set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this Ordinance, but, upon the request of the developer, if agreed by the City of Milford, the developer may be permitted to set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this chapter but not be required to construct more than 80% of the required parking spaces. In the event the developer is permitted to construct fewer than the required parking spaces, the remainder of the parking area set aside must be kept free of all construction and be planted and maintained as a grassy area and designated as Future Parking Space. The City of Milford may require construction of the remaining parking spaces at any time by the then owner of the premises upon giving the owner not less than six months' advance written notice. In the event of the granting of the waiver herein described, the fact of the grant as well as the requirement that the owner maintain the space set aside as a level grass area and that the City of Milford has reserved the right to require construction of the remaining parking spaces upon six months' notice to the owner of the site must be reflected in a note appearing on the subdivision or site development plans recorded.

C. Loading spaces.

- (1) No building or structure shall be erected in any district for the uses listed below unless loading space for the accommodation of trucks is provided on the premises in accordance with the following requirements:
 - (a) For retail stores, markets, wholesale and jobbing establishments and storage warehouses, the number of berths based on the gross floor area devoted to such use shall be as follows:
 - [1] Five thousand to 7,999 square feet of floor area: one berth.
 - [2] Eight thousand to 19,999 square feet of floor area: two berths.
 - [3] Each additional 20,000 square feet or major fraction thereof up to a maximum of 60,000 square feet of floor area: one additional berth.
 - (b) For hotels and motels, the number of berths based on the gross floor area devoted to such uses shall be as follows:
 - [1] Eight thousand to 20,000 square feet of floor area: one berth.
 - [2] Each additional 50,000 square feet or major fraction thereof up to a maximum of 120,000 square feet of floor area: one additional berth.
 - (c) Each manufacturing, office research and industrial establishment with a total of 5,000 square feet or more of gross floor area devoted to manufacturing, research and/or industrial uses shall provide loading space adequate to accommodate the normal demands for loading and unloading incidental to the type of use proposed on the premises.
- (2) Loading berths must be functionally related to the building, and be situated where actual loading and unloading activities are intended to occur. Loading berths located remotely from the building will not be permitted, unless the applicant can demonstrate the utility of such berths. Loading berths are not permitted between the street and building, except where a property fronts three or more streets. This section of the ordinance shall not preclude the designation of an area in front of the building for parcel pick-up, mail deliveries, or passenger loading.
- (3) One required off-street loading berth shall have minimum dimensions of 12 feet wide and 60 feet long. If more than one loading berth is required, subsequent berths may have minimum dimensions of 12

feet wide and 40 feet long. At no time shall any part of a truck or van be allowed to extend into a public right-of-way or thoroughfare while the truck or van is being loaded or unloaded.

- (4) Adequate off-street truck maneuvering space shall be provided on-lot and not within any public street right-of-way or other public lands. Internal site circulation lanes are to be designed with adequate turning radii to accommodate the size and efficient maneuvering of delivery vehicles.

[Ord. No. 2022-06, 1-24-2022]

§ 230-51. Review procedure.

A. Preliminary Review of Permitted Use Site Plans.

- (1) A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the Planning Director, along with the appropriate fees, as specified in § 230-57.
- (2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the Planning Director. The application shall be reviewed by the Planning Director and the City Engineer for general compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the Comprehensive Plan, the City Standard Construction Specifications and other City ordinances. Upon confirmation by the City Planner that all DAC issues and plan review comments have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission.
- (3) The Planning Commission shall review the application and shall approve the application with or without conditions, deny the application, or table the application.
- (4) Preliminary approval from the Planning Commission shall be void after 24 months, unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.

B. Preliminary Review of Conditional Use Site Plans.

- (1) A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the Planning Director, along with the appropriate fees, as specified in § 230-57.
- (2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the Planning Director. The application shall be reviewed by the Planning Department and the City Engineer for general compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the Comprehensive Plan, the City Standard Construction Specifications and other City ordinances. Upon confirmation by the Planning Director that all DAC issues and plan review comments have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission.
- (3) A public hearing on the preliminary plan shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council the approval of the application with or without conditions, deny the application, or table the application. In case of an unfavorable recommendation for denial by the Planning Commission, such application shall not be approved except by a favorable vote of 3/4 of the City Council.

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- (4) No hearing shall be held by the Commission until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and to such other interested parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:
 - (a) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10 days prior to the hearing.
 - (b) The Planning Department shall provide notice to the general public of the public hearing before the Planning Commission by publishing the date, time, place and nature of the hearing at least 10 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.
 - (c) The Planning Department will also post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined.
 - (5) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application.
 - (6) Preliminary approval from City Council shall be void after 24 months unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.

C. Final Permitted Use or Conditional Use Site Plan.

- (1) A final plat and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by Planning Director , along with the appropriate fees, as specified in § 230-57.
- (2) The final plan shall be reviewed by the Planning Director for confirmation that the application is designed in accordance with all subdivision, zoning and other land use regulations of the City along with the specifications of the City Council or Planning Commission preliminary approval. The final plan shall also be reviewed by the City Engineer for confirmation that the application is designed consistent with the preliminary plan and in accordance with the City Standard Construction Specifications.
- (3) Upon confirmation by the City Planner and City Engineer that all agency approvals have been obtained and all plan review comments have been addressed satisfactorily, the application may be administratively approved by the Planning Director.
- (4) Within 90 days of final approval from the City Director , the applicant shall record the plat at the County Recorder of Deeds office and provide the Planning Director a receipt of the recordation including the deed book and page number. Prior to recording the plat, at least three copies of the plat must be submitted to the Planning Director for stamping and signing. Two sets will be retained by the City. The City Manager, Planning Director and City Engineer shall sign the approved record plats and construction plans.
- (5) Failure to record the plat within 90 days of Planning Commission approval will result in the approval being voided. In order to obtain final approval after it has been voided, the applicant must make application for preliminary approval again.
- (6) If construction of approved buildings and improvements is not substantially undertaken within eighteen months of final site plan approval, the site plan approval shall be void. The applicant may, however, request and the Planning Commission may grant an extension for good cause.

[Ord. No. 2022-06, 1-24-2022]

CITY OF MILFORD
FINANCE & AUDIT COMMITTEE MINUTES
September 25, 2023

The Finance and Audit Committee of the Milford City Council met on Monday, September 25, 2023 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Chairman Jason James Sr.

IN ATTENDANCE: Committee Members:
Councilpersons Daniel Marabello, Nirmala Samaroo, and Andrew Fulton

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

Public Comment Period Prior to Official Meeting

No one was signed up to speak and the floor was closed to public comments.

Call to Order

Chairman James called the Committee Meeting to order at 5:11 p.m., then deferred to Finance Director Lou Vitola.

Councilmember Fulton arrived after the meeting started.

Audit Update

Director Vitola stated that between onboarding new Accountant Kevin Gaboriault, the new system going live on July 3rd, and some heavy project load throughout the City, it has been difficult to schedule the auditors on the FY22 audit. Our new Accountant is working on the new GASB pronouncement and is almost done with the lease pronouncement. Other schedules being finalized include absence and pension reports, as well as the two GASB pronouncements. Once done, that is when the final draft of the statements will be in hand and he will be able to touch base with the audit team, reconfirm the schedule and move toward completion of FY22. At that point, Council will see the first draft at an upcoming Council meeting, as an item for information or something that can be discussed on the floor, depending on the City Manager and Council.

He will then communicate the schedule once it is complete and the final draft ready to share to prevent losing too much time on FY23. In retrospect, the lateness of the 21 has pushed FY22 back.

There is nothing exciting or different in the audit and no surprise to Council. The lease pronouncement has a zero net impact on the balance sheet and has a zero net impact on the balance sheet because there are the coagulation results in a deferred inflow and a deferred outflow and are offsetting.

That is true for situations where the city is the lesser and the lessee, and will have two types of deferred liabilities, two types of deferred assets, deferred inflows and outflows that will offset each other. It is just a process of complying with the pronouncements and preparing the schedules and the support required with the source documentation backup.

Other than that, it is the 22's presented in July following the end of the year.

The enterprise funds will not be materially different than what was seen in the audit.

As a result, there is nothing negative and the fact that there's no news doesn't mean that is bad news. It is just delayed.

When asked the completion date, Director Vitola said it needs to be done by the first Council Meeting in December which coincides with last year. Then the 23's need to be months later with March 31st as the goal which puts it back on schedule.

Regarding the lease pronouncement, Chairman James asked if there will be any changes in those amounts impacting those operating statements and just balance sheet classifications; Director Vitolas explained it will hit the P&L but with very small numbers. Anything that hits the utilities will be indirect and only copiers and postage machines in public works and customer services allocated to a portion of the general fund and a portion of the enterprise funds. Nothing more.

Internal Control Discussion

Director Vitola provided background at a higher level though some details will be provided. Internal controls are those individual processes, policies, or procedures that any organization handling assets should undertake to safeguard the assets. The City is a large organization with a \$60 million budget and \$60 million liquid on the balance sheet.

He explained we are not just safeguarding assets but are trying to future proof the processes. Not every component of, say the meter to cash process, which includes revenue is directly related to safeguarding cash. But it's related to a control environment that promotes accurate reporting ensures that we don't have any unrecognized revenue or lost revenue which indirectly could result in falling short of our economic potential and goals.

The fact we are a city and not a fortune 500 company in the private sector that operates for profit does not mean that internal controls are any less important for us. In some ways smaller dollar amounts are harder. He said we are talking about fewer people. One of key tenants to strong internal controls is the notion of segregation of duties, and it's harder to parse out all the different parts of certain processes with a limited amount of people.

You can find in the newspaper cities, counties, towns, states, even federal agencies that that have been victim to failures and losses of assets because of something that could be presented or prevented with a simple internal control. Great example is the bank rec bank reconciliation. At the center of internal controls, it remains critically important now as it ever was though he does not want to go into any specific incidents with the city.

He was exploring banking activity which led to us being able to thwart a potential fraud attempt. Had that not been done, or if we were months behind, something like that could harm the city permanently.

Fortunately, we don't have to rely only on people count for segregation to duty and robust internal controls at the end of the day. We rely on IT controls and third-party vendors and certain settings we can instruct vendors to put in place. There is an established set of assigners on bank accounts, and staff can only transact in pairs.

Even though only certain staff can make payments or setting up vendors in payment portals, making wire payments or ACH payments, or receiving cash and checks and electronically depositing them, no one person can do anything without another person's approval. There are also limits in place that could be executed in Ach or wire payments in one day Even if using the pre-approved template approved by two people, and are within the limit, one person still cannot issue a payment without another person also approving it. Those two people must be supervisors at the approval level.

The City charter and code looks at the highest level of the organization and the controls are very broad, and law driven. It includes the budget requirements, debt policies, and the independent annual audit that work together to promote fiduciary responsibility in a way that can't be subverted by just one individual or be done behind closed doors. When something needs council approval, it reaches the highest level of the city, and meets the required transparency Council desires.

Some things are made available on the City website and provided to the media which prevents some type of attempted fraud or diversion.

He emphasized the charter can't be changed without the state legislature including controls over the overall solvency and financial health of the city comes down to its voters of the City who make decisions on debt issues.

There are internal controls that remain under Council's purview including the investment management policy, fund reserves policy and the monthly financial reporting requirements. Though not law, they make the expenditure control process transparent to citizens to promote future fiduciary responsibility.

Director Vitola then provided an in-depth description of the annual auditing process for the Committee Members.

Councilmember Marabello commended Director Vitola on the strong internal control under the current management noting that in in the past he knows there were problems, and asked the policy on bank reconciliations, the time frame and who handles them.

Director Vitola shared that for segregation of duty reasons, there are too many people that touch too many different parts of transactional abilities. Because the City is so small, he hired a third party to do the bank reconciliations and that outside person comes on site to pull in all the detail and the bank statements and conduct the other review. They can take months to be finalized. He qualifies that with 98% or more with the cleared payments, the cleared receipts, and the items in transit. Those happen on a weekly basis going forward. As we track it, it could take months to reconcile and understand that last 2% until the reconciliation is final and some adjudication to every penny. But we reach and execute the reconciliation and reach a point of reasonableness by the end of that following month.

The Director clarified he is only ballparking the 2% and is not a material number relative to the total. It could be a batch of credit cards paid for on the 30th of the month, some of which interface with the bank on the 31st, others which interface with the bank on the 1st, and a mix of each of those portions were rejected. It then becomes a research nightmare and hard to find \$147 here and \$352 there. That is what holds up from the 100% but no core risks that emerge like a series of check numbers from 2000 to 2500 that we have no idea about.

We get the vast majority in a short amount of time, and then must hustle the balances.

The perpetual inventory of items was mentioned, though Director Vitola verified that a physical inventory is performed annually during the audit. However, the warehouse clerks do cycle counts though he is unsure often that is needed, but in most cases if there is a discrepancy on a certain item or fast-moving items such as the street head replacements. But for the most part it's an annual count for diesel fuel, gasoline, and warehouse items.

Most of the time it involved something that was utilized outside of the warehouse for a project that didn't get caught and expensed. Once we account for active projects where items are deployed, we are usually very close in inventory within 6 figures and is usually the amount over a \$1 million in inventory value and then there is the water piece.

He said the biggest problem is an emergency after hours and having it coded on its way out.

Councilmember Fulton confirmed with Director Vitola the inventory control is annual and the projects list all items used and cross checked against the inventory for deduction purposes. Director Vitola said if a discrepancy is found, it is an item that was not coded but is corrected and matched appropriately.

Director Vitola also explained that the six-figure discrepancy means within six figures, and less than \$100,000 and \$27,000 or \$54,000 out of \$1.6 million. That is the balance of inventory at the given time at the end of the year and usually within 5% tolerance. As a function of annual expenditures, it is smaller as a percentage.

Director Vitola is ballparking though he is willing to look closer at prior year adjustments to talk about actual numbers. He has looked at the inventory for the last three years and he is comfortable with the small variances and reviews by the team.

When asked if that is written off, or items found, Director Vitola said there was a reversal adjustment. Other than that, it has not approached six figures, but he is talking about his first couple years and the previous fiscal years.

He then talked about varying issues and mainly items that were never received by the City and how they were handled inventory wise, stating there was a reversal necessary the following year when it involves a large item. That is the only time it has approached six figures, and it was probably FY20, the first year he was hired.

Councilmember Fulton asked about a negative balance of items ordered but not received; Director Vitola said he is talking about different issues and Councilmember Fulton apologized.

Also mentioned was cybersecurity measures taken by our IT Department.

Chairman James asked that more internal control information be provided specifically about the accounts payable subledger and if it is purged periodically. In addition, he would like for Director Vitola to go into more detail about the accounts receivable and how that is managed, in addition to former city employees and making sure there is no activity occurring in those situations.

He also noted that our HR Director is the only employee who can add or delete employees in the system, as well as adjust salaries. The payroll administrator is only able to execute payroll and the City Accountant Sandra Peck solely handles any type of payment to employees that are non-payroll items.

Monthly Financial Reporting

Director Vitola said there are a couple things going on. One is the challenges with the software version. Finance is implemented and converted in Tyler but there are a lot of complementary processes not in place. Payroll is one, as well as utility billing and cash receipts.

Each day there are hundreds and sometimes thousands of transactions that happen and should be imported into the finance system every day. That is one problem he is dealing with related to the report and there are additional training needed for items needed in a month-end manager model within the system that influences balance sheets. Without balance sheet accounts, the trial balance is unable to be used in the cash reports.

Director is still having to do those manually and other areas that depend on the execution of these processes that get imported. He continues to work through those issues and at some point, it will be easier to produce the report quickly. Right now, it is a slower process, but he is cross training the second accountant that was hired who will handle those reports. The second item is the cash balance sheet and there is a need to be freed up internally to accept the timing of the training needed for the month-end reports and the trial balances (TB).

The only change since the last meeting is that Tyler responded with the workaround on the full TB generation module in the reporting section. Another area allows a TB to be generated at any time which will help Director Vitola with the cash balances he is experiencing with the monthly report.

The FY24 incorporates the one-page balance sheet, and the ARPA report is only needed quarterly now.

Long term on the two P&L reports is the pairing operational data. Right now, it is restricted by space on the page, and the report will need to grow with operational statistics to keep Council more informed of the variances needed to budget from year to year.

Additional analysis will be done by the newest accountant in utilities, though he is asking if the Committee wants to see that with a deeper dive.

Chairman James would like to see the key performance indicators included which will allow Council to make more informed decisions.

Director Vitola shared the goal is cost recovery, low rates, and the recovery of rates. They don't want changes in volume to make or break and he does not see the purpose of reporting that.

He reviewed the various reports and asked if any additional information is needed; Chairman James emphasized a high-level balance sheet is needed, which the Director agreed to include as part of the FY24 goal.

Investment Management Update

Director Vitola explained that the initial baseline investment that was moved to the PFM custodians to manager is:

\$30 million baseline

- \$4.06 million structured investment matching 2016 G/O maturities
 - Gross & NPV avoided debt service exceed initial redemption plan
- \$25.9 million invested from 270 days to 5 years based on reserve policies
 - \$10.4mm up to 1.5 years

- \$ 5.4mm up to 2 years
- \$ 7.6mm up to 3 years
- \$ 2.5mm up to 5 years
- All maturities are yielding at least 5%

The \$4.06 million is related to what was initially going to be the redemption of the electric bonds in FY2022. But by January 1, 2023, which is the maturity date for the FY23 payment and the string through 2037, that totals \$4.06 million, there was an over collection of more than \$3 million identified in the 2019 rate study and Council decided to pair that with \$1.06 million in reserves to arrive at \$4.06 million to match the balance of the electric portion of the 2016 general obligation bonds due between 1/1/23 and 1/1/37. That was made attractive by the lowered interest rate of approximately 2.25% of those outstanding bonds. Some were at 2%, some between 2 to 2.25% and the longest dated ones were at 2.25%.

In March 2022, the yield curve was close to zero and investments were earning mere basis points through February 2022. After that, the yield curve increased and in mid-2022 to late 2022 and clipped at 2.5% average which was the trigger to make the redemption of those bonds uneconomical. At that point, he stopped working with the RFAs and Bond Council on a plan to redeem that slice of the QSBS represented by the electric bonds, and waited to see what the market would do.

Through 2022 it continued to increase which was our timeline to redeem, and rates continued increasing into 2023.

Instead of redeeming the bonds, they instead parked the \$4.06 million in investments that would exceed the 2.25% which provides the best of both worlds.

The electric operating cash is not needed to retire the bonds from 2024 on. Even though we didn't redeem them, the cash was not needed, and that cash was instead invested higher than 2.25% and instead of buying around \$6.2 million worth of avoided debt service. The net present value of those cash flows back to today is six times higher than the net present value of redeeming those bonds. The reinvestment then wins by a lot.

That \$4.06 million earmarked in reserves will not go away. Had we redeemed the bonds, it would have gone away and shown as a completed transaction. We can continue not using electric funds for them, which is critical, because that's what was assumed in the last two rate studies was that would not have to use electric funds for that. Even though this is something different.

That chapter is finally over and though the investment policy restricts ten-year maturities, the last few \$100,000 on the maturities over 10 years, and the 2035, 2036, and 2037 will either have to be invested in a one, two, and three-year ladder so they mature, or they can then be invested in ten-year instruments and reinvested at the end of the ten years.

He is waiting on the people who can do the math to let him know the way to go, though he took a shot at it and is unable to find a win or loss.

The other \$26 million was invested pursuant to the policy and all maturities are yielding at least 5%. Regardless of the maturities are yielding over 5% and the yield curve inverted. The early maturities starting at 270 days are at 5.2 and 5.3%, and the one year and two-year are a little higher at 5.3 to 5.35% and the three to five years are at 5%.

He said more formal reporting will be available moving forward and the PFM will be at the meeting this time next year. Chairman James said that can be discussed later.

There being no further business, the Committee Meeting was adjourned by Chairman James at 6:02 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL WORKSHOP MINUTES
September 27, 2023

The City Council of the City of Milford convened in a Workshop Session on Wednesday, September 27, 2023, beginning at 6:08 p.m.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Daniel Marabello and Nirmala Samaroo

PUBLIC COMMENT PERIOD PRIOR TO MEETING

No one signed up to speak, so Mayor Campbell proceeded with the Workshop Session.

The Workshop Session commenced at 6:06 p.m.

Marijuana Dispensary Land Use Changes

Planning Director Rob Pierce read the language from the presentation slides attached.

Upon conclusion, he asked if Council wants to prohibit the sale recreational marijuana within the City, allow the sale of recreational marijuana but regulate it based on the hours of operation, location, and/or number of establishments. However, he is willing to talk with other entities to see how they plan to handle recreational marijuana use in their jurisdictions and prepare similar regulations.

Planner Pierce is also willing to revisit the rules that fall under state government or federal government related to alcohol, tobacco, and firearm sales.

He added that presently, recreational marijuana sales are not permitted in Delaware, which is why he is willing to take a let's see how it goes in other community's approach. They are still trying to figure out all the rules and regulations of how to oversee that at the state level. However, other towns are having the same discussions assuming it will eventually happen.

Councilman Fulton believes recreational marijuana should be handled in the same manner as alcohol community-wide and believes it will increase revenues in Milford.

Councilmember Baer agreed with Councilmember Wilson stating why make it difficult and she sees it grouped the same as alcohol statewide. Milford should be the first to accept this though consistency is a must. The City has already permitted two growers in Milford and because of that, retail should follow with the ability to sell the product.

Mayor Campbell said all Mayors in the beach communities informed him it has been denied in each of their towns.

Councilmember James said it can be done, though it needs to be done carefully. There needs to be a careful review of other regulations to prevent any conflicts. He added there are still some criminal elements attached though he believes that will eventually fade in time.

He disagrees it should be handled the same as alcohol because permitting marijuana is still very new, though alcohol regulations have been in place for many years. Moving forward carefully is his recommendation.

Councilmember Culotta agrees it needs to be considered carefully and what works and what doesn't in other states that permits it should be considered. Locations should be a primary focus as well. He suggests looking to the State for guidance.

Mr. Pierce said Milford has the right to set its own restrictions for recreational marijuana and the city is unable to prohibit medical dispensaries.

Councilman Boyle said after he read the law, it appears that the State will regulate it though perhaps hours may be restricted by the City.

Solicitor Rutt explained the State is in process of appointing members to the commission who will establish the regulations. He also noted that the new section in Title 4 entitled Alcohol, Liquor and Marijuana Regulations address local control and permits a municipality to prohibit its operation of cultivation facilities, manufacturing, testing, or retail through the enactment of an ordinance. The municipality can enact ordinances that are not in conflict with the chapter, but only governing time, place, manner, and number of establishments, but the county cannot.

Planner Pierce informed Council the City can establish a business license to allow it.

The law was reviewed with Solicitor Rutt reiterating the commissioners are still being appointed who will determine the applicable rules and regulations. Councilman James agreed that Council still has time before making any final decisions on how this will be handled in the City. He thinks it is important to hear from our residents before any final decision is made.

Councilman Fulton provided various facts regarding the timeline for other steps and that regulations will not be in place until late 2024 or early 2025 before all regulations are in place for the legal sale of cannabis.

It was agreed this is too early to make these decisions and to postpone at this point.

Council also requested a status report on this matter over time.

Because of its relationship to public safety, Council desired Chief Ashe be involved in the conversations and decisions. However, Councilmember Fulton asked that Council consider the questions that Planner Pierce had brought to Council about prohibiting the sale of recreational marijuana and believes that answer is no and why more discussion is needed to move forward on the matter.

Planner Pierce explained that the use of recreational marijuana is not prohibited in Delaware and a municipality can only prohibit its sale. Councilmember Fulton talked about it being permitted in a home but not within so many feet of a public right of way. The only focus for Council should be deciding the number and placement of sales establishments.

Council agreed to wait and see what occurs before moving forward with establishing rules.

Planner Pierce confirmed the only one medicinal dispensary is permitted in each county, and he is only aware of one in Smyrna. Councilmember Wilson advised there is another in Lewes.

Accessory Dwelling Unit Impact Fee

Public Works Director Mike Svaby reviewed the ADU Impact Fee presentation attached noting that the Zoning Code defines accessory dwelling units, with one being an accessory apartment or an accessory cottage. One is a unit behind a house and the other a unit within a house, and associated water and sewer impact fees.

Current charges are:

- ▶ City Water Impact Fee - \$3,456 per Equivalent Dwelling Unit (EDU)
- ▶ City Sewer Impact Fee - \$1,826 per EDU
- ▶ Kent County Sewer Impact Fee - \$3,059 per EDU

▶ The Kent County fee is assessed to all properties connected to the City of Milford sewer system regardless of which County the property resides in because Milford is a Municipal Contract User to the Kent County Regional Wastewater Treatment Facility in Frederica, DE where all wastewater is treated.

▶ Sewer and Water Impact Fees collected are used for capacity improvements to water and sewer infrastructure (i.e. sewage pump stations, water tower, water treatment, upsizing of pipes, etc.)

▶ Equivalent Dwelling Unit – “A term used to express the load produced on a sanitary sewerage system approximately equal to one dwelling place and as further defined in the most recent impact fee ordinance adopted by the Kent County Levy Court.”

▶ Equivalent Dwelling Unit – “A term used to express the load produced on a water system approximately equal to one dwelling place and as further defined in the most recent impact fee ordinance adopted by the Kent County Levy Court.”

He reminded Council impact fees are the sewer and water impact fees are collected to address the capacity improvements for water into our infrastructure. The primary predicate for all of the assessment of sewer and water impact fees is what it is in an equivalent dwelling unit (EDU) or load produced on a sewer system or water system.

Calculations by municipalities are based on the following same or similar language:

Residential – “Any dwelling with one or more baths and at least one or more bedroom(s). This includes single-family houses, apartments, mobile homes and efficiency units: 1.0 EDU.”

Director Svaby then reviewed all permit fees associated with the construction of residential units and also ADU’s.

A review of other jurisdictions revealed the following:

- ▶ Kent County – Impact Fees assessed the same as other dwelling units
- ▶ Town of Smyrna – Impact Fees assessed the same as other dwelling units
- ▶ City of Dover – Impact Fees assessed the same as other dwelling units
- ▶ Town of Lewes – Impact Fees assessed the same as other dwelling units
- ▶ City of Newark – Impact Fees assessed the same as other dwelling units
- ▶ Town of Rehoboth Beach – ADU’s are not permitted

Director Svaby asked for Council’s direction in how to proceed ADU impact fees.

Concerns were expressed by Councilman Culotta about additional charges related to existing structures. He noted a current situation that has resulted in substantial costs for something intended as affordable housing, when in theory there is no additional impact.

A long conversation followed with Planner Pierce explaining the prohibitions and utility impacts.

City Engineer James Puddicombe explained the code review that was performed. He noted the existing sewer is unable to be run through the existing house due to backup exposure. The water can be and a one-inch service can serve two houses on two properties. And electricity can be extended from the existing house.

Evaluations are done on an individual basis which determines the location of the tie-in and capacity of the line.

It was agreed the options available to the property owner/builder should be explained for complete transparency. Council also agreed the language in the code should be very clear with no ambiguity.

Pallet Village Options

City Manager Whitfield recalled the previous presentation with Springboard Collaborative and whether Council wants to partnership with them.

He put together some city parcels as options for a pallet village location or other private property locations. All three locations presented are properties owned by the City of Milford.

When asked if Council wants to pursue, it was agreed there is a need to explore the inevitable, but the question is where it should go.

It was agreed that Springboard Collaborative is a worthy organization, but the location is the problem and its impact to the surrounding areas.

There was questions about whether the City should oversee the project, though a partnership with a private entity possibly should be considered.

Each of the three locations was then evaluated. Also noted was that Georgetown was able to bypass a lot of the requirements to get it placed in its current location. The pros and cons of various areas were discussed.

It was noted and agreed that the Georgetown location is close to the service areas needed for those residents and the same should apply in Milford.

Mayor Campbell added that Georgetown also still has a tent city, in addition to those that have been accepted in the Pallet Village.

When presenting each of the sites, the City Manager said he is not in favor of the one by the solar farm because it's next to a substation. Battery storage is being planned for the lot as well. The only close service to that site is Brandywine Counseling. All other services, including public transportation, are a distance away.

He said the other two locations identified are the old police station, soon to be vacant, and the undeveloped land on the north side of the new police station. Planner Pierce agreed there is about three acres available there beyond the wetlands on that parcel.

Springboard agreed that is the best location in terms of the state health services, public transportation, and other stores. It also borders a residential neighborhood as well.

There is also a lot of square footage available at the old police station, as well as a lot of paving which would aid with the placement of the units. The old station could also be used as emergency shelter, and a possibility for other needed.

City Manager Whitfield recommends Option 2, which is north of the new police station.

Councilmember James pointed out the various reasons this is coming to fruition, including the safety and concern by our citizens. He also believes that a partnership with Springboard Collaborative is the best option though other options were considered.

He added that while property is very valuable, he thinks that our citizens would concur with this decision to use a portion of our property for this purpose. He also agrees with the City Manager that the NE Fourth Street location is the most appropriate site considering all factors and the needs of the residents of this community.

Councilman Culotta expressed concern about the voters who approved the police station without considering using a portion of that land for this purpose.

When asked what other use the land adjacent to the new police facility could be used for, City Manager Whitfield said it is an ideal location for a City park and with the infrastructure available in the area, water and sewer connections would allow a restroom facility and a cooking facility appropriate for a picnic area.

Affordable housing has also been considered for that site. Again, with sewer and water available, working with a developer such as Milford Housing would be appropriate.

Planner Pierce explained the zoning of each site, adding that the proposed use would require a conditional use and a public hearing.

It was agreed that public comment is necessary before proceeding with the pallet village.

City Manager Whitfield said from what he is hearing, he will pursue this with Springboard, adding that a public hearing will be scheduled.

There being no further business, the Council Workshop concluded at 7:26 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:
Marijuana Dispensary Land Use Changes Presentation



Chapter 230 - Zoning Marijuana Dispensaries

September 27, 2023



Delaware Code - Title 16 Health and Safety Medical Marijuana

- ▶ **Chapter 49A. The Delaware Medical Marijuana Act. § 4917A. Local ordinances.**
- ▶ Nothing shall prohibit local governments from enacting ordinances or regulations not in conflict with this chapter or with Department regulations regulating the time, place, and manner of registered compassion center operations and registered safety compliance facilities, provided that no local government may prohibit registered compassion center operation altogether, either expressly or though the enactment of ordinances or regulations which make registered compassion center and registered safety compliance facility operation unreasonably impracticable in the jurisdiction.



Delaware Code - Title 4 Alcoholic Liquors and Marijuana Recreational Marijuana

- ▶ **Chapter 13. The Delaware Marijuana Control Act. Subchapter IV. Determination of Applications. § 1351 Local control.**
- ▶ A municipality may prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores through the enactment of an ordinance or through an initiated or referred measure.
- ▶ A municipality or county may enact ordinances or regulations that are not in conflict with this chapter or in conflict with regulations enacted by the Commissioner, governing the time, place, manner, and number of marijuana establishment operations. A municipality or county may establish civil penalties for violation of an ordinance or regulations governing the time, place, and manner that a marijuana establishment may operate in such municipality or county.



Current Milford Zoning Regulations - Alcohol, Tobacco, Firearms & Marijuana

- ▶ When discussing the sale of medical or recreational marijuana, a comparison of how the sale of other similar products are handled within the zoning code should be considered.
- ▶ Under the current zoning ordinance, Marijuana sales would be considered retail and permitted within the commercial zoning districts.
- ▶ Tobacco sales fall under retail.
- ▶ Firearm sales fall under retail.
- ▶ Regulations pertaining to the sale of alcohol depend on the principal use; microbrewery, distillery, brewpub, liquor store, tavern, restaurant, etc. Most of these are permitted within the commercial districts or conditional uses within the industrial districts.



Previous Milford Zoning Amendments - Alcohol, Tobacco, Firearms & Marijuana

- ▶ Ordinance 2015-04 was adopted May 26, 2015.
- ▶ Amended Chapter 230-44(D) "All establishments involving the sale of alcoholic beverages either on or off premises, which are located within 1,000 feet of any public or private school, day-care or child care center or church, **unless food is prepared and served for consumption on site or for takeout, or alcoholic beverages are produced in said location.** Approval to sell alcoholic beverages at special events or gatherings for a period of time, not to exceed three days, may be granted if approved by City Council.
- ▶ Prior to the amendment, the sale of alcohol in restaurants, brewpubs, distilleries, liquor stores, taverns, tap rooms, etc. could not be located within 1,000 feet of a school, day-care or church.



Previous Milford Zoning Amendments - Alcohol, Tobacco, Firearms & Marijuana

- ▶ Ordinance 2022-06 was adopted January 24, 2022.
- ▶ Amended Chapter 230-44(D) by completely removing the following; ~~“All establishments involving the sale of alcoholic beverages either on or off premises, which are located within 1,000 feet of any public or private school, day care or child care center or church, unless food is prepared and served for consumption on site or for takeout, or alcoholic beverages are produced in said location. Approval to sell alcoholic beverages at special events or gatherings for a period of time, not to exceed three days, may be granted if approved by City Council.”~~
- ▶ Where alcohol could be sold is now dependent on the principal use of the property and OABCC regulations.



State/Federal Agencies - Alcohol, Tobacco, Firearms & Marijuana

- ▶ State of Delaware, Department of Safety and Homeland Security (DSHS), Division of Alcohol & Tobacco Enforcement (ATE)
- ▶ State of Delaware, Office of Alcoholic Beverage Control Commissioner (OABCC)
- ▶ State of Delaware, Department of Health and Social Services (DHSS)
- ▶ Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)



State of Delaware Division of Alcohol & Tobacco Enforcement

- ▶ The Division of Alcohol and Tobacco Enforcement (ATE) is a state law enforcement agency. Officers of the Division are primarily tasked with the enforcement of Title 4 - The Liquor Control Act and the Administrative Rules of the Delaware Alcoholic Beverage Control Commissioner. The Division of Alcohol & Tobacco Enforcement is also tasked with checking all establishments that sell tobacco for compliance in regards to youth access to tobacco laws.
- ▶ Department of Safety and Homeland Security and the Department of Health and Social Services have been tasked with creating the framework for the production, manufacture, and sale of legal recreational marijuana at the State level.
- ▶ <https://date.delaware.gov/ATE/index.shtml>



State of Delaware Office of Alcoholic Beverage Control Commissioner (OABCC)

- ▶ The Commissioner establishes rules and regulations to control the business, manufacture, sale, dispensation and distribution and importation of alcoholic liquors within and into the state to ensure the public safety and the best interests of the consumer while not unduly restricting the alcoholic beverage industry.
- ▶ The Commissioner grants/denies applications for liquor licenses, approves/disapproves requests for modifications to licensed establishments, performs inspections and grants renewals of liquor licenses.
- ▶ <https://oabcc.delaware.gov/>



Discussion

- ▶ Does City Council want to prohibit the sale of recreational marijuana within City limits?
- ▶ Does City Council want to allow the sale of recreational marijuana but regulate based on the hours of operation, place, manner and number of establishments?
 - ▶ If so, does City Council want to revisit regulations related to the sale of alcohol or look into regulations regarding the sale of tobacco products and firearms?
- ▶ Does City Council want to treat the sale of recreational marijuana as a retail use, which would be similar to how the sale of alcohol, tobacco and firearms is currently regulated in the City zoning code?



Next Steps

- ▶ Review what other Delaware municipalities and counties have in their zoning ordinances related to the sale of marijuana.
- ▶ Prepare draft ordinance amendment based on additional research and the City Council workshop discussion, if needed.

CITY OF MILFORD
ECONOMIC DEVELOPMENT & CODE ENFORCEMENT MINUTES
October 9, 2023

The Public Safety Committee of the Milford City Council met on Monday, October 9, 2023 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Chairman Todd Culotta

IN ATTENDANCE: Committee Members:
Councilpersons Nirmala Samaroo and Katrina Wilson

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

Public Comment Period Prior to Official Meeting

No one was signed up to speak and the floor was closed to public comments.

The Committee Meeting commenced at 5:25 p.m.

Economic Development

Economic Development & Community Engagement Administrator Sara Bluhm presented the following economic development updates:

CONFIRMED ECONOMIC DEVELOPMENT (past year)

- Milford Corporate Center
 - Site Readiness Funds
 - \$1.1M awarded

More is expected in the next year, which will lower the cost of future lot sales.

- Transportation Infrastructure Investment Fund (TIIF)
 - \$2.7M awarded

The traffic improvement study requires a roundabout at Church Hill and Canterbury Road which requires mill and overlay from Church Hill Road to the end of the center's frontage. More TIF funding will be acquired to cover the additional costs with the application submitted in January 2024.

- Interested investors

Becker Morgan continues to work on construction estimates so the prices can be determined.

- 1st Round Agency Submissions completed
- Next step: Emory Hill has been hired to market the property
- Consideration: job creation per acre

Deed restrictions must be considered; though a lot of interest has been expressed, most of the businesses produce very few jobs. Committee needs to decide whether to sell the land or if job creation should remain a priority.

- Food Bank of Delaware's 67,000 square feet facility to be open by Thanksgiving for distribution of food boxes.

- Masten Circle Industrial Land
 - Site Readiness Funds
 - \$1M awarded
 -

Ms. Bluhm shared that she spoke on behalf of the funding.

- Thirteen Ribbon Cuttings (Chamber Members)
 - BrightBloom Centers
 - People's Place – 50 years
 - Surf Bagel
 - Kiss My Axe
 - The Parker Group
 - John Mollura Photography
 - Main Street Home Loans
 - Beach Babies
 - Easterseals DE & MD's Eastern Shore
 - Your CBD Store | Sunmed
- GPI
- PTWorks Delaware
- Dolce – new ownership
- Sole Remedy
- “Why Invest” Videos

Videos are available on the City's YouTube Channel.

- Milford Plaza
- Downtown Revitalization
 - Farmacy Market (high-end micro locally sourced produce store)
 - Penny Square
 - 27 South Walnut Street (multiple tenants and office space)
 - Splash Laundromat (previous Rite Aid)
 - Old Firehouse (apartments)
 - My Sister's Fault (purchased building and expanded services)
- Commercial land privately owned
 - Rt. 1/Rt. 30 – 50 acres
 - Rt. 1/Silicato Parkway – 22 acres
- Large clothing retailers want major road visibility, accessible parking
- Limited industrial zoned land

COUNCIL CONSIDERATIONS

- Rejoin Kent Economic Partnership
 - Milford has something to sell now
 - Recent Kent County Business Tour
- Bicentennial Park Holiday Ice Rink
 - Partnership with Tre Sorelle & Milford P&R
 - Shop Small Saturday – first weekend in January
 - Incubator business

COMMUNITY ENGAGEMENT OPPORTUNITIES

- Electric Video
 - APPA Excellence in Public Power Communications Awards
 - MSD Strategic Plan Steering Committee
- USDOT Thriving Communities Grant
- DE Arts Alliance
- Touch-A-Truck
- Opera Delaware events
- Phone Auto Attendant updates
- Community Clean Up

- Mural on Salvation Army
 - UD partnership
- WIIN Study – Delaware’s Hidden River
- Southern Living Magazine feature
- Additional community event
- Website redesign
- Key Account Program
- Tyler311/MyCivic

- COMMUNITY ENGAGEMENT CHALLENGES
 - Social media misinformation
 - Arts Community feels underrepresented
 - Internal information sharing

DOWNTOWN MILFORD, INC.

Successes

- Economic Vitality Committee
- Banner program
- Holiday events
- Beautification

Challenges

- Volunteers
- Events aren’t driving business
- Organization grants
- Business grant opportunities
- Board meeting access

Ms. Bluhm spoke with the TJX Companies about the possibilities of a Marshalls or TJ Max Clothing Store, and they prefer to have roadway visibility and accessibility parking. They were not interested in locating at a shopping center with stores blocking their view.

Route One locations were discussed though they were uninterested because those sites are privately owned.

She concluded by stating Milford has a limited supply of industrial zoned land.

Ms. Bluhm asked the committee to consider rejoining the Kent Economic Partnership. She knows Milford was a member several years ago and most recently, they hosted a Kent County Business Tour though Milford was not included as a result.

With the 182 acres available at the Milford Corporate Center, there is a need to get that information out to create additional jobs. They are willing to represent Milford again and Ms. Bluhm feels it would be beneficial to have that opportunity should Council move forward by rejoining.

She recalled last year there was consideration given to an ice rink in Bicentennial Park.

Ms. Bluhm talked about the Tre Sorelle Pop Up Ice Rink on South Railroad Avenue in Camden. Parks and Recreation wants to partner with Mike Marasco on a secondary location in Bicentennial Park this winter beginning on Shop Small Saturday in late November running through the first week in January on Fridays, Saturdays, and Sundays.

She also received a call last week that out of 200 applications, the electric video submitted for Excellence in Public Power Communications Award received a merit award. She will accept that award in San Antonio when she attends the American Public Power Conference (APPA) in November.

Ms. Bluhm was also appointed to the Milford School District Strategic Plan and Steering Committee this past year that was presented to the public this past April/May.

The Department of Transportation Driving Communities Grant, received in partnership with Slaughter Beach, is an ongoing outreach that will provide technical assistance to the City.

The Delaware Arts Alliance is doing a survey to generate more interest in art artists, purchasers, and patrons of arts, and was part of their focus group.

City Staff participated in the Touch a Truck event.

Thanks to her Leadership Delaware connections, OperaDelaware is doing a free pop-up opera at Causey Mansion this weekend. They will return in November to do a more elaborate micro gala with a higher price tag at Benvenuto Restaurant. That includes a limited five-course meal for fifty people.

She has worked on improving the telephone system with directing callers to the right department. That has been very successful based on the feedback she has received from residents.

Plans continue for a mural on the back of the Salvation Army building, so that our new pickleball courts have a beautiful background through a potential partnership with the University of Delaware.

Ms. Bluhm continues to work with Delaware Sea Grant to advertise Delaware's Hidden River Project at various festivals throughout the year.

This Christmas, Southern Living Magazine will be coming to photograph Milford and will be featured in the 224 Holiday publication.

She is working on an additional community event, similar to Touch a Truck, which will get City Staff to interact with the community.

She is also working on a program through American Public Power Association to create stronger relationships with top taxpayers/utility and electric users to keep them in Milford. Once the CAP program is done, she will be awarded a certificate at the APPA Conference as well.

Ms. Bluhm talked about the challenges in community engagement that include social media misinformation. The arts community feels underrepresented even though Milford's logo is River Town, Art Town, Home Town. They feel Council does not put money into art as they do other areas though they did provide \$30,000 to the music festival. They want the money to be disseminated more equally to include visual art, performing art and music.

She is a member of DMI's Economic Vitality Committee and talked about their new vision with beautification, events, and finding ways to bring visitors to Milford and reviewed their challenges with volunteers and grant funding.

A conversation about the need to attract businesses to the new Milford Corporate Center to provide jobs with good wages and benefits.

In addition, the cost to belong to the Kent County Economic Partnership and the lack of support and benefits received during that time was also discussed. It was noted that Council made the decision to separate themselves and instead create their own economic development position so the focus would be within the Milford Community.

City Manager Whitfield said that in the past couple of years, Milford now has much more to offer and is the only game in Kent County with industrial zoned land. He thinks it would be beneficial to have this organization promoting these new possibilities with much more success today.

The importance of providing entertainment for Milford's youth was also emphasized, noting that has been a priority for years but has never come to fruition.

There being no further business, the Committee Meeting was adjourned by Chairman Culotta at 5:59 p.m.

Respectfully submitted,

Terri K. Hudson, MMC

CITY OF MILFORD
COUNCIL MEETING MINUTES
December 11, 2023

The City Council of the City of Milford met in Regular Session on Monday, December 11, 2023, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

ABENT: Councilmember Andrew Fulton

Authorization/Additional Personnel/Police Department

Chief Ashe presented the following request for Council review:

The Milford Police Department is requesting authorization to hire additional personnel for the Communication Center and a new Crime Analyst position within the police department. The Communications Center currently has assigned eight (8) full-time dispatchers which allows only for two personnel per shift, with four shifts to cover 24-hour operations. Upon my hire, I promised City Council I would conduct a staffing study of all personnel within the Police Department showing priority to those areas that require immediate attention due to operational need and the safety of the citizens of Milford. Upon a preliminary review of staffing, it was glaring that the communications center was understaffed and cost-saving measures could be put in place to run this division more efficiently and effectively.

The current make up of creates a serious issue if an employee calls out sick or takes vacation as it will only leave one employee to handle all communications center responsibilities. This does not take into account the number of calls that are received and dispatched for other divisions such as the Electric Department if there is a power outage or other storm related events such as flooding, where the Streets Department would need to be notified. In reviewing Computer Aided Dispatch (CAD) system if one of these events was to take place communications would be fielding on average a hundred calls, while also dispatching and monitoring the police operations on the street. Currently for us to maintain two dispatchers in the communications center at all times requires us to call in another fulltime dispatcher on overtime if he/she is available to come in or contact one of the part-time dispatchers, who may or may not be available to work. This also limits the amount of time off that can be granted to employees, as we are in most cases unable to fill shifts with part-time employees due to their schedule or holidays. Finally, this does not take into consideration if there is an employee out on long term leave such as FMLA or Military. In any of the above examples, this causes us to pay staff overtime or pay additional staff which is not the most cost-efficient way to run this type of Communications Center.

I would also like to create an in-between shift where our normal shifts come in for dispatch at around 6 am and leave around 6 pm/7 pm hour. Those additional personnel would come in mid-shift so that the gap can be filled until FY25.

Therefore, I am proposing one additional dispatcher be added to each shift, totaling four additional personnel. Under this proposal, I would request two of those positions be filled immediately and the other two positions be added at the time of the FY25 budget.

The impact on the FY25 budget is provided below, gross of interdepartmental cost sharing:

<u>Added Civilian Positions</u>	<u>Salary & Wages</u>	<u>Benefits</u>	<u>Total</u>
Dispatch 1-FY25	\$44,554	\$22,623	\$67,177
Dispatch 2-FY25	\$44,554	\$22,623	\$67,177
Dispatch 3-FY25	\$43,576	\$22,597	\$66,173
Dispatch 3-FY25	\$43,576	\$22,597	\$66,173

Internal funding through utility cost sharing would be in place permanently to defray a portion of the cost to add dispatchers.

- FY25 cost sharing (\$45k) results in a net impact of \$222k.
- FY26 cost sharing (\$46k) results in a net impact of \$228k.
- FY27 cost sharing (\$48k) results in a net impact of \$235k.
- FY28 cost sharing (\$49k) results in a net impact of \$242k.
- FY29 cost sharing (\$51k) results in a net impact of \$250k.

This request is in line with the Strategic Plan 2023 under the Public Safety and Preparedness Objective 1, Deployment of Police Resources.

In addition, I am requesting authorization to hire a full-time Crime Analyst with the intent to fill this position within the next sixty days. I am requesting this position to be able to move into the next phase of our Strategic Plan as well as the ability to receive grant funding to help offset some of the costs. As you are aware, Milford Police Department is currently applying for grant funding through the Delaware Criminal Justice Council to fund additional personnel within the Behavioral Health Unit. As part of this grant, we are requesting partial funding for a Crime Analyst to track and monitor, with more detail and precision, the success and gaps within our Behavioral Health Unit. This opportunity to offset some of these expenses has presented itself prior to the FY25 fiscal. I have consulted with the Director of Finance Lou Vitola along with the City Manager Mark Whitfield and the following impact and projections on FY25 budget are provided below:

<u>Added Position-Civilian</u>	<u>Salary & Wages</u>	<u>Benefits</u>	<u>Total</u>
Crime Analyst-FY25	\$72,450	\$27,479	\$99,929

A portion of a two-year Behavioral Health Unit (BHU) grant is expected to provide temporary support to the crime analyst position, which would partially mitigate costs later in FY24, all of FY25 and most of FY26.

- FY25 grant funding of \$18k results in a net impact of \$81k.
- FY26 grant funding of \$12k results in a net impact of \$91k.
- FY27 cost impact is \$106k
- FY28 cost impact is \$109k
- FY29 cost impact is \$112k

A Property tax increase of 5.3% (3.1 cents per \$100 of AV) instituted in FY26 would carry the cost of the revised operational structure from then onward if we are successful absorbing the net costs associated with the crime analyst and dispatch positions the remainder of FY24 through FY25.

This request is in line with the Strategic Plan 2023 under the Public Safety and Preparedness which will impact six of the seven objectives while also allowing us to implement seventeen of the twenty-one strategies. The most important of all the strategies that this position produces is transparency of accurate crime numbers and transparency of accountability within the Police Department.

Deferring to Finance Director Vitola, he stated he met with Chief Ashe so she could understand the impact, first on fiscal 24's budget and whether we could absorb those costs internally. He is still working on it, but it looks like we will be able to do that. Then he looked at FY25 and FY26, when we would not only benefit from a behavioral health unit grant, but through FY27, 28, and 29, because the police department is unique in terms of funding. It is one of a few departments, and possibly streets is the other, that has no other funding outside of property taxes and grant funding,

state funding and federal money. Anything we don't have a grant fund offset has to be funded with a grant revenue offset which come from utilities, though they are approaching a limit and from property taxes.

There is a need to dive into the budget and look at personnel and graded positions, times, quantity, start date, and burden rate to get the overall costs.

He said the Chief has confidence she can obtain a grant for the crime analyst position. If it is possible to offset the cost in FY25 and FY26, which is no small feat, but if that can be done when the grant expires at the end of FY26, and if no additional grant for that position thereafter, he would need to find additional funding.

When talking about improvements, costs and ongoing operating expenses that are going to occur every year for police, streets and parks and recreation, the best informative value he can provide is what the projected tax equivalent increase would be to offset those expenses, though he is not advocating for a tax increase. A lot of things can change including more future grant opportunities.

He referenced the equivalent tax increase in fiscal 27 after the grant expires, stating that would carry that program indefinitely based on some basic inflators. But at this point, he emphasized those are all unknowns.

The Director is not asking for a vote tonight and is not making a note in the budget file to have that set-in stone. That is the work the Finance Department provided for this request.

They are also trying to determine what else the behavioral health unit (BHU) grant can apply to, and though there was about \$18,000 that could apply to the crime analyst position for each of two years. But otherwise, it is to be determined whether the BHU grant can apply to existing expenses or only to brand new positions only.

For the most part, the rest of that grant funding will be applied to new initiatives, new costs, and we are unable to count on any funding to offset existing costs that would free up funding for the dispatch positions.

Because the dispatch center also serves emergency utility operations and around the clock operations for them because we have no engagement personnel or services, utilities could provide some of the cost share though that would be a first for the police.

Director Vitola explained that is where they looked at these costs in comparison to the tax equivalent based on the projections over those future years.

Chief Ashe said one of the things considered was the number of calls for service the dispatchers receive including a power outage anytime. Through their computer aided dispatch, they know they are averaging about a hundred calls an hour, and possibly more. That's not considering any type of natural disaster that may occur, whether streets are flooding or anything similar.

In talking with the City Manager, he suggested taking from some of the utilities and other funds to help offset what would really in essence require us to hire an outside third-party vendor to do what the dispatchers are already capable of doing here.

Also being considered is providing the dispatcher the ability to view the status because the frustrations dispatchers hear is when call contact the police department, they are unable to be given a status of how long the electricity will be out. They will be able to feed into a similar system that the electric department has to better communicate the anticipated outage length. The dispatchers would then review where the electric crews are and where those areas are going live and where those stop gap measures are occurring in the areas that are still down, and customers continue to call and report.

Those type measures will improve medical response, criminal response and for utilities emergencies after hours.

The second item is the request for a crime analyst. As Council is aware, they are currently in an application process for the behavioral health unit and should be awarded \$363,000 to continue the growth and properly assess the need for an expansion of the behavioral health unit. One of those components is the proper collection of data.

When she came into this position, there were concerns about how Milford is being labeled and is the city being held responsible for crime that is occurring and not within our jurisdictional boundaries. Getting a crime analyst will help with the economic growth of the city but also promote the city under its true light as crime decreases.

This will also provide hard concrete numbers on whether the department is able to drop crime and continues to drop crime. One of those components under this grant will give us funding of approximately \$8,595 for a two-year time that that grant will come in. That will offset the cost of an analyst for those two years, knowing that she would then have to adopt that into our operating costs at the end of that two years.

She hopes that with this, the growth of residential and with the business community will far exceed those costs.

Chief Ashe concluded by pointing out it will also hold the police department accountable. She shared that the analyst position is crucial to the strategic plan and by not only holding the police accountable to crime, but also creating a method in which they can become more transparent to the community by obtaining that information on the police website and not how it is currently being publicized by Milford's zip code. Instead, the statistics would relate only to the crime that occurs within the City of Milford.

Councilman James agrees there will be a return on investment from both the dispatchers and especially the crime analyst. If moving along with this additional funding, he asked that we find areas in the budget where money can be moved for this purpose. This is a priority without increasing taxes and this may be a time when Council needs to look at other areas of the budget where money can be moved without a tax increase perspective.

Councilmember Boyle said he and Chief talk about funding, but there comes a time when that grant money runs out. He recalled when several years ago, the size of the police force was increased substantially, and it finally got down to the wire when Council realized the City had not grown enough that the tax base was unable to support the police. He does not want to be in a position to over commit at his point.

After much consideration, Councilmember James suggested, and Council agreed, it should be placed on an agenda of the Finance Committee to work with the Finance Director to talk about our priorities and where is the funding coming from. And how to do it in a neutral way before moving forward.

Councilmember Wilson agreed it needs to be reviewed thoroughly and she does not want to hear again and again from residents, and even though they support the police department, that everything gets bigger and is growing because of the new police building. She wants something in place for future funding before that question is formed and knows that is going to occur and stressed the importance of how we can financially sustain additional employees.

Councilmember Boyle noted that this is part of the Chief's vision is coming to fruition and it happens to coincide with the opening of the new building that the goal is to enhance our ability to manage the police department and provide a safer city.

Councilmember Wilson moved to postpone this matter and refer it to the Finance Committee for a review and report back to Council, seconded by Councilmember Boyle. Motion carried.

Adjournment

Councilmember Boyle moved to adjourn, seconded by Councilmember Baer. Motion carried.

The Council Meeting adjourned at 9:04 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
FINANCE & AUDIT COMMITTEE MINUTES
December 20, 2023

The Finance and Audit Committee of the Milford City Council met on Wednesday, September 25, 2023 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Chairman Jason James Sr.

IN ATTENDANCE: Committee Members:
Councilpersons Daniel Marabello and Nirmala Samaroo

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

ABSENT: Councilmember Andrew Fulton

Public Comment Period Prior to Official Meeting

No one was signed up to speak and the floor was closed to public comments.

Call to Order

Chairman James called the Committee Meeting to order at 7:05 p.m.

He shared the request for five new positions, to include four dispatchers and one crime analyst, was presented to City Council at their December 11, 2023 Meeting. Council deferred to the Finance and Audit Committee for review.

Chief Ashe clarified that while she is asking for four dispatchers total, she only asking authorization for two when presented at the December 11, 2023 Council Meeting.

Chairman James referred to the following memo:

The Milford Police Department is requesting authorization to hire additional personnel for the Communication Center and a new Crime Analyst position within the police department. The Communications Center currently has assigned eight (8) full-time personnel, which allows only for two (2) personnel per shift, with four shifts to cover 24-hour operations. Upon my hire, I promised City Council I would conduct a staffing study of all personnel within the Police Department showing priority to those areas that require immediate attention due to operational need and the safety of the citizens of Milford. Upon a preliminary review of staffing, it was glaring that the communications center was understaffed and cost-saving measures could be put in place to run this division more efficiently and effectively. The current make up of creates a serious issue if an employee calls out sick or takes vacation as it will only leave one (1) employee to handle all communications center responsibilities. This does not take into account the number of calls that are received and dispatched for other divisions such as the Electric Department if there is a power outage or other storm related events such as flooding, where the Streets Department would need to be notified. In reviewing Computer Aided Dispatch (CAD) system if one of these events was to take place communications would be fielding on average a hundred calls, while also dispatching and monitoring the police operations on the street. Currently for us to maintain two dispatchers in the communications center at all times requires us to call in another full-time dispatcher on overtime if he/she is available to come in or contact one of the part-time dispatchers, who may or may not be available to work. This also limits the amount of time off that can be granted to employees, as we are in most cases unable to fill shifts with part-time employees due to their schedule or holidays. Finally, this does not take into consideration if there is an employee out on long term leave such as FMLA or Military. In any of the above examples, this causes us to pay staff overtime or pay additional staff which is not the most cost-efficient way to run this type of Communications Center.

Therefore, I am proposing one (1) additional dispatcher to each shift, totaling four (4) additional personnel. Under this proposal, I would request two (2) of those positions be filled immediately and the other two (2) positions be added within the FY25 budget. I have consulted with the Director of Finance Lou Vitola along with the City Manager Mark Whitfield and the following impact and projections on the FY24 budget are expected to be neutralized with offsetting O&M savings. The impact on the FY25 budget is provided below, gross of interdepartmental cost sharing:

Internal funding through utility cost sharing would be in place permanently to defray a portion of the cost to add dispatchers.

- *FY25 cost sharing (\$45k) results in a net impact of \$222k.*
- *FY26 cost sharing (\$46k) results in a net impact of \$228k.*
- *FY27 cost sharing (\$48k) results in a net impact of \$235k.*
- *FY28 cost sharing (\$49k) results in a net impact of \$242k.*
- *FY29 cost sharing (\$51k) results in a net impact of \$250k.*

This request is in line with the Strategic Plan 2023 under the Public Safety and Preparedness Objective 1, Deployment of Police Resources.

In addition, I am requesting authorization to hire a full-time Crime Analyst with the intent to fill this position within the next sixty (60) days. I am requesting this position to be able to move into the next phase of our Strategic Plan as well as the ability to receive grant funding to help offset some of the costs. As you are aware, Milford Police Department is currently applying for grant funding through the Delaware Criminal Justice Council to fund additional personnel within the Behavioral Health Unit. As part of this grant, we are requesting partial funding for a Crime Analyst to track and monitor, with more detail and precision, the success, and gaps within our Behavioral Health Unit. This opportunity to offset some of these expenses has presented itself prior to the FY25 fiscal. I have consulted with the Director of Finance Lou Vitola along with the City Manager Mark Whitfield and the following impact and projections on FY25 budget are provided below:

A portion of a two-year Behavioral Health Unit (BHU) grant is expected to provide temporary support to the crime analyst position, which would partially mitigate costs later in FY24, all of FY25 and most of FY26.

- *FY25 grant funding of \$18k results in a net impact of \$81k.*
- *FY26 grant funding of \$12k results in a net impact of \$91k.*
- *FY27 cost impact is \$106k*
- *FY28 cost impact is \$109k*
- *FY29 cost impact is \$112k*

A Property tax increase of 5.3% (3.1 cents per \$100 of AV) instituted in FY26 would carry the cost of the revised operational structure from then onward if we are successful absorbing the net costs associated with the crime analyst and dispatch positions the remainder of FY24 through FY25.

This request is in line with the Strategic Plan 2023 under the Public Safety and Preparedness which will impact six (6) of the seven (7) objectives while also allowing us to implement seventeen (17) of the twenty-one (21) Strategies. The most important of all of the strategies that this position produces is transparency of accurate crime numbers and transparency of accountability within the Police Department.

It is my belief that prioritizing these areas will provide an enhanced proactive approach to the safety of our community members. This will also provide and foster economic growth and bring new businesses and residents to the City of Milford.

Chairman James said that the tax increase of 5.3% (3.1 cents per 100 of AV) considered for FY26 caused pause with himself and other members of Council. There was a need to ask for additional information on the full costs, what funds are available, and how it could be done without a tax increase.

He asked Finance Director Lou Vitola to perform an analysis with a more comprehensive understanding of the full cost in fiscal 24, and then as many years out as can be determined and any additional fund could be used or available to address the stated needs of Chief for the crime analysts and two dispatchers in FY24 and the remainder of dispatchers in the future years.

Director Vitola provided the following analysis:

Crime Analysis Position

EXECUTIVE SUMMARY

In the absence of a specific property tax increase levied in support of a new general fund initiative, a mix of permanent cost reduction, grant revenue, and revenue growth is required to support long-run costs of the new initiative. The following analysis suggests that the combination of a time-sensitive grant opportunity, the permanent reallocation of 1.0 new full-time equivalent unfilled positions, organic property tax growth, and residual “soft benefits” are sufficient to offset or nearly offset the incremental cost of the new position each year over a ten-year outlook from FY25 through FY34.

ANALYSIS

Expansionary costs for certain departments in the general fund¹ must be met entirely through recurring revenue sources in the general fund – chiefly property tax revenue – even when grant funding is available to support initial expenditures. While utility transfers represent recurring revenue in the general fund, the nexus for the magnitude of the transfer is driven by the ongoing needs of the utility as determined through regular cost of service analysis and rate studies – not the needs of the general fund. Further, the use of capital funding sources, however germane to the general fund, are not recurring or sustainable. Therefore, in the absence of a specific property tax increase to support a particular new general fund initiative, a mix of permanent cost reduction, grant revenue, and revenue growth is required to support long-run costs of any new endeavor. The addition of the Crime Analyst position in the Police Department is achievable only through such a combination: FY25 and FY26 grant revenue, potential cost savings through attrition of one or a combination of unfilled growth positions new to the FY24 budget, and through natural property tax revenue growth in the form of organic tax base growth and a “soft benefits” measure of accelerated tax base growth attributable to the efforts of the Crime Analyst position.

The table on the following page exhibits the all-in operating costs associated with the new position net of reallocated, new, and unfilled general fund personnel, anticipated grant revenue, property tax revenue growth, and soft benefits² associated with the efforts of the new Crime Analyst position.

RECOMMENDATION

If the City moves forward with the Crime Analyst position, it is recommended that 1.0 new FTE approved in FY24 must be deferred indefinitely if not permanently. The FTE reallocation is critical to the long-term viability of the position’s funding, while the other offsetting measures close the gap.

¹ Public Safety, Parks & Recreation, Streets, Administration, City Clerks, and City Council

² Staff at the University of Delaware’s Institute for Public Administration kindly assembled research on short notice to support the Finance Department’s efforts to understand and conservatively quantify the economic benefit reasonably analyzed

Estimated Impact of Crime Analyst Position with Offsetting Cost Reductions and Revenue Growth
Ten Year Period from Fiscal Year 2025 through 2034 (see attached)

Chairman James referenced Director Vitola’s statement “while utility transferred represents recurrent revenue in the general fund. The next is for the magnitude of the transfer is driven by the ongoing needs of the utility as determined through the regular cost of service analysis and rate studies, not needs of the general fund”.

The Chairman asked if what the Director is implying that even though they are transfers from utilities to the general fund, it is not the general fund that dictates the amount of the transfer per se, but is the viability and availability of funds that are available in the utility as a result of the fund position for the year of the study and the years that it goes up, which is normally a three year study. That determines what that fund needs to be and the rate to be charged. It is really the solvency of that fund and availability of funds in the utility that dictates the availability of the funds. And the needs of the general fund itself is not the driver.

Director Vitola agreed stating that when there is a new initiative or a new expense in the general fund, that will be an ongoing cost into the future, it cannot be funded with capital, because capital is not sustainable. It must be funded with recurring annual operating revenues of the general fund. While utility transfers meet that definition, they cannot be changed to meet the needs of the general fund.

He continued by stating we could be in a situation where we have a commercial electric sector that would be dumping an extra \$10 million a year into the general fund, and we could have a long, solvent gray general fund. But it is driven entirely by the electric fund and its attributes themselves. Just because we have additional needs in the general fund that are unfunded, that does not merit additional pools from the utility funds. Because that could put the utility funds in peril and drive-up rates.

Chairman James said that because other needs will come up in the future, addressing some of these things now will provide a magnifying glass instead of looking through fog unsuccessfully.

The Chairman recalled that not long ago, from the Director's analysis and advice, and he believes that Council may have agreed, that the set amount being transferred was changed from the electric utility to the general fund.

Director Vitola said he instituted the change in FY24 and went from \$2.5 million dollars flat transfer to a transfer not to exceed 12.5%, which is a historical measure of what the transfers were over fifteen years ago that happened to meet the \$2.5 million which was based on a percentage at the time. The amount stayed flat based on an MOU with Governor Markell that extended five years that eventually capped. The City also decided to continue that flat cap for years afterward. Now, he believes it is smart and sustainable to move it to 12.5% max though he only used only 11.7 percent, which is the transfer for FY24. He verified it was \$3,250,000 on electric revenues only.

Chairman James asked if there were transfers from the water utility; Director Vitola confirmed that water utility transfers started in fiscal 22 and sewer utility transfers started in fiscal 24 in the amount of \$300,000. Each of those utilities commits \$300,000 flat per year going forward, though that is not a firm number and can be considered in fiscal 25.

When asked if that was done for needed or perceived structure to the budget for that year and for future years, Director Vitola said it was, and that is partly to diversify those sources of general fund revenue, even though utility transfers can be considered one category. Milford has four utilities, and if the rates were set properly on all of them, it is right and just for all four of the utilities to be providing a risk premium return to the general fund in exchange for the administrative oversight and direction that the administration at the Council level for the City to oversee those utilities.

The Director said we were not really there in the sewer fund years ago. The water fund got there first, the sewer fund has arrived, and he is unsure if solid waste will ever get there. Though it is an enterprise fund, he does not view it through the scope of a utility. It is more of a basic municipal service and believes forever it will endeavor to break even.

He noted that they want to get to the point where we are diversifying revenue per the strategic plan. We need to maximize the number of different sustainable recurring revenue sources into the general fund and is taking steps to do it.

Chairman James explained the functions of the police department are under the general fund and are still talking requests from the Police Chief. He is seeking whether funds are available to satisfy the stated need of the Chief. His understanding is for water and sewer, there are set amounts of \$300,000 and a percentage of gross electric revenues that can be transferred to the general fund. If those amounts are not crowded out by other needs in the general fund, it could be used for general fund items which includes the police department.

Director Vitola confirmed that is a solid recap.

Councilmember Marabello confirmed that the percentage transfer is contingent and confirmed that \$300,000 is transferred into the general fund using 1/12 each month.

When asked if it extends beyond the amount of money that is available, the transfer is limited, Director Vitola said if those funds could not generate the target, and if revenues were short \$2 million in the electric utility through the end of June, he will take 12.5% of that and compare that against what was transferred in and if over transferred by the end of the year, he will reconcile. That same exercise is done not only with not only the utility transfers into the general fund, but for all five interservice funds whose costs are allocated to all departments, both utility and general fund/non-utility.

Director Vitola confirmed the rate analysts consider the 12.5% when creating utility rates to ensure those transfers are available.

City Manager Whitfield emphasized that Council can set whatever transfer they want from any of the utilities. However, there is also a goal to have an affordable rate to prevent a utility becoming a tax. Milford has one of the lowest transfer rates out of the DEMEC cities in Delaware except possibly New Castle or City of Lewes. The others have very healthy transfer rates but also have a higher electric rate that reflects that transfer.

Chairman James shared that the City Manager publishes our rates and how they compare to those in similar classifications. That is important to economic development and sustainability and the public believes Council are good stewards of their money and that they are being charged fair rates and a fair tax and are very transparent and careful about that.

He also talked about starting an equipment replacement reserve in our budget and the peg is depreciation. And that is run through the budget every year, so it is funded to prevent searching for money to fund capital equipment/vehicles. He questioned the amount that is based on the approved capital for that year of the three-year cycle, and Director Vitola said there is an amount placed in the current year operating and capital budgets.

The amounts in the operating budget are going into a reserve to be set aside as an annual amount should over the long term, grow each of the equipment replacement reserves to the point capital decisions for equipment and vehicle replacements can be agnostic in the future. If we need over \$1 million in FY28, that funding is set aside so that a chunk of the budget that's agnostic and not dependent on finding new funding or robbing from reserves.

That dollar amount is in the actual replacements and is coming in the program that started in FY22, from reserves or in some cases, the actual reserves in the utility funds or the general fund reserves. But dollars are programmed to come out in that year, and there are additional dollars to feed back into the reserves. The amounts themselves are driven by depreciation. That is not accounting depreciation, but the fleet outlook on which vehicles need to be replaced in what year and the cost in that year.

Adding up the future prices of those vehicles, ratcheting it back to year, and dividing it in chunks is what is being put aside. Because of the existing reserves and depreciation expenses, the non-cash depreciation and amortization expenses are already part of the rate making analysis.

In the general fund, there is a little slice being paid from the utilities and property taxes and nothing more. There is no rate making process behind property taxes that says x number of streets, curbs, parks, etc. It is simply what the chase needs are this year, and here is the property tax rate for the revenue that year. Nothing more.

As the city grows, the property tax rate is less and less able to cover the current years' operation and capital, and future capital.

The Director had some early ideas that are not seen in the memo because with the take home police vehicles, and the other burdens throughout Parks and Recreation, Streets, and Solid Waste, even though it has its own fund, there is such a stretch on future O&M that it will be hard to set aside vehicles and equipment reserves in the absence of a more drastic rate increase or what could be a property tax increase.

He constantly hears from Council that these things need to be figured out without a property tax increase. Even if some capital were to be leveraged for some part of this process early on and try to build at a rate that could help in the future, a property tax increase is needed just for those little pieces that are being added each year.

He said we would then be robbing from capital and, put us back where we are now by adding dollars into the operating side of things without a property tax increase and it does not fit.

That is the reason his memo focuses entirely on the crime analyst position. He thinks that with the dispatch position, two may be achievable though they may have to be staggered if possible. He didn't want to mix the first memo with the analyst position and strictly addresses the unwillingness or unadvisable notion of using capital or utilities. But the dispatch

group can be considered a shared service like the internal service funds. In that case, electric, water and sewer transfers to the general fund can be put aside on a global budget. That dispatch group should then be funded in part by the utilities from the beginning. One dispatcher could be handled with electric and water/sewer cost shares because they handle emergencies too. But an analysis of call volume is not needed because it is a fixed cost operation. It will be the same number of operators, the same console, the same space, whether they are taking utility calls or not.

The same applies with the electric utility. The electric utility does not have the luxury of saying can we have a call service handle our calls when we get an outage, we will let you know when we have an outage, and you will get paid by each call which is impossible. To do that for the electric utility, you would have to stand up in operation at a \$45,000 to \$50,000 ballpark range.

Director Vitola confirmed that the shared cost model is the best model for Milford. He said that would get one dispatcher and the second dispatcher could come when the building is sold, and the operating expenses are eliminated.

The FY24 budget is loaded up with twelve months of water, sewer, and diesel for the old building, and about eight or nine months of electric, water, sewer, water, diesel, and natural gas at the new building. It is not a full \$50,000, but \$27,000 to \$29,000 that will be available when the building is sold.

One dispatcher could be hired now, and another at the start of FY25 or whenever the building is offloaded. Then the Director would recommend another similar meeting to discuss the additional staffing.

Chief Ashe questioned the offloading of the building, and pointed out they are not there any longer. She asked why they are paying rent or electric. Does offloading mean another division needs to go in there, or does the building need to be leased; Director Vitola explained the whole cost of the utilities, if we own it, city utilities will be charging retail rates which is part of the cost studies.

City Manager Whitfield said what Director Vitola is talking about is the cost to the general fund which includes the police. If the police isn't paying for it, there is less general fund money that can go to the police because the general fund is paying for the building.

Chief Ashe asked if the old building is budgeted at the same capacity, it is now, or was there money budgeted with the consideration no one is there and there will be a reduction in utility costs.

Director Vitola said though it was anticipated the building could be complete in October, they understood the dispatchers could still be in the old building for some time, and they went back to the original building schedule of 12/31. He ultra conservatively full utility costs in the budget for all twelve months but may have tapered off usage in the last three or four months thinking the move could be in early January though the dispatchers don't move until April. He believes there is an opportunity for real savings from the budget.

Councilmember Marabello confirmed there is enough funding for one person for 6/24 though the Chief said she really needs two. Chief Ashe confirmed the original ask was for four dispatchers, with two being deferred, resulting in an authorization for two departments and one analyst.

Councilmember Marabello pointed out that Director Vitola said that with all the moving around, there would only be money for one dispatcher. Chairman James verified that would be one dispatcher and one analyst.

The Director said the analyst separately is fundable. He is arguing he could comfortably do one dispatcher now and recruitment could be started for the second one in May and have them start after July 2024.

Councilmember Marabello pointed out the Chief said this is an urgent need and if a dispatcher is now on leave, there is no one to work that shift which places the department in a bind and creates a lot of problems. He asked if it is possible to wait until next year for the second dispatcher, besides worrying about the need for the additional two dispatchers.

Chairman James said if it must happen now, and the funds are not available, what happens; Councilman Marabello said this is an urgent need that trumps how we will pay for them. There is a need to juggle funds to pay for it.

City Manager Whitfield said the other place that has not been discussed is vacant positions and what is Council's priorities. One of the vacant positions that has not been advertised is the horticulturalist position. He asked the Committee if they are willing to give up the horticulturalist position to fund a dispatcher; he also said that there will be a vacant position in the street department when one employee retires on January 1st. There will be a vacant position in the police department. But it boils down to Council's priorities.

The City Manager said he does not think we can do everything we would like to do in this budget.

Councilmember James said the City Manager's statements are totally in line with the statements he made on the council floor and continue to make. If the pie isn't getting bigger, then a decision needs to be made about who gets a smaller slice. He said there is a need for Council to decide on the hierarchy of priority.

Councilmember Marabello said as Mr. Whitfield stated, less people is a transitional thing, and it could be temporary for a couple months while you gain a few dollars. He said we have been without a horticulturalist for a long time. City Manager Whitfield said we have never had a horticulturalist. He did not suggest an arborist because that is funded out of the electric funds and has no impact on the general fund.

Councilmember Marabello said the more urgent need is the dispatcher or the horticulturalist.

Based on the fact pattern today, Chairman James agrees an additional dispatcher would be a priority over a horticulturalist. He would be comfortable if that is the recommendation the Finance Committee made.

Chairman James said it was an ask of the Chief in total that a crime analyst was needed based on the analysis Director Vitola is going to speak to. The funding sounds like it could be garnered for the one dispatcher and a vacancy, or a combination of vacancies could satisfy the cost of a second dispatcher.

Director Vitola said the crime analyst position depends almost entirely on the use of a vacancy. There is a small revenue impact that helps close the gap, but the primary element that paves the way to be able to hire the crime analyst and considering new positions first approved in FY24 that have yet to be filled. Even though streets meets the criteria in terms of being entirely in the general fund, that is an existing position that has been filled for years. The same thing with the police position, so he stuck with the horticultural position and the deputy city clerk position. Those two positions, one or the other, is sufficient for the crime analyst position.

If the second dispatcher position is filled earlier and not wait another six months, then it could be the other of which other of those two unfilled vacancies that wasn't consumed for the crime analyst position

Chairman James thanked Director Vitola and restated the crime analyst position and a first and second dispatcher, with expense reduction cost savings in AV versus property tax increases, and the deferment or abandonment of the horticulturalist and the assistant city clerk position, will get a crime analyst and two dispatchers. Director Vitola confirmed that is correct.

Chairman James said that is a position he is making a recommendation to Council with. Councilmember Marabello confirmed that a deputy city clerk was not hired, and Chairman James said he believes that is sufficient based on the list of priorities.

Councilman Marabello said he concurs with the priorities.

Councilmember Samaroo agreed, stating the need for another dispatcher and as the Chief mentioned especially if someone needs to go on vacation or take time off, we don't want to be tied up because of that and agrees.

Councilmember Marabello said that will fulfill the next six months at this juncture. Councilmember James said that would be in perpetuity and going forward. Those two positions being eliminated were in the budget and are being repurposing the budget amounts.

Director Vitola said Councilmember Marabello makes a good point because deferring these positions for a year or two to squeeze the other positions in only kicks the problem down the road. There would have to be a decision to permanently reallocate both of those positions to be able to fund three positions indefinitely.

Councilmember James said if the future changes five or ten years from now, then that can be addressed.

Director Vitola said that with the short turnaround time from Monday, December 11th until now, he didn't have the time to take a deeper diver. But there are going to be some implications to the loss of these positions and wouldn't have been recommended by the other departments if they were a true need or perceived as a true need within those departments. Chairman James said at least perceived.

Director Vitola said he added \$20,000 in new costs back to account for overtime, temporary help, and whatever other costs may be incurred by these divisions to be able to undertake some of the activities such as seasonal plantings, trimmings, help at the desk. However, they have been operating so far though he did not take all of the savings and the analysis anticipates there will be some costs associated with the loss of those positions.

Councilmember James said he understands and is being careful not to veer into things that aren't related to this topic because the public is expecting the committee to speak about it. As far as available sources of funds and revenues, one thing Council will continue to look at, after speaking with the City Manager, Chief Ashe, and Tony Chipola, when he sees overtime, he is going to ask what it is for, tell me why it is needed, who is approving it, and why is it happening. He has managed people for a long time, and he is not asleep as to how things actually happen versus how things are blindly approved.

Mayor Campbell said he is listening to the conversation. We need the crime analyst and that is a given though he may have missed something when he tried to get on. He likes the analogies in reference to the other positions because we do need dispatchers and God forbid someone get sick. He was in there the other day and there was only one person working. It is a necessity for our residents and the town. We need two additional dispatchers to work each shift because we cannot do without it.

His main concern is we just finished the referendum and when he first go on, he heard about tax increases which really bothers him and he does not want to think about that. He thinks the community supported the new police station and supported what was needed for the police department, and they need to know we are doing the right thing for the police department.

Mayor Campbell said we have a new Chief, and she has made lots of changes and he doesn't want to get on a wagon and start praising her, but people drive by the new police department and call him about how great it is. When they did the tours, people enjoyed it and loved it, so we need to do something that makes that police department shine. And we cannot afford to have not enough dispatchers to do the job. And we need an analyst so we can figure out where the crime in within our city.

When asked if there has been significant overtime paid for dispatchers, Chief Ashe said the overtime is still within budget from what she has reviewed. However, a significant increase can be seen in paying the part-time dispatchers. Presently part-time dispatchers are being paid and if the part-timers don't step up, we need to pay dispatchers at a time and a half rate.

Chief Ashe confirmed that the overtime would be minimized with the third dispatcher added. She plans to put both dispatchers on opposite shifts with a mid-shift person currently. If someone was to call in sick on a twelve-hour shift, the second dispatcher, though she is not getting all four at this time, could fill that time instead of having to pay someone for a full twelve hours if we did an in between half/split shift where that individual is working half during the day shift and

half during the night. She can get through to the new fiscal year, but it will not erase all the overtime. And that is the reason she needs four.

City Clerk Hudson said that a portion of the costs of the third person that she never received, had to be transferred out for overtime costs. When the budget was approved, she was unaware there was no overtime added. Because the third person was not hired, the overtime costs have increased substantially due to the increase in workload including meeting numbers.

She is unsure where the overtime budget is, as far as a percentage that has been used, but she does know the whole amount is unavailable.

The other issue is the ongoing need for some help with scanning services in order to make a number of city records current and available. For example, Laserfiche records are behind a few years which hinders transparency to the public. With IT considering another new software company for recordkeeping, there is a more urgent need to get those records current. There will be some costs associated with those services as well.

She was under the impression the costs associated with these needs would be paid out of the third person that was never funded or never officially approved.

Ms. Hudson said she understands the Chief's needs but wants it understood that the total cost of that position are not available and only a portion may be left.

Chairman James thanked the City Clerk noting those are very important but the portion that was transferred for overtime has been considered in the analysis though the scanning services need to be discussed by the Director because he thought there were some ideas on how to resolve that.

Director Vitola said he is aware of those transfers out to fund overtime and were part of the informed analysis in forwarding years that there needs to be some restoration of that type of budget line in the absence of this position. The entirety of that position is not required to fund the start of the crime analyst position. There is a slice of the grant funding and what is left in that account should be enough to fund what is needed for the crime analyst position.

FY24 is mute and pretty much handled by using those funds.

Chief Ashe said she is also working on a review of the O&M budget to see where the personnel costs and non-personnel costs could be trimmed and to shape the second half of FY24.

He also noted there are dollars in the ERP project budget to handle things like supplemental help, temporary employment to do things related to the conversion and even though looking at Laserfiche to the new software, everyone's conversion from their legacy into the new system, is being centrally handled by IT and is funded as part of the ERP project so the City Clerk is safe on both accounts.

Ms. Hudson said she wanted to make that clear, because when they met with the new vendor, she emphasized the need for additional costs involved within her department because the records management system is not up to date. She estimates the scanning services are needed for records that are presently three years old. There is a need to bring them current for transparency and public access. If it waits until the new vendor is contracted, that will help, but only puts the project back another year.

There being no further comments, Councilmember Marabello moved to recommend to Council the approval of the crime analyst and two additional dispatchers to be funded per Finance Director Lou Vitola's analysis, seconded by Councilmember Samaroo. Motion carried.

Chief Ashe asked that she still needs the additional analysis for the two new dispatchers.

Chairman James agreed noting that the analysis supports the funding of future years for the new positions.

Councilmember Marabello moved to adjourn, seconded by Councilmember Samaroo. Motion carried.

The Committee Meeting was adjourned by Chairman James at 8:09 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:
Crime Analyst Financial Breakdown

Estimated Impact of Crime Analyst Position with Offsetting Cost Reductions and Revenue Growth
Ten Year Period from Fiscal Year 2025 through 2034

Incremental Costs (Savings) by Fiscal Year & Type	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Crime Analyst										
Wages	71,569	75,559	79,772	83,808	88,049	92,504	97,185	102,102	108,320	114,917
Taxes/Benefits	29,312	31,386	33,207	34,805	36,485	38,251	40,016	41,870	44,042	46,343
Crime Analyst Total	100,881	106,945	112,979	118,613	124,534	130,755	137,201	143,973	152,362	161,260
Repurpose GF Vacancy(-ies)										
Wages	(52,042)	(54,944)	(58,007)	(60,942)	(64,025)	(67,265)	(70,669)	(74,245)	(78,766)	(83,563)
Taxes/Benefits	(25,555)	(27,386)	(28,930)	(30,255)	(31,644)	(33,102)	(34,540)	(36,048)	(37,791)	(39,633)
Offset(s) (OT/Temp/PT)	20,000	20,500	21,013	21,538	22,076	22,628	23,194	23,774	24,368	24,977
Total Personnel Offset(s)	(57,597)	(61,830)	(65,925)	(69,659)	(73,593)	(77,739)	(82,015)	(86,519)	(92,189)	(98,219)
Grant Funding	(20,000)	(13,333)								
Share of AV/PT Growth	(3,675)	(51,667)	(17,702)	(17,967)	(18,237)	(18,510)	(18,788)	(19,070)	(19,356)	(19,646)
Soft Benefits - Crime Reduction	-	-	-	-	(33,683)	(34,189)	(34,702)	(35,222)	(35,750)	(36,287)
Annual Net Impact	19,609	(19,884)	29,353	30,987	(980)	317	1,696	3,162	5,067	7,109



OFFICE OF THE CHIEF OF POLICE
 CECILIA E. ASHE
 cecilia.ashe@cj.state.de.us



401 NE Front Street
 Milford Delaware 19963
 302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
 FROM: Chief Cecilia E. Ashe 
 DATE: January 3, 2024
 RE: Activity Report/December 2023

Chief and Police Command Staff:

Throughout the month of December, Chief and Command Staff participated in numerous conference calls, virtual meetings and in-person meetings including City Council and Workshop meetings, bi-weekly City Manager’s meeting with Department Heads, and PD Staff meetings. Mayor and City Council are provided weekly updates on major incidents and activities within MPD throughout the month to ensure they stay informed of all activities.

In the month of December Milford PD responded to over 1161 calls for service.

MPD Activities for the Month

Assist Other Agency:

- K9 Mason was requested to perform a scan of a vehicle that had been stopped by DSP GTF Agents who suspected the vehicle to contain narcotics. K9 Mason performed said scan in the parking lot of Troop 3 and positively alerted to the odor of narcotics. Inside, a later search by GTF revealed 18 pounds of Marijuana.

Community Engagement:

- K9 Raven performed a demo at the Dairy Queen located on Walnut Street. Citizens were asking a lot of K9 questions and they were allowed to see Raven. Simple obedience was performed for the children and adults and pictures were taken and K9 Raven trading cards were handed out.
- S/Cpl. Bloodsworth worked with the family intervention/outreach staff of the Milford School District and the Division of Family Services to provide toys to less fortunate children during this

holiday season. We are grateful for our partnerships with Take My Hand Ministries/Benevento Restaurant and Watson Realty Group for hosting toy drives for this initiative.



- S/Cpl. Bloodsworth and Sgt. Maloney conducted an interview, which aired on Delmarvalife recently to show our support and appreciation for Benvenuto and their continued community enrichment efforts to include the afore-mentioned toy drive.

https://youtu.be/35uw1_pKM_E

- Pfc. Matthews played in a staff vs. student's basketball game that involved Milford High School Special Olympic Athletes and school staff. He really enjoyed being able to engage with the athletes in this event. PFC Matthews has also played football with some Milford Central Academy Students in their free time, which has been well received.
- Milford PD partnered with Starbucks- Milford for a Coffee with First Responders Event. It was well received and we had a good attendance from the community for the event.





- Milford Police Department assisted Paige's Kindness Project with organizing and selecting toys for their various in need during this holiday season.



Emergency Preparedness:

- The Milford School District will be one of the first organizations to utilize the Milford Police Department's Community Room in February as set up continues for the CSTAG (Comprehensive School Threat Assessment Guidelines) training event for school district crisis team personnel

Training and Professional Development:

- Two officers attended FBI-LEEDA Media & PIO training held at the Dover Police Department.
- One officer attended Sig Sauer M16-AK-47 training held in Smyrna.
- Two officers attended Managing a Media Firestorm held at Wilmington University,
- Communications Staff attended Motorola Solutions training held at the new Police Department facility.

New Police Headquarters:





Recognition:

- Patrolman Burgos was promoted from Patrolman to Patrolman First Class. PFC Burgos currently serves in the Criminal Investigations Division as a Detective.



Upcoming Events:

FREE & OPEN TO THE PUBLIC

SAVE A LIFE

NARCAN TRAINING

10AM-12PM
12 JAN

MILFORD PUBLIC LIBRARY
11 SE FRONT STREET
MILFORD, DE 19963
Collaboration between the Milford Public Library and Milford Police Department. Narcan provided by Partners in Public Safety Solutions.
302-265-8843

FREE & OPEN TO THE PUBLIC

SAVE A LIFE

NARCAN TRAINING

10AM-12PM
13 JAN

MILFORD SENIOR CENTER
111 PARK AVENUE
MILFORD, DE 19963
Collaboration between Milford Advocacy for the Homeless and Milford Police Department. Narcan provided by Partners in Public Safety Solutions.
302-265-8843

Behavioral Health Unit for Month of November:

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

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
December 1-December 3, 2023	12.5	1. Statewide Behavioral Health Stakeholders Meeting	1. Substance Abuse in the Elderly Community	3	Referrals to Services: Check the Welfare Homeless Services	0	1	3
December 4-December 10, 2023	46.5	1. Rural Subcommittee Meeting	1. Gambling Addictions and New Resources	7	Referrals to Services: Check the Welfare Victim Services Public Assistance	2	2	6
December 11-December 17, 2023	58.5	1. Opioid System of Care Meeting 2. Coffee With A Cop 3. Milford State Service Center Narcan Event 4. MPD New Facility Ribbon Cutting	1. The Religion Effect on Effective Mental Health Treatment	7	Referrals to Services: Public Assistance Check the Welfare DUI Public Assistance	1	2	5
December 18-December 24, 2023 Christmas Eve	45	N/A	N/A	6	Referrals to Services: 10-81 Check the Welfare Disorderly Public Assistance Theft	0	1	6
December 25-December 31, 2023 Christmas Day	58	1. Delaware Housing Authority Meeting	1. Exploring Alternatives to Guardianship for Older Adults	11	Referrals to Services: Check the Welfare Disorderly Public Assistance Shoplifting	1	2	6
Totals:	220.5			34		4	8	26
Year to Date Totals:	2767.3			431		32	56	383
Overall Totals:	6408.9			1214		93	135	1123

Social Media/Public Information Update:

Our Facebook page had 62 new followers for a total following of 14,034. Currently our followers are 35% male and 65 % female. Posts during the month reached 37,098 people. Our advertisement for the Coffee with a First Responder with Starbucks was our top reach post for the month with 28,655.

Our Instagram account had 6 new followers for a total following 1908. Currently our followers are 37% male and 63 % female. Posts during the month reached 950 people.

On Twitter, our Tweets made 789 impressions and our followers are at 1443.

Our Nextdoor posts reached 356 people during the month. Nextdoor reaches 2854 members according to statistics provided by the website.

Milford PD in the News:

Coastlife, Milford Live! Delaware First Media, WMDT, Cape Gazette, and CoastTV covered the grand opening and ribbon cutting ceremony for the new police facility.



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: January 1, 2024
TO: Mayor and Members of City Council
FROM: City Clerk Terri Hudson
RE: December 2023

December flew by as was expected. There was a great deal of effort placed on catch-up with minutes and other documents throughout the month. Website updates were also needed.

On December 21st, I successfully completed my first round of the new Education PLUS Program created for Master Municipal Clerks by IIMC (International Institute of Municipal Clerks Education). The certification requirements include an extensive and advanced educational component and a professional contribution component. Applicants are required to demonstrate an active pursuit of educational and professional activities and remain informed of current socio-political, cultural, and economic issues that affect local governments and municipalities. The fourteen-series webinar was conducted by Dr. Tim Rahschulte of the Professional Development Academy headquartered in Clackamas, Oregon concluded with training sessions entitled:

Communicating on Purpose for Better Outcomes
Applying Situational Leadership for Improved Performance
Leading and Following—How Teams Form and Getting Culture Established
The next steps involve advanced ethics training and diversity, equity, and inclusivity training (e.g., ADA, veterans (VA), seniors, multi-generational, etc.)

Other training included a Mitigation Lunch and Learn Session hosted by DEMA staff.

Senior Deputy City Clerk White worked with in-house committee members in hosting and setting up the Annual City Holiday Party held Friday, December 15th at the Milford Senior Center. Another great job by the committee and everyone that attended enjoyed the great food, music, and festivities.

I also attended an Open House to tour the new Police Facility on the evening of December 7th and the official Ribbon Cutting on December 12th. I commend Chief Ashe and her team for the effort they put into these events. The ceremony was well attended by not only city officials and staff, but other law enforcement officials and many previous and current legislators, along with a great showing by members of our community. Congratulations on an outstanding job.

I was fortunate to attend the Holiday SCAT Dinner at Victoria's Restaurant in Rehoboth on December 6th along with Mayor Campbell, Vice Mayor James, and Councilmembers Wilson, Samaroo, and Marabello, and guests. As always, the event was well attended, and it was a great opportunity to visit with old acquaintances.

Preparation for the 2024 Election is in high gear. With Mayor and four Council terms expiring in May, we are working with the State Commissioner's Office and both Kent and Sussex Departments of Election this year. We have received some requests for copies of the current voter registration list, which as you know is generated by their employees and is based on the 19963 and partial 19960 zip codes.

We will be working with City Engineer James Puddicombe and GIS Analyst Zach Lawson to separate those Milford and County voters and then assign them to their correct wards. A daunting task but one that these two gentlemen patiently tackle for us every year.

Candidate solicitation notices were included in the utility bills beginning last month and were published in the Delaware State News beginning December 31st until the filing deadline in February. The information is also distributed electronically and posted on our website and at various city departments.

The Chamber of Commerce, Downtown Milford, and Milford Public Library also assist with posting the public notices in their buildings.

The long-awaited ribbon-cutting ceremony for the Food Bank of Delaware is scheduled on Monday, January 15, 2024. Officials broke ground on the \$34 million facility on Delaware Veterans Boulevard in September 2022 to expand food contribution and community development operations.

They have asked that the names of those planning to attend be provided prior to the event, so let me know by Monday night so that I may RSVP on your behalf.

IIMC Region II Conference, Dewey Beach

Delaware Municipal Clerks Association will be hosting Clerks from throughout Region II (Maryland, Virginia, West Virginia, New Jersey, Pennsylvania, and Washington DC) this coming week at the Hyatt Conference Center in Dewey Beach. The Annual Region II Conference is held in a different state each year and provides municipal clerks with updated education opportunities related to specific duties and responsibilities of the city clerk's profession.

The conference begins on Wednesday, January 10th with an Athenian Dialogue on Tuesday. Katrina will be taking the early sessions, and I will be attending training on Thursday and Friday, while handling transportation duties on Wednesday.

Please do not hesitate to contact me if you need me on Thursday or Friday.

Monthly Activities

- Assisted multiple Delaware Municipalities with policy, procedural, and related items
- Record requests/Assistance from City Departments (11)
- FOIA Requests to Date (110)
- Coordinate FOIA issues with other Departments to ensure compliance
- Created/revised/reloaded 12/11 Council Meeting Agenda (9)
- Created/revised/reloaded 12/11 Council Meeting Packet (15)
- Created/revised/reloaded 12/13 Council Workshop Agenda (7)
- Created/revised/reloaded 12/13 Council Workshop Packet (8)
- Created/revised/reloaded 12/20 Finance & Audit Committee Agenda (5)

- Created/revise/reloaded 12/20 Finance & Audit Committee Packet (7)
- Executive Sessions Year to Date (20)
- Created/revise/reloaded Planning Commission Notices (1)
- Created/revise/reloaded Planning Commission Agenda (1)
- Created/revise/reloaded Board of Adjustment Notices (4)
- Created/revise/reloaded Board of Adjustment Agenda (1)
- Created/revise/reloaded P & R Advisory Board Agenda (1)
- Created/revise/reloaded P & R Advisory Board Packet (1)
- Created/revise/reloaded Tree Preservation Advisory Council Agenda (0)
- Created/revise/reloaded Tree Preservation Advisory Council Packet (0)
- Created/revise/reloaded Milford Community Cemetery Board Agenda (0)
- Created/revise/reloaded Milford Community Cemetery Board Packet (0)
- Transcribed and Proofread Minutes from City Council Meetings (8)
- Transcribed and Proofread Minutes from Board of Adjustment (0)
- Transcribed and proofread Minutes from Planning Commission (2)
- Transcribed and proofread Minutes from P & R Advisory Board (3)
- Transcribed and Proofread Minutes from Milford Community Cemetery Board (0)
- Transcribed and Proofread Minutes from Tree Preservation & Advisory Council (0)
- Provided Notary Public Services (8)
- Proclamations Created Year to Date (26)
- Resolutions Created Year to Date (31)
- Special Event Permits Requested to Date (41)

I received the following invitation from VP of External Affairs Chad Robinson of the Food Bank of Delaware:

We hope you are able to join us for this momentous day!

Please let us know if you can join the festivities by using the RSVP link provided below.



Food Bank
OF DELAWARE

CELEBRATE & SERVE

PLEASE JOIN US FOR A

01.15.24

RIBBON CUTTING

102 DELAWARE VETERANS BLVD.
MILFORD

 10:30 AM
Continental Breakfast and Networking

 11:00 AM
Official Ribbon Cutting Ceremony

At the conclusion of the ceremony, we invite you to stay for self-guided tours and a Martin Luther King Jr. Day of Service project. The new cafe will also be open!



CITY COUNCIL CANDIDATE INFORMATION FILING DEADLINES FOR 2024 CITY OF MILFORD ELECTION

Election Date - Saturday, April 27, 2024 from 10:00 a.m. to 6:00 p.m.

Mayor and City Council Filing Deadline - Tuesday, February 27, 2024 at 4:30 p.m.

Voter Registration Deadline - Thursday, March 28, 2024 at 4:30 p.m.

Residents who reside in Milford City limits and are duly registered through the State of Delaware are eligible to vote in the Annual City Election. Eligible nonresident property owners must Register to Vote at Milford City Hall, 201 South Walnut Street, Milford, Delaware Monday through Friday from 8:00 a.m. to 4:30 p.m. or by calling 302-422-1111 Ext 1300 or 1142 to schedule a specific date and time. Registrations can be completed over the telephone. The voting requirements are also published in the Delaware State News and can be found on cityofmilford.com.

FILING PETITIONS

A candidate running for the Office of Mayor or City Council must file a nominating petition signed by not less than ten (10) registered voters in the City of Milford.

Petitions, along with the Statement of Eligibility Requirements and Acknowledgment of Candidacy & Receipt of Documents, must be filed in the City Clerk's Office for confirmation in accordance with the filing deadline date indicated above.

Please contact the City Clerk's Office at 302-422-1111 Ext 1300 in advance to schedule an appointment to pick up your packet. Refer any questions regarding these issues to that office.

In accordance with 15 Del. C. §7555, you will be provided the necessary documents regarding requirements for filing campaign finance reports with the State Election Commissioner's Office.



NOTICE OF SOLICITATION OF CANDIDATES
2024 City of Milford Municipal Election
Filing Deadline of Candidates for City of Milford Municipal Election

The City of Milford Annual Election will be held **Saturday, April 27, 2024** from 10:00 a.m. to 6:00 p.m. The term of office for the following seats will expire in May 2024:

Office of Mayor - Two Year Term Beginning May 6, 2024
Councilperson - Two Year Term Beginning May 6, 2024 - First Ward
Councilperson - Two Year Term Beginning May 6, 2024 - Second Ward
Councilperson - Two Year Term Beginning May 6, 2024 - Third Ward
Councilperson - Two Year Term Beginning May 6, 2024 - Fourth Ward

In accordance with the City of Milford Charter, not less than sixty (60) days prior to the Annual Election, all candidates for office shall file a nominating petition, stating their name and the office for which he/she is nominated. Mayor petitions shall be signed by not less than ten (10) registered voters in the City of Milford; Council petitions shall be signed by not less than ten (10) registered voters residing in the ward in which the candidate resides.

Candidate Packets and Nominating Petitions can be obtained Monday through Friday from 8:00 a.m. to 4:30 p.m. at the City Clerk's Office at Milford City Hall, 201 South Walnut Street, Milford, Delaware. Please telephone or email in advance to schedule an appointment. Arrangements can also be made for times outside normal office hours.

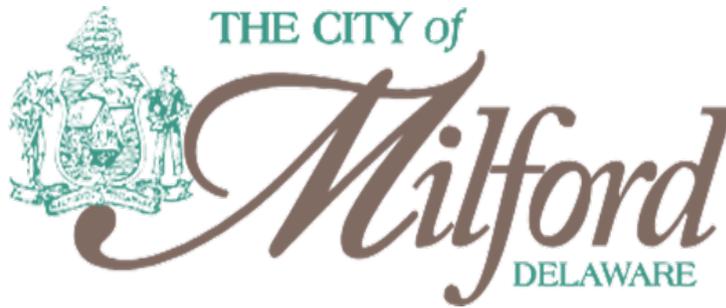
Qualifications for a person filing for office are as follows:

- (1) Citizen of the United States of America;
- (2) Bonafide resident of the City of Milford;
- (3) Office of Mayor-continuously resided in the City of Milford for two years preceding the day of the election;
Office of Council-continuously resided in the Ward for which he/she is seeking election for one year preceding the day of the election;
- (4) A qualified voter in the City of Milford;
- (5) At least eighteen (18) years of age as of the date of the election;
- (6) Nominated therefore;
- (7) Criminal background check provided from the State Bureau of Identification and Federal Bureau of Investigation showing entire criminal history record;
- (8) No felony convictions or crimes involving moral turpitude.

The deadline to file for the Office of Mayor and/or City Council is **Tuesday, February 27, 2024** at 4:30 p.m.

Any individual who is registered to vote in the State of Delaware at a residence within the City of Milford limits is eligible to vote. A separate registration is still required at Milford City Hall for qualified Non-Resident Property Owners. Those registered non-residents who own property in more than one ward, and are registered in multiple wards, must declare the ward they wish to vote in by **Tuesday, February 27, 2024**. To vote in this municipal election, the deadline for new qualified voters to register through the State of Delaware is **Thursday, March 28, 2024** at 4:30 p.m. To confirm your registration and correct address, please contact the Department of Elections at 302-856-5367 or click the link <https://ivote.de.gov/VoterView/registrant/newregistrant>.

Anyone with questions about the eligibility of a non-resident property owner, or who wishes to be put on a list to obtain an affidavit for an absentee ballot, must call the City Clerk's Office at **302-422-1111 Ext 1300 or 1142**.



NOTICE TO QUALIFIED VOTERS IN THE CITY OF MILFORD

*Residents of the City of Milford & Non-Resident Property Owners
Eligible to Vote in City Elections
Deadline to Register: March 28, 2024*

Any individual who is at least 18 years old and is registered to vote in the State of Delaware at a residence within the City of Milford limits, is eligible to vote in the **Saturday, April 27, 2024** City Election.

Non-Resident Property Owners who are eligible to vote must have registered through Milford City Hall. Eligible Non-Residents, who own property in more than one ward, must declare on or before **Tuesday, February 27, 2024 at 4:30 p.m.** the ward they wish to vote in on the day of the election.

Residents who need to register to vote must contact the Department of Elections – Sussex County Office at **302-856-5367**. Registration can also be completed online at **<https://ivote.de.gov>**.

The deadline for registering to vote in the 2024 City Election is **Thursday, March 28, 2024 at 4:30 p.m.**

ONLY STATE OF DELAWARE REGISTERED VOTERS residing within the City of Milford,
OR ELIGIBLE NON-RESIDENT PROPERTY OWNERS,
whose property is deeded in their individual name, and has registered thru Milford City Hall,
WILL BE PERMITTED TO VOTE IN THE UPCOMING ELECTION.

Those wishing to vote by absentee ballot can be placed on a list by contacting the City Clerk's Office.

Please contact City Hall at 302-422-1111, Extension 1300 or Extension 1142, should you have questions.

January 2024

December '23							February '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29		
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Holiday	2	3	4	5	6
7	8 6:00 Council Meeting	9	10	11	12	13
14	15 Holiday	16	17 6:00 Council Workshop	18	19	20
21	22 5:00 Finance & Audit 6:00 Council Meeting	23	24	25	26	27
28	29	30	31	1	2	3
4	5					

February 2024

January '24							March '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6						1	2
7	8	9	10	11	12	13	3	4	5	6	7	8	9
14	15	16	17	18	19	20	10	11	12	13	14	15	16
21	22	23	24	25	26	27	17	18	19	20	21	22	23
28	29	30	31				24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12 6:00 Council Meeting	13	14 6:00 Council Workshop	15	16	17
18	19 Holiday	20	21	22	23	24
25	26 5:00 Public Safety Meeting 6:00 Council Meeting	27	28	29	1	2
3	4					

March 2024

February '24							April '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3		1	2	3	4	5	6
4	5	6	7	8	9	10	7	8	9	10	11	12	13
11	12	13	14	15	16	17	14	15	16	17	18	19	20
18	19	20	21	22	23	24	21	22	23	24	25	26	27
25	26	27	28	29			28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11 6:00 Council Meeting	12	13 6:00 Council Workshop	14	15	16
17	18	19	20	21	22	23
24	25 5:00 PublicWorks & Utilities 6:00 Council Meeting	26	27	28	29 Holiday	30
31	1					

April 2024

March '24							May '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8 6:00 Council Meeting	9	10	11	12	13
14	15	16	17 6:00 Council Workshop	18	19	20
21	22 5:00 Finance & Audit 6:00 Council Meeting	23	24	25	26	27 Annual Election 10:00 am - 6:00 pm
28	29	30	1	2	3	4



May 2024

April '24							June '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13 6:00 Council Meeting	14	15	16	17	18
19	20 6:00 Budget Hearing	21	22 6:00 Budget Hearing	23 6:00 Budget Hearing	24	25
26	27 6:00 Council Meeting	28 5:00 Public Safety Meeting	29	30	31	1
2	3	 <p>cheduled for this month. Dates</p>				

June 2024

May '24							July '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31		28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10 6:00 Council Meeting	11	12	13	14	15
16	17	18	19	20 Holiday	21 Holiday	22
23	24 5:00 PublicWorks & Utilities 6:00 Council Meeting	25	26 5:00 Workshop	27	28	29
30	1	 <p>THE CITY of <i>Milford</i> DELAWARE</p>				

July 2024

June '24							August '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	8 6:00 Council Meeting	9	10	11	12	13
14	15	16	17 6:00 Council Workshop	18	19	20
21	22 5:00 Finance & Audit 6:00 Council Meeting	23	24	25	26	27
28	29	30	31	1	2	3
4	5	 <p>THE CITY of <i>Milford</i> DELAWARE</p>				

August 2024

July '24							September '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30	31				29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12 6:00 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26 5:00 Public Safety Meeting 6:00 Council Meeting	27	28 6:00 Council Workshop	29	30	31
1	2	 <p>THE CITY of <i>Milford</i> DELAWARE</p>				

September 2024

August '24							October '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 6:00 Council Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23 5:00 PublicWorks & Utilities 6:00 Council Meeting	24	25 6:00 Council Workshop	26	27	28
29	30	1	2	3	4	5



October 2024

September '24							November '24							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7							1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	17	18	19	20	21	22	23	
29	30						24	25	26	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4 Holiday	5
6	7	8	9	10	11	12
13	14 6:00 Council Meeting	15	16	17	18	19 Council Retreat
20	21	22	23	24	25	26
27	28 5:00 Finance & Audit 6:00 Council Meeting	29	30	31	1	2



November 2024

October '24							December '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 Holiday	12	13	14	15	16
17	18	19	20	21	22	23
24	25 5:00 Public Safety Meeting 6:00 Council Meeting	26	27	28	29	30

1	2					
---	---	--	--	--	--	--

December 2024

November '24							January '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 5:00 PublicWorks & Utilities 6:00 Council Meeting	10	11 6:00 Workshop	12	13	14
15	16	17	18	19	20	21
22	23 6:00 Council Meeting	24	25	26	27	28
29	30	31	1	2	3	4
5	6	 <p>THE CITY of <i>Milford</i> DELAWARE</p>				



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: December 2023 Monthly Report
Date: January 2, 2024

- On Wednesday evening this week, Rob and I attended the Leadership Delaware graduation for the class of 2023, of which Sara Bluhm was a member. It was a very impressive event with outstanding speakers.
- Staff continues to work on the issues at Brightway Commons through the AG's office and the JP Court.
- I continue to work with Steve Ellingsworth on the various public works operation components in making corrections to improve services. Next week, Rob and I will be meeting with KCI and the City Engineer to develop a more robust schedule to get several lagging public works projects moving. I also met with the entire refuse collection crew about how we need to work together to improve the services we provide.
- At the DEMEC Board meeting on Thursday, the Board passed the 2024 budget that includes a 8.36% rate increase for 2024. This will result in an increase to our Power Cost Adjustment (PCA) charge beginning with electricity consume in January and billed in February. I will have more information on the increase for the Council in the near future.
- Staff met to record updates to the Strategic Plan
- Tony and I met with two battery storage companies to provide more information on our electric system and solar farm, so they can further develop a proposal for us.
- Lou, Sandra, Chief Ashe and I met regarding the funding potential for the possible addition of civilian staff.
- I attended the monthly DEMEC Executive Board meeting.
- Sara and I met with George Beckerman who is a consultant working on the feasibility of placing a school of osteopathic medicine in Sussex County.
- As you may recall, we planned on having an ice rink at Memorial Park this winter. Tre Sorelle, the company we were working with, did not set up the ice rink this year, because the ice and skate rental companies were all booked by the time he put in his reservation. A totally new system costs \$40k+, an investment that is prohibitive. Hopefully next year!
- Kudos to Chief Ashe and the police department for a great ribbon cutting ceremony on Tuesday. It was a great day for the City of Milford!
- Rob, James, and I met with KCI regarding Capital project scheduling for the upcoming year.
- I attended the monthly Chamber of Commerce Executive Board meeting.

- Sara, Rob and I met with Becker Morgan and Emory Hill on the Milford Corporate Center. We now have rough estimates for the overall project that will bring the development cost to about \$150,000/acre.
- Various staff met regarding the capital improvement plan. We are putting the finishing touches on what will be a much more transparent document.
- I met with several public works staff regarding mechanic work orders and developing a better process of tracking time.
- We received word this week we were not successful in obtaining Safe Streets for All grant monies. Another round will be opening in February, and we plan to reapply.
- We received word this week from the State Benefits Office that insurance premiums are expected to increase as much as 17% next year. Presently they are projecting a deficit of \$250.4 million at the end of the fiscal year ending June 30, 2023.
- Jamesha and I dealt with several personnel items this week that took a great deal of time.
- Thanks go out to Jamesha Williams and the entire Awards and Recognition Committee for planning and putting on the Christmas party. I know I speak for the employees in saying that greatly appreciate the Council's support for this event. I also appreciate the attendance of most of the Council. It was very meaningful for the employees.
- Mayor Cambell and I along with Mayor Bob Wood of Slaughter Beach and Kathy Locke of the Bay Beach Association met with representatives from the Senate Environment and Public Works Committee regarding funding potential for the dredging of the Mispillion River.
- Brad Dennehy and I attended the Parks and Recreation Advisory Board meeting.
- Lou Vitola and I met with the Finance and Audit Committee.
- Rob and I met regarding a potential development at the northeast corner of N. Walnut and NE Front Street.
- I met with AMP representatives regarding a possible solution offered by Itron/Master Meter to fix our premature water meter failures.

Public Works Department - DEC 2023	<i>DEC 2022</i>	DEC 2023	<i>FY23 YTD (07/01/22-06/30/23)</i>	<i>FY24 YTD (07/01/23-06/30/24)</i>
Streets/Utility Division				
Signs Installed/Replaced	20	15poles/14signs	178	48 poles/53 signs
Curb Miles Swept	1,400	1,500	6,425	8,200
Sewer Lines Flushed (in feet)	23	270,000	14,948	416,000
Sewer Back-up Response	2	8	11	17
Sewer Line Repaired	1 FM	0	1	2
Water Hydrants Flushed	8	8	46	47
Fire Hydrants Replaced/Installed	0	0	1	1
Water Line Repair	1	2	7	16
Water Valves Exercised	6	15	68	76
De-icing Salt Used (tons)	0	0	0	0
Potholes Filled - Cold Patch	50	20	354	66
Potholes Filled/Spray Patch - Gallons Emulsion Used	X	0	0	350
Leaves Collected (Tons)	34	57.00	107	119.00
After Hours Calls	8	Data Unavailable	35	22
Crack Sealing (pounds of sealant used)	X	0	200	800
Work Orders Completed	16	Data Unavailable	106	49
Storm Sewer Inlets Cleaned	70	70	445	495
Street Closures/Festivals	4	1	17	18
Engineering Division				
Utility Locates Completed	188	224	859	702
Infrastructure Work Orders Completed	22	Data Unavailable	64	Data Unavailable
Backfill Inspection Work Orders Completed	11	Data Unavailable	65	Data Unavailable
Operations Division				
Fleet Work Orders Completed	X	49	186	118
Fuel Use-Diesel (Gallons)	X	Data Unavailable	13,921	16,652
Fuel Use-Gas (Gallons)	X	Data Unavailable	18,363	23,731
Blue Def (Gallons)	X	Data Unavailable	412	344
Solid Waste & Facilities Division				
Refuse Collected (Tons)	316.72	276.42	2,197	1626.3
Recycle Collected (Tons)	80.72	79.61	492	367.67

Yard Waste Collected (Tons)	52.9	81	302.35	285.2
Missed Collections	64	75	258	376
Bulk/Brush Collection Requests Completed	34	45	371	371
Containers Delivered	61	27	249	267
Containers Serviced (Swap, Replacement, Removed)	49	39	187	125
Facilities After Hours Calls	3	Data Unavailable	3	2
Facilities Work Orders Completed	53	Data Unavailable	53	47
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons)	78,329,100		1,004,800,700	750,821,800
Waste Water Transferred (Millions of Gallons)	87,529,000		874,382,000	653,383,000
Work Orders Completed	60		321	Data Unavailable
Pump Stations Cleaned	1		8	Data Unavailable
After Hours Calls	X		43	8

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

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

GARAGE				
Hetra Lifts for fork lifts				X
WAREHOUSE				
Indoor Forklift			X	
Active Developments - DEC 2023	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Awaiting Final Inspection
Hearthstone Manor I				
Lighthouse Estates II				
Brookstone Trace				
Brookstone Trace II				

Orchard Hill				
West Shores at New Milford				
Watergate				
Walnut Village				
Milford Ponds Phase I				
Hearthstone Manor II				
Milford Ponds Phase II				
Simpson's Crossing Phase 1a				
Simpson's Crossing Phase 1b				
Simpson's Crossing Phase 1c				
Cypress Hall Phase I				
Cypress Hall Phase II				
Wickersham				
Misphillion Landing				
Riverwalk Villas				
Windward on the River				
Milford Ponds Phase III				
Red Cedar Farms				
Hickory Glen				
Knights Crossing				
Commercial Projects - DEC 2023	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Awaiting Final Inspection
Wash-It				
Splash Laundry Mat				
Deep Branch Plaza				
Police Station				
Delaware Mini Storage				
William Allen Property Lot 3				
Food Bank				
Arbys				
PAM				



December 2023 Accomplishments

Streets/ Utilities- Charles Nordberg

- Set up for Holiday Stroll with barricades, cones, and the newly painted snowplows.
- Water leak at SE East water plant repaired 2" sch. 80 pipe going to meter.
- Water leak at 401 N Washington St. at meter pit repair water line and put in new meter pit.
- Picking up leaves as of 12/30, it was 55.30 tons was picked up.
- Replace 12 signs and 15 poles see list.
- Helping with solid waste with picking up trash and recycling. For the month of December, it was 242. Man, hour that came out of St. utilities. That was for leave, bulk
- Helping with bypass pumping due to heavy rain and infiltration that's Cypress Hall. By setting up pump and dismantling when done.

Building Maintenance / Solid Waste - Brian Jester

- Had new LED lights installed at the Armory
- Met with Efficiency Smart for potential rebates
- Had Taylor electric install wiring for garage door openers in sweeper bay
- Fixed receptacle in dump truck bay
- Had Hickman install the door openers for sweeper bay
- Having Dirt removed from the PD site
- Had door fixed at Seabury pump station
- Helped setup for the PD ribbon Cutting
- Had new cord reels installed for trash trucks
- Fixed the sink at Finance in women's bathroom

Engineering – James Puddicombe

- Completed conditional walk through of Windward Grove (previously Wickersham)
- Performed Bid opening for Walnut St Pedestrian Crossing
- Completed Watermain testing for Wickersham and PAM Rehabilitation
- Attended meeting with DeIDOT for Maple and SW Front St Bridge Utilities

Water/ Waste Water- Steve Ellingsworth

Accomplishments Attached

December Monthly Accomplishments.

1. **Truitt Ave. pump station pump 1 clogged. December 4th**



2. **Tenth Street tower washing. December 9th thru December 12th**



Before



After

3. Fork Landing Pump station pump 1 clogged. December 13th



4. Washington Pump station bypass set up. 12/19/2023



5. Water from heavy Rain weekend of 17th. Cypress Hall Development to Washington pump station causing heavy flow to Washington street pump station. Bypass pump doing 800 gallons per minute for over 48 hours, x 60 minutes = 2880 minutes x 800 gallons = 2.3 million gallons of infiltration. Not to mention all the dirt going through lines and pumps. It did break away grease in pipes.



6. Fork landing - both pumps clogged with underwear. 2nd time this month.



pump 1



pump 2

Brian report:

___ Trash pickup ___ Recycle pick up ___ yard waste pick up.

Delivers of cans. (new Serv.)

Can repair / replace.

Removal

Leaf container tonnage.

Man hours.

Charlie report: Man, hours helping solid Waste.



PUBLIC WORKS FACILITY

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

Anthony J. Chipola III, Electric Director

PHONE 302.422.6616, Ext 1137

achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: December 2023 Electric Dept Staff Report
Date: January 3, 2024

Director's Office

- Attended DELDOT Utility Regulation Discussion
- Hosted Demo for phase Identification tool
- Attended DEMEC Monthly Board Mtg
- Participated in Strategic Plan Quarterly updates w/ other Departments
- Resampled Oil for regulator at Del1
- Met w/ DELDOT regarding Bridge construction projects – Front St & Maple Ave
- Held Project Status Update Mtg w/ DRG RE: Field Asset Collection
- Met w/ various Battery Storage Firms
 - Reviewed City Specific needs and configuration
- Attended several Process Trainings for Tyler EAM module
- Attended Ribbon cutting of new PD Facility
- Met w/ Concrete and Electric Contractors for EV Chargers
 - Repoured concrete pad
 - Revised conduit runs
- Discussed Grant assistance w/ IPA from UD
- Participated in monthly AMI support call with AMP

Electric Lines

- Installed and Adjusted Holiday Lights and Decorations
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

- Repair signal loop for Washington St pump station – Replaced bad switch
- Repaired lost signal to American Inn
- Added additional security camera to Tap Station
- Corrected Issue @ North St pump station - signal was not transmitting properly and burning out battery backup Found issue with service and had line crew repair
- Participated in AMI monthly support call
- Met with various contractors to specify metering equipment and advise on installation.
- Processed multiple applications for solar panel interconnections

Electric Department -December 2023	December 2022	December 2023	FY23 YT (07/01/22-12/31/22)	FY24 YTD (07/01/23-12/31/23)
Electric Division				
Trouble Service Call	27	15	122	134
Work Orders Completed	33	43	220	228
Outages	8	12	51	51
LED Street Lights Replaced	8	4	96	22
New Service Install	1	10	22	44
Poles Replaced	0	1	22	10
After Hours Calls	13	17	96	91
Trees Cut (Days)	0	4	19	11
Technical Services Division				
New Electric Service Installed/Meter Set	2	20	82	74
New Water Service Installed/Meter Set	2	0	22	37
Electric Meter Replacement	7	6	43	32
Water Meter Replacement	70	66	337	398
Work Orders Completed*	742	?	3,989	3,694
After Hours Calls	3	2	32	17

12 outages- 1 tree, 4 unknown, 3 squirrels, 2 equipment failures, and 2 MVA

*Unable to obtain for the month due to Issues w/ Cognos reporting

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: January 2, 2024

RE: December 2023 – Planning Department Staff Report

- During the 2023 calendar year, the City issued 98 new residential construction permits and seven building permits for 168 new multi-family residential units. The total construction investment in Milford during the 2023 calendar year based on issued building permits was \$75,677,896. This is up from \$62,227,480 in 2022 and \$41,627,997 in 2021.
- The City of Milford has seen 190 projects with a committed investment of over \$26.3 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$3.2 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$979,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines (click the below link to see project locations).
<https://milfordde.maps.arcgis.com/apps/MapSeries/index.html?appid=ab3ecb0d8cbc44d884b7c3063f75125c>
- The Planning Commission will review two land use applications at the January meeting. These include a preliminary conditional use site plan for Caliber Collision and a final major subdivision application for Knight Crossing Phase 2B.
- The Board of Adjustment will review two variance applications at the January meeting. One application pertains to a wetland buffer encroachment for the Caliber Collision site plan and the second is for a detached accessory building on Lakeview Avenue that exceeds the maximum height for the R-1 district.
- The City reviewed a preliminary conditional use site plan resubmission for the Caliber Collision project and placed the item on the January Board of Adjustment, Planning Commission and City Council agendas for review.
- The City reviewed a final site plan resubmission for the 1st State Self Storage project and provided comments to the applicant.
- The City reviewed a final major subdivision resubmission for the Westwood subdivision and provided comments to the applicant.
- The City received a preliminary site plan application to add a clubhouse and amenity area to the Windward Grove subdivision (fka Wickersham) and is currently reviewing the plans.
- The City received a preliminary site plan application for Bayside Gymnastics for a new building in Independence Commons and is currently reviewing the submission.

- The City received a plan modification to the water lines associated with the construction of apartment buildings in Cypress Hall – Phase II and is currently reviewing the plans.
- The City received a final site plan submission for the Milford Middle School project and is in the process of reviewing the plans.
- The City reviewed minor lot line adjustment applications for lands of Cory Fox, Barristers, LLC and Lands of John Murray.
- Staff attended the weekly ERP Project update meetings.
- Planning Department staff attended 24 hours of ERP implementation sessions. Department resources will be committed to additional sessions over the next nine months.
- Attended monthly Milford Corporate Center project update meeting.
- Prepared and mailed contractor, rental, vendor and business license renewal letters.
- The Dover/Kent County MPO and staff met with representatives from IG Burton and Purdue Foods regarding the N. Rehoboth Boulevard/N. Walnut Street Corridor Study to gather feedback and recommendations for area transportation improvements. We are preparing for a second public open house in February to review potential recommendations.
- Staff is in the beginning stages of preparing for a Downtown Development District renewal application submission. Our current designation expires in 2026 and the State has provided an application for current districts to renew their designations for another 5 years. The renewal would extend our designation until 2031. We can submit a renewal request towards the end of August 2023.
- Staff is beginning to work on a Historic Preservation ordinance for City Council’s consideration. The Planning Department is currently researching different options for framework.
- 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	31
Closed Cases	60
Open Cases at Start of Period	224
Open Cases at End of Period	192

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	2
Dangerous Tree	1
Furniture Violation	7
Generic Violation	11
Property Maintenance Violation	7
Rubbish & Garbage	3
Weeds & Grass	0
Zoning Use Violation	0
Total	31

Rental Licenses Issued: 3

Vendor Licenses Issued: 0

Contractors Licenses Issued: 61

Business Licenses Issued: 26

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	9
Construction Trailer	0
Residential Demolition	1
Residential Building New Construction	0
Residential Renovation/Accessory	10
Roof/Siding Permit	5
Sign Permit	3
Solar Panel Permit	0
Utility Permit	4
Total	32

Inspections Performed:

Inspections Performed by Type	Count
Footer	9
Foundation	20
Framing	52
Insulation	18
Final	29
Residential Rental	27
Total	155

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: 1/03/2024

RE: December 2023 – Parks and Recreation Staff Report

Parks

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- Sports fields at Tony Silicato Memorial Park were aerated and fertilized for the winter.
- Several holiday lights were replaced in the downtown area by crews which for various reasons had gone out.
- The farmers market area had all new wood chips applied and new river rocks were installed around the storm water catch basins.
- A heavy trash run was conducted prior to the “Holiday Stroll” and additional trash cans were placed out prior to the event. Due to the amount of trash generated by the event, crews came in the Sunday following the event to clean up the downtown area.
- Day of the “holiday stroll” crews came into to erect and take down a light tower for the event.
- A large tree came down on Goat Island in the storm, which crews removed. They also cut back and trimmed many limbs along the trail.
- Parks crews raked and blew off many areas around town, including pump station facilities, so the Public Works leaf vacuum truck could come and pick up leaves.
- Parks Crews assisted with the “Wreaths across America”. There was a request from the community to clean up the veteran headstones in the Milford Community cemetery. Some 800 veterans were honored with a holiday wreath installed at their headstone.
- Weeds were pulled from all the traffic islands in the downtown area.
- Another large tree was removed from the Banneker basketball courts which came down in a storm.
- Park techs limbed up trees at the Little League fields and along the tree line at Tony Silicato Memorial Park.
- The water truck used for watering plants was winterized for the season.
- Any items on SeeClickFix that were assigned to the Department were addressed.
- Seasonal crews last day was December 15th.

- Mowers began to be taken to the mechanic for servicing over the winter month.
- Crews assisted with the preparation and set-up and take-down for the Christmas party.

Other

- Director accompanied newest member of the Tree advisory Committee on a tour of downtown looking at all items tree related.
- Director met with Brennon Fountain in coordination with the “Wreaths across America”.
- Several members of the P&R department attended the Holiday party.
- A Parks and Recreation Advisory Board meeting was held with one new member. One Vacancy still exists on this board.
- Director attended the ribbon cutting of the new Police Department.
- Director continued to work on Capital project items, namely close out documents for the pickleball and playground, gateway and signage projects, Sharp property, and the plaza at City Hall.

Recreation

Winter Program Information

- **Indoor Soccer**
 - The enrollment rate is currently at 100% for the whole program with an average waitlist of 7 participants per age group. This is enough to add 1 team for each age group.
 - Within an increase in waitlisted people, it would further behoove us to try to add more teams for the Spring to keep up with demand.
- **Adult Soccer**
 - Milford Parks & Rec has held a meeting with the Milford Soccer League to partner with their organization to further expand our adult program.
 - The plan to enact this program is for the Spring of 2024.
- **Basketball**
 - The enrollment rate is currently at 100% for all our age groups with a total of 135 players signed up for our program.
 - In November, there were 51 players on the waiting list. For December, that number has increased to 62. The increase in waitlisted people can be averaged out to include 2 new additional teams if space was available.
- **Taekwondo**
 - This program only has 2 spots currently left open.
 - This program is still consistent with its sign-up rate given the past 3 years.

- **Pickleball League**
 - This new program currently has several teams signed up to compete competitively in our league.
 - First games start in the 2nd week of January 2024.

- **Drop-In Pickleball**
 - This program starts in the 2nd week of January 2024.
 - Accurate totals for this program won't be available until the end of February since participants drop in randomly throughout the season.
 - MPR currently has 5 drop-in participants that have paid for the whole season.

- **Drop-In Basketball**
 - Like other drop-in programs, accurate totals will not be available until the end of the program.

- **Adult Dodgeball**
 - This is our newest program being offered to adults to capture the youthful spirit of the game.
 - Information is limited since this program does not officially start until January. More information will be available after January.

- **Wrestling**
 - This program has a 100% enrollment.
 - All participants received singlets for this program. Receiving singlets during sign-up will not only be a first for the MPR Department it will be the new norm.

- **Creative Spark: A Kid's Art Workshop**
 - This is a brand-new program that is expanding beyond sports. This art program is designed to meet the artistic needs of our community in hopes that it will evolve and expand to other mediums of art.

Future Spring Programs

- Girls Only Basketball
- Youth Spring Soccer
- Adult Soccer League
- Pickleball
- Girls Field Hockey League

TO: Mayor and City Council

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

DATE: January 2, 2024

RE: December 2023 –Human Resources Department Staff Report

- Job offer extended and accepted for the position of Electric Line Technician, Second Class.
- Attended HR/Payroll Tyler Munis Sessions
- Attended the Delaware Municipal Supervisory Academy Graduation on December 6, 2023. This was our 4th year with our Partnership with Wilmington University.
- A special thank you to everyone that helped make the 2023 Holiday Party a success!



- The City has continued its partnership with the Greater Milford Boys & Girls Club for the Adopt a Family program to make holiday wishes come true for a family.



- **Current Job Openings as of January 2, 2024:**
- Arborist/Urban Forestry Coordinator-1 opening
- Public Works Equipment Operator-Streets & Utilities-2 openings
- Public Works Equipment Operator II-Solid Waste -1 openings
- Police Officer-1 opening

To: City Council and Mayor
From: Sara Bluhm, Economic Development & Community Engagement Administrator
Subject: December Monthly Report
Date: January 4, 2023

Economic Development

- Fielded questions from homes.com reporter for online feature of Milford
- Attended 2023 DE Tourism Summit at DTCC in Dover
- Met with HoartBeckerman Consulting regarding medical school study for Sussex County
- Attended Mammogram Now opening inside Walmart – the first of its kind in the country
- Attended KSI renovation ribbon cutting
- Met with BASEstud.io representatives and KEP Business Developer to discuss possible sites and community partnerships
- Attended KEP's quarterly Town Managers & Planners Meeting

Community Engagement

- Reviewed a customer satisfaction survey option with Great Blue Research
- Attended and assisted in MPD ribbon cutting coordination
- Met with Carrie Hart, Bayhealth's new Community Outreach and Partnerships Manager
- Met with Chase Barnes (UD GAP), Julia Geha (Slaughter Beach) and Kelly Valencik (DeIDOT) to discuss upcoming TCP/MSA visit logistics
- Began planning non-profit volunteer signup webinar – scheduled for Feb. 21 at 10am
- Designed P&R Art Workshop marketing materials

Meetings/Trainings

- Coordinated Strategic Plan Quarterly check-in with all dept. heads
- Met with CivicPlus website redesign team for our Design Discovery meeting
- Graduated from Leadership Delaware
- Attended Wilmington University Educational Opportunities webinar with other city staff and HR Director
- Finalized CivicPlus pricing terms with IT Director
- Demoed Granicus Platform, a website developer, with IT Director
- Added Userway accessibility widget to city website
- Monthly BMG meeting regarding Milford Corporate Center planning
- Attended monthly Kent County Tourism Board meeting
- Attended monthly Thriving Communities Program (TCP) cohort meeting
- Participated in weekly streets update meeting with PW Dept

Social Media/Website

- December 2023 Insights:
 - City of Milford Facebook: 17 new likes (total: 4,774); 28,215 reached (155,757 last month); 1,548 page visits (2,100 last month)

- Parks & Rec Facebook: 41 new likes (total: 3,719); 3,117 reached (6,022 last month); 783 page visits (989 last month)
- Instagram: 15 new likes (total: 1,291); 786 accounts reached (817 last month); 64 profile visits (97 last month)
- Twitter: 492 impressions, 1,368 followers
- ChatBot: 64 self-service resolutions; 64.6% self-service resolution rate; \$320 cost savings
- MyMilford: 43 issues created; 35 issues closed; Average Days to Close: 3.1

Email Campaigns

- December utility newsletter to full database (customers and business license holders) (5,372): 50% open

Press Releases

- City of Milford invites Public to Marshall Street Bike Path Striping Project Open House (12/20/2023)



Milford

River Town • Art Town • Home Town

DELAWARE

Marshall St. Bike Path Open House

The City of Milford will host a Marshall Street Bike Path Striping Project Open House on Tuesday, January 23, 2024 from 6:00 PM to 8:00 PM at the Public Works Facility, 180 Vickers Drive, Milford, DE. Representatives from the City will be available during the two-hour period to answer questions regarding the project.

The purpose of the project is to prepare and install a striping plan for Marshall Street from SE Second Street to Watergate Boulevard South that would provide bike lanes on both sides of Marshall Street. The project is a result of the City's 2021 Bicycle Master Plan with the goal of connecting downtown Milford to areas south of the City.

Additional information on the project can be found at <https://bit.ly/COMProjects>.

All parties of interest are invited to attend the Open House. Questions should be directed to Rob Pierce, Planning Director, at 302-424-8395 or rpierce@milford-de.gov.

Leadership Delaware Graduation

Economic Development & Community Engagement Administrator, Sara Bluhm, graduated from Leadership Delaware, Inc. (LDI) on Dec. 6. Sometimes called "an MBA in Delaware," each class of fellows is immersed in a year-long intensive leadership program exposing them to 150+ prominent leaders from across all sectors in Delaware - government, public service, industry and nonprofit and beyond - to forge stronger leaders for the state and the world. Congratulations Sara!



City Council Round-up: December

At the Dec. 11 City Council meeting, Council heard department reports and two public hearings, including approving a zoning change request of 3.72 acres on the corner of NE Front St. and N. Rehoboth Blvd. from Industrial to Commercial and a conditional use request for the Iglesia Pentecostal Bethel Delaware church. They approved a few budget adjustments and a proposal from KCI for the design of utility crossings to the southeast area of the city, as well as authorized a five-year contract with Stryker Sales for leased AED units in all take home vehicles. All public meetings can be viewed live or recorded online at the City of Milford website at www.cityofmilford.com/553/Watch-Public-Meetings.

Police Department New Address

The City of Milford Mayor and Council officially opened the new Milford Police Department with



a ribbon cutting on Dec. 12. Operations began at the new location on Monday, Dec. 18, 2023. The new Milford Police Department is located at 401 NE Front Street. Please dial 911 to report an emergency.

Milford Featured on Homes.com

The City of Milford was recently a featured city on homes.com. Highlighting our housing stock, school district, and local amenities, the piece includes content, photos and a high quality video. Check it out with the QR code!



City Office Closures

City offices will be closed Monday, January 1, Monday, January 15 and Monday, February 19 for the respective holidays. Trash, Recycling and yard waste may differ on these dates. Check the schedule online at www.cityofmilford.com/87/Solid-Waste



Receive City Notifications

Sign up to receive text messages or email notifications from the City website. www.cityofmilford.com/list

City Employees Adopt a Family



Pictured left to right: Cody Lahman, Brian Hurd, Milford B&GC Club Director Patricia Mann, RJ Skinner, Katrina White, and Harold Walls.

The City continues its partnership with the Greater Milford Boys and Girls Club to support the holiday wishes for a family in the Milford community.

Employees purchased, wrapped and delivered the gifts to the Club the week before Christmas.

Are you looking for volunteers?

The City of Milford is hosting a webinar for non-profit leaders to learn about online tools to organize your volunteer events. These tools will provide custom sign-up links that can be shared with the City to help promote your volunteer needs.



Wednesday, February 21, 2024, 10:00 AM

Virtual Webinar

Register with the QR code above

Public Power Resolution Idea

I resolve to help myself and my neighbors stay safe. I'll follow my #PublicPower utility on social media to be prepared for potential storms and keep up with updates during weather-related outages. #CommunityPowered

I RESOLVE TO...
Help myself and my neighbors stay safe.

BE A #COMMUNITYpowered HERO!
 WeAreCommunityPowered.com

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:

Arborist/Urban Forestry Coordinator	Public Works Equipment Operator-Streets (2 openings)
\$56,123.93	\$46,383.42

Apply Online @ www.cityofmilford.com

Employee Spotlight

Josh Hutchinson
 Recreation Coordinator



1. How long have you worked for the City of Milford? *Active employee for 1 year*
2. Have you always worked in this role? *Yes*
3. What is your favorite thing about working for the City? *I'm a resident of Milford, this is the first time I've ever been able to enjoy Parks & Recreation as a participant rather than an organizer. All the programs and events that go on in and outside of the city are right in my back yard and it's nice to experience these things from a different perspective.*
4. What do you enjoy doing in your free time? *I enjoy cooking, playing pickleball, and playing basketball in my free time.*

“Josh is an outstanding Recreation Coordinator who lives and breathes what he does. He is passionate about all things recreation, always has a smile on his face and is a key member of the Parks and Recreation team. Parks and Rec. and the City of Milford are lucky to have him.”

- Brad Dennehy, Parks & Recreation Director

Christmas Tree Collection

Christmas trees will be collected on the following Mondays: January 8, January 22, and January 29. Trees should be left on the curb for collection.

Milford PARKS & RECREATION
 plays • connect • grow

CREATIVE SPARK A KIDS' ART WORKSHOP

This program is designed to help budding artists find their "Creative Voice." Various tools and techniques will be introduced to develop a comfortable familiarity with the process of bringing a project from concept to completion. It will help the students to build confidence that their ideas are valid and achievable.

In general, the workshop will include drawing, painting, sculpture, problem solving skills and more to bring their ideas out of their imagination and into their hands. We will stress the process as much as the finished artwork, and celebrate their place in the artists throughout history.

Our Pilot Workshop will be 2D to 3D, a mixed media fantasy creature using recycled materials.

**WEDNESDAYS
 FEB. 7-MARCH 27
 5-6:30PM**

REGISTER ONLINE:
<https://bit.ly/COMPRRegister>
 302.422.6616 X 7

\$60 Instructor: Christa Light
 Milford Parks & Recreation
 207 Franklin St.

Date: January 8th 2024
To: Mayor and City Council
From: Bill Pettigrew
Re: January 2024 Information Technology Department Staff Report

Central Square's Naviline Cloud Migration

This project is 100% complete with the 2 IBM iSeries servers backed up, decommissioned, and shut down. The new cloud system is now being backed up in the cloud, rather than with on-premise unreliable tapes. This is also a step in the right direction for our business continuity plan. This CIP budget item is complete, this will now be removed from this report.

Update Naviline Software

With the New server in the cloud, we will now be able to update the Naviline software to be current for the next few years until Tyler is 100% implemented. We expect this project to be completed in the next few weeks.

New Milford PD Building

Move in day was successful and all computer systems have been migrated and new ones implemented, this data center is much more complex, and Milford IT supported than the past building and small data center. We thank Chief Ashe for her kind words regarding IT's involvement. This item is complete, and will now be removed from this report.

PD Phone System

Minor changes were made after the move, this item is complete. and will now be removed from this report.

Document / Content Management

All stakeholders have seen the application that we are considering, and we should be starting with implementation and expanding in the months to come. The end of life Optiview imaging system will be first, then other legacy systems, and finally boxes of old paperwork, maps, etc.

Network Switch Upgrades

IT has mapped out the IT / SCADA diagram better than it has been, and we have meetings this week with IT & OT engineers to plan the best practices for segmentation for cyber security reasons.

Besides segmentation we will be updating the now end of life Cisco switches at Public Works with City Hall to follow. This is another of IT's FY2024 CIP projects.

Tyler Munis ERP

Ongoing & on schedule, we may be using the council laptops to help train our field employees in the training room.

Riverwalk Public Wi-Fi

Completing some of December's major projects put this on the backburner, but we still hope to get these released this month.

Business Impact / Continuity Plan

Completing some of December's major projects put this on the backburner, but we still hope to get these released this month.

PW Solid Waste Route Application – IT started working with Solid Waste through some issues with the CRO software to expedite the implementation.



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: January 8, 2024
Re: December 2023 Finance Department Staff Report

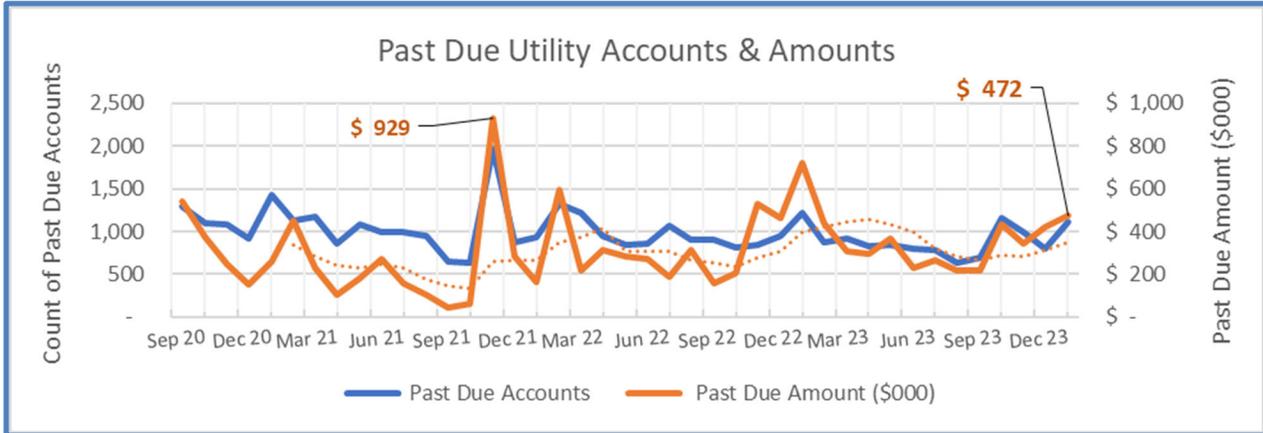
- Monthly Financial Reporting
- The Finance Report for the month ended November 30, 2023 was deferred to January due to the holiday
- Training and Improvement Efforts
 - Training related to the Tyler ERP core financial module remain ongoing as other modules phase in
 - The customer service team logged 4 hours in supervisor training, 32 hours on the Tax ERP implementation and continued training efforts related to the onboarding process
- Police Facility Project Financing
 - Weekly update meetings have concluded with the substantial completion of the facility
 - Finance Staff and the City’s Bond Counsel continue to work with USDA on permanent financing
 - Construction activity – financial summary:

Police Facility Project: Budget & Payment Activity	Approved Budget	Incurred thru 11/30/23	Less: Retainage & Unpaid	Paid as of 11/30/23
Construction & CM: Total Bid Awards	\$ 13,650,954	\$ 13,611,447	\$ (1,332,123)	\$ 12,279,324
Plus (Less) Proposed Change Orders	331,425	-	-	-
Subtotal: Construction & CM Contracts	\$ 13,982,379	\$ 13,611,447	\$ (1,332,123)	\$ 12,279,324
Other Project Expenses & Contingencies				
Design / Architect (BMG)	\$ 805,594	\$ 783,342	\$ (66,791)	\$ 716,551
Builder's Contingency	540,080	350,732	(350,732)	-
Owner's Contingency	581,132	515,388	(329,985)	185,403
Owner's FFE (\$350k) / Tech (\$150k)	600,000	525,781	(360,149)	165,632
Subtotal: Pre/Post-Construction & Contingencies	\$ 2,526,806	\$ 2,175,242	\$ (1,107,657)	\$ 1,067,585
Grand Total Project Budget	\$ 16,509,185	\$ 15,786,689	\$ (2,439,780)	\$ 13,346,909

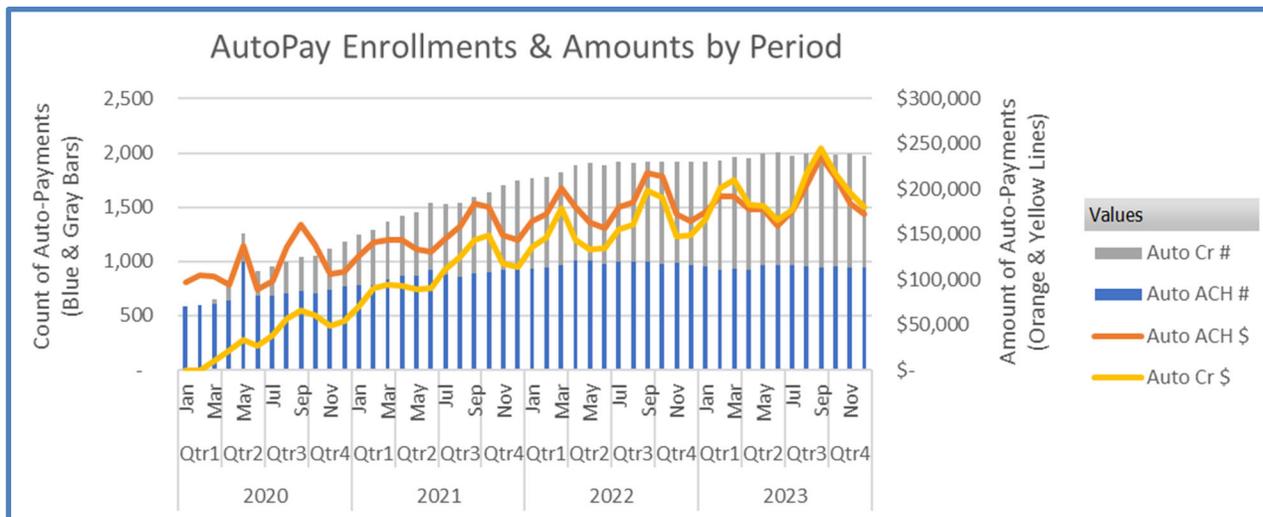
- FY22 Audit
 - The FY22 audit process has been delayed from the outset as a result of the extended FY21 process
 - Significant efforts on the financial statements have positioned us well for December’s workshop
 - November consisted of meaningful time conducting internal audit / quality control, cross-training, and we’ve had open communication with the City’s auditors
- Power Cost Adjustment (PCA)
 - DEMEC’s wholesale cost of power increased for calendar year 2024, requiring a PCA of \$0.00686, which equates to an increase of about 4.8% for the average residential customer
 - A press release will be distributed this week to share information to all ratepayers
- EV Charger Rate Development
 - We developed a rate for the new EV charger using cost analysis and benchmarking; see attachment
 - The mixed rate of \$1.00 per charge plus \$0.34 per kWh would recover all variable costs and provide for equipment replacement, though infrastructure replacement costs are partially subsidized
- Billing & Customer Service Department
 - The table below shows the outstanding tax receivables for the current year and prior years in thousands and as a function of the total levy for comparability

Property Tax Levy	Past Due (\$000) as of:			As % of Levy 11/1/23	Property Tax Levy	As of: 1/3/23	As % of Levy 1/3/23
	11/1/23	12/1/23	1/1/24				
2023 (FY24)	\$396	\$315	\$261	7.0%	2022 (FY23)	\$197	4.0%
2022 & Prior	\$149	\$142	\$137	2.6%	2021 & Prior	\$196	4.0%
Total	\$544	\$456	\$398	9.6%	Total	\$392	8.0%

- Billing & Customer Service Department, Continued
 - December results are mixed; count and amount are above average but below last December



- The graph shows an uptick in both the count and amount of past due accounts
- The increases are common for December, when disconnections are commonly reduced or suspended
 - The count of past due accounts (blue) is higher than average but 8% lower than the prior period
 - The dollar amount past due (orange) is above the average but 35% below last December
- The graph below exhibits the number and dollar amount of automatic payments by type and period from January 1, 2020 through December 30, 2023
 - The value of this report is most evident in the emergence of the following observations & trends:
 - First two years
 - Increased focus and promotion of autopay fueled steady growth in both the count and volume of auto-pay transactions
 - Last two years
 - The count of autopay transactions – the gray and blue bars – has plateaued
 - The dollar volume of autopay transactions exhibits independence from the count due to seasonality and rate growth
 - The implication is that, while serving a valuable purpose for years, the chart has run its course
 - This graph will be replaced with an alternative that expresses the autopay transactions by count and dollar volume as a function of that month’s total to enrich the comparative value of periodic data while invigorating efforts to improve the proportion of autopays



Vitola, Louis

From: Vitola, Louis
Sent: Friday, January 5, 2024 7:45 PM
To: Whitfield, Mark
Cc: Anthony J. Chipola
Subject: Chargepoint Rate Recommendation

EXECUTIVE SUMMARY

I suggest we charge a flat rate of \$1.00 per charge plus \$0.34 per kWh for the new EV chargers based on a review of our cost structure and some research/benchmarking against other EV chargers in the Chargepoint Network. The primary benefits of this rate structure are

- It delivers a positive contribution margin (revenue less variable costs) on any transaction of any length
- It is comparable to and competitive with all chargers **that are not offered free of charge**

The cons of this rate structure are

- Delaware Tech, DE SEU, DE Transit, DEC, and even some private entities (Tanger, Eagle Group) offer free charges vs this non-zero charge
- Despite fixed and variable components that combine for PARTIAL fixed cost coverage, it doesn't recover the entirety of the fully burdened (capital infrastructure & equipment) investment

DETAIL

I reviewed about 40 public and private locations with nearly 80 installs of EV charges on the ChargePoint network. While many are offered free of charge, especially publicly owned EV chargers, many require some form of 100% variable or mixed charges. Most kWh based variable rates are \$0.34 to \$0.39 per kWh, with one charger at \$0.50/kWh. The recommended rate fits within comparable chargers that require payment.

Despite the fact that we don't achieve fully burdened infrastructure cost recovery, which would promote seamless replacement at end of life, we did receive grant funding to sharply reduce the out of pocket equipment and infrastructure costs, so we will at least recover our cash out of pocket costs and likely be able to generate funding for equipment replacement for this location.

Based on the graph below, which shows variable costs per kWh of one individual charge of 1 to 120 minutes in duration,

The variable cost per kWh at 25 minutes is \$0.34 and declining thereafter, which is a reasonable length upon which to base the per kWh variable fee.

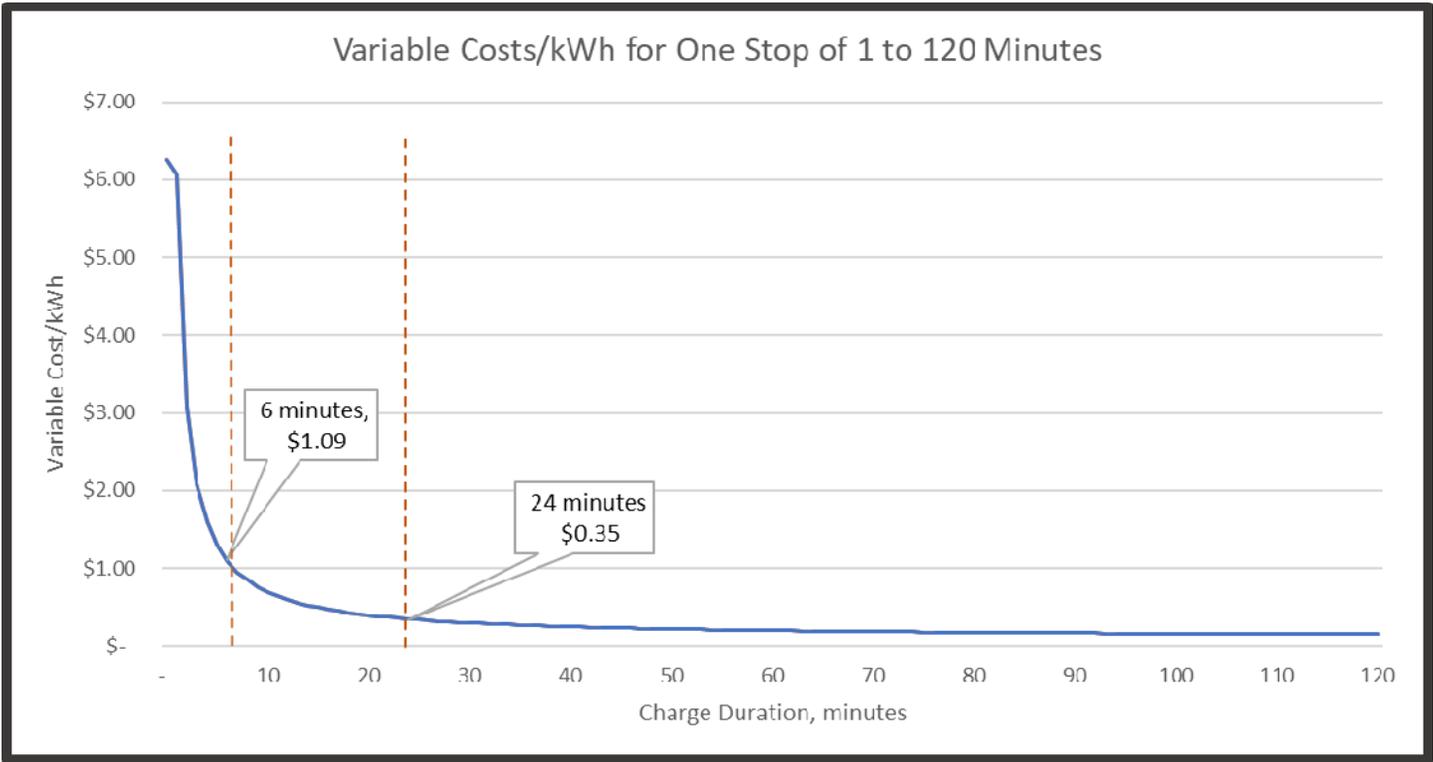
The individual transactional cost (about \$0.72) should be the minimum fixed fee component to permit each transaction to provide a contribution margin of at least \$0.25 per transaction, based on the kWh charge of \$0.34 less cost of power of \$0.09.

Pushing the fixed fee component to \$1.00 would improve the contribution margin to promote long-term fixed cost recovery while protecting the City against all but the shortest charge lengths (under 6-7 min), while also keeping the rate comparable to the benchmarked rates.

The graph shows variable costs/kWh for a range of single stops from 1 minute to 120 minutes, which helps exhibit the rationale for the recommended rate.

Please let me know if you have any questions. Thanks!

-Lou



Louis Vitola | Finance Director
lvitola@milford-de.gov | O: 302.424.5140 | C: 302.300.7137
 10 SE 2nd St. | Milford, DE 19963 | www.cityofmilford.com



Financial Reporting Package
As of and For the Period Ended November 30, 2023

Net Cash and Funding Availability Summary (*in thousands*)

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Appendix: Milford Police Facility Project Spending vs Budget

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware
 Net Cash and Funding Availability Summary (in thousands)¹
 For the Period Ended November 30, 2023

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal³

Description	Opening Balance (Oct 31, 2023)	Closing Balance (Nov 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	\$ 7,053 →	\$ 6,599	\$ 50	\$ (487)	\$ (1,509)	\$ 4,654
Electric Fund	3,949 →	3,862	98	(1,253)	(1,652)	1,055
Water Fund	3,911 →	4,116	70	(2,193)	(294)	1,699
Sewer Fund	2,424 →	2,401	42	(1,621)	(205)	617
Solid Waste Fund	485 ↑	535	7	(132)	(190)	220
Operating Cash Totals³	\$ 17,822	\$ 17,513	\$ 267	\$ (5,686)	\$ (3,849)	\$ 8,246

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

Description	Opening Balance (Oct 31, 2023)	Closing Balance (Nov 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 1,408 ↓	\$ 1,228	\$ -	\$ (1,228)	\$ -	\$ -
Municipal Street Aid (MSA)	662 ↑	733	-	(733)	-	-
Realty Transfer Tax (RTT)	802 →	857	5,486	(4,077)	(1,280)	986
Economic Development	515 →	515	89	(419)	-	185
Lodging Tax Fund	651 →	662	99	(761)	-	-
ARPA Grant Fund	431 →	395	-	(395)	-	-
Special Purpose Cash Totals³	\$ 4,470	\$ 4,390	\$ 5,674	\$ (7,613)	\$ (1,280)	\$ 1,171

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Oct 31, 2023)	Closing Balance (Nov 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 1,954 →	\$ 1,883	\$ 2,929	\$ (4,518)	\$ (249)	\$ 45
Water Fund Capital Reserves	1,991 →	1,998	2,193	(1,333)	(2,758)	99
Sewer Fund Capital Reserves	4,468 →	4,485	1,621	(1,782)	(3,887)	437
Solid Waste Fund Capital Reserves	127 →	128	139	(227)	(40)	0
Electric Fund Capital Reserves ²	12,353 →	12,401	3,753	(7,646)	(7,018)	1,490
Operating Cash Totals³	\$ 20,893	\$ 20,895	\$ 10,635	\$ (15,506)	\$ (13,952)	\$ 2,073

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

Description	Opening Balance (Oct 31, 2023)	Closing Balance (Nov 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 526 →	\$ 532	\$ 47	\$ (579)	\$ -	\$ -
Carlisle Fire Co Permit Fund	724 →	726	16	(742)	-	-
Parks & Recreation Facilities	152 →	152	-	(152)	-	-
Water Impact Fee Reserves	5,557 →	5,585	194	(5,778)	-	-
Sewer Impact Fee Reserves	3,162 →	3,176	102	(3,279)	-	-
Electric Impact Fee Reserves	1,245 →	1,251	46	(1,298)	-	-
Impact Fees & Police/GF Totals³	\$ 11,365	\$ 11,422	\$ 404	\$ (11,826)	\$ -	\$ -

Grand Totals³	\$ 54,550	\$ 54,220	\$ 16,981	\$ (40,631)	\$ (19,081)	\$ 11,489
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¹New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.

²Realty Transfer Taxes (RTT) and Electric Fund Reserves totaling \$7.5 million are being temporarily consumed to offset interest costs associated with the PD Facility construction. The recovery of the funds through project financing is reflected in the Projected Cashflows columns for RTT and Electric (\$5 million and \$2.5 million, respectively).

³Closing Balance Indicator sets Red, Yellow and Green signify month-to-month cash variance as follows:





-10% ≤ Variance ≤ 10%
-5% ≤ Variance ≤ 5%
-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended November 30, 2023

Operating Cash Balances

▼ Marks Ref Closing Bal⁵

Description	Opening Balance (Oct 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Nov 30, 2023)
General Fund	\$ 7,052,856	\$ 1,298,404	\$ 7,271	\$ (1,759,935) →	\$ 6,598,596
Electric Fund	3,949,161	2,438,781	4,160	(2,529,793) →	3,862,309
Water Fund	3,910,621	410,355	4,275	(209,459) →	4,115,792
Sewer Fund	2,424,053	535,602	2,570	(561,062) →	2,401,163
Solid Waste Fund	485,435	138,099	544	(88,690) ↑	535,387
Operating Cash Totals⁴	\$ 17,822,127	\$ 4,821,241	\$ 18,820	\$ (5,148,939) ●	\$ 17,513,248

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Oct 31, 2023)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Nov 30, 2023)
General Improvement	\$ 1,408,486	\$ -	\$ 5,464	\$ (185,957) ↓	\$ 1,227,994
Municipal Street Aid (MSA)	662,368	68,400	2,570	- ↑	733,337
Realty Transfer Tax (RTT)	802,180	68,217	3,112	(16,667) →	856,843
Economic Development	515,247	-	-	- →	515,247
Lodging Tax Fund	650,668	11,106	-	- →	661,775
ARPA Grant Fund ²	431,199	-	-	(36,597) →	394,602
Special Purpose Cash Totals^{3,4}	\$ 4,470,148	\$ 147,723	\$ 11,146	\$ (239,220) ●	\$ 4,389,797

Reserve Fund Cash Balances

Description	Opening Balance (Oct 31, 2023)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Nov 30, 2023)
General Fund Capital Reserves	\$ 1,954,383	\$ 25,870	\$ 7,581	\$ (104,614) ↑	\$ 1,883,220
Water Fund Capital Reserves	1,990,502	10,726	7,722	(10,726) →	1,998,223
Sewer Fund Capital Reserves	4,467,624	-	17,332	- →	4,484,956
Solid Waste Fund Capital Reserves	127,479	-	495	- →	127,974
Electric Fund Capital Reserves	12,352,834	-	47,922	- →	12,400,756
Reserve Fund Cash Totals^{3,4}	\$ 20,892,822	\$ 36,597	\$ 81,052	\$ (115,341) ●	\$ 20,895,130

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Oct 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Nov 30, 2023)
Police & General Gov't Facilities	\$ 525,560	\$ 6,658	\$ -	\$ - →	\$ 532,218
Carlisle Fire Co Permit Fund	723,830	2,219	-	- →	726,050
Parks & Recreation Facilities	151,700	-	-	- →	151,700
Water Impact Fee Reserves	5,556,950	27,648	-	- →	5,584,598
Sewer Impact Fee Reserves	3,161,741	14,608	-	- →	3,176,349
Electric Impact Fee Reserves	1,244,790	6,600	-	- →	1,251,390
Impact Fees & Police/GF Totals^{3,4}	\$ 11,364,571	\$ 57,734	\$ -	\$ - ●	\$ 11,422,305

Grand Totals⁴	\$ 54,549,668	\$ 5,063,295	\$ 111,018	\$ (5,503,500) ▲	\$ 54,220,480
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

²\$37k in ARPA funding (Line 16) is related to data security and water infrastructure. \$186k disbursed from General Improvement funds (Line 11) is related to the Riverwalk Lighting and Memorial Park Improvements. \$115k disbursed from reserves (lines 20-24) is attributable to the ERP project and other ongoing CIP projects.

³Investments with PFM total \$30.2 million and consist of total reserves (line 25), impact fees (lines 31-33), and special purpose funds (lines 14-15).

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

		
-10% ≤ Variance ≤ 10%	-5% ≤ Variance ≤ 5%	-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Restricted Cash Reserves Report
As of November 30, 2023

General Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/23)	\$	1,883,220
Expected Contributions & Interest		928,913
Restricted Funds:		
Vehicle & Equipment Replacement		(565,497)
Street Repair		(1,115,364)
Parking Enhancements		(320,000)
Parkland, Trails & Recreation		(870,682)
Other Proj, Incl MCC Design		(648,326)
OpEx Support (PD R/M)		(998,036)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ⁶		-
Equipment Replacement Reserve ²		(248,870)
Uncommitted Reserve Balance	\$	45,358

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/23)	\$	12,400,756
Expected Contributions & Interest		3,753,489
Restricted Funds:		
Electric Vehicles & Equipment		(359,306)
Lighting & System Improvements		(584,637)
Traffic Signal Upgrades		(289,464)
Citywide Projects		(2,352,515)
Investment Policy/Rate Stability ⁷		(4,060,000)
Reserve (MCR) Policy ^{3,6}		(6,623,223)
Equipment Replacement Reserve ³		(395,237)
Uncommitted Reserve Balance	\$	1,489,865

Water Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/23)	\$	1,998,223
Expected Contributions & Interest		2,192,753
Restricted Funds:		
Vehicle & Equipment Replacement		(136,859)
Street-Utility Engineering/Infra		(606,000)
		-
Milford Business Campus		-
Reserve-Funded Projects		(590,349)
		-
Reserve (MCR) Policy ^{3,6}		(2,607,752)
Equipment Replacement Reserve ³		(150,545)
Uncommitted Reserve Balance	\$	99,471

Solid Waste Reserves		Amount
Cash/Investment Balance (11/30/23)	\$	127,974
Expected Contributions & Interest		138,924
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(150,760)
Solid Waste Alloc of PW Projects		(76,063)
		-
Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(39,582)
Uncommitted Reserve Balance	\$	493

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/23)	\$	4,484,956
Expected Contributions & Interest		1,621,122
Restricted Funds:		
Sewer Vehicles & Equipment		(48,112)
Citywide Projects & Engineering		(2,869)
Utility Engineering		-
		-
Reserve-Funded Projects		(1,730,721)
		-
Reserve (MCR) Policy ^{3,6}		(3,834,077)
Equipment Replacement Reserve ³		(52,923)
Uncommitted Reserve Balance	\$	437,376

MSA & RTT Reserves		Amount
RTT Balance (11/30/23)		856,843
MSA Balance (11/30/23)		733,337
MSA & RTT Est Receipts thru FY24:		5,486,402
MSA: Street & Bridge Improvements		(1,190,958)
RTT: Transfer to Police Dept		(116,667)
RTT: Sidewalk Project Funding		(632,170)
MSA & RTT: 2020 Combined St-Util		(871,000)
		-
RTT: Support GF Policies ¹		(2,000,000)
RTT: Reserve Policy ⁵		(1,280,031)
Uncommitted Reserve Balance	\$	985,757

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

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

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

⁴Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Funds accumulated through FY23 used for collection equipment; 100% being reserved in FY24+.

⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts; FY24 increase related to strong FY23 vs FY20, which fell out of T3 Avg

⁶The Days Operating Expenditures (Days OpEx) piece of MCRs reclassified from Reserve balances here to Operating Cash; the Total MCR has not changed

⁷This funding has been deployed pursuant to the City's Investment Policy to achieve rate stability and structured returns. Interest rate increases and land investments prompted a revised strategy to benefit both the electric and sewer funds over a 13-year investment horizon.

City of Milford, Delaware
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended November 30, 2023 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric		Water		Sewer		Solid Waste		Total	FY24 Total <i>(as % of Rev)</i>	FY23 Total <i>(as % of Rev)</i>	
1 Operating Revenue	\$	12,364	\$	1,354	\$	2,283	\$	680	\$	16,681	100.0%	100.0%
2 Cost of Revenue ¹		(8,948)		(160)		(973)		(153)		(10,234)	-61.4%	-62.2%
3 Gross Margin		3,416		1,193		1,310		527		6,447	38.6%	37.8%
4 Operating Expenses												
5 Operations & Maintenance		(988)		(453)		(519)		(321)		(2,281)	-13.7%	-9.5%
6 Personnel		(629)		(139)		(136)		(176)		(1,080)	-6.5%	-6.3%
7 Total Operating Expenses		(1,617)		(592)		(655)		(497)		(3,361)	-20.1%	-15.8%
8 Operating Income	\$	1,799	\$	602	\$	655	\$	30	\$	3,086	18.5%	22.0%
9 Non-Operating Revenue (Expense)		24		-		(11)		-		12	0.1%	0.1%
10 Surplus (Deficit) for debt service & capital		1,823		602		644		30		3,098	18.6%	22.1%
11 Debt Service - Principal & Interest		-		-		(13)		-		(13)	-0.1%	-1.1%
12 Capital Spending / Contributions from (to) Reserves		(131)		(124)		(122)		-		(376)	-2.3%	-3.1%
13 Surplus (deficit) available for transfers		1,692		478		509		30		2,709	16.2%	17.9%
14 Transfers Out		(1,354)		(125)		(125)		-		(1,604)	-9.6%	-7.4%
15 Net Surplus (Deficit) - FYTD through Nov 2023	\$	338	\$	353	\$	384	\$	30	\$	1,105	6.6%	10.5%
16 Net Surplus (Deficit) - FYTD through Nov 2022	\$	359	\$	454	\$	758	\$	94	\$	1,665	10.5%	
17 Current vs Prior - Favorable (Unfavorable)²	↓	\$ (21)	↓	\$ (101)	↓	\$ (373)	↓	\$ (64)	↓	\$ (560)	↓	-3.9%
18 Net Surplus (Deficit) - Current FYTD Budget	\$	(156)	\$	264	\$	129	\$	15	\$	253	1.6%	
19 Current vs Budget - Favorable (Unfavorable)²	↑	\$ 493	↑	\$ 88	↑	\$ 256	↑	\$ 15	↑	\$ 852	↑	5.1%

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

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

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures¹

For the YTD Period Ended November 30, 2023 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY24 Total (as % of Rev)	FY23 Total ² (as % of Rev)
Sources of Funding:							
Real Estate (Property) Taxes	\$ 5,682	\$ -	\$ -	\$ -	\$ 5,682	67.3%	72.2%
Permits, Licensing & Franchise Fees	108	-	-	156	264	3.1%	3.6%
Fines, Fees & Misc Revenue	23	273	-	-	296	3.5%	3.3%
General Revenue Subtotal	5,813	273	0	156	6,242	74.0%	79.1%
Utility Transfers & Cost Allocation	1,604	-	-	-	1,604	19.0%	19.1%
Grant Revenue	-	-	-	-	-	0.0%	0.0%
Application of Reserve Balances	508	83	-	-	592	7.0%	1.8%
General Fund Operating Support	2,113	83	0	0	2,196	26.0%	20.9%
Total Sources of Funding	\$ 7,926	\$ 357	\$ -	\$ 156	\$ 8,438	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	156	477	278	311	1,222	14.5%	21.3%
Personnel	380	2,264	295	868	3,806	45.1%	47.6%
Total Operating Expenses	535	2,740	573	1,179	5,028	59.6%	68.9%
Surplus (Deficit) for Debt Svc & Capital	\$ 7,390	\$ (2,384)	\$ (573)	\$ (1,024)	\$ 3,410	40.4%	31.1%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	126	1,135	557	105	1,923	22.8%	2.7%
Net Surplus (Deficit) - FYTD through Nov 2023	\$ 7,264	\$ (3,518)	\$ (1,129)	\$ (1,129)	\$ 1,487	17.6%	28.4%
Net Surplus (Deficit) - FYTD through Nov 2022	\$ 5,211	\$ (1,755)	\$ (431)	\$ (627)	\$ 2,240	36.6%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 2,053	↓ \$ (1,764)	↓ \$ (699)	↓ \$ (502)	↓ \$ (753)	↓ -19.0%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 5,016	\$ (4,118)	\$ (671)	\$ (1,429)	\$ (1,202)	-19.0%	
Current vs Budget - Favorable (Unfavorable)³	↑ \$ 2,248	↑ \$ 600	↓ \$ (458)	↑ \$ 300	↑ \$ 2,689	↑ 36.6%	

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

²This format presents expenditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

³Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

Appendix: Milford Police Facility Project Spending vs Budget
Project Inception through November 30, 2023

Actual Spending by Category & Subcategory vs Budget									
Bid Category	Awarded Contracts / Budget	Project Activity	Less: Retainage	Total Payable	PNC BAN Payments	Facility Fund Payments	General Fund Payments	Notes	
Pre-Construction	\$ 835,265	\$ 813,013	\$ -	\$ 813,013	\$ -	\$ (716,551)	\$ (29,671)		
Design / Architecture ³	805,594	783,342	-	783,342	-	(716,551)	-	FY19-FY23	
Referendum / Administrative	29,671	29,671	-	29,671	-	-	(29,671)	FY19-FY22	
Construction Management	\$ 649,392	\$ 590,227	\$ -	\$ 590,227	\$ (544,352)	\$ -	\$ -		
Fixed/On-Stie Construction Mgmt: RYJ	266,260	335,241	-	335,241	(311,295)	-	-	FY23	
Variable Const Mgmt Fees: RYJ	383,132	254,986	-	254,986	(233,057)	-	-	FY23	
Construction: 16 Core Contracts	\$ 13,323,334	\$ 12,925,328	\$ 646,266	\$ 12,279,062	\$ (11,639,080)	\$ -	\$ -		
Sitework: Zack Excavating	1,976,508	1,878,165	93,908	1,784,257	(1,324,345)	-	-	FY23 / Current	
Concrete: Gullwing	293,000	308,421	15,421	293,000	(293,000)	-	-	FY23 / Current	
Masonry: L. Wilson	790,000	831,579	41,579	790,000	(790,000)	-	-	FY23 / Current	
Steel Work: R.C. Fabricators	868,000	856,082	42,804	813,278	(813,278)	-	-	June (FY22) - Current	
Carpentry & Gen: Conventional	1,076,360	1,097,108	54,855	1,042,253	(962,667)	-	-	Sept (FY22) - Current	
Roofing: Quality Exteriors	933,252	923,252	46,163	877,089	(877,089)	-	-	June (FY22) - Current	
Hardware: Precision	232,231	224,367	11,218	213,149	(213,149)	-	-	Jan (FY23) - Current	
Glasswork: Walker & LaBarge	183,600	183,600	9,180	174,420	(173,375)	-	-	Oct (FY22) - Current	
Drywall/Stud: Peninsula	1,317,000	1,317,000	65,850	1,251,150	(1,251,150)	-	-	FY23 / Current	
Acoustical: Master Interiors	259,080	249,080	12,454	236,626	(236,626)	-	-	June (FY22) - Current	
Floor Covering: Tri-State	492,124	490,624	24,531	466,093	(466,093)	-	-	June (FY22) - Current	
Caulk & Paint: M&S Painting	66,570	59,193	2,960	56,234	(56,234)	-	-	Feb (FY23) - Current	
Casework: Modular Concepts	116,465	113,873	5,694	108,179	(108,179)	-	-	Sept (FY23)	
Mechanical: J.F Sobieski	2,081,649	2,079,831	103,992	1,975,839	(1,909,650)	-	-	June (FY22) - Current	
Fire Sprinkler: Bear Industries	98,780	88,780	4,439	84,341	(84,341)	-	-	FY23 / Current	
Electrical: Filec Services	2,538,715	2,224,373	111,219	2,113,154	(2,079,904)	-	-	FY23 / Current	
Construction: Other Activity	\$ 600,000	\$ 179,044	\$ -	\$ 179,044	\$ 170,956	\$ -	\$ 170,956		
Technology	150,000	(267,921)	-	(267,921)	267,921	-	267,921	FY23 / Current	
Furniture, Fixtures & Equip	450,000	446,965	-	446,965	(96,965)	-	(96,965)	FY23 / Current	
Post-Construction / Contingencies	\$ 1,101,194	\$ 866,119	\$ 680,717	\$ 185,403	\$ (185,403)	\$ -	\$ -		
Builder's Contingency ¹	520,062	350,732	350,732	-	-	-	-	Jan/Feb (FY23) - Current	
Owner's Contingency ²	581,132	515,388	329,985	185,403	(185,403)	-	-	FY22 - Current	
Grand Total	\$ 16,509,185	\$ 15,373,731	\$ 1,326,983	\$ 14,046,748	\$ (12,197,879)	\$ (716,551)	\$ 141,285		

^{1,2}Builder's and Owner's Contingency were established to account for anticipated but unknown project expenditures arising at the site as construction unfolded (Builder's) and a mix of known and unknown project expenditures related to project financing, permitting and administration. About \$270k of Builder's Contingency arose from Jan-Feb 2023 and was presented to Council February 27, 2023.

³About \$270k of Builder's Contingency was related to the facility's electric service emerging in Jan-Feb 2023 and was presented to Council February 27, 2023.

²\$160k of Owner's Contingency consists primarily of interest on temporary financing and is paid monthly with loan proceeds, while about \$330k is the estimated cost of the communications upgrade.

³BMG Contract Reconciliation reflects amounts billed against architectural contract - full design services tasks 6 & 9 only.

City of Milford, Delaware
 Legacy Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2023

41.7% of Year Elapsed

Account / Function	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 105,860	\$ 8,822	\$ 44,108	41.7%
General Fund Reserves	1,114,525	92,877	464,385	41.7%
ARPA Funding - Operating Support	21,245	-	-	0.0%
Realty Transfer Tax - Police	200,000	16,667	83,333	41.7%
Real Estate Tax	5,732,358	2,354	5,681,840	99.1%
Business License	67,000	710	5,960	8.9%
Rental License	120,000	300	3,725	3.1%
Building Permits	250,000	760	87,490	35.0%
Planning & Zoning	65,000	-	51,806	79.7%
Leases and Franchise Fees	430,069	39,100	108,294	25.2%
Grasscutting Revenue	20,000	1,333	6,667	33.3%
Police Revenues	523,680	23,828	273,260	52.2%
Misc. Revenues	20,500	4,905	22,840	111.4%
Transfers In	5,221,976	320,833	1,604,167	30.7%
Total General Fund Revenue	\$ 13,892,213	\$ 512,490	\$ 8,437,877	60.7%
Enterprise Funds:				
Water Fund Revenues	3,601,227	101,730	1,353,883	37.6%
Sewer Fund Revenues	3,271,974	239,812	1,316,508	40.2%
Kent County Sewer	2,533,811	176,844	966,302	38.1%
Solid Waste Fund Revenues	1,710,494	118,476	680,191	39.8%
Electric Fund Revenues	28,893,293	2,098,785	12,366,768	42.8%
Total Enterprise Fund Revenue	\$ 40,010,799	\$ 2,735,647	\$ 16,683,652	41.7%
Other Enterprise Revenue	-	120	1,455	
Other Enterprise Expense	-	-	-	
Total General & Enterprise Fund Revenue	\$ 53,903,012	\$ 3,248,257	\$ 25,122,984	46.6%

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2023

41.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 621,570	\$ 63,195	\$ 247,826	39.9%	\$ 373,744
Operation & Maintenance (O&M)	137,511	24,272	48,474	35.3%	89,036
Capital	-	-	-		-
Subtotal: City Administration	759,081	87,467	296,300	39.0%	462,780
City Clerks					
Personnel	337,869	29,637	117,012	34.6%	\$ 220,857
Operation & Maintenance (O&M)	81,851	2,397	19,694	24.1%	62,157
Capital	-	-	-		-
Subtotal: City Clerks	419,720	32,034	136,706	32.6%	283,013
Planning & Zoning					
Personnel	\$ 676,580	70,511	247,935	36.6%	428,645
O&M	154,432	7,508	50,422	32.6%	104,010
Capital	70,000	-	-	0.0%	70,000
Subtotal: Planning & Zoning	901,012	78,019	298,357	33.1%	602,655
Council					
Personnel	54,990	3,019	15,006	27.3%	39,984
Legal	30,150	-	7,538	25.0%	22,612
City Hall Building Expense	38,961	-	3,247	8.3%	35,714
Insurance	17,650	-	444	2.5%	17,206
Council Expense	40,000	-	7,825	19.6%	32,175
Codification	18,000	-	3,618	20.1%	14,382
Carlisle Fire Company	205,000	-	-	0.0%	205,000
Museum	40,000	-	-	0.0%	40,000
Downtown Milford, Inc.	50,000	-	-	0.0%	50,000
Milford Public Library	28,000	-	-	0.0%	28,000
Armory Expenses	25,000	-	1,154	4.6%	23,846
Community Festivals	70,000	-	-	0.0%	70,000
Election Expense	3,000	-	-	0.0%	3,000
Other O&M	76,390	7,864	38,888	50.9%	37,502
Emergency Operations	50,000	-	24,756	49.5%	25,244
Subtotal: Council	747,141	10,884	102,476	13.7%	644,665

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2023

41.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	643,770	71,642	\$ 248,704	38.6%	395,065
O&M	35,080	2,015	15,591	44.4%	19,489
Capital	-	-	-		-
Subtotal: Finance	678,850	73,658	264,296	38.9%	414,554
Information Technology					
Personnel	482,545	52,604	191,058	39.6%	291,487
O&M	524,445	80,041	168,302	32.1%	356,142
Capital	973,743	25,891	101,528	10.4%	872,215
Subtotal: Information Technology	1,980,733	158,537	460,889	23.3%	1,519,844
Police Department					
Personnel	5,530,716	494,397	2,263,658	40.9%	3,267,058
O&M	1,388,456	64,991	476,597	34.3%	911,859
Capital	-	409,789	1,134,812		(1,134,812)
Subtotal: Police Department	6,919,172	969,177	3,875,067	56.0%	3,044,105
Streets & Grounds Division					
Personnel	425,400	49,189	180,364	42.4%	245,037
O&M	565,968	10,828	76,825	13.6%	489,143
Capital	182,330	16,600	105,234	57.7%	77,097
Subtotal: Streets & Grounds Division	1,173,699	76,616	362,422	30.9%	811,277
Parks & Recreation					
Personnel	790,970	75,253	294,904	37.3%	496,066
O&M	701,910	44,782	278,143	39.6%	423,767
Capital	1,034,676	261,431	556,888	53.8%	477,788
Subtotal: Parks & Recreation	2,527,556	381,466	1,129,935	44.7%	1,397,621
Total General Fund Expenditures	\$ 15,687,243	\$ 1,835,823	\$ 6,926,447	44.2%	\$ 8,760,795

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2023

41.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 412,740	\$ 35,048	\$ 139,021	33.7%	\$ 273,719
O&M	1,787,676	99,904	452,648	25.3%	1,335,029
Transfer to General Fund	300,000	25,000	125,000	41.7%	175,000
Capital	735,536	10,726	123,919	16.8%	611,617
Debt Service	365,275	-	-	0.0%	365,275
Subtotal: Water Division	3,601,227	170,678	840,588	23.3%	2,760,639
Sewer Division					
Personnel	\$ 402,430	34,006	136,023	33.8%	266,406
O&M	1,928,765	78,770	518,847	26.9%	1,409,918
Transfer to General Fund	300,000	25,000	125,000	41.7%	175,000
Capital	231,927	6,909	121,650	52.5%	110,276
Debt Service	408,853	-	12,735	3.1%	396,118
Subtotal: Sewer Division (excl. Kent County)	3,271,974	144,685	914,255	27.9%	2,357,719
Kent County Sewer	2,533,811	-	799,742	31.6%	1,734,069
Subtotal: Sewer Division (Comprehensive)	5,805,785	144,685	1,713,998	29.5%	4,091,787
Solid Waste Division					
Personnel	403,570	49,560	175,890	43.6%	227,680
O&M	1,306,924	54,269	321,439	24.6%	985,485
Capital	-	-	-	-	-
Subtotal: Solid Waste Division	1,710,494	103,829	497,329	29.1%	1,213,165
Subtotal: Water, Sewer & Solid Waste	11,117,506	419,192	3,051,914	27.5%	8,065,592
Electric Division					
Personnel	\$ 1,803,070	168,170	629,180	34.9%	1,173,890
O&M	3,018,229	238,456	987,977	32.7%	2,030,253
Transfer to General Fund	3,250,000	270,833	1,354,167	41.7%	1,895,833
Capital	993,014	125,908	130,874	13.2%	862,141
Debt Service	322,590	-	-	0.0%	322,590
Subtotal: Electric Division (excl. Power)	9,386,904	803,367	3,102,197	33.0%	6,284,707
Power Purchased	20,492,823	1,595,546	8,948,216	43.7%	11,544,607
Subtotal: Electric Division (Comprehensive)	29,879,727	2,398,912	12,050,413	40.3%	17,829,314
Total Enterprise Fund Expenditures	\$ 40,997,232	\$ 2,818,104	\$ 15,102,327	36.8%	\$ 25,894,905
Grand Total Operating Budget	\$ 56,684,475	\$ 4,653,927	\$ 22,028,775	38.9%	\$ 34,655,700

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2023

41.7% of Year Elapsed

Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 178,430	\$ 19,962	\$ 72,933	40.9%	\$ 105,497
Operation & Maintenance (O&M)	134,410	13,627	35,994	26.8%	98,416
Capital	-	-	-		-
Subtotal: Garage	312,840	33,589	108,927	34.8%	203,913
Public Works					
Personnel	921,530	105,644	382,021	41.5%	539,509
O&M	265,540	45,487	108,125	40.7%	157,415
Capital	-	-	-		-
Subtotal: Public Works	1,187,070	151,130	490,145	41.3%	696,925
Tech Services					
Personnel	304,930	34,159	125,298	41.1%	179,632
O&M	509,816	31,094	110,335	21.6%	399,481
Capital	-	-	-		-
Subtotal: Tech Services	814,746	65,253	235,633	28.9%	579,113
Billing & Collections					
Personnel	800,480	86,819	309,756	38.7%	490,724
O&M	451,020	41,429	116,085	25.7%	334,935
Capital	-	-	-		-
Subtotal: Billing & Collections	1,251,500	128,248	425,841	34.0%	825,659
City Hall Cost Allocation					
O&M	83,600	10,556	25,468	30.5%	58,132
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,600	10,556	25,468	30.5%	58,132
Interdepartmental Cost Allocation	\$ (3,649,757)	\$ (388,777)	\$ (1,286,015)	35.2%	\$ (2,363,742)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

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



**Delaware League
of Local Governments**
Monthly Dinner Meeting
Invitation

Thursday, January 25, 2024

Maple Dale Country Club

180 Maple Dale Drive, Dover, Delaware 19904

5:30 p.m. - 8 p.m.



Featured Speaker:

Bethany Hall-Long

Lieutenant Governor of the State of Delaware

Local Government Opportunities &

Challenges in 2024



OFFICE OF THE CHIEF OF POLICE
CECILIA E. ASHE
cecilia.ashe@cj.state.de.us



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

MEMORANDUM

DATE: December 8, 2023

TO: Mayor & Council
Mark Whitfield, City Manager

FROM: Chief Cecilia E. Ashe

RE: Request for Authorization for additional Communications Personnel and New Crime Analyst Position

The Milford Police Department is requesting authorization to hire additional personnel for the Communication Center and a new Crime Analyst position within the police department. The Communications Center currently has assigned eight (8) full-time personnel, which allows only for two (2) personnel per shift, with four shifts to cover 24-hour operations. Upon my hire, I promised City Council I would conduct a staffing study of all personnel within the Police Department showing priority to those areas that require immediate attention due to operational need and the safety of the citizens of Milford. Upon a preliminary review of staffing, it was glaring that the communications center was understaffed and cost saving measures could be put in place to run this division more efficiently and effectively. The current make up of creates a serious issue if an employee calls out sick or takes vacation as it will only leave one (1) employee to handle all communications center responsibilities. This does not take into account the number of calls that are received and dispatched for other divisions such as the Electric Department if there is a power outage or other storm related events such as flooding, where the Streets Department would need to be notified. In reviewing Computer Aided Dispatch (CAD) system if one of these events was to take place communications would be fielding on average a hundred calls, while also dispatching and monitoring the police operations on the street. Currently for us to maintain two dispatchers in the communications center at all times requires us to call in another full-time dispatcher on overtime if he/she is available to come in or contact one of the part-time dispatchers, who may or may not be available to work. This also limits the amount of time off that can be granted to employees, as we are in most cases unable to fill shifts with part-time employees due to their schedule or holidays. Finally this does not taking in to consideration if there is an employee out on long term leave such as FMLA or Military. In any of the above examples, this causes us to pay staff overtime or pay additional staff which is not the most cost-efficient way to run this type of Communications Center.

Therefore, I am proposing one (1) additional dispatcher to each shift, totaling four (4) additional personnel. Under this proposal, I would request two (2) of those positions be filled immediately and the other two (2) positions be added within the FY25 budget. I have consulted with the Director of Finance Lou Vitola along with the City Manager Mark Whitfield and the following impact and projections on the

FY24 budget are expected to be neutralized with offsetting O&M savings. The impact on the FY25 budget is provided below, gross of interdepartmental cost sharing:

Police-Civilian	Salary & Wages	Benefits	
Dispatch 1 - FY25	\$ 44,554	\$ 22,623	\$ 67,177
Dispatch 2 - FY25	\$ 44,554	\$ 22,623	\$ 67,177
Dispatch 3 - FY25	\$ 43,576	\$ 22,597	\$ 66,173
Dispatch 4 - FY25	\$ 43,576	\$ 22,597	\$ 66,173
			\$ 266,700

Internal funding through utility cost sharing would be in place permanently to defray a portion of the cost to add dispatchers.

- FY25 cost sharing (\$45k) results in a net impact of \$222k.
- FY26 cost sharing (\$46k) results in a net impact of \$228k.
- FY27 cost sharing (\$48k) results in a net impact of \$235k.
- FY28 cost sharing (\$49k) results in a net impact of \$242k.
- FY29 cost sharing (\$51k) results in a net impact of \$250k.

This request is in line with the Strategic Plan 2023 under the Public Safety and Preparedness Objective 1, Deployment of Police Resources.

In addition, I am requesting authorization to hire a full-time Crime Analyst with the intent to fill this position within the next sixty (60) days. I am requesting this position to be able to move into the next phase of our Strategic Plan as well as the ability to receive grant funding to help offset some of the costs. As you are aware, Milford Police Department is currently applying for grant funding through the Delaware Criminal Justice Council to fund additional personnel within the Behavioral Health Unit. As part of this grant, we are requesting to receive partial funding for a Crime Analyst to track and monitor, with more detail and precision, the success and gaps within our Behavioral Health Unit. This opportunity to offset some of these expenses has presented itself prior to the FY25 fiscal. I have consulted with the Director of Finance Lou Vitola along with the City Manager Mark Whitfield and the following impact and projections on FY25 budget are provided below:

Police-Civilian	Salary & Wages	Benefits	
Crime Analyst - FY25	\$ 72,450	\$ 27,479	\$ 99,929

A portion of a two-year Behavioral Health Unit (BHU) grant is expected to provide temporary support to the crime analyst position, which would partially mitigate costs late in FY24, all of FY25 and most of FY26.

- FY25 grant funding of \$18k results in a net impact of \$81k.
- FY26 grant funding of \$12k results in a net impact of \$91k.
- FY27 cost impact is \$106k
- FY28 cost impact is \$109k
- FY29 cost impact is \$112k

A Property tax increase of 5.3% (3.1 cents per \$100 of AV) instituted in FY26 would carry the cost of the revised operational structure from then onward if we are successful absorbing the net costs associated with the crime analyst and dispatch positions the remainder of FY24 through FY25.

This request is in line with the Strategic Plan 2023 under the Public Safety and Preparedness which will impact six (6) of the seven (7) objectives while also allowing us to implement seventeen (17) of the twenty-one (21) Strategies. The most important of all of the strategies that this position will produce is transparency of accurate crime numbers and transparency of accountability within the Police Department.

It is my belief that prioritizing these areas will provide an enhanced proactive approach to the safety of our community members. This will also provide and foster economic growth and bring new businesses and residents to the City of Milford.

Date: December 20, 2023
To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Re: Crime Analyst Position

EXECUTIVE SUMMARY

In the absence of a specific property tax increase levied in support of a new general fund initiative, a mix of permanent cost reduction, grant revenue, and revenue growth is required to support long-run costs of the new initiative. The following analysis suggests that the combination of a time-sensitive grant opportunity, the permanent reallocation of 1.0 new full-time equivalent unfilled positions, organic property tax growth, and residual “soft benefits” are sufficient to offset or nearly offset the incremental cost of the new position each year over a ten-year outlook from FY25 through FY34.

ANALYSIS

Expansionary costs for certain departments in the general fund¹ must be met entirely through recurring revenue sources in the general fund – chiefly property tax revenue – even when grant funding is available to support initial expenditures. While utility transfers represent recurring revenue in the general fund, the nexus for the magnitude of the transfer is driven by the ongoing needs of the utility as determined through regular cost of service analysis and rate studies – not the needs of the general fund. Further, the use of capital funding sources, however germane to the general fund, are not recurring or sustainable. Therefore, in the absence of a specific property tax increase to support a particular new general fund initiative, a mix of permanent cost reduction, grant revenue, and revenue growth is required to support long-run costs of any new endeavor. The addition of the Crime Analyst position in the Police Department is achievable only through such a combination: FY25 and FY26 grant revenue, potential cost savings through attrition of one or a combination of unfilled growth positions new to the FY24 budget, and through natural property tax revenue growth in the form of organic tax base growth and a “soft benefits” measure of accelerated tax base growth attributable to the efforts of the Crime Analyst position.

The table on the following page exhibits the all-in operating costs associated with the new position net of reallocated, new and unfilled general fund personnel, anticipated grant revenue, property tax revenue growth, and soft benefits² associated with the efforts of the new Crime Analyst position.

RECOMMENDATION

If the City moves forward with the Crime Analyst position, it is recommended that 1.0 new FTE approved in FY24 must be deferred indefinitely if not permanently. The FTE reallocation is critical to the long-term viability of the position’s funding, while the other offsetting measures close the gap.

¹ Public Safety, Parks & Recreation, Streets, Administration, City Clerks, and City Council

² Staff at the University of Delaware’s Institute for Public Administration kindly assembled research on short notice to support the Finance Department’s efforts to understand and conservatively quantify the economic benefit

Estimated Impact of Crime Analyst Position with Offsetting Cost Reductions and Revenue Growth
Ten Year Period from Fiscal Year 2025 through 2034

Incremental Costs (Savings) by Fiscal Year & Type	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Crime Analyst										
Wages	71,569	75,559	79,772	83,808	88,049	92,504	97,185	102,102	108,320	114,917
Taxes/Benefits	29,312	31,386	33,207	34,805	36,485	38,251	40,016	41,870	44,042	46,343
Crime Analyst Total	100,881	106,945	112,979	118,613	124,534	130,755	137,201	143,973	152,362	161,260
Repurpose GF Vacancy(-ies)										
Wages	(52,042)	(54,944)	(58,007)	(60,942)	(64,025)	(67,265)	(70,669)	(74,245)	(78,766)	(83,563)
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Offset(s) (OT/Temp/PT)	20,000	20,500	21,013	21,538	22,076	22,628	23,194	23,774	24,368	24,977
Total Personnel Offset(s)	(57,597)	(61,830)	(65,925)	(69,659)	(73,593)	(77,739)	(82,015)	(86,519)	(92,189)	(98,219)
Grant Funding	(20,000)	(13,333)								
Share of AV/PT Growth	(3,675)	(51,667)	(17,702)	(17,967)	(18,237)	(18,510)	(18,788)	(19,070)	(19,356)	(19,646)
Soft Benefits - Crime Reduction	-	-	-	-	(33,683)	(34,189)	(34,702)	(35,222)	(35,750)	(36,287)
Annual Net Impact	19,609	(19,884)	29,353	30,987	(980)	317	1,696	3,162	5,067	7,109

UD Institute for Public Administration Research Summary

Crime and Economic Development

The dynamics between crime and economic development are a key social phenomenon that communities would like to better understand. That being said, the relationship is difficult to evaluate for causal impact due to the multitude of social factors that affect these two variables. Instead, the bulk of the studies identify correlations between various economic factors and crime rate, such as various economic development metrics.

Regarding business behavior, there were multiple sources detailing how crime affects businesses. One study found crime and its resulting behavior changes increase the cost of doing business in a locality and ultimately affects the development trajectory of the whole neighborhood (Greenbaum and Tita, 2004). Another study found that theoretical and empirical arguments suggest that the fear of victimization causes consumers, workers and entrepreneurs to alter their routine activities (Wilcox, Land, Hunt, 2018).

There have also been a number of other studies conducted across the globe on the relationship between crime and other economic development output metrics. In a study conducted in India, Raj and Kalluru (2023) find that “a one percent increase in homicide rates leads to 0.25% decrease in economic growth.” Meanwhile, a 2016 study by the World Bank estimates that violent crime cost Mexico 7 percent of GDP. The Center for American Progress found that “on average, a reduction in a given year of one homicide in a zip code causes a 1.5 percent increase in housing values in that same zip code the following year.”

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Sources

Greenbaum, R. T., & Tita, G. E. (2004). The Impact of Violence Surges on Neighbourhood Business Activity. *Urban Studies* (Edinburgh, Scotland), 41(13), 2495–2514. <https://doi.org/10.1080/0042098042000294538>

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“Survey: Crime Data Shapes Half of Owner’s Relocation Decisions.” *Realtor Magazine*, 3 Nov 2021. <https://www.nar.realtor/magazine/real-estate-news/survey-crime-data-shapes-half-of-owners-relocation-decisions>

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(<https://counciloncj.org/>)

Saving Lives: Ten Essential Actions Cities Can Take to Reduce Violence Now

January 12, 2022

PDF of Full Report (<https://counciloncj.org/wp-content/uploads/2022/01/VCWG-Final-Report.pdf>)

Report Summary (https://counciloncj.org/wp-content/uploads/2022/01/2-PAGE-SUMMARY_VCWG-1.pdf)



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 on behalf of the Finance and Audit Committee
Subject: Additional Police Department Personnel Funding
Date: January 3, 2023

At the request of City Council, the Finance and Audit Committee met on December 20, 2023 to discuss and formulate a recommendation for Council's consideration to fund additional personnel requested by the Chief of Police without increasing the real estate tax levy. Chief Ashe requested that four (4) additional dispatcher positions and a Crime Analyst position be added prior to the 2025 Budget.

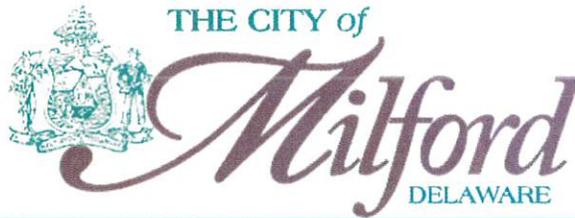
The Committee discussed several funding options for the positions including grant funds, utility fund transfers, and reallocating funds from unfilled positions funded by the General Fund. An analysis by the Finance Director Lou Vitola (memo attached) indicated that the Crime Analyst position could be funded for FY24 through the combination of an unfilled growth position, grant income and the natural property tax revenue growth (from new homes and businesses). While immediate funding is not available for the requested four (4) new dispatcher positions, funding for two (2) positions for 4 months in FY24 could be achieved through the combination of police budget savings, unfilled growth positions, and natural property tax revenue growth. The remaining two (2) positions would be considered in a future Budget cycle.

The two new unfilled growth positions identified include the Horticulturalist (Parks and Recreation Budget) and the Deputy City Clerk (City Clerk Budget) positions. Permanently eliminating these two positions, combined with temporary grant funding and property tax growth, will fund the three (3) new positions both now and in the future, avoiding the need to fund the additional positions through real estate tax increases.

Recommendation: On a vote of 3 – 0, the Finance Committee recommends Council authorize the Crime Analyst position and two (2) additional Dispatcher positions effective immediately, and that \$54,690 be transferred from Parks and Recreation Budget Wages and Benefits to Police Civilian Wages and Benefits, and \$23,586 be transferred from City Clerk Budget Wages and Benefits to Police Civilian Wages and Benefits to partially cover the cost of the positions.



OFFICE OF THE CHIEF OF POLICE
CECILIA E. ASHE
cecilia.ashe@cj.state.de.us



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

MEMORANDUM

DATE: December 8, 2023

TO: Mayor & Council
Mark Whitfield, City Manager

FROM: Chief Cecilia E. Ashe

RE: Request for Authorization for additional Communications Personnel and New Crime Analyst Position

The Milford Police Department is requesting authorization to hire additional personnel for the Communication Center and a new Crime Analyst position within the police department. The Communications Center currently has assigned eight (8) full-time personnel, which allows only for two (2) personnel per shift, with four shifts to cover 24-hour operations. Upon my hire, I promised City Council I would conduct a staffing study of all personnel within the Police Department showing priority to those areas that require immediate attention due to operational need and the safety of the citizens of Milford. Upon a preliminary review of staffing, it was glaring that the communications center was understaffed and cost saving measures could be put in place to run this division more efficiently and effectively. The current make up of creates a serious issue if an employee calls out sick or takes vacation as it will only leave one (1) employee to handle all communications center responsibilities. This does not take into account the number of calls that are received and dispatched for other divisions such as the Electric Department if there is a power outage or other storm related events such as flooding, where the Streets Department would need to be notified. In reviewing Computer Aided Dispatch (CAD) system if one of these events was to take place communications would be fielding on average a hundred calls, while also dispatching and monitoring the police operations on the street. Currently for us to maintain two dispatchers in the communications center at all times requires us to call in another full-time dispatcher on overtime if he/she is available to come in or contact one of the part-time dispatchers, who may or may not be available to work. This also limits the amount of time off that can be granted to employees, as we are in most cases unable to fill shifts with part-time employees due to their schedule or holidays. Finally this does not taking in to consideration if there is an employee out on long term leave such as FMLA or Military. In any of the above examples, this causes us to pay staff overtime or pay additional staff which is not the most cost-efficient way to run this type of Communications Center.

Therefore, I am proposing one (1) additional dispatcher to each shift, totaling four (4) additional personnel. Under this proposal, I would request two (2) of those positions be filled immediately and the other two (2) positions be added within the FY25 budget. I have consulted with the Director of Finance Lou Vitola along with the City Manager Mark Whitfield and the following impact and projections on the

FY24 budget are expected to be neutralized with offsetting O&M savings. The impact on the FY25 budget is provided below, gross of interdepartmental cost sharing:

Police-Civilian	Salary & Wages	Benefits	
Dispatch 1 - FY25	\$ 44,554	\$ 22,623	\$ 67,177
Dispatch 2 - FY25	\$ 44,554	\$ 22,623	\$ 67,177
Dispatch 3 - FY25	\$ 43,576	\$ 22,597	\$ 66,173
Dispatch 4 - FY25	\$ 43,576	\$ 22,597	\$ 66,173
			\$ 266,700

Internal funding through utility cost sharing would be in place permanently to defray a portion of the cost to add dispatchers.

- FY25 cost sharing (\$45k) results in a net impact of \$222k.
- FY26 cost sharing (\$46k) results in a net impact of \$228k.
- FY27 cost sharing (\$48k) results in a net impact of \$235k.
- FY28 cost sharing (\$49k) results in a net impact of \$242k.
- FY29 cost sharing (\$51k) results in a net impact of \$250k.

This request is in line with the Strategic Plan 2023 under the Public Safety and Preparedness Objective 1, Deployment of Police Resources.

In addition, I am requesting authorization to hire a full-time Crime Analyst with the intent to fill this position within the next sixty (60) days. I am requesting this position to be able to move into the next phase of our Strategic Plan as well as the ability to receive grant funding to help offset some of the costs. As you are aware, Milford Police Department is currently applying for grant funding through the Delaware Criminal Justice Council to fund additional personnel within the Behavioral Health Unit. As part of this grant, we are requesting to receive partial funding for a Crime Analyst to track and monitor, with more detail and precision, the success and gaps within our Behavioral Health Unit. This opportunity to offset some of these expenses has presented itself prior to the FY25 fiscal. I have consulted with the Director of Finance Lou Vitola along with the City Manager Mark Whitfield and the following impact and projections on FY25 budget are provided below:

Police-Civilian	Salary & Wages	Benefits	
Crime Analyst - FY25	\$ 72,450	\$ 27,479	\$ 99,929

A portion of a two-year Behavioral Health Unit (BHU) grant is expected to provide temporary support to the crime analyst position, which would partially mitigate costs late in FY24, all of FY25 and most of FY26.

- FY25 grant funding of \$18k results in a net impact of \$81k.
- FY26 grant funding of \$12k results in a net impact of \$91k.
- FY27 cost impact is \$106k
- FY28 cost impact is \$109k
- FY29 cost impact is \$112k

A Property tax increase of 5.3% (3.1 cents per \$100 of AV) instituted in FY26 would carry the cost of the revised operational structure from then onward if we are successful absorbing the net costs associated with the crime analyst and dispatch positions the remainder of FY24 through FY25.

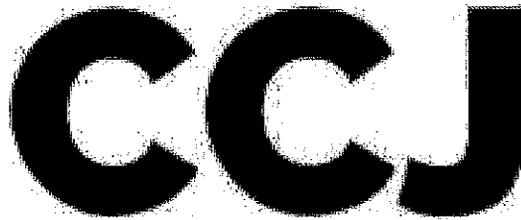
This request is in line with the Strategic Plan 2023 under the Public Safety and Preparedness which will impact six (6) of the seven (7) objectives while also allowing us to implement seventeen (17) of the twenty-one (21) Strategies. The most important of all of the strategies that this position will produce is transparency of accurate crime numbers and transparency of accountability within the Police Department.

It is my belief that prioritizing these areas will provide an enhanced proactive approach to the safety of our community members. This will also provide and foster economic growth and bring new businesses and residents to the City of Milford.

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Date: December 20, 2023
To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Re: Crime Analyst Position

EXECUTIVE SUMMARY

In the absence of a specific property tax increase levied in support of a new general fund initiative, a mix of permanent cost reduction, grant revenue, and revenue growth is required to support long-run costs of the new initiative. The following analysis suggests that the combination of a time-sensitive grant opportunity, the permanent reallocation of 1.0 new full-time equivalent unfilled positions, organic property tax growth, and residual “soft benefits” are sufficient to offset or nearly offset the incremental cost of the new position each year over a ten-year outlook from FY25 through FY34.

ANALYSIS

Expansionary costs for certain departments in the general fund¹ must be met entirely through recurring revenue sources in the general fund – chiefly property tax revenue – even when grant funding is available to support initial expenditures. While utility transfers represent recurring revenue in the general fund, the nexus for the magnitude of the transfer is driven by the ongoing needs of the utility as determined through regular cost of service analysis and rate studies – not the needs of the general fund. Further, the use of capital funding sources, however germane to the general fund, are not recurring or sustainable. Therefore, in the absence of a specific property tax increase to support a particular new general fund initiative, a mix of permanent cost reduction, grant revenue, and revenue growth is required to support long-run costs of any new endeavor. The addition of the Crime Analyst position in the Police Department is achievable only through such a combination: FY25 and FY26 grant revenue, potential cost savings through attrition of one or a combination of unfilled growth positions new to the FY24 budget, and through natural property tax revenue growth in the form of organic tax base growth and a “soft benefits” measure of accelerated tax base growth attributable to the efforts of the Crime Analyst position.

The table on the following page exhibits the all-in operating costs associated with the new position net of reallocated, new and unfilled general fund personnel, anticipated grant revenue, property tax revenue growth, and soft benefits² associated with the efforts of the new Crime Analyst position.

RECOMMENDATION

If the City moves forward with the Crime Analyst position, it is recommended that 1.0 new FTE approved in FY24 must be deferred indefinitely if not permanently. The FTE reallocation is critical to the long-term viability of the position’s funding, while the other offsetting measures close the gap.

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

INVITATION TO BIDDERS

Pedestrian/ADA Compliant Surface Deck for the Walnut Street Bridge

Sealed Bids for the construction of a Pedestrian/ADA Compliant Surface Deck for the Walnut Street Bridge in Downtown Milford are being accepted by the City of Milford Public Works Department. Mailed bids must be addressed to the City Clerk's Office, Milford City Hall, 201 South Walnut Street, Milford, Delaware 19963, and outer envelope clearly marked "Sealed Bid-Pedestrian/ADA Compliant Surface Deck for the Walnut Street Bridge".

Bids will be received up to 2:00 PM local time on December 18, 2023, at which time they will be opened and publicly read into the record. Bids received after the published deadline will not be accepted.

Submittal terms must be met for your bid to be considered responsive and responsible. For all design drawings, terms and conditions of bid submission and contract performance, please visit www.milford.com.

Please contact Barry Benton (bbenton@gpinet.com) or Mike Svaby (msvaby@milford-de.gov) with any questions.

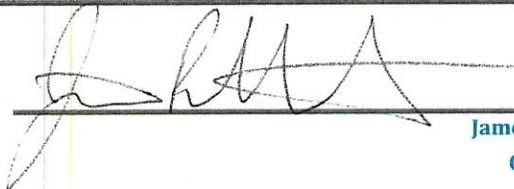
CITY OF MILFORD
Walnut Street Pedestrian Bridge
 CONTRACT NO.



BID DATE: December 18, 2023
LOCATION: City Hall

CERTIFIED BID OPENING RESULTS

BIDDER	BID BOND (Y/N)	SUBCONTRACTOR & SUPPLIER LIST (Y/N)	ACKNOWLEDGED CITY'S ABILITY TO ADJUST QUANTITIES (Y/N)	UNIT PRICE BID (ITEM 1)	TOTAL PRICE BID (ITEM 1)	UNIT PRICE BID (ITEM 2)	TOTAL PRICE BID (ITEM 2)	TOTAL BID AMOUNT (ITEMS 1-2)
EHS Inc.	Y	N/A	Y	N/A	528,566.65	N/A	—	528,566.65
Mumford & Miller Concrete Inc.	Y	N/A	Y	N/A	467,919.00	N/A	—	467,919.00

CERTIFIED BY:  _____
James Puddicombe PE
 CITY ENGINEER

Date: January 8, 2024
To: Mayor and City Council
Through: Mark Whitfield, City Manager
From: James Puddicombe, City Engineer
Re: Walnut Street Pedestrian Bridge Inspection Contract, Project Number: 23ST40

The Public Works Department has worked with DelDOT and Greenman-Pedersen, Inc. (GPI) to develop and get approval for the attached plans to raise the bridge deck for bridge 2502 located along Walnut Street above the Mispillion River. This project intends to eliminate a longstanding ADA obstruction along the Mispillion Riverwalk and improve the function and aesthetic of the downtown area. The proposed detour plans were approved by DelDOT in May of 2023 but implementation was delayed to avoid overlap with other ongoing projects and downtown festivals. Construction bids were opened and reviewed; the bid award and funding recommendation were produced separately from this recommendation.

The City received a proposal from GPI for construction inspection services following the establishment of the firm's existing DelDOT Agreement for Bridge Design Services Number 2049F. GPI proposes to provide construction oversight and project coordination with DelDOT Bridge Design as needed for the Walnut Street Bridge Pedestrian Improvements for a period of up to 8 weeks including preconstruction coordination. In total, the proposed contract has a maximum cost of \$48,702.98.

It is recommended the City accept the GPI proposal because it extends the terms in the existing State Contract for bridge inspection services, and because GPI is established with DelDOT as an approved vendor. . This project was first approved in the FY23 CIP but was unfunded as an anticipated grant candidate. While \$400,000 was indeed funded by virtue of a successful request through the State's bond bill appropriations, total project costs are estimated at \$600,000, requiring alternate funding for \$200,000 of the comprehensive project costs. Accordingly, staff recommend that this proposal be funded through Realty Transfer Tax Reserves.

Recommendation: Staff recommend Council accept the enclosed proposal of Greenman-Pedersen Inc. for construction inspection services for the Walnut Street Pedestrian Bridge not to exceed \$48,702.98 to be funded through Realty Transfer Tax Reserves.

January 3, 2023

Mr. James Peddicombe
City Engineer
City of Milford
180 Vickers Drive
Milford, DE 19963

Subject: DeIDOT Agreement No. 2049F, Bridge Design Services
Walnut Street Bridge Improvements – Construction Inspection

Dear Mr. Puddicomb:

Greenman-Pedersen, Inc. (GPI) is pleased to submit this proposal for construction inspection services for enhancements to the Walnut Street bridge over the Mispillion River in Milford.

The scope of work anticipated to complete this task assignment is as follows:

1. Construction Inspection
 - a. Conduct a preconstruction meeting with the contractor. This includes preparation of all documents and running the meeting.
 - b. Provide overall project inspection, bookkeeping, and other duties as needed to support project oversight. This proposal assumes one inspector on-site for 5 10-hour days per week for a duration of 8 weeks. It also includes part-time bookkeeping and supervision.
 - c. Coordination DeIDOT Bridge Design to troubleshoot changed conditions found in the field and provide direction to the contractor on RFIs.

This proposal has been prepared based on the following assumptions:

- RW easements to be acquired by the City of Milford.
- Construction inspection is based on a 45-calendar day schedule. An additional week of inspection was included (8 weeks/5 days per week/10hrs per day). Additional inspection for time overruns beyond that is not included.

As detailed in the attached Person-Hour Breakdown and Standard Fee Proposal, GPI proposes to complete the tasks for Construction Inspection with an upset limit of \$48,702.98. GPI is very pleased to have this opportunity to provide services to the City of Milford, and we look forward to working with you on this project. If there are any questions, or if you require additional information, please do not hesitate to call.

Very truly yours,

GREENMAN-PEDERSEN, INC.



Barry Benton, PE
Vice-President

Enclosures
Standard Fee Proposal Form
Person-Hour and Fee Estimate Form
Consultant Fixed-Fee Request Form

Delaware Department of Transportation
Standard Fee Proposal Format and Content
Method 1 or 2

BILLING RATES BY CLASSIFICATION

FEE PROPOSAL SUMMARY

1/3/2024

Greenman-Pedersen, Inc.

(DeIDOT AGREEMENT #2049F / Walnut Street Bridge Improvements - City of Milford / Construction Insp.)

1. Direct Labor				
Project Supervisor	48	hours @	\$49.00	\$2,352.00
Lead Inspector	404	hours @	\$36.00	\$14,544.00
Bookkeeper	24	hours @	\$27.50	\$660.00
Senior Designer	24	hours @	\$68.00	\$1,632.00
Total Direct Labor	476			\$19,188.00
3. Overhead	148.82%	percent of Item 1 Total		\$28,555.58
4. Total Labor and Overhead				\$47,743.58
5. Fixed Fee or Profit	5%	Show dollar value		\$959.40
6. Direct Expenses (Include Backup)				
	<u>Unit Cost</u>	<u>Unit of Measure</u>	<u>Quantity</u>	
Mileage	\$0.655	miles	0	\$0.00
Total Direct Expense				\$0.00
7. Subconsultants				\$0.00
Total Subconsultants				\$0.00
8. Total Proposed Price				\$48,702.98

Method 1 is based on the actual billing rates of specific individuals. This method is usually used on projects of short duration where specific employee assignments can be identified.

Method 2 is based on the average billing rate in each major classification to be utilized on the project. Method 2 requires the Average Hourly Rate Derivation form be attached.

Invoices for both methods must reflect actual hours and each individual's actual rate.

Delaware Department of Transportation
Standard Fee Proposal Format and Content
Method 2

AVERAGE HOURLY RATE DERIVATION

FEE PROPOSAL SUMMARY

1/3/2024

Greenman-Pedersen, Inc.

(DelDOT Agreement #2049F / Walnut Street Bridge Improvements - City of Milford / CI)

Classification		Primary Task Assignment	Average Hourly Salary	Proposal Hours	Extension
1.	Project Supervisor		\$49.00	48	
	Shaun Long		\$49.00		
2.	Lead Inspector		\$36.00	404	
	Ken Gast		\$36.00		
3.	Senior Designer		\$27.50	40	
	Jen Jacobs		\$27.50		
4.	Senior Designer		\$68.00	24	
	Michael Gettings		\$68.00		

Delaware Department of Transportation
Standard Fee Proposal Format and Content

PERSON-HOUR AND FEE ESTIMATE FORM: SUMMARY							
FEE PROPOSAL SUMMARY							
1/3/2024							
Greenman-Pedersen, Inc.							
(Walnut Street Bridge Improvements - City of Milford / Construction Inspection)							
AGREEMENT NO. 2049F						OF 1	
Task #	Task Description	Project Supervisor	Lead Inspector	Bookkeeper	Senior Designer		Total
2.	Construction Inspection						
a.	Conduct a preconstruction meeting with the contractor. This includes preparation of all documents and running the meeting.	8	4				12
b.	Provide overall project inspection, bookkeeping, and other duties as needed to support project oversight.	40	400	40			480
c.	Coordination with DeIDOT Bridge Design to troubleshoot changed conditions found in the field and provide direction to the contractor on RFIs.				24		24
GRAND TOTAL		48	404	40	24		516
NOTES/SUPPORT TASKS:							



PUBLIC WORKS DEPARTMENT
 180 Vickers Drive
 Milford, DE 19963

PHONE 302.422.1110
 FAX 302.422.1117
 www.cityofmilford.com

Date: January 8, 2024
 To: Mayor and City Council
 Through: Mark Whitfield, City Manager
 From: James Puddicombe, City Engineer
 Re: Walnut Street Pedestrian Bridge, Project Number: 23ST40

The Public Works Department has worked with DelDOT and Greenman Pedersen, Inc. (GPI) to develop and get approval for the attached plans to raise the bridge deck for bridge 2502 located along Walnut Street above the Mispillion River. This project intends to eliminate a longstanding ADA obstruction along the Mispillion Riverwalk and improve the function and aesthetic of the downtown area. The proposed detour plans were approved by DelDOT in May of 2023 but implementation was delayed to avoid overlap with other ongoing projects and downtown festivals. A proposal for construction inspection services was reviewed by staff, and a recommendation to accept the proposal was produced separately from this recommendation.

This project was placed out to bid on November 22, 2023 with a bid closing date of December 18, 2023 at 2:00 PM. The City received two sealed bids, one from Eastern Highway Specialists and one from Mumford & Miller Concrete, Inc. Both bids were found to be complete, accurate and within the range expected when compared to previous City projects. Plans for the improvements and a copy of the Mumford and Miller Concrete Inc. Bid Form are attached for reference.

The bid amounts follow:

Mumford & Miller Concrete, Inc.:	\$467,919.00
Eastern Highway Specialists Inc.:	\$528,566.65

It is recommended the contract be awarded to Mumford & Miller Concrete, Inc. in the amount of \$467,919.00 as the firm is the apparent low bidder and has earned a strong reputation for local work similar to this project. This project was first approved in the FY23 CIP but was unfunded as an anticipated grant candidate. While \$400,000 was indeed funded by virtue of a successful request through the State's bond bill appropriations, total project costs are estimated at \$600,000, requiring alternate funding for \$200,000 of the comprehensive project costs. Accordingly, staff recommend that this bid award be funded through a combination of the Bond Bill Award (\$334,372) and Realty Transfer Tax Reserves (\$133,547). The table below the recommendation summarizes the sources and uses of funding.

Recommendation: Staff recommend Council approve the contract with Mumford & Miller Concrete, Inc. for the construction of the Walnut Street Pedestrian Bridge in the bid amount of \$467,919 plus an allowance for contingencies not to exceed \$17,750, with \$334,372 available through existing FY23 Bond Bill funding and \$133,547 funded through Realty Transfer Tax Reserves.

	Funding Sources	Funding Requirements	Proposed Allocation	
			Bond Bill	RTT
Bond Bill Award	\$ 400,000			
GPI - Initial Planning & Design		65,628	65,628	
GPI - Inspection Services		48,703		48,703
Construction Bid		467,919	334,372	133,547
Contingency (±3.8% of Const)		17,750		17,750
Subtotals	\$ 400,000	\$ 600,000	\$ 400,000	\$ 200,000
RTT Funding Recommendation		200,000		
Grand Total Sources & Uses	\$ 600,000	\$ 600,000		

The City of Milford
Walnut Street Pedestrian Bridge
Contract Number: 3633

BID FORM

For Bids Due: December 18th, 2023

To: Milford City Hall
201 S. Walnut Street
Milford, DE 19963

Name of Bidder: Mumford and Miller Concrete, Inc.

Delaware Business License No.: 1989026616 **Taxpayer ID No.:** 51-0291685

(Other License Nos.): _____

The undersigned, representing that they have read and understand the Bidding Documents and that this bid is made in accordance therewith, that they have visited the site and have familiarized themselves with the local conditions under which the Work is to be performed, and that their bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the total cost below (*note the below value for total bid cost must match the total cost value on page 3 of Bid Form*):

(Total Bid Cost \$ 467,919.00 **)**

Name of Bidder: Mumford and Miller Concrete, Inc.

Authorized Representative (Typed): Peter F. Erony, P.E.

Authorized Representative (Signature): _____


Title: President

Address of Bidder: 1005 Industrial Drive

Middletown, DE 19709

Email: perony@mumfordandmiller.com

Phone Number: 302-378-7736



**Contract 3633 - Walnut Street Pedestrian Crossing -
Quantity Sheet Summary**

Item Number	Item Description	Unit	Quantity	Unit Price	Total Item Price
211000	Removal of Structures and Obstructions	LS	1	\$94,400.00	\$94,400.00
301001	GABC	CY	23	\$168.00	\$3,864.00
401016	Superpave Type B, PG 76-22	TON	56	\$196.00	\$10,976.00
401046	Superpave Type C, PG 76-22 (Non-Carbonate Stone)	TON	59	\$205.00	\$12,095.00
602132	Adjusting and Repairing Existing Manhole	EA	1	\$1,500.00	\$1,500.00
610016	PCC Masonry, Class D	CY	26	\$3,000.00	\$78,000.00
610570	Colored Portland Cement Concrete <i>(Note: Incidental to Item 610016)</i>	N/A		\$0.00	\$0.00
610580	Stamped Concrete Surface	SF	1586	\$13.00	\$20,618.00
611001	Bar Reinforcement, Epoxy Coated	LB	4668	\$5.00	\$23,340.00
613002	Silane-Based Concrete Sealer	SF	1586	\$6.60	\$10,467.60
613006	Aesthetic Staining	SF	1586	\$12.90	\$20,459.40
710001	Adjust Water Services	EA	2	\$2,900.00	\$5,800.00
701021	Integral PCC Curb and Gutter, Type 3-4	LF	231	\$69.00	\$15,939.00
705001	PCC Sidewalk, 4"	SF	152	\$23.00	\$3,496.00
705007	Detectable Warning Surface	SF	138	\$112.00	\$15,456.00
705504	Brick and/or Block Sidewalk	SF	49	\$88.00	\$4,312.00
705505	Reset Stone/Brick Sidewalk and/or Stone/Brick Roadway	SF	482	\$58.00	\$27,956.00
711500	Adjust and Repair Existing Sanitary Manhole	EA	4	\$1,500.00	\$6,000.00
760010	Pavement Milling, Bituminous Concrete Pavement	SY-IN	833	\$10.00	\$8,330.00
760013	Pavement Milling, PCC Pavement	SY-IN	190	\$11.00	\$2,090.00
762000	Saw Cutting, Bituminous Concrete	LF	70	\$8.00	\$560.00
762001	Saw Cutting, Concrete, Full Depth	LF	23	\$20.00	\$460.00
763501	Construction Engineering	LS	1	\$15,000.00	\$15,000.00
801500	Maintenance of Traffic, All Inclusive	LS	1	\$40,000.00	\$40,000.00
803001	Provide and Maintain Portable Changeable Message Sign	EA-DY	30	\$60.00	\$1,800.00
811002	Flagger, Kent County	HR	64	\$88.00	\$5,632.00

**Contract 3633 - Walnut Street Pedestrian Crossing -
Quantity Sheet Summary**

Item Number	Item Description	Unit	Quantity	Unit Price	Total Item Price
811014	Flagger, Kent County, Overtime	HR	12	\$95.00	\$1,140.00
813500	Pedestrian Channelizing Barricade System	LF-DY	3375	\$1.40	\$4,725.00
817012	Retroflective Preformed Patterned Markings, Symbol/Legend	SF	53	\$46.00	\$2,438.00
817013	Permanent Pavement Striping, Epoxy Resin Paint, White/Yellow, 5"	LF	297	\$8.00	\$2,376.00
818001	Supply of Flat Sheet Aluminum Sign Panel, Type IV Retroreflective Sheeting	SF	51	\$29.00	\$1,479.00
819018	Installation or Removal of Traffic Sign on Single Sign Post	EA	17	\$210.00	\$3,570.00
830008	Adjust or Repair Existing Conduit Junction Well	EA	2	\$1,500.00	\$3,000.00
905004	Inlet Sediment Control, Drainage Inlet	EA	4	\$160.00	\$640.00
763000	Initial Expenses / De-Mobilization	LS	1	\$20,000.00	\$20,000.00
				Total Cost	\$467,919.00



**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor Name: Mumford & Miller Concrete, Inc.
Contractor Address: 1005 Industrial Drive
Middletown, DE 19709

Authorized Representative (typed or printed): Peter F. Erony, P.E.
Authorized Representative (signature): _____
Title: President



Sworn to and Subscribed before me this 18th day of December 2023.

My Commission expires 9/11/24. NOTARY PUBLIC Nicholas Freling

THIS PAGE MUST BE SIGNED, NOTARIZED, AND RETURNED WITH YOUR BID.

(This form is required from the prime contractor only, not required from subcontractors.)



CERTIFICATION
Contract No. 3633

The undersigned bidder, Mumford & Miller Concrete, Inc.
whose address is 1005 Industrial Drive, Middletown, DE 19709
and telephone number is 302-378-7736 hereby certifies the following:

I/We have carefully examined the location of the proposed work, the proposed plans and specifications, and will be bound, upon award of this contract by the Department of Transportation, to execute in accordance with such award, a contract with necessary surety bond, of which contract this proposal and said plans and specifications shall be a part, to provide all necessary machinery, tools, labor and other means of construction, and to do all the work and to furnish all the materials necessary to perform and complete the said contract within the time and as required in accordance with the requirements of the Department of Transportation, and at the unit prices for the various items as listed on the preceding pages.

The foregoing quantities are considered to be approximate only and are given as the basis for comparison of bids. The Department of Transportation may increase or decrease the amount of any item or portion of the work as may be deemed necessary or expedient. Any such increase or decrease in the quantity for any item will not be regarded as a sufficient ground for an increase or decrease in the unit prices, nor in the time allowed for the completion of the work, except as provided in the contract.

Accompanying this proposal is a surety bond or a security of the bidder assigned to the Department of Transportation, for at least ten (10) percentum of total amount of the proposal, which deposit is to be forfeited as liquidated damages in case this proposal is accepted, and the undersigned shall fail to execute a contract with necessary bond, when required, for the performance of said contract with the Department of Transportation, under the conditions of this proposal, within twenty (20) days after date of official notice of the award of the contract as provided in the requirement and specifications hereto attached; otherwise said deposit is to be returned to the undersigned.

I/We are licensed, or have initiated the license application as required by Section 2502, Chapter 25, Title 30, of the Delaware Code.

By submission of this proposal, each bidder and each person signing on behalf of any bidder, certifies as to its own organization, under penalty of perjury, that to the best of each signer's knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or Agreement with any other bidder or with any competitor for the purpose of restricting competition.
2. Unless required by law, the prices which have been quoted in this proposal have not been knowingly disclosed and will not knowingly be disclosed by the bidder, directly or indirectly, to any other bidder or competitor prior to the opening of proposals.
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

I/We acknowledge receipt and incorporation of addenda to this proposal as follows:

No.	Date								
-----	------	-----	------	-----	------	-----	------	-----	------

BIDDERS MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA

MUST INSERT DATE OF FINAL QUESTIONS AND ANSWERS ON WEBSITE: 11/27/23



Contract No. 3633

AFFIRMATION:

Within the past five (5) years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO X if yes, please explain _____

Agreement to Accept Retainage

"Bidder acknowledges that if its Performance-Based Rating as defined in 29 Del.C. §6962 and section 2408 of Title 2 of Delaware's Administrative Code is below the required minimum threshold, as a condition to bid, Bidder acknowledges, consents and agrees to the Department withholding retainage of up to 5% from the monies due at the time of each progress payment under the contract."

Delaware's Contractor Registration Act - By submission of this proposal, each person signing on behalf of the bidder certifies the bidder and all subcontractors currently are, or will be, in compliance with the Act prior to commencing work, and will remain in compliance with the Act through contract completion.

Sealed and dated this 18th day of December in the year of our Lord two thousand twenty three (20_23).

Mumford & Miller Concrete, Inc.

Name of Bidder (Organization)

By:

Authorized Signature

Peter F. Erony, P.E.

President

Title

Corporate Seal

Attest



SWORN TO AND SUBSCRIBED BEFORE ME this 18th day of December, 2023.

Notary Seal

Michele Ann Pollinger
Notary



Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Kevin P. Adams, Linda Dozier, William A. Graham IV, Michael J. Mitchell, Colin M. Montgomery and Martin J. Purcell of Philadelphia, Pennsylvania

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY have each executed and attested these presents and affixed their corporate seals on this 3rd day of November, 2021.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY
County of Hunterdon ss.

On this 3rd day of November, 2021 before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316685
Commission Expires July 16, 2024

Signature of Katherine J. Adelaar

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this December 18, 2023



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT: Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

FEDERAL INSURANCE COMPANY
STATEMENT OF ASSETS, LIABILITIES AND SURPLUS TO POLICYHOLDERS

Statutory Basis
 December 31, 2022
 (in thousands)

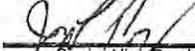
<i>ASSETS</i>		<i>LIABILITIES AND SURPLUS TO POLICYHOLDERS</i>	
Cash and Short Term Investments	\$ 123,147	Outstanding Losses and Loss Expenses	\$ 9,263,034
United States Government, State and Municipal Bonds	3,769,695	Reinsurance Payable on Losses and Expenses	1,723,796
Other Bonds	5,964,508	Unearned Premiums	2,632,590
Stocks	245,498	Ceded Reinsurance Premiums Payable	380,182
Other Invested Assets	<u>1,979,194</u>	Other Liabilities	<u>471,528</u>
TOTAL INVESTMENTS	<u>12,082,042</u>	TOTAL LIABILITIES	<u>14,471,130</u>
Investments in Affiliates:		Capital Stock	20,980
Great Northern Ins. Co.	422,405	Paid-In Surplus	2,711,474
Vigilant Ins. Co.	361,723	Unassigned Funds	<u>1,545,403</u>
Chubb Indemnity Ins. Co.	185,044	SURPLUS TO POLICYHOLDERS	<u>4,277,857</u>
Chubb National Ins. Co.	194,379		
Other Affiliates	124,046		
Premiums Receivable	1,859,933		
Other Assets	<u>3,519,415</u>		
TOTAL ADMITTED ASSETS	<u>\$ 18,748,987</u>	TOTAL LIABILITIES AND SURPLUS	<u>\$ 18,748,987</u>

Investments are valued in accordance with requirements of the National Association of Insurance Commissioners. At December 31, 2022, investments with a carrying value of \$512,747,632 were deposited with government authorities as required by law.

STATE OF PENNSYLVANIA
 COUNTY OF PHILADELPHIA

John Taylor, being duly sworn, says that he is Senior Vice President of Federal Insurance Company and that to the best of his knowledge and belief the foregoing is a true and correct statement of the said Company's financial condition as of the 31 st day of December, 2022.

Sworn before me this March 16, 2023


 Senior Vice President

 Notary Public

September 19, 2023
 My commission expires

Commonwealth of Pennsylvania - Notary Seal
 Jaime L. Yates, Notary Public
 Philadelphia County
 My commission expires September 19, 2023
 Commission number 1357070
 Member, Pennsylvania Association of Notaries

**Questions Asked/Answers Provided Concerning Bid Solicitation
for Pedestrian/ADA Compliant Surface Deck for the Walnut
Street Bridge**

1. Will the City be providing a bid bond form? **The City does not have their own bid bond form. Please use DelDOT's bid bond form as a template.**
2. Will the City be providing an electronic file or specifying a file type to be used to enter the bid prices onto a jump drive as required in the General Description? **Submit bid prices in a PDF.**
3. Can the City elaborate on the Aesthetic Staining (613006) required, especially where the concrete deck is to be poured with dyed concrete (sheet 10, note 3 – dyed and stained)? **The concrete shall be dyed and then stained to provide variance in the brick color to make it look more authentic. A sample is required for approval before doing the deck.**
4. The proposed contract duration of 45 days is very short for the scope proposed. Can this be extended? **The contract duration cannot be extended due to city-planned events.**
5. The detectable warning surface in sheet 6 is required to be yellow. This is typically accomplished with plastic or masonry units set in the concrete. Sheet 10 indicates the DWS to be cast iron which can only be painted yellow. Which is it to be? **The DWS shall be cast iron painted pale yellow.**
6. Sheet 10 indicates a brick soldier course at the edge of the bridge deck pour. Please advise what pay item will be used to compensate for this and provide a detail of what exactly will be required. **The soldier course is to be stamped into the concrete deck. Payment is under item 610580. Please refer to Special Provisions for item 610580 for further information.**

Additional Form Requirements (11/28/23)

Bidders must also submit the following forms with their bid package. Blank forms can be obtained at:

<https://www.bing.com/images/search?q=deldot+forms&qvvt=deldot+forms&form=IGRE&first=1>

DRUG TESTING AFFIDAVIT;

CERTIFICATION FORM;

BID BOND FORM;

STATE OF DELAWARE

Department of Finance
Division of Revenue

ACTIVE BUSINESS LICENSE
1989026616



2024

EFFECTIVE
01/01/2022 - 12/31/2024

ISSUED TO
MUMFORD & MILLER CONCRETE INC
1005 INDUSTRIAL DR
MIDDLETOWN DE 19709-1097

LOCATION
MUMFORD & MILLER CONCRETE INC
1005 INDUSTRIAL DR
MIDDLETOWN, DE 19709-1097

RESIDENT CONTRACTOR

Is hereby licensed to practice, conduct, or engage in the occupation or business activity indicated above in accordance with the license application duly filed pursuant to Title 30, Delaware Code.

ISSUED: 12/12/2021
FEE PAID: \$225.00

POST CONSPICUOUSLY - NOT TRANSFERABLE



GENERAL NOTES

1. THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE DELAWARE DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS", DATED JUNE 2022 AND THE DELAWARE DEPARTMENT OF TRANSPORTATION "STANDARD CONSTRUCTION DETAILS", DATED DECEMBER 2022.

2. ELECTRONIC DESIGN DATA FILES THAT WILL BE MADE AVAILABLE TO THE BIDDERS INCLUDE:

(X)	NONE
()	ASCII DATA FILES WITH COORDINATES AND ELEVATIONS FOR PROPOSED POINTS AS SELECTED BY THE ENGINEER.
()	DESIGN FILE, IN .DGN FILE FORMAT, THAT CONTAINS 3D TRIANGLES REPRESENTING THE EXISTING SURFACE.
()	DESIGN FILE, IN .DGN FILE FORMAT, THAT CONTAINS 3D FEATURE LINES FOR THE PROPOSED DESIGN. 3D FEATURE LINES ARE FOR THE PROPOSED TOP SURFACE ELEVATION ONLY.

NOTE: THE DOCUMENT ENTITLED "ELECTRONIC FILE SHARING RELEASE" MUST BE SIGNED BY ALL PARTIES PRIOR TO THE DELIVERY OF ANY ELECTRONIC PROJECT FILES.

NOTE: THERE MAY BE SOME AREAS OF THE PROJECT NOT INCLUDED IN THE ELECTRONIC DESIGN DATA FILE(S). IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW THE DESIGN DATA FILE AND DETERMINE THE LIMITS OF THE PROJECT INCLUDED.

PROJECT NOTES

SECTION 100

3. ANY DAMAGE TO ITEMS NOTED TO BE RELOCATED OR RESET BY THE CONTRACTOR, AT THE DISCRETION OF THE ENGINEER, SHALL BE REPAIRED AND/OR REPLACED IN KIND AT THE CONTRACTOR'S EXPENSE.

4. THE CONTRACTOR WILL CONTACT THE DELAWARE TMC AT 302-659-4600 PRIOR TO ANY UNMANNED AERIAL VEHICLE (UAV) FLIGHTS. THE CONTRACTOR WILL BE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION: THE REGISTRATION NUMBER OF THE UAV, THE FLIGHT TIME, LOCATION OF THE FLIGHT, THE PILOT'S NAME AND THE PILOT'S CONTACT NUMBER DURING THE FLIGHT.

SECTION 200

5. ONLY EXISTING FEATURES WITHIN THE LOC IDENTIFIED WITH REMOVE BY CONTRACTOR OR BY OTHER METHODS ARE TO BE REMOVED OR DISTURBED.

6. SIGNING:
TO AVOID DAMAGE, SIGNS WITHIN PROJECT LIMITS MAY BE REMOVED DURING CONSTRUCTION IF NEEDED, BUT MUST BE REPLACED TO MATCH EXISTING CONDITIONS BEFORE REOPENING THE ROADWAY. INCLUDE PAYMENT FOR ALL WORK RELATED TO MOVING AND REINSTALLING THE SIGN IN ITEM #211000 - REMOVAL OF STRUCTURES AND OBSTRUCTIONS. IF THE SIGN IS DAMAGED DURING CONSTRUCTION, REPLACE THE SIGN AT THE CONTRACTOR'S EXPENSE.

7. REMOVAL OF STRUCTURES AND OBSTRUCTIONS:
REMOVE THE FOLLOWING ITEMS UNDER ITEM #211000 - REMOVAL OF STRUCTURES AND OBSTRUCTIONS ASSOCIATED WITH BRIDGE 2-502:
- BRIDGE SIDEWALKS (AS INDICATED ON DEMOLITION PLAN)
- SIDEWALKS WEST OF THE WEST BRIDGE PARAPET (AS INDICATED ON CONSTRUCTION PLAN)
- CURB AND INTEGRAL CURB & GUTTER SECTIONS (AS INDICATED ON CONSTRUCTION PLAN)

SECTION 600

8. PORTLAND CEMENT CONCRETE:
USE PORTLAND CEMENT CONCRETE FOR CAST-IN-PLACE ELEMENTS AS FOLLOWS:
(f'c = 28-DAY COMPRESSIVE STRENGTH)
CLASS D - DECK OVERLAY, (f'c = 4.5 ksi)

SUPPLY THE CONCRETE FOR THE BRIDGE DECK THAT INCLUDES A SHRINKAGE-REDUCING/COMPENSATING ADMIXTURE. THE ADMIXTURE MAY BE SUPPLIED BY ONE PRODUCT THAT PROVIDES BOTH EXPANSION AND PORE WATER SURFACE TENSION OR TWO SEPARATE PRODUCTS EACH ADDED AT DOSAGE RECOMMENDED BY MANUFACTURER'S TECHNICAL DATA SHEETS AND HAVING THE FOLLOWING CHARACTERISTICS:

- (a.) DESIGNED TO PROVIDE BOTH OF THE FOLLOWING CHARACTERISTICS:
(i.) EXPANDS AT A RATE THAT CLOSELY COMPENSATES FOR THE SHRINKAGE OF THE CONCRETE MIX.
(ii.) REDUCES THE CAPILLARY SURFACE TENSION OF THE CONCRETE PORE WATER.
(b.) PROVIDES AT LEAST 80% SHRINKAGE REDUCTION AS MEASURED AND DOCUMENTED BY FIELD PERFORMANCE.
(c.) FORMULATED FOR USE IN FREEZING AND THAWING WEATHER.

USE ADMIXTURES THAT ARE COMPATIBLE WITH ALL OTHER CONCRETE-MIX DESIGN CONSTITUENTS. CALCIUM CHLORIDE IS NOT PERMITTED; NO CHEMICAL ADMIXTURES WHICH CONTAIN MORE THAN 0.1% CHLORIDE BY WEIGHT, WILL BE PERMITTED FOR USE. DOSAGE RATE AND MIXING SEQUENCE WILL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.

9. BAR REINFORCEMENT:
-PROVIDE REINFORCING STEEL CONFORMING TO AASHTO M31 (ASTM A615), GRADE 60.
-WHERE A SUFFIX IS INCLUDED IN BAR MARKS, PROTECT ALL REINFORCING STEEL WITH THE MATERIAL DENOTED.
SUFFIX 'E' DENOTES EPOXY COATED BAR REINFORCEMENT

-WITH APPROVAL OF THE ENGINEER, GALVANIZED REINFORCING STEEL MAY BE SUBSTITUTED FOR EPOXY-COATED REINFORCING STEEL AT NO ADDITIONAL COST TO THE CITY.

10. COLORED AND STAMPED CONCRETE DECK
THE FINISHED DECK SHALL USE COLORED CONCRETE, IMPRINT STAMPING, AND STAINING TO REPLICATE THE BRICK IN THE ADJACENT SIDEWALKS AND THE PATTERNS AS DESIGNATED ON THE PLANS. P.C.C. CONCRETE, CLASS D, SHALL BE COLORED IN ACCORDANCE WITH ITEM 610570 - COLORED PCC CONCRETE AND STAMPED WITH A BRICK PATTERN IN ACCORDANCE WITH ITEM 610580 - STAMPED CONCRETE SURFACE. AFTER CURING, THE DECK BRICK PATTERN SHALL ALSO BE STAINED IN ACCORDANCE WITH ITEM 613006 TO REPLICATE THE COLOR OF THE EXISTING BRICK IN THE ADJACENT SIDEWALKS AND TO PRODUCE THE INTENDED DESIGN. A 10' X 8' SAMPLE OF THE STAMPED AND STAINED BRICK CONCRETE SHALL BE COMPLETED ON SITE FOR APPROVAL PRIOR TO POURING THE DECK. PAYMENT FOR THE SAMPLE IS INCIDENTAL TO ITEM 610580 - STAMPED CONCRETE SURFACE. UPON COMPLETION OF ALL STAMPING AND STAINING, THE BRIDGE DECK SHALL BE SEALED IN ACCORDANCE WITH ITEM 613002 - SILANE-BASED CONCRETE SEALER AS SHOWN ON SHEET 10.

SECTION 700

11. IN AREAS WHERE PROPOSED CURB MEETS EXISTING CURB AND THE TWO CURB TYPES ARE NOT SIMILAR, THE PROPOSED CURB SHALL BE TRANSITIONED IN 10 LINEAR FEET, UNLESS OTHERWISE DIRECTED BY THE ENGINEER. THE TRANSITIONED CURB WORK SHALL BE MEASURED AND PAID FOR UNDER THE PROPOSED CURB ITEM.

12. WHERE PROPOSED CONCRETE SIDEWALK IS CONSTRUCTED TO MEET EXISTING SIDEWALK, THE EXISTING SIDEWALK SHALL BE SAWCUT AT THE TIE-IN POINT OR MEET THE NEAREST EXISTING SIDEWALK JOINT. ALL SAW CUTTING SHALL BE FULL DEPTH, UNLESS OTHERWISE NOTED ON THE PLANS OR DIRECTED BY THE ENGINEER AND SHALL BE PAID FOR UNDER ITEM 762001 - SAWCUTTING, CONCRETE, FULL DEPTH.

13. ALL PAVED AREAS SHALL BE SAWCUT AT THE POINT WHERE THE NEW PAVEMENT IS TO TIE INTO THE EXISTING PAVEMENT.

14. ALL WORK FOR ADJUSTING THE EXISTING WATER METERS ON WALNUT STREET AS SHOWN ON THE CONSTRUCTION PLAN SHEET WILL BE PAID FOR UNDER ITEM 710001 - ADJUST WATER SERVICES.

SECTION 800

15. MAINTENANCE OF TRAFFIC:
MAINTAIN TRAFFIC AS PER DETOUR PLAN. ALL MOT ITEMS, WITH THE EXCEPTION OF PORTABLE CHANGEABLE MESSAGE SIGNS (ITEM 803001) AND FLAGGERS (ITEMS 811002 AND 811014), WILL BE INCLUDED IN ITEM #801500 - MAINTENANCE OF TRAFFIC, ALL INCLUSIVE.

16. INSTALL PORTABLE CHANGEABLE MESSAGE SIGNS (ITEM 803001) 10 DAYS PRIOR TO AND 5 DAYS AFTER BEGINNING OF CONSTRUCTION AT THE FOLLOWING LOCATIONS:
-WALNUT STREET AT PARK AVENUE
-WALNUT STREET AT SE FRONT STREET

MISCELLANEOUS

17. THE CONTRACTOR SHALL NOTIFY DART FIRST STATE AT DOT_DETOURS@DELAWARE.GOV AT LEAST 14 DAYS PRIOR TO THE START OF ANY DETOURS OR CONSTRUCTION, AND DOT_DTC_PROJECTDEVELOPMENT@DELAWARE.GOV AT SUCH TIME THE FACILITY IS COMPLETED AND OPERABLE FOR TRANSIT OPERATIONS. FOR EMERGENCY DETOUR INFORMATION ONLY, PLEASE CONTACT DTC'S CHIEF SCHEDULER AT 302-576-6019.

18. DESIGN SPECIFICATIONS:
(A) DELDOT BRIDGE DESIGN MANUAL, 2022 EDITION
(B) AASHTO LRFD BRIDGE SPECIFICATIONS, 2020, 9TH EDITION, CUSTOMARY U.S. UNITS.

19. EXISTING CONDITIONS:
-ALL EXISTING DIMENSIONS AND ELEVATIONS SHOWN ARE BASED ON THE BEST AVAILABLE INFORMATION AND ARE APPROXIMATE ONLY. FIELD VERIFY ALL EXISTING DIMENSIONS, GEOMETRY, AND ELEVATIONS AS NECESSARY PRIOR TO ORDERING ANY MATERIALS AND COMMENCING CONSTRUCTION TO ENSURE PROPER FIT OF THE PROPOSED CONSTRUCTION. PAYMENT UNDER ITEM #763501 - CONSTRUCTION ENGINEERING.
-DO NOT CONSIDER ANY OF THE DATA ON THE EXISTING STRUCTURE SUPPLIED IN THE ORIGINAL DESIGN DRAWINGS OR MADE AVAILABLE BY THE CITY OF MILFORD, ITS AUTHORIZED AGENTS, OR THE DELAWARE DEPARTMENT OF TRANSPORTATION AS ACCURATE REPRESENTATIONS OF ANY OF THE CONDITIONS THAT WILL BE ENCOUNTERED IN THE FIELD.

INDEX OF SHEETS	
SHEET DESCRIPTION	SHEET NO(S)
TITLE	1
INDEX OF SHEETS, NOTES, & ADDENDA AND REVISIONS	2
LEGEND	3
TYPICAL SECTIONS	4
HORIZONTAL AND VERTICAL CONTROL	5
CONSTRUCTION PLAN	6
PROFILES	7
GRADES AND GEOMETRICS	8
BRIDGE PLAN AND ELEVATION & DEMOLITION PLAN	9
BRIDGE DECK DETAILS	10
SIGNING AND STRIPING PLAN	11
VEHICULAR DETOUR PLAN	12
PEDESTRIAN DETOUR PLAN	13

ADDENDA / REVISIONS

NOT TO SCALE

WALNUT STREET
PEDESTRIAN CROSSING

CONTRACT	BRIDGE NO.	2-502
3633	DESIGNED BY:	J. ESPOSITO
COUNTY	CHECKED BY:	B. BENTON
KENT		

INDEX OF SHEETS,
NOTES, &
ADDENDA AND REVISIONS

SECTION
GPI
SHEET NO.
2

LAST REVISED: 07/22/2021
20 OCT 2023
10:40
\\md\fs4\projects\2021\2200163.00 Walnut Street Pedestrian Crossing\400 CADD\430 Bridge\433 Sheet_DGN\lg01_brsf_walnut.dgn

MANMADE ROADSIDE FEATURES			
FEATURE DESCRIPTION	EXISTING	PROPOSED	ID
BOLLARD - STEEL POLE	⊙		
BOLLARD - WOOD POST	⊗		
CURB, TYPE 1 AND TYPE 3			
CURB, TYPE 2	CURB, TYPE "X"		
CURB & GUTTER, TYPE 1			(C) XXX
CURB & GUTTER, TYPE 2			
CURB & GUTTER, TYPE 3	C&G, TYPE "X"		
CURB OPENING - SUMP / ON GRADE			(C) D
CURB OPENING WITH SIDEWALK			(C) SW
FENCE - CHAINLINK OR STRANDED	-x-		(F) XXX
FENCE - STOCKADE OR SPLIT RAIL	-o-o-		
FLAG POLE	F.P.		
GUARDRAIL - STEEL BEAM, TYPE 1			
GUARDRAIL - STEEL BEAM, TYPE 2			
GUARDRAIL - STEEL BEAM, TYPE 3			
GUARDRAIL - WIRE ROPE			
GUARDRAIL - END ANCHORAGE			(GR) XXX
GUARDRAIL - END TREATMENT, TYPE 1			
GUARDRAIL - END TREATMENT, TYPE 2			
GUARDRAIL - END TREATMENT, TYPE 3			
GUARDRAIL - IMPACT ATTENUATOR			
LAMP AND POST - RESIDENTIAL	LAMP ⊙		
MAILBOX	MB ⊙	MB ■	
PARKING METER AND POST	P.M. ⊙		
PAVEMENT - FLEXIBLE	- - - - -		
PAVEMENT - RIGID	=====		
PILE - BRIDGE	□		
PILLAR OR MISCELLANEOUS POST	○		
TRAFFIC SIGN AND POST	⊥		
WALL - BRICK OR BLOCK	□□□□		
WALL - STONE	□□□□		

DRAINAGE FEATURES			
FEATURE DESCRIPTION	EXISTING	PROPOSED	ID
BIOFILTRATION SWALE			
DITCH OR STREAM CENTERLINE	- - - - -	x-----x	
DIRECTIONAL STREAM FLOW ARROW			
DRAINAGE INLET	C.B. □ / D.I. □	■	(DI) XXX
DRAINAGE JUNCTION BOX	J.B. □	■	(JB) XXX
DRAINAGE MANHOLE	⊙	●	(MH) XXX
DRAINAGE PIPE AND FLOW ARROW	- SIZE/TYPE LABEL -		(P) XXX
FLARED END SECTION			(FES) XXX
RIPRAP - AREA FEATURE			(RR) XXX
RIPRAP - LINEAR FEATURE			
SAFETY END SECTION			(SES) XXX
UNDERDRAIN			(UD) XXX
UNDERDRAIN OUTLET			(UDO) XXX

UTILITY FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
COMMUNICATIONS DISTRIBUTION BOX	Ⓢ	Ⓢ
COMMUNICATIONS MANHOLE	Ⓢ	Ⓢ
COMMUNICATIONS TEST POINT	Ⓢ	Ⓢ
COMMUNICATIONS - UNDERGROUND	--- COMM(A) ---	--- COMM ---
ELECTRIC - UNDERGROUND	--- E(A) ---	--- E ---
ELECTRIC MANHOLE	Ⓢ	
ELECTRIC METER	Ⓢ	
ELECTRIC TRANSFORMER	Ⓢ	
GAS - UNDERGROUND	--- G(A) ---	--- G ---
GAS MANHOLE	Ⓢ	
GAS METER	G.M. Ⓢ	
GAS VALVE	G.V. Ⓢ	
GAS PUMP - SERVICE STATION	G.P. Ⓢ	
IRRIGATION - UNDERGROUND	--- IR(A) ---	--- IR ---
ITMS - UNDERGROUND	--- ITMS(A) ---	--- ITMS ---
LIGHTING - UNDERGROUND	--- LI(A) ---	--- LI ---
LUMINAIRE - POLE MOUNTED		
MANHOLE - UNDETERMINED OWNER	Ⓢ	
RAILROAD TRACKS		
SANITARY - UNDERGROUND	--- S(A) ---	--- S ---
SANITARY SEWER MANHOLE	Ⓢ	
SANITARY SEWER VALVE	S.V. Ⓢ	
SANITARY SEWER CLEANOUT OR VENT	S.C.O. Ⓢ	
SEPTIC DRAIN FIELD	S.D.F. Ⓢ	
SIGNALIZATION - UNDERGROUND	--- SIG(A) ---	--- SIG ---
SOIL BORING LOCATION	Ⓢ	
TELEPHONE BOOTH	Ⓢ	
TRAFFIC - CONDUIT JUNCTION WELL	J.W. Ⓢ	
TRAFFIC - LIGHT POLE AND BASE	Ⓢ	
TRAFFIC - PEDESTRIAN POLE & BASE	Ⓢ	■
TRAFFIC - SIGNAL CABINET & BASE	Ⓢ	■
TRAFFIC - SIGNAL POLE AND BASE	Ⓢ	Ⓢ
UTILITY BOX	Ⓢ	
UTILITY MARKER	Ⓢ	
UTILITY POLE GUY WIRE ANCHOR	Ⓢ	→
UTILITY POLE	Ⓢ	■
UTILITY TEST HOLE LOCATION	Ⓢ	
WATER - UNDERGROUND	--- W(A) ---	--- W ---
WATER - FIRE HYDRANT	F.H. Ⓢ	F.H. Ⓢ
WATER METER	W.M. Ⓢ	
WATER VALVE	W.V. Ⓢ	W.V. Ⓢ
WELL HEAD	WELL Ⓢ	

PAVEMENT SECTION(S)	
OVERLAY PAVEMENT - SEE TYPICAL SECTIONS FOR MATERIALS AND DEPTHS	
RECONSTRUCTED PAVEMENT - SEE TYPICAL SECTIONS FOR MATERIALS AND DEPTHS	
DRIVEWAY AND ENTRANCE PAVEMENT - SEE NOTES FOR MATERIALS AND DEPTHS	

NATURAL ROADSIDE FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
HEDGEROW OR THICKET		
MARSH BOUNDARY LINE		
TREE - CONIFEROUS		
TREE - DECIDUOUS		
TREE STUMP	Ⓢ	
SHRUBBERY		
WETLAND BOUNDARY - DELINEATED	--- WL ---	
WOODS LINE BOUNDARY		

RIGHT-OF-WAY FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
DENIAL OF ACCESS	--- DA ---	--- DA ---
EASEMENT - OTHERS	--- EASEMENT TYPE ---	
PERMANENT EASEMENT	--- PE ---	--- PE ---
PROPERTY LINE		
PROPERTY MARKER - CONCRETE	C.M. Ⓢ	Ⓢ
PROPERTY MARKER - IRON PIPE	I.P. Ⓢ	
RIGHT-OF-WAY BASELINE	100+00	100+00
RIGHT-OF-WAY LINE	--- R/W ---	--- R/W ---
RIGHT-OF-WAY BY PE	--- R/W-PE ---	
RIGHT-OF-WAY & DENIAL OF ACCESS	--- R/W-DA ---	--- R/W-DA ---
RIGHT-TO-ENTER		--- RTE ---
TEMPORARY CONSTRUCTION EASEMENT		--- TCE ---

SURVEY CONTROL & MONUMENTATION	
FEATURE DESCRIPTION	EXISTING
POINT OF CURVATURE OR TANGENCY	⊙
POINT OF INTERSECTING TANGENTS	⊙
SURVEY BENCHMARK LOCATION	B.M. Ⓢ
SURVEY NGS POINT LOCATION	Ⓢ
SURVEY TIE POINT LOCATION	T.P. Ⓢ
SURVEY TRAVERSE POINT	△

MISCELLANEOUS FEATURES	
FEATURE DESCRIPTION	PROPOSED
BARRIER, DOUBLE-FACED, PERMANENT	
BARRIER, SINGLE-FACED, PERMANENT, TEST LEVEL 4 / TEST LEVEL 5	
BRICK PATTERNED SURFACE	
BUTT JOINT	
CLEAR ZONE	--- CZ ---
CONSTRUCTION BASELINE	100+00
LATERAL OFFSET	--- LO ---
LIMIT OF CONSTRUCTION	--- LOC ---
PAVEMENT PATCH	
PAVEMENT REMOVAL - TOPSOIL, SEED AND MULCH	
P.C.C. SIDEWALK - 4"	
P.C.C. SIDEWALK - 6" (USE 8" DEPTH FOR CHANNELIZATION ISLANDS.)	

IDENTIFIERS	
FEATURE DESCRIPTION	ID
ABANDON BY CONTRACTOR	(AB) C
ABANDON BY OTHERS	(AB) O
ADJUST BY CONTRACTOR	(A) C
ADJUST BY OTHERS	(A) O
BEST MANAGEMENT PRACTICE	(BMP) XXX
BUS STOP PAD / TYPE	(BSP) X
BUS STOP WITH SHELTER PAD / TYPE	(BSSP) X
CONCRETE SAFETY BARRIER	(B) XXX
CONVERT TO JUNCTION BOX	(CJB) XXX
CONVERT TO DRAINAGE MANHOLE	(CMB) XXX
DO NOT DISTURB	(DND)
ENERGY DISSIPATOR	(ED) XXX
FILL WITH FLOWABLE FILL	(FF) C
LANDSCAPE PLANTINGS	(LS) XXX
PEDESTRIAN CONNECTION / TYPE	(PC) XX
PEDESTRIAN CONNECTION / TYPE WITHOUT DETECTABLE WARNING SYSTEM	(PC-A) XXX
RELOCATE BY CONTRACTOR	(RL) C
RELOCATE BY OTHERS	(RL) O
RELOCATE BY PROPERTY OWNER	(RL) PO
REMOVE BY CONTRACTOR	(RM) C
REMOVE BY OTHERS	(RM) O
REMOVE BY TRAFFIC CONTRACTOR	(RM) TC
RIGHT-OF-WAY MONUMENT	(R) XXX

EROSION & SEDIMENT CONTROL	
FEATURE DESCRIPTION	PROPOSED
INLET SEDIMENT CONTROL	■

ADDENDA / REVISIONS

NOT TO SCALE

WALNUT STREET PEDESTRIAN CROSSING

CONTRACT	BRIDGE NO.	2-502
3633	DESIGNED BY:	J. ESPOSITO
COUNTY	CHECKED BY:	B. BENTON
KENT		

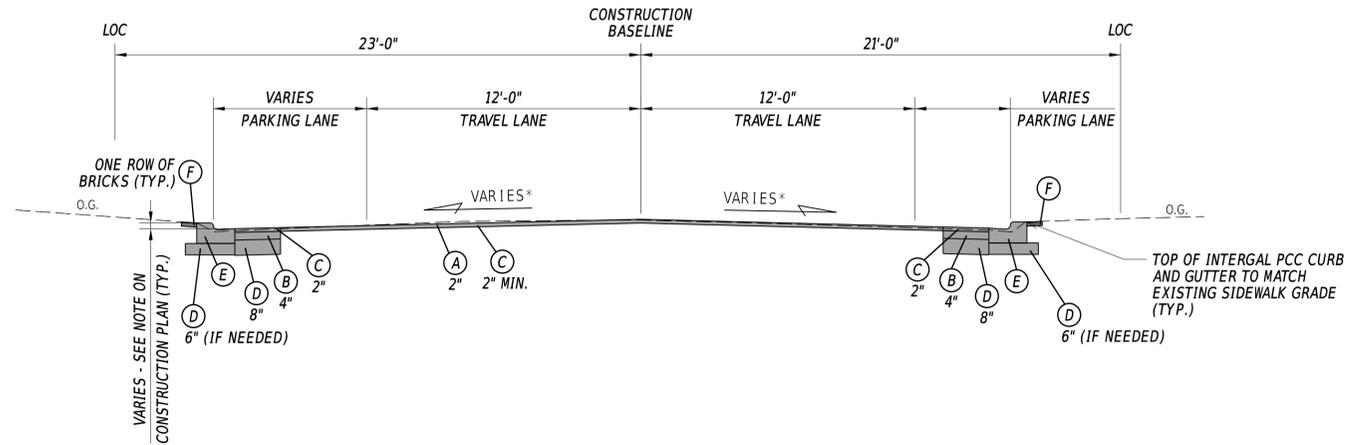
LEGEND

SECTION	GPI
SHEET NO.	3

LEGEND

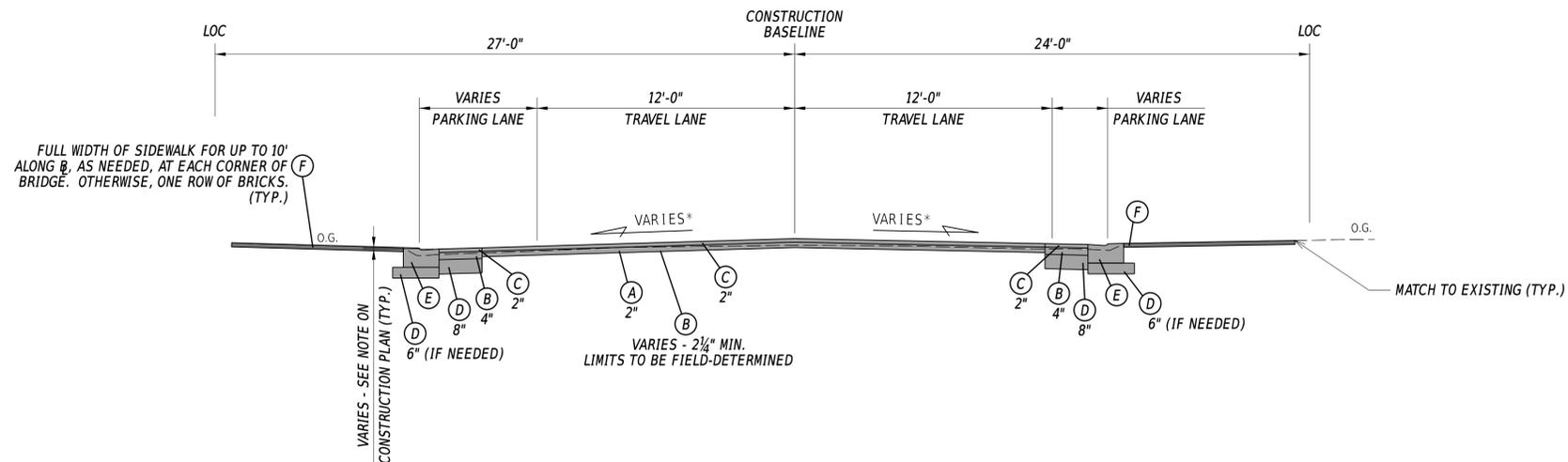
- (A) ITEM 760010 - PAVEMENT MILLING, HOT MIX
- (B) ITEM 401016 - SUPERPAVE, TYPE B, PG 76-22
- (C) ITEM 401046 - SUPERPAVE, TYPE C, 9.5 MM, PG 76-22 (NON-CARBONATE STONE)
- (D) ITEM 301001 - GRADED AGGREGATE BASE COURSE, TYPE B
- (E) ITEM 701021 - INTEGRAL PCC CURB AND GUTTER, TYPE 3-4
- (F) ITEM 705505 - RESET STONE/BRICK SIDEWALK AND/OR STONE/BRICK ROADWAY

MATERIAL TYPE	BINDER GRADE	LIFT THICKNESS (IN)	
		MINIMUM	MAXIMUM
TYPE C (4.75 MM MIX)	ALL	0.5	1.0
TYPE C (9.5 MM MIX)	ALL	1.25	2.0
TYPE C (12.5 MM MIX)	ALL	1.5	2.0
TYPE B (19 MM MIX)	76-22, 70-22	2.25	4.0
TYPE B (19 MM MIX)	64-22	2.25	6.0
TYPE BCBC (25 MM MIX)	64-22	3.0	6.0
GABC	-	4.0	8.0



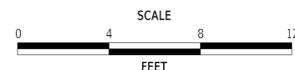
WALNUT STREET
 STATION 101+45 TO STATION 101+69
 STATION 102+83 TO STATION 102+95
 ALL STATION LIMITS APPROXIMATE

*SEE GRADES AND GEOMETRICS SHEET



WALNUT STREET
 STATION 101+69 TO SOUTH JOINT OF BRIDGE (STATION 101+99)
 NORTH JOINT OF BRIDGE (STATION 102+34) TO STATION 102+83
 ALL STATION LIMITS APPROXIMATE

ADDENDA / REVISIONS



**WALNUT STREET
 PEDESTRIAN CROSSING**

CONTRACT	BRIDGE NO.	2-502
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KENT		

TYPICAL SECTIONS

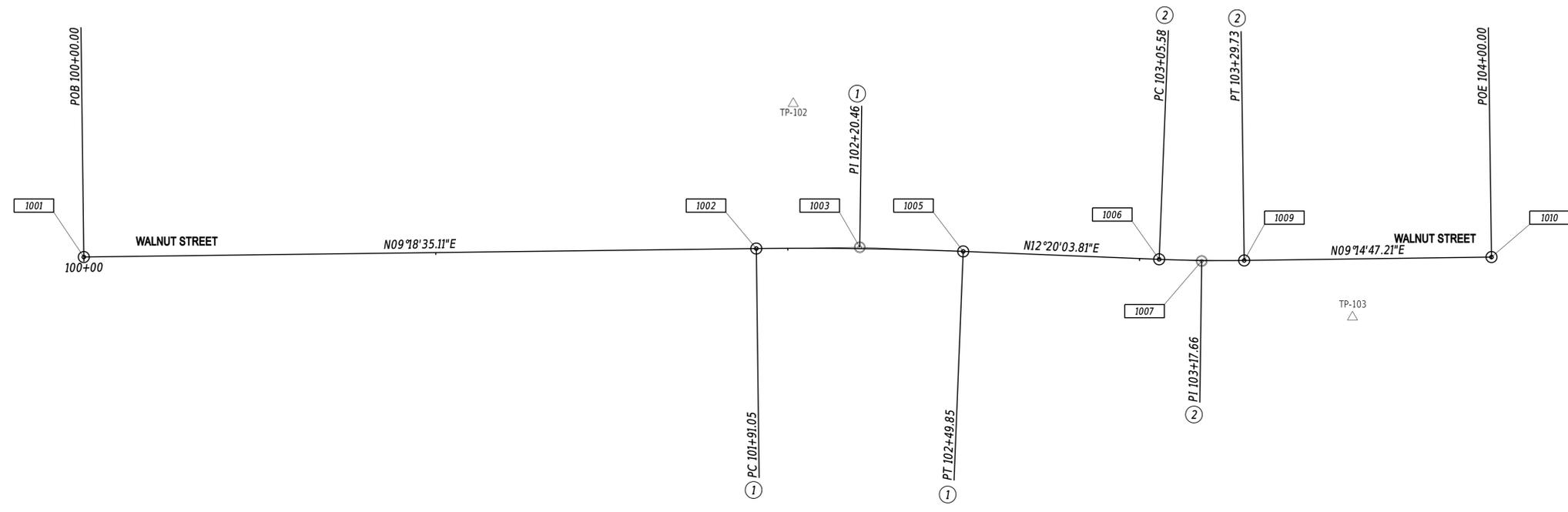
SECTION
GPI
SHEET NO.
4



CONSTRUCTION ALIGNMENT CONTROL				
POINT NO.	STATION	OFFSET	NORTHING	EASTING
1001	100+00.00	0.00	332400.7780	652797.8885
1010	104+00.00	0.00	332794.5798	652867.5504

HORIZONTAL / VERTICAL CONTROL DATA					
POINT NO.	STATION	OFFSET	NORTHING	EASTING	ELEV.
TP-102	102+01.69	-41.43	332606.8244	652790.1777	5.98
TP-103	103+60.27	17.21	332752.7113	652877.4500	4.90

NOTE: NEGATIVE VALUE INDICATES LEFT OF BASELINE.



CIRCULAR CURVE ①			
POINT NO.	STATION	NORTHING	EASTING
PC(1002)	101+91.05	332589.3146	652828.7955
PI(1003)	102+20.46	332618.3347	652833.5528
CC(1004)	-	332409.1213	653927.9972
PT(1005)	102+49.85	332647.0634	652839.8347
Radius:		1113.87	
Delta:		03°01'28.70"	Right
Degree of Curvature:		05°08'37.80"	
Length:		58.80	
Tangent:		29.41	
Chord:		58.79	
Middle Ordinate:		0.39	
External:		0.39	
Tangent Direction:		N09°18'35.11"E	
Radial Direction:		S80°41'24.89"E	
Chord Direction:		N10°49'19.46"E	
Radial Direction:		S77°39'56.19"E	
Tangent Direction:		N12°20'03.81"E	

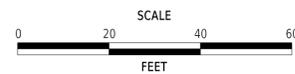
CIRCULAR CURVE ②			
POINT NO.	STATION	NORTHING	EASTING
PC(1006)	103+05.58	332701.4979	652851.7376
PI(1007)	103+17.66	332713.3006	652854.3184
CC(1008)	-	332797.2475	652413.8531
PT(1009)	103+29.73	332725.2252	652856.2597
Radius:		448.23	
Delta:		03°05'16.60"	Left
Degree of Curvature:		12°46'57.54"	
Length:		24.16	
Tangent:		12.08	
Chord:		24.15	
Middle Ordinate:		0.16	
External:		0.16	
Tangent Direction:		N12°20'03.81"E	
Radial Direction:		S77°39'56.19"E	
Chord Direction:		N10°47'25.51"E	
Radial Direction:		S80°45'12.79"E	
Tangent Direction:		N09°14'47.21"E	

DATUM REFERENCE:

HORIZONTAL - THIS PROJECT IS REFERENCED TO THE DELAWARE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD 83 / 2011 / EPOCH 2010.00).

VERTICAL - THIS PROJECT IS REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88 BASED ON MODELED GEOID 12A).

ADDENDA / REVISIONS



**WALNUT STREET
PEDESTRIAN CROSSING**

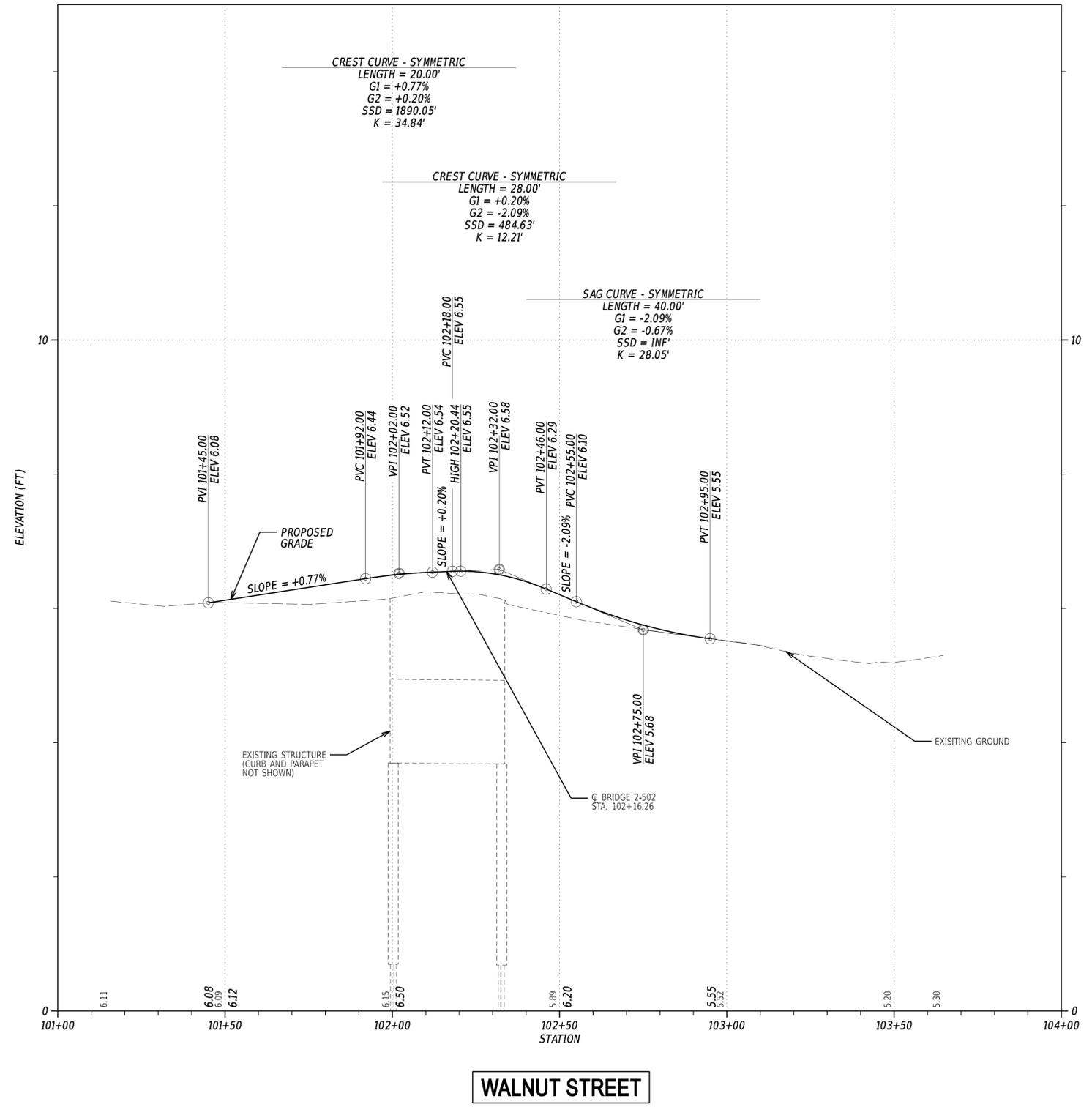
CONTRACT	BRIDGE NO.	2-502
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KENT		

**HORIZONTAL AND
VERTICAL CONTROL**

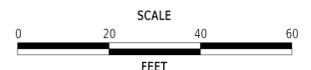
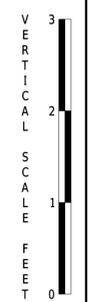
SECTION	GPI
SHEET NO.	5

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WALNUT STREET



**WALNUT STREET
 PEDESTRIAN CROSSING**

CONTRACT	BRIDGE NO.	2-502
3633	DESIGNED BY:	J. ESPOSITO
COUNTY	CHECKED BY:	B. BENTON
KENT		

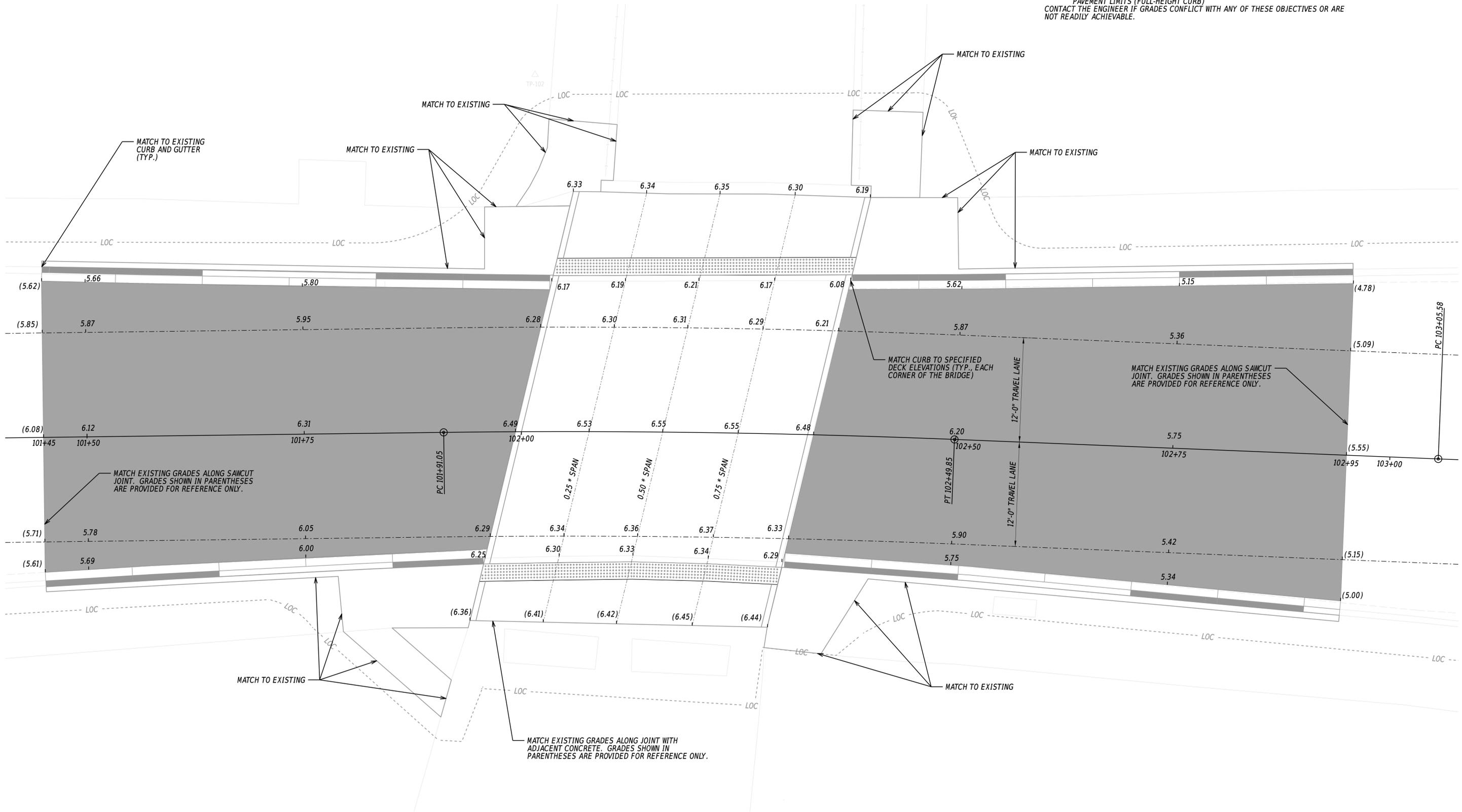
PROFILES

ADDENDA / REVISIONS

SECTION
GPI
SHEET NO.
7



GRADES ARE SPECIFIED TO ENSURE THE FOLLOWING:
 - POSITIVE DRAINAGE TO EXISTING DRAINAGE INLETS
 - SMOOTH CROSS-SLOPE TRANSITIONS THROUGHOUT THE PROJECT AREA.
 - GRADUAL TRANSITION OF CURB HEIGHT FROM THE BRIDGE (NO CURB) TO THE PAVEMENT LIMITS (FULL-HEIGHT CURB)
 CONTACT THE ENGINEER IF GRADES CONFLICT WITH ANY OF THESE OBJECTIVES OR ARE NOT READILY ACHIEVABLE.



GRADES AND GEOMETRICS PLAN

SCALE: 3/16" = 1' - 0"

ADDENDA / REVISIONS

SCALE AS NOTED

**WALNUT STREET
PEDESTRIAN CROSSING**

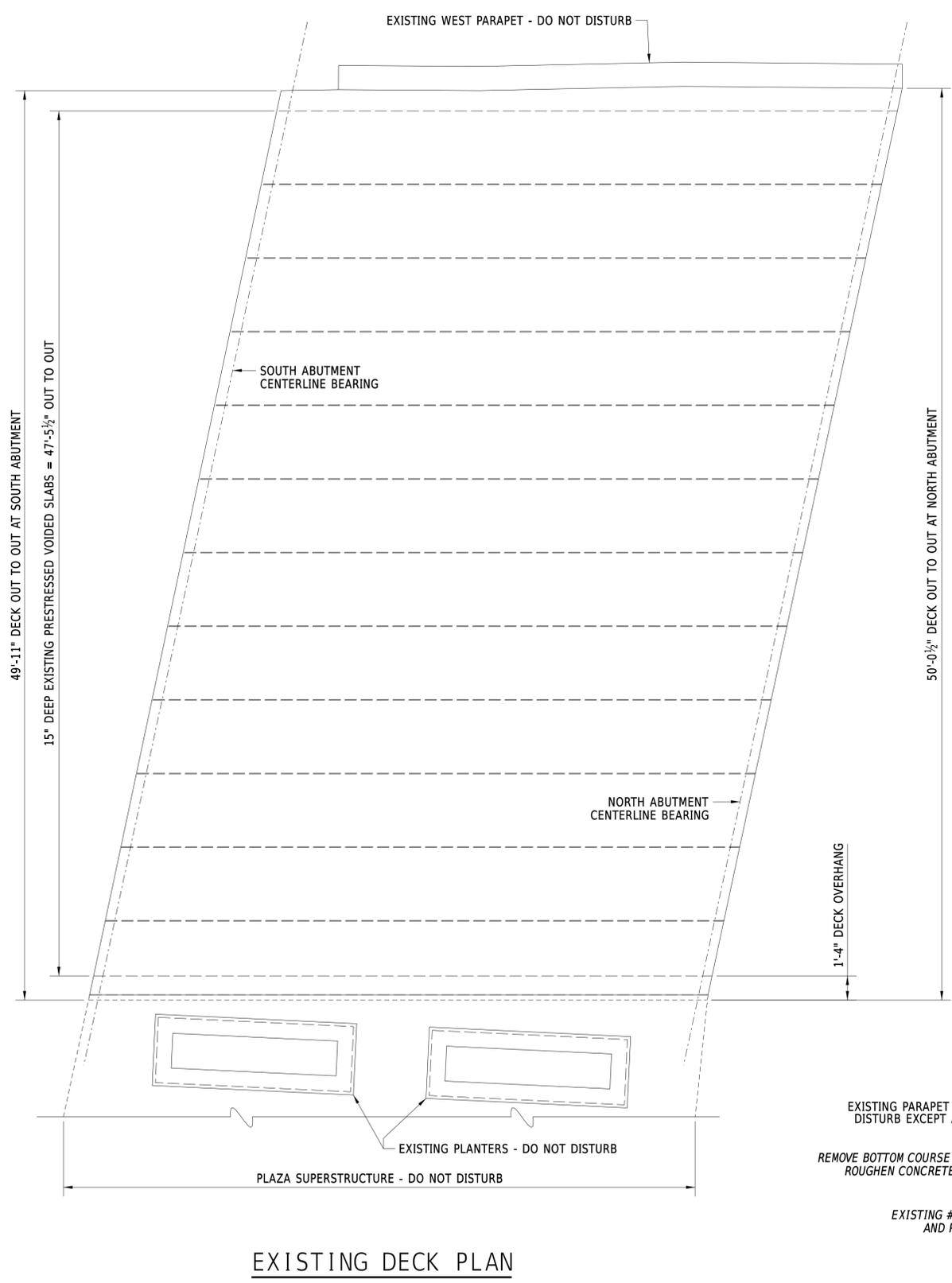
CONTRACT	BRIDGE NO.	2-502
3633	DESIGNED BY:	J. ESPOSITO
COUNTY	CHECKED BY:	B. BENTON
KENT		

**GRADES AND
GEOMETRICS**

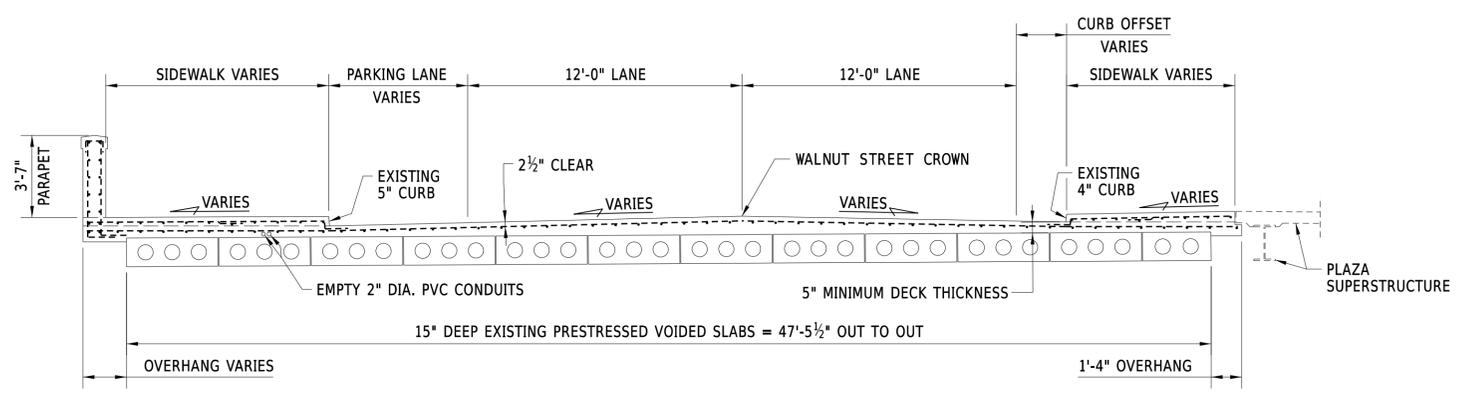
SECTION
GPI
SHEET NO.
8

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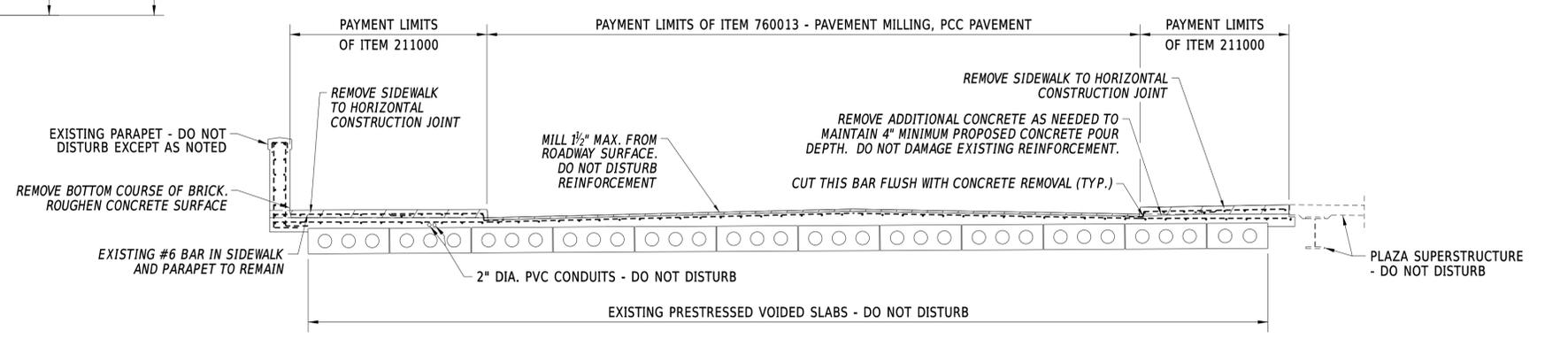
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EXISTING DECK PLAN

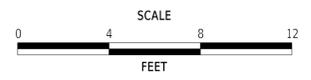


EXISTING DECK SECTION



DECK SECTION - DEMOLITION

ADDENDA / REVISIONS



**WALNUT STREET
PEDESTRIAN CROSSING**

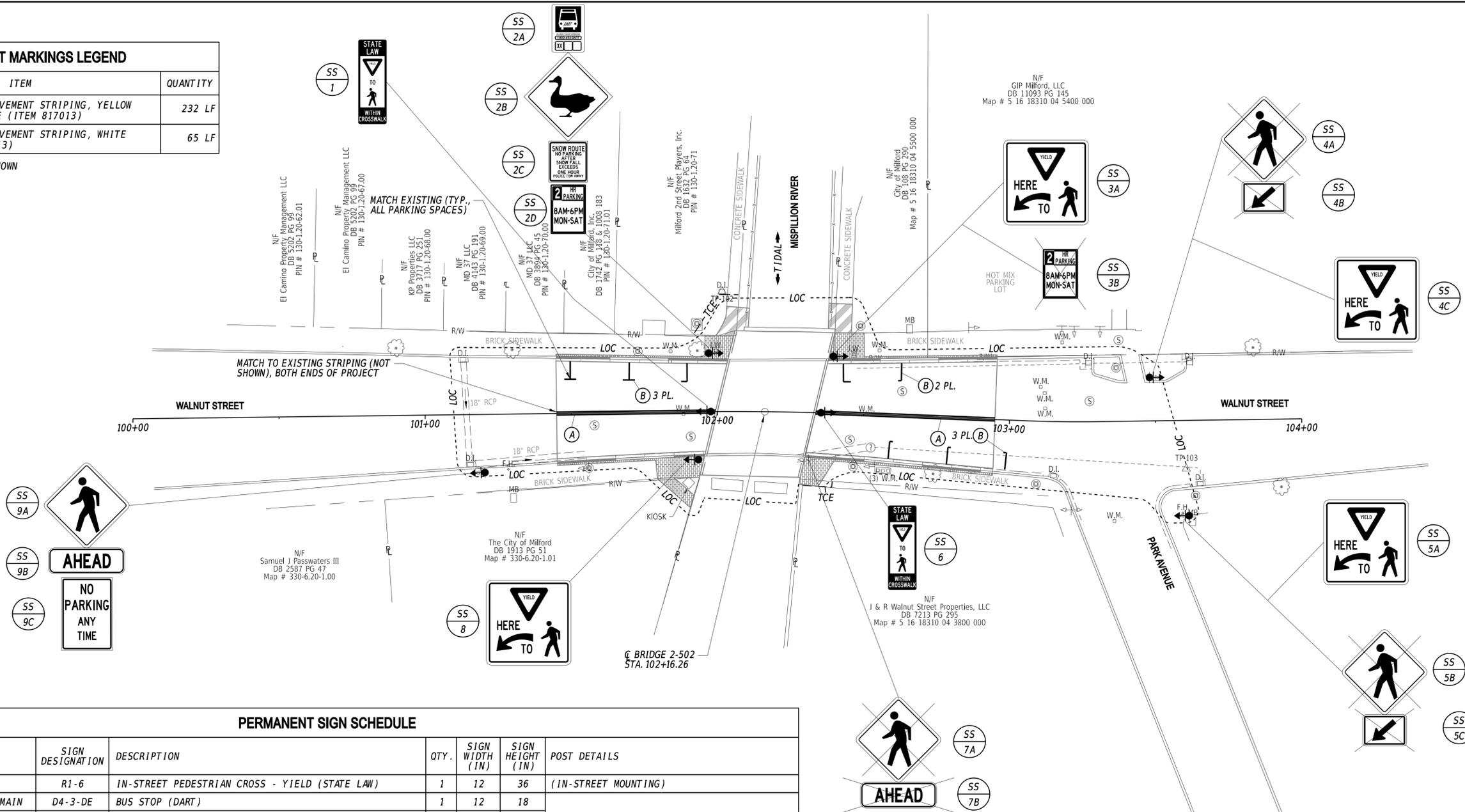
CONTRACT	BRIDGE NO.	2-502
3633	DESIGNED BY:	G. LOVELACE
COUNTY	CHECKED BY:	B. BENTON
KENT		

**BRIDGE PLAN AND ELEVATION
&
DEMOLITION PLAN**

SECTION	GPI
SHEET NO.	9

PAVEMENT MARKINGS LEGEND		
SYM	ITEM	QUANTITY
(A)	EPOXY RESIN PAINT PAVEMENT STRIPING, YELLOW 5" SOLID DOUBLE LINE (ITEM 817013)	232 LF
(B)	EPOXY RESIN PAINT PAVEMENT STRIPING, WHITE 5" SOLID (ITEM 817013)	65 LF

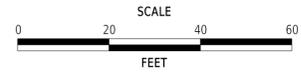
NOTE: EXISTING STRIPING NOT SHOWN



PERMANENT SIGN SCHEDULE							
"SS" IDENTIFIER	DISPOSITION	SIGN DESIGNATION	DESCRIPTION	QTY.	SIGN WIDTH (IN)	SIGN HEIGHT (IN)	POST DETAILS
1	NEW	R1-6	IN-STREET PEDESTRIAN CROSS - YIELD (STATE LAW)	1	12	36	(IN-STREET MOUNTING)
2A	EXISTING - REMAIN	D4-3-DE	BUS STOP (DART)	1	12	18	MAINTAIN EXISTING POST
2B	EXISTING - REMAIN	W11-3-DE	DUCK	1	30	30	
2C	EXISTING - REMAIN	R7-203(18)	EMERGENCY SNOW ROUTE	1	18	24	
2D	NEW - ADD TO ASSY.	R7-108	2 HR PARKING 8 AM TO 6 PM	1	12	18	
3A	NEW	R1-5L	YIELD HERE TO PEDESTRIANS (Left w/ Pedestrian Symbol)	1	36	36	REPLACE EXISTING POST WITH NEW GALVANIZED STEEL POST - 2" x 2" x 12"
3B	EXISTING - REMOVE	R7-108	2 HR PARKING 8 AM TO 6 PM	1	12	18	
4A	EXISTING - REMOVE	W11-2(30)	PEDESTRIAN (Symbol)	1	30	30	MAINTAIN EXISTING POST
4B	EXISTING - REMOVE	W16-7P_L(24)	LEFT DOWNWARD DIAGONAL ARROW (plaque)	1	24	12	
4C	NEW - ADD TO ASSY.	R1-5L	YIELD HERE TO PEDESTRIANS (Left w/ Pedestrian Symbol)	1	36	36	
5A	NEW - ADD TO ASSY.	R1-5L	YIELD HERE TO PEDESTRIANS (Left w/ Pedestrian Symbol)	1	36	36	
5B	EXISTING - REMOVE	W11-2(30)	PEDESTRIAN (Symbol)	1	30	30	MAINTAIN EXISTING POST
5C	EXISTING - REMOVE	W16-7P_L(24)	LEFT DOWNWARD DIAGONAL ARROW (plaque)	1	24	12	
6	NEW	R1-6	IN-STREET PEDESTRIAN CROSS - YIELD (STATE LAW)	1	12	36	(IN-STREET MOUNTING)
7A	EXISTING - REMOVE	W11-2(30)	PEDESTRIAN (Symbol)	1	30	30	REMOVE EXISTING POST.
7B	EXISTING - REMOVE	R3-17A	AHEAD (Plaque)	1	24	8	
8	NEW	R1-5L	YIELD HERE TO PEDESTRIANS (Left w/ Pedestrian Symbol)	1	36	36	NEW GALVANIZED STEEL POST - 2" x 2" x 12'
9A	NEW	W11-2(30)	PEDESTRIAN (Symbol)	1	30	30	
9B	NEW	R3-17A	AHEAD (Plaque)	1	24	8	REPLACE EXISTING POST WITH NEW GALVANIZED STEEL POST - 2" x 2" x 12'
9C	EXISTING - RELOCATE TO NEW POST	R7-1	NO PARKING ANY TIME	1	12	18	ADJUST SIDEWALK AS NEEDED FOR INSTALLATION.

NOTE: PAYMENT FOR ALL SIGN MATERIAL IS UNDER ITEM #818001. PAYMENT FOR POST, POST PLACEMENT, & SIGN PLACEMENT IS UNDER ITEM #819018
NOTE: ONLY SIGN/POST LOCATIONS MODIFIED BY PROJECT SHOWN.

ADDENDA / REVISIONS



**WALNUT STREET
PEDESTRIAN CROSSING**

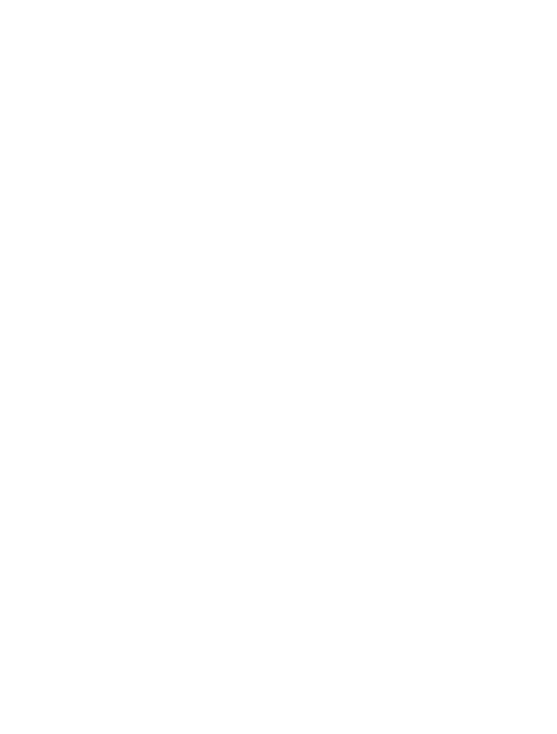
CONTRACT	BRIDGE NO.	2-502
3633	DESIGNED BY:	J. ESPOSITO
COUNTY	CHECKED BY:	B. BENTON
KENT		

**SIGNING AND
STRIPING PLAN**

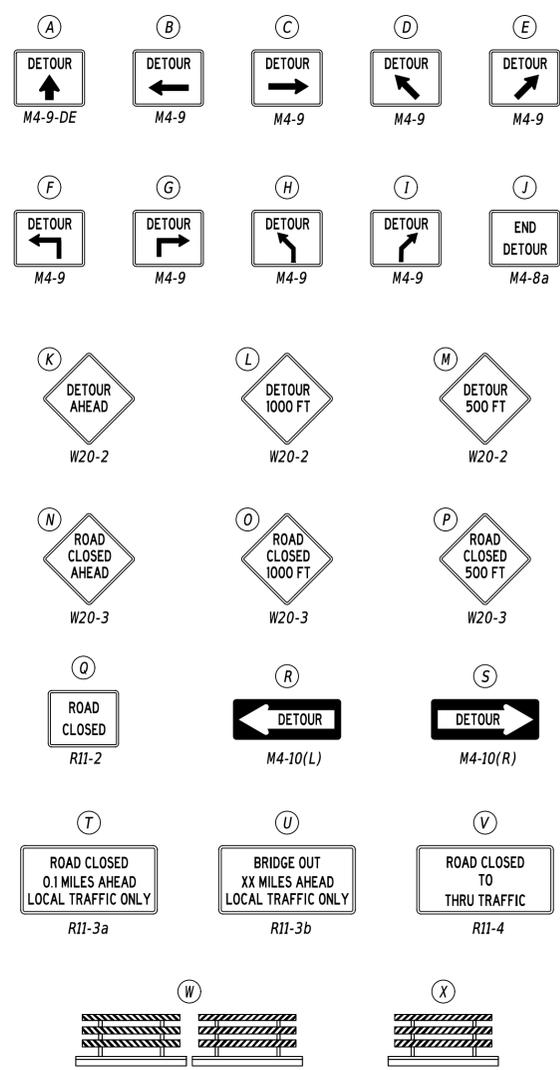
SS-01
SECTION
GPI
SHEET NO.
11

23-OCT-2023 08:39 \\md\fsa\Projects\2021\2200163\00 Walnut Street Pedestrian Crossing\400 CAD\430 Bridge\433 Sheet DGN\SS01_BRSF_Walnut.dgn

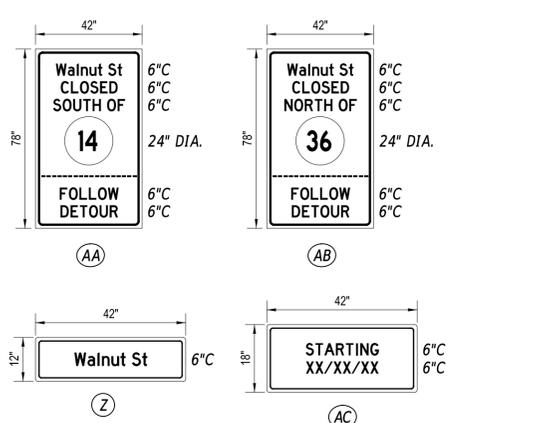
PORTABLE CHANGEABLE MESSAGE SIGNS



LEGEND



SPECIAL SIGNS



DISPLAY SIGNS AA, AB AND AC ON WALNUT STREET (SEE INSET) 10 DAYS PRIOR TO CONSTRUCTION. REMOVE SIGN AC WHEN THE ROAD IS CLOSED.

*ALL SPECIAL SIGNS TO BE RETROFLECTIVE PRISMATIC FLOURESCENT ORANGE BACKGROUND, BLACK LEGEND. ROUTE SHIELDS TO BE WHITE BACKGROUND ON BLACK 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 "O" 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

TRAFFIC SAFETY *[Signature]* DATE **5-23-23**

PREPARED BY

GPI Engineering | Design | Planning | Construction Management

[Signature]

05/09/2023 DATE

SEAL

BARRY A. BENTON
LICENSE
No. 10774
DELAWARE
PROFESSIONAL ENGINEER

[Signature] Michael Lettingo

05/10/2023 DATE

QA/QC

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

NOT TO SCALE

WALNUT STREET PEDESTRIAN CROSSING

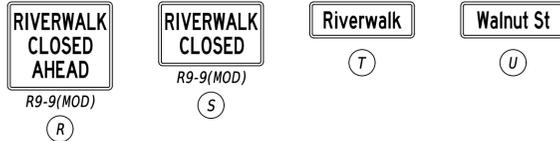
CONTRACT	3633	PERMIT NO.	N/A
COUNTY	KENT	DESIGNED BY:	G. LOVELACE
		CHECKED BY:	B. BENTON

VEHICULAR DETOUR PLAN

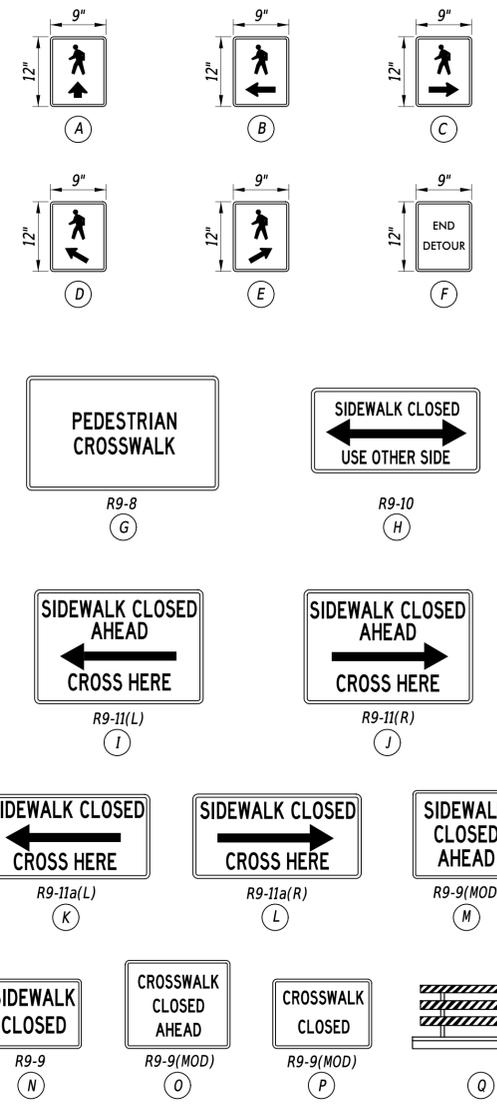
SECTION	GPI
SHEET NO.	12

LAST REVISED: 9/11/2018
 10-APR-2023
 16:37
 \\md1ts4v\Projects\2022\2200163.00 Walnut Street Pedestrian Crossing\400 CAD\433 Bridge\433 Sheet DGN\wp01_nrst_walnut.dgn

SPECIAL SIGNS



LEGEND



SPECIAL NOTES

1. PLACE BARRICADES (Q) SUCH THAT ACCESS TO LOCAL BUSINESSES IS MAINTAINED.

GENERAL NOTES

1. 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.
2. SIGNS "N" THROUGH "O" AND "T" AND "V", THE WORD "ROAD" SHALL BE CHANGED TO "RAMP", "RR XING" OR "BRIDGE" WHERE APPLICABLE.
3. "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.
4. BARRICADES SHALL BE A MINIMUM OF 6 FEET WIDE UNLESS DIRECTED BY THE ENGINEER.

CONCURRENCE FOR IMPLEMENTATION

[Signature] 5/31/23

TRAFFIC SAFETY DATE

LAST REVISED: 9/11/2018
26-MAY-2023
\\md\its\Projects\2022\2200163.00 Walnut Street Pedestrian Crossing\400 CAD\430 Bridge\433 Sheet DGN\gdp01_brsf_walnut.dgn

PREPARED BY

GPI Engineering | Design | Planning | Construction Management

[Signature] 5/26/23
THIS SEAL ONLY APPLIES TO THIS DETOUR SHEET DATE

SEAL

BARRY A. BENTON
LICENSE
No. 10774
DELAWARE
PROFESSIONAL ENGINEER

[Signature] 5/26/23
QA/QC 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

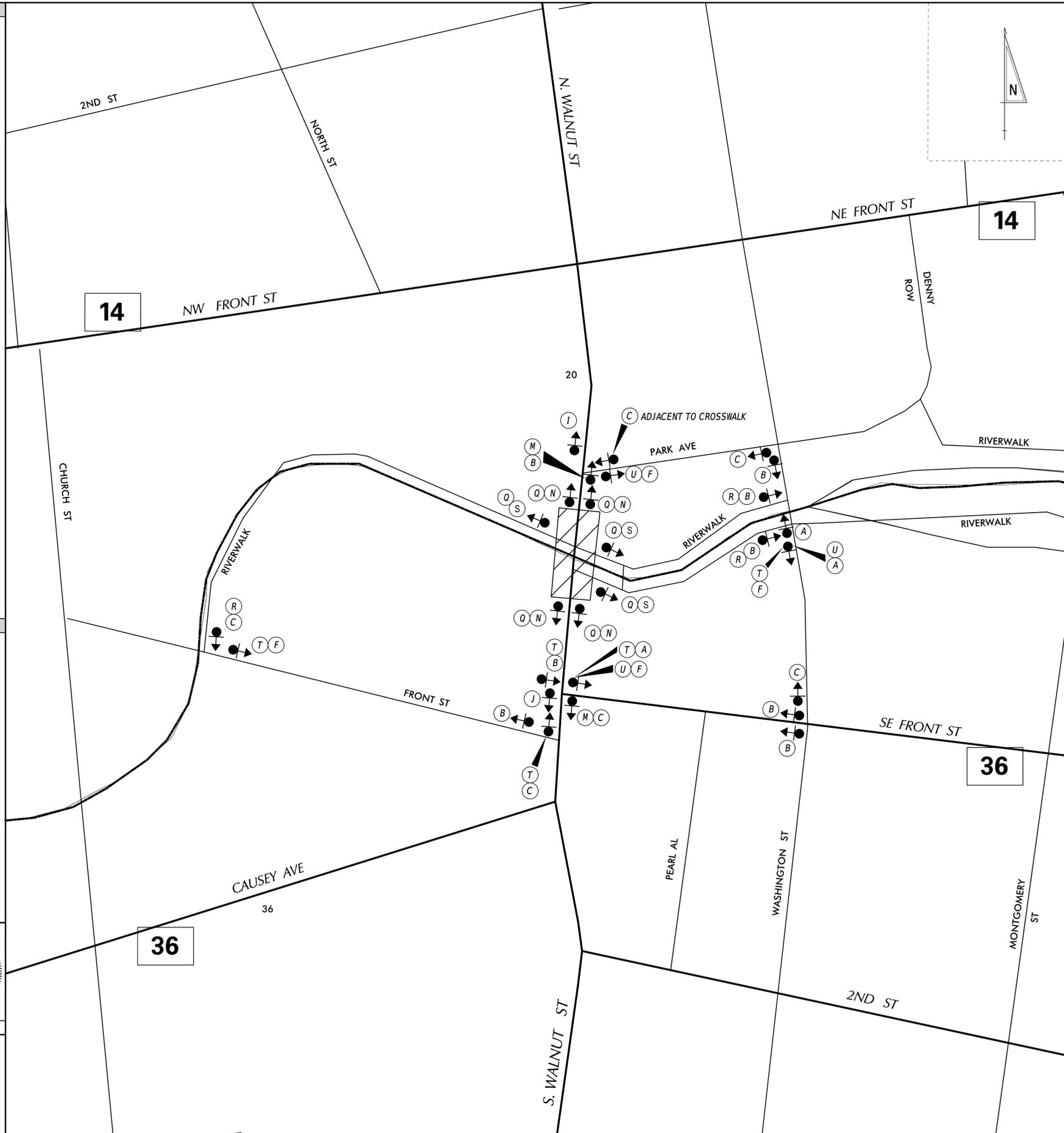
NOT TO SCALE

**WALNUT STREET
PEDESTRIAN CROSSING**

CONTRACT	PERMIT NO.	N/A
3633	DESIGNED BY:	G. LOVELACE
COUNTY	CHECKED BY:	B. BENTON
KENT		

**PEDESTRIAN
DETOUR PLAN**

SECTION	GPI
SHEET NO.	13



CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, January 16, 2024 @ 6:00 p.m.
City Council Hearing: Monday, January 22, 2024 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2024-1

Application of Knight Crossing – Phase 2B for a Final Major Subdivision
25.80 +/- acres of land located south of Cedar Beach Road,
east of Beaver Dam Road and west of Route 1
Comprehensive Plan Designation: Moderate Density Residential
Zoning District: R-3 (Garden Apartment & Townhouse)
Present use: Vacant Proposed Use: Planned Unit Development
Tax Parcel: 3-30-7.00-035.00, 036.00 & 037.00 (portion)

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for the Final Major Subdivision of Phase 2B; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on January 16, 2024, whereby public comment will be taken and a recommendation will be made; and

WHEREAS, Milford City Council will hold a Public Hearing on January 22, 2024 to make a final determination following further review and additional public comment of the ordinance.

NOW THEREFORE BE IT RESOLVED, by the City of Milford:

In accordance with Chapter 200 of the City of Milford Code, the City Council hereby finds and determines, as follows:

- Section 1. The Final Major Subdivision Plan of Phase 2B is consistent with the objectives, policies, general land uses and programs in the City of Milford Comprehensive Plan, Subdivision and Zoning Codes, in that it establishes obligations and conditions for the implementation of the Knight Crossing Project.
- Section 2. The Final Major Subdivision Plan is in conformity with public convenience, general welfare and good land use practice.
- Section 3. The Final Major Subdivision Plan will not be detrimental to the public health, safety and general welfare of this community.
- Section 4. The Final Major Subdivision Plan will not adversely affect the orderly development of adjacent properties and will maintain the preservation of property values.
- Section 5. Dates.
City Council Introduction: January 8, 2024
Planning Commission Review & Public Hearing: January 16, 2024
City Council Public Hearing: January 22, 2024
Effective: Ten Days following Adoption

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Published: *Delaware State News 12-20-2023*

**CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS**

Planning Commission Hearing: Tuesday, January 16, 2024 @ 6:00 p.m.

City Council Hearing: Monday, January 22, 2024 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative.

This form of writing is not used to influence any decision of City Council:

ORDINANCE 2024-02

Preliminary Conditional Use Application of Caliber Collision on behalf of CC Milford DE, LLC

3.81 +/- acres of land located along the east side of S. Rehoboth Boulevard
approximately 540 feet north of the Evans Street intersection

Address: 201 S. Rehoboth Boulevard

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway Commercial District)

Present and Proposed Use: Car Repair

Tax Parcel: 3-30-7.13-002.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Preliminary Conditional Use to construct an 8,200 square foot addition to an existing automotive repair business and add additional parking; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on January 16, 2024; and

WHEREAS, Milford City Council will hold a Public Hearing on January 22, 2024 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the Preliminary Conditional Use, as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

Section 1. Chapter 230-14(C)(2) states “automotive repair” are permitted with the approval of a conditional use permit by City Council.

Section 2. Following adoption of Ordinance 2024-02, and upon the effective date, CC Milford DE, LLC is hereby granted a Preliminary Conditional Use to construct an 8,200 square foot addition to an existing automotive repair business and add additional parking at 201 S. Rehoboth Boulevard.

Section 3. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 4. Dates.

City Council Introduction: January 8, 2024

Planning Commission Review & Public Hearing: January 16, 2024

City Council Public Hearing: January 22, 2024

Effective: Ten Days following Adoption

For additional information, please contact Rob Pierce in the Planning & Zoning Department either by e-mail at RPierce@milford-de.gov or by phone at 302.424.8396.

Advertised: Delaware State News 12/27/2023

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW & PUBLIC COMMENT OPPORTUNITY

City Council Public Comments: Monday, January 22, 2024 @ 6:00 PM
Milford City Hall, 201 South Walnut Street, Milford, DE

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 and time as indicated.

ORDINANCE 2024-03
AMENDMENT TO CITY OF MILFORD CODE
CHAPTER 88 – BUILDING CONSTRUCTION

WHEREAS, Ordinance 2023-28, adopted by City Council on August 14, 2023 (effective August 24, 2023) amended the City of Milford Zoning Code Chapter 230 Article VIII Miscellaneous Provisions §230-39 by requiring a City Building Permit to construct a fence within the City of Milford; and

WHEREAS, the language in the Residential and Commercial Building Codes as outlined in Chapter 88 Building Construction, conflicts with Chapter 230 by exempting fences from permitting requirements; and

WHEREAS, to avoid further conflict and ensure clear direction, it is necessary to remove the permit exemption language related to fence installations in Chapter 88 Building Construction.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. The Building Construction Code, known as Chapter 88 of the Code of the City of Milford, is hereby amended by declaring a building permit is required for fence construction.

Section 2. The updated language coincides with the mandate outlined in the Zoning Code known as Chapter 230 of the City Code and removes any building permit ‘exemption’ associated with the construction of fences.

Section 3. Section 88-2, entitled Additions, Insertions and Changes of Article I International Residential Code, is hereby amended to align with Section 1 and Section 2.

Section 4. Strikethrough text denotes a deletion; underlined and bold text denotes an addition.

Section 5. By removing §88-2(A)(2)(b)(2) in its entirety,
§88-2(A)(2)(b)(3) will be renumbered §88-2(A)(2)(b)(2)
§88-2(A)(2)(b)(4) will be renumbered §88-2(A)(2)(b)(3)
§88-2(A)(2)(b)(5) will be renumbered §88-2(A)(2)(b)(4)
§88-2(A)(2)(b)(6) will be renumbered §88-2(A)(2)(b)(5)
§88-2(A)(2)(b)(7) will be renumbered §88-2(A)(2)(b)(6)
§88-2(A)(2)(b)(8) will be renumbered §88-2(A)(2)(b)(7)
§88-2(A)(2)(b)(9) will be renumbered §88-2(A)(2)(b)(8)
§88-2(A)(2)(b)(10) will be renumbered §88-2(A)(2)(b)(9)
§88-2(A)(2)(b)(11) will be renumbered §88-2(A)(2)(b)(10)

Section 6. The following sections are hereby revised to read as follows:

§ 88-2. - Additions, Insertions, and Changes
A. Chapter 1, Scope and Application
(2) Section R105. Permits

- (b) Section R105.2, Work exempt from permit. Remove language under "Building:" and replace with the following;
- [1] One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 24 square feet.
 - ~~[2] Fences not over six feet in height.~~
 - ~~{a} Exceptions:~~
 - ~~[i] Fences required for pools~~
 - ~~[ii] Fences required by the State of Delaware for home-based daycares.~~
 - ~~[iii] Fences required by the City of Milford Planning Department as part of an approved subdivision or land development application.~~
 - [32] Retaining walls which are not over four feet in exposed height, unless supporting a surcharge or impounding class I, II or III-A liquids.
 - [43] Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
 - [54] Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons and the ratio of height to diameter or width is not greater than 2:1.
 - [65] Sidewalks and driveways.
 - [76] Replacement of roof covering that does not involve the repair or replacement of more than 25 percent of the roof.
 - [87] Prefabricated swimming pools accessory to a one- or two-family dwelling, which are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
 - [98] Swings and other playground equipment accessory to one- and two-family dwellings.
 - [109] Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
 - [110] Non-fixed and movable fixtures, cases, racks, counters and partitions not over five feet nine inches in height.

Section 7. Section 88-5, entitled Additions, Insertions and Changes of Article I International Building Code, is hereby amended.

Section 8. Strikethrough text denotes a deletion; underlined and bold text denotes an addition.

Section 9. By removing §88-5(2)(b)(2) in its entirety,
 §88-5(2)(b)(3) will be renumbered §88-5(2)(b)(2)
 §88-5(2)(b)(4) will be renumbered §88-5(2)(b)(3)
 §88-5(2)(b)(5) will be renumbered §88-5(2)(b)(4)
 §88-5(2)(b)(6) will be renumbered §88-5(2)(b)(5)
 §88-5(2)(b)(7) will be renumbered §88-5(2)(b)(6)
 §88-5(2)(b)(8) will be renumbered §88-5(2)(b)(7)
 §88-5(2)(b)(9) will be renumbered §88-5(2)(b)(8)
 §88-5(2)(b)(10) will be renumbered §88-5(2)(b)(9)
 §88-5(2)(b)(11) will be renumbered §88-5(2)(b)(10)

Section 10. The following sections are hereby revised to read as follows:

§ 88-5. Additions, Insertions, and Changes
 (2) Section 105 Permits

(b) Section 105.2. Work exempt from permit. Remove language under "Building:" and replace with the following;

- [1] One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 24 square feet.
- ~~[2] Fences not over six feet in height.~~
 - ~~[a] Exceptions:~~
 - ~~[i] Fences required for pools~~
 - ~~[ii] Fences required by the State of Delaware for home-based day cares.~~
 - ~~[iii] Fences required by the City of Milford Planning Department as part of an approved subdivision or land development application.~~
- [32] Retaining walls which are not over four feet in exposed height, unless supporting a surcharge or impounding class I, II or III-A liquids.
- [43] Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- [54] Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons and the ratio of height to diameter or width is not greater than 2:1.
- [65] Sidewalks and driveways.
- [76] Replacement of roof covering that does not involve the repair or replacement of more than 25 percent of the roof.
- [87] Prefabricated swimming pools accessory to a one- or two-family dwelling, which are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
- [98] Swings and other playground equipment accessory to one- and two-family dwellings.
- [109] Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- [110] Non-fixed and movable fixtures, cases, racks, counters, and partitions not over five feet nine inches in height.

Section 11. Dates.

Council Introduction January 8, 2024

Public Comments & Final Determination January 22, 2024

Section 12.

Ordinance becomes effective Ten Days following Adoption.

Additional information can be found on the City of Milford website at cityofmilford.com or by contacting rpierce@milford-de.gov or by calling the Planning Department at 302-424-8396.