



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

CITY COUNCIL AGENDA February 26, 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 also available for viewing by the public by accessing the following link:

<https://zoom.us/j/94877121629>

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: 948 7712 1629

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 wishing to speak must sign up prior to the start of the Council Meeting.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Roll Call

Recognition

New City Employee Introduction

New Business

Presentation/Customer Service Update/Cash Operations & Revenue Supervisor Suzannah Frederick ³

Carlisle Fire Company/Request for Capital Purchase/Fire Company Enhancement Fund ¹

Presentation/Eugenia Thornton/Kent County Recorder of Deeds/Property Transaction Alert Program

Authorization/Chapter 77 Alcoholic Beverages Waiver/DMI Bug N Bud Festival

Authorization/DNREC/State Mosquito Control Services

Award/Delivery 2 Electrical Testing

Contract Renewal Authorization/Efficiency Smart Program

Monthly Finance Report

Executive Session ²

Legal-

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

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

Potential Vote/Executive Session Item(s)

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.

112723 121123 010924 021524 021624

022024 Item Removed

¹ 022124 Late Addition /Carlisle Fire Company/Time Sensitive Purchase

022324 Item Removed (2)

²022324 Late Addition/Request of City Solicitor/Clarification Required/Legal Matter

³ 022424 Agenda Items Reordered/Late Requested by Finance Director



Customer Service

Operations Overview and Update: February 2024

Billing Operations



Julie

Vicky

Carol



Mimi

Nikki

Cash Operations



Joan

Lucas



Alexis

Zuleika

Payments Processed

Method	2023 Count	2023 Amt (\$ million)	2022 Count	2022 Amt (\$ million)	2021 Count	2021 Amt (\$ million)
Cash	6,588	\$1.4	7,674	\$1.5	7,642	\$1.5
Check	28,960	\$24.7	34,959	\$23.1	37,649	\$24.7
Credit Card	5,739	\$1.2	8,103	\$1.6	5,948	\$1.1
Phone Credit Card	2,132	\$0.4				
Online Credit Card	25,298	\$5.3	35,510	\$6.1	29,332	\$5.6
Online eCheck	6,800	\$2.2	8,456	\$2.2	7,668	\$1.6
Bank EFT	351	\$11.6	440	\$14.1	419	\$13.7
Auto Pay	23,699	\$4.6	22,578	\$4.1	18,070	\$3.1

Non-Payment Statistics

	2023	2022	2021	2020
Electric Accts	8,295	8,200	7,992	7,476
Water/Sewer Accts	5,271	5,186	5,117	4,786
Trash Accts	4,399	4,364	4,277	3,960
Solar Accts	212	197	172	154
Tax Parcels	7,228	7,225	7,065	6,514
Settlements	297	260	600	350
Elec Meter Setup	240	320	420	347
Water Meter Setup	812	765	681	622
Leak Work Orders	676	887	400	350
Initial Read Work Orders (new accounts)	1,584	2,023	2,564	2,218
Disconnected for Nonpay	881	1,071	763	505



Cycling & Workload Management

April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Read Cycle 1 Cycle 1 Due Date	4	5 Mail delinquent letters Cycle 1	6 Disconnect Cycle 4 Due March 29	7	8
9	10 Read Cycle 2 Cycle 2 Due Date	11	12 Mail delinquent letters Cycle 2	13 Disconnect Cycle 1 Due April 3	14	15
16	17 Read Cycle 3 Cycle 3 Due Date	18	19 Mail delinquent letters Cycle 3	20 Disconnect Cycle 2 Due April 10	21	22
23	24 Read Cycle 4 Cycle 4 Due Date	25	26 Mail delinquent letters Cycle 4	27 Disconnect Cycle 3 Due April 17	28	29



Alignment with City of Milford Strategy

Commitment to Excellence

Tackle objectives quickly and positively, going above and beyond basic requirements, to create a service-oriented culture through teamwork and collaboration.

Building Staff in the City's Vision

- Diverse customer service staff
 - Two bilingual clerks
 - Teamwork atmosphere
- Professional relationships with meter techs, code enforcement, permit techs and admin staff

Respect for Diversity and Equity

Foster and support a culture that values the rich heritage of the City and experiences of our community members, while providing services impartially and fairly to all.

City of Milford

VISION

*Small town feel,
big time opportunities.*

MISSION

*To provide proactive,
responsive services and
fulfill the needs of its
diverse community by using
innovative and sustainable
methods.*

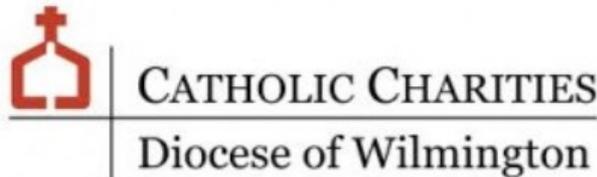
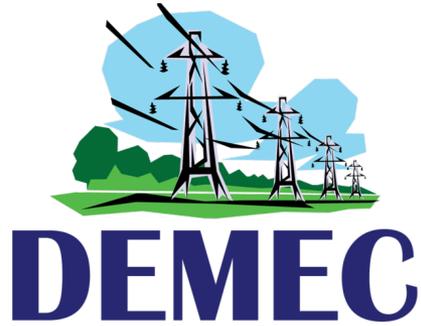


WHY WE
DO IT

Open and Honest Communication

Effectively and clearly communicate ideas, information, and expectations between team members and to our community in a responsible, transparent manner.

Resources and Partnerships



facebook
City of Milford
@MilfordDE · City



Hi, I'm Bucky! How can I help you?





Tyler Technologies

- Work orders go live
- Payroll/time and attendance
- Permit/license
- Tax

Training

- Customer service
- Software
- Communications – conflict management
- Personal improvement
- Work-home life balance



Carlisle Fire Company Inc.

PO Box 292 – 615 NW Front St Milford De 19963

Phone (302)422-8001 Fax (302)422-2146 Web: www.carlisle42.com

Office of the President

February 21, 2024

To Whom It May Concern,

The Carlisle Fire Company would like to request to be placed on the City of Milford Council meeting agenda being held on February 26, 2024, to request \$500,000. We would request that this money be given to us from the Transfer Tax Fund (Building Enhancement Fund) to assist with purchasing a new fire truck.

If you have any questions on this matter, please contact me via email at lewissacks@carlisle42.com or my cell phone at 845-222-0922.

Thank you

Lewis Sacks

Lewis Sacks, ABS, NRP
President 2024
Carlisle Fire Company
Cell Phone-845-222-0922



Property Fraud Plan of Action

Registration & Education

Presented by Hon. Eugenia Thornton

Kent County Recorder of Deeds

- FBI “Latest Scam on the Block” 2008
- Use Fake ID to take out loan on equity
- State Law: Attorney Closing State
- Nevertheless, cybercrimes are on the rise

House Stealing

The Latest Scam on the Block

03/25/08



What do you get when you combine two popular rackets these days—identity theft and mortgage fraud? A totally new kind of crime: house stealing.

Here's how it generally works:

...The con artists start by picking out a house to steal—say, YOURS.

...Next, they assume your identity—getting a hold of your name and personal information (easy enough to do off the Internet) and using that to create fake IDs, social security cards, etc.

...Then, they go to an office supply store and purchase forms that transfer property.

...After forging your signature and using the fake IDs, they file these deeds with the proper authorities, and lo and behold, your house is now THEIRS.*

There are some variations on this theme...

...Con artists look for a vacant house—say, a vacation home or rental property—and do a little research to find out who owns it. Then, they steal the owner's identity, go through the same process of transferring the deed, put the empty house on the market, and pocket the profits.

...Or, the fraudsters steal a house a family is still living in...find a buyer (someone, say, who is satisfied with a few online photos)...and sell the house without the family even knowing. In fact, the rightful owners continue right on paying the mortgage for a house they no longer own.

HOUSE STEALING

Here's how it generally works:

Step 1: Con artists pick a house to steal—say, a vacation home, rental property, or the home someone is living in right now.

Step 2: They assume the identity of the homeowner (often using the Internet to obtain personal information) and then create realistic fake IDs.

Step 3: They transfer the deed of the house into their name by obtaining the forms, forging signatures, using the fake IDs, and filing the paperwork with proper authorities. Now, they own the home.

Validation 1: Con artists find a home, steal the owner's identity, sell the property, and pocket the profits—even if someone still lives in the house.

Validation 2: Crooks prey on homeowners having trouble paying their mortgage, promising to refinance but instead "buying" the home using fake identities. The crooks use the title and the banks lose the money they loaned to fake buyers.

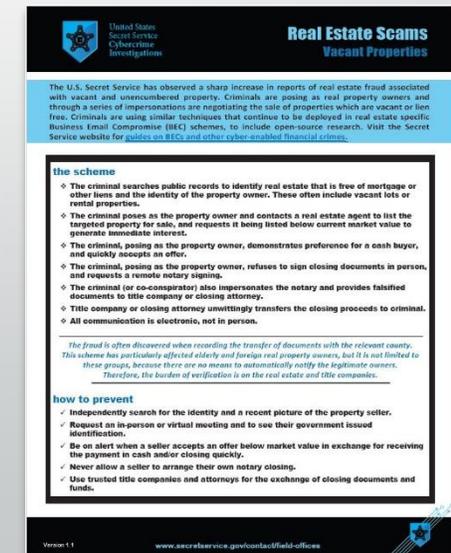
Screen Print of FBI Webpage about House Stealing.
https://archives.fbi.gov/archives/news/stories/2008/march/housestealing_032508



- 2023: Secret Service, Mortgage Companies & ALTA warn
- Fake ID & notaries, sell vacant lots, vacation homes
- Bargain price, fast closing, cash sale, all online
- \$900,000 damage City of Philadelphia, ring busted 2021
- Wooded lot in CT—ongoing lawsuit now
- 7 one-million-dollar homes in Sussex Jan 2023
- Per KCAR, 4 Dover properties almost sold in 1 week, May 2023
- 1 vacant lot, Windswept, June 2023; Milton Sept 2023



ALTA, above, and US Secret Service, below, created a handouts to explain the crime and provide precautions to take to help prevent these scams

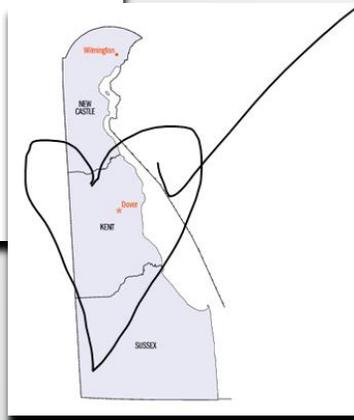
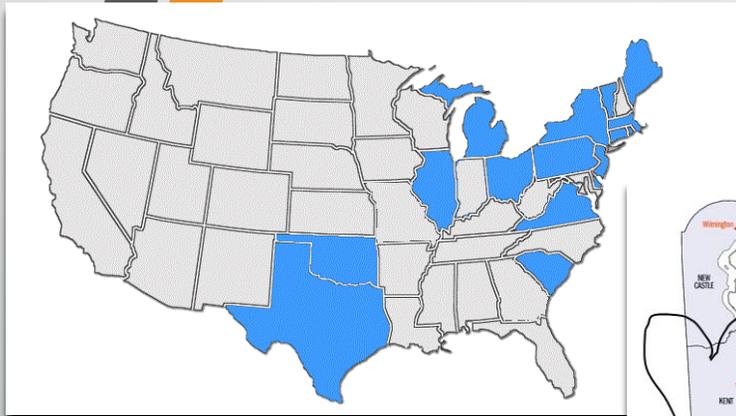


Kent County Recorder of Deeds

- Announce Transaction Alert Plan, June 24, 2023
- Registration for email alerts:
 - \$667 registrations in 1st 30 days = \$93,380* value 1st 30 days!
- Education via Communications Plan
 - Fact Sheet 1: *Explore property history from anywhere--Free*
 - Fact Sheet 2: *Why Register for Property Transaction Alerts?*
 - Radio/TV, print, speaking to civic groups
 - White Paper to focus on the Law, educate taxpayers (pending)

*Commercial product not as fast or secure is \$140 per year. Ours is one-time registration as long as we keep our same Land Records Management System Vendor.

Explore what is already recorded in your name uslandrecords.com



Office: Search Type: * Business Last Name First Name Party Type
Real Property Name Search Both
Search Reset Advanced Options

Real Property Name Search Last Recorded Doc#: 478208 on 08/11/2023 @ 3:02:29 PM

Kent County, DE

Honorable Eugenia Thornton
Kent County Recorder of Deeds
555 Bay Road
Dover, DE 19901
Phone: 302 744-2314
Email: recorder@kentcountytde.gov

Office Hours
Monday through Friday 8:00 AM to 5:00 PM
Recording Hours 8:00 AM to 3:00 PM
excluding holidays

Disclaimer
In no event shall Kent County, Kent County Recorder of Deeds and participating agencies be liable to users for data or services obtained through internet access. The Kent County Recorder of Deeds Office presents the information on this web site as a service. We have endeavored to ensure the information contained in this electronic search system is accurate. However, assessing accuracy and reliable information is the responsibility of the user. The user is advised to search all possible spelling variations of proper names, in order to maximize search results. The Recorder of Deeds and Kent County make no warranty or guarantee concerning the accuracy or reliability of the content at this site or other sites to which we link.

Welcome to Kent County Real Property Search

Important Note:
Please click this link ["Website Help"](#) to contact Avenu Insights Web Support with any website technical questions or problems.

New!! Property Fraud Alert
This new FREE service provided by Kent County will alert you with an e-mail notification when a document is filed in Kent County Recorder of Deeds office with your name on it. To sign up, please click [Property Fraud Alert](#)

Real Property indices are certified from January 30, 1874 to present. New recordings will be added and kept up to date as quickly as possible. Be sure to check the certification dates when searching these records.

- Search:**
In general, names are searchable as written on legal documents. However, in the case of non-human names such as corporations, governments, schools, cemeteries, and churches, one should bear in mind conventions used when the Recorder of Deeds indexed these documents.
[Click here](#) for Kent County DE Indexing Standards
[Click here](#) for Searching Instructions
[Click here](#) for Image Viewing and Printing Instructions
[Click here](#) for Download (Basket) Instructions
- Notice:** Effective March 7, 2023, all existing logins were terminated due to payment portal change (PayPal). You now have the option to use a PayPal account, or a credit card through the secure PayPal interface. The Kent County USLandRecords website will no longer keep your credit card info.
- Fees:**
Searching and watermarked document viewing is provided as a free service. Printing and/or downloading will incur the following charges:
 - Monthly Subscribers**
Our subscription users will be charged a flat monthly fee per user to download or print any document available on-line. To become a subscription user choose Register in the upper right corner of this page, fill out the registration form, choose Subscriber30 in the Subscription Criteria. *Subscriptions are not automatically renewed.*
 - Casual Access**
Real Property and Financing Statements documents will be charged at \$2.00 per page. Users can choose which pages of the document to download or print and will only be charged for those pages. No registration is necessary.
 - Search Results**
Search results may be printed for \$2.00 per page. Please be aware of this fee before printing search results!
 - Payment Options:**
When ready to make a purchase, on the amount verification page, continue by clicking the yellow Check out with PayPal button. On the Pay with PayPal page, users will be prompted for a PayPal account or they can scroll down and click "Pay with Debit or Credit Card" to check out as a guest with their credit card information.
 - System Requirements**
This site uses Pop-ups when printing and downloading documents
[Click here](#) to learn how to allow Pop-ups
[Click here](#) to test Pop-ups

Search FREE! Down loading, printing modest charge—security benefit!

Watermarked unless paid for by legitimate source verified by PayPal!

Property Fraud Alert



Property Fraud Alert is an electronic notification service that alerts a subscriber via email every time a land records document is recorded with a requested name in a participating County Land Records Office. The Property Fraud Alert Service is offered, based on Customer specifications at either no charge or a charge of a small fee.

PFA is currently serving these counties:

Allegheny(PA), Angelina(TX), Barnard(VT), Bristol Fall River(MA), Bristol North(MA), Bristol South(MA), Cumberland(ME), Gloucester(NJ), Kent(DE), Plymouth(MA), South Burlington(VT), Val Verde(TX)

Nassau County NY PFA Users Please click [Here](#) to go to the Nassau County NY custom Property Fraud Alert website.

[Register now](#) and protect your property from fraud...

Registration Help: Click the "Register Now" to start your registration. Test After accepting the terms of the web site agreement you will be prompted to enter an email address (email address of the recipient of the notifications) and phone number. The next page will prompt you to select the counties for which you wish to be notified, and the notification method (email, or phone if available) that you prefer. The next page is where you will specify the list of names of physical persons (First Name and Last Name) or organizations (Business Name) which will be monitored in the documents recorded in the counties previously selected. If you choose a county that charges for this service, the next registration step prompts you for your credit card data. The final page summarizes your registration selections. You will see the counties selected, notification method, and fees (if applicable) and subscription duration. Press Finish to complete the registration.

If you are experiencing any problems with your registration please click [here](#).
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Pfa.uslandrecords.com

- **REGISTER FOR FREE**
- One email per registration, unlimited names. Use all aliases.
- Get email within one week if *anything* is recorded in your name (mortgage, liens, UCC, sales)

Don't be a Victim: Don't Pay for What is FREE!

Sponsored
mywebsearch.co
https://www.mywebsearch.co
Find History of my property free - Search Here
Search For **History** of my property **free**. Find It Here!

Sponsored
yahoo
https://search.yahoo.com › arts › recording
Property History Public Records Free - Free Public-records Info
Search For Property **History** Public Records **Free** Results. Learn More With The Next Search.
Find Public Records · Free Public-records · Free Background Check

Sponsored
Ownerty
https://www.ownerty.com
Trace Your Property History - Homeowner Property History
Insight Into Property Values. Get The Tools You Need To Help You Manage Your Largest Asset

Sponsored
commonsearches.net
https://www.commonsearches.net › reference › public
Free House History Public Records - Public Records Resources
Explore **Free House History** Public Records Results. Learn More With These Top Searches.

Family Tree Magazine
https://familytreemagazine.com › House History
Free Online Resources for Tracing House Histories
Free Online Resources for Tracing **House** Histories · Chronicing America · FamilySearch · General Land Records Office · Historic Map Works · Kansas **Historical** Society ...
Familysearch · Library Of Congress · Books About House History...

Google uslandrecords.com de

Property search Free Real estate Images Shopping Videos News Maps Book

About 52,700 results (0.22 seconds)

US Land Records
https://de.uslandrecords.com
Real Property Official Records Search
Select a Registry to begin your search. ... Documents related to the ownership of real estate within the district are recorded at the Registry of Deeds. Recorded ... *yes!*

US Land Records
https://2.uslandrecords.com › Kent2 › Default
Welcome to Kent County Real Property Search
The Kent County **USLandRecords** website will no longer keep your credit card info. ... Dover, DE 19901. Phone: 302 744-2314. Email: recorder@kentcountyde.gov. *yes!*

US Land Records
https://www.uslandrecords.com
Welcome to US Land Records
Welcome to **USLandRecords** Real Property Official Records Search. To begin, select your state from the map or from the list above. Welcome LandAccess.com users. *yes!*

US Land Records
https://www.uslandrecords.com › delr_hoa
Welcome to the Kent County Real Property Official Records
Welcome to the Kent County, **Delaware** Recorder of Deeds Limited Access Web Service. ... Contact Us or call 866-211-1802 between the hours of 7:30 a.m. and 6:00 ... *yes!*

Don't be a victim of property fraud!

- Property owner
 - New Lender documents in your mailbox
 - Utility bills rising on property you are not occupying
 - County property tax bill does not come when expected
 - Have someone check your property if you are not living there
- Buyer
 - Bargain basement price
 - All communication done online
 - Seller wants to use own notary and closing company
 - Cash sale and quick closing

What should you do about Property Fraud?

Registration AND Education

- Eugenia.Thornton@kentcountyde.gov
- 302 744 2321 direct line
- 302 744 2314 main office

Find out what is in your Records

Register for Property Fraud Alerts

Help a Senior Register

Contact Kent ROD, ask for handouts to share

Ask Gene to Speak

Support legislative initiatives

Recorder of Deeds

Serving Kent County with Pride by using property records industry standards and best practices to make transactions faster, safer, & more convenient for everyone



Explore Property Records from Anywhere—Free



Most people who use the County's

public land records database are professional title searchers, real estate attorneys, paralegals, realtors, and surveyors. But average citizens may find it instructive and fun to trace the ownership history of their current home.

In addition, a few times a week, citizens call or come to the Deeds office to verify the ownership of their property records.

Citizens can do this themselves from the comfort and privacy of their own homes.



Before Jan 30 1874, look in books in the Deeds office. Thereafter, look online.

In addition to our electronic records, we also have books dating back to when the Dutch

granted lands from 1646 to 1657 and when the Duke of York granted lands from 1657 to 1680.

We don't have all records: the British destroyed some when they captured New Castle during the Revolutionary War!

Using any computer, follow this link: <https://i2g.uslandrecords.com/DE/Kent2/D/Default.aspx>, or use the camera on your smartphone to enter the site using this QR code.



Type a name in the search box and access electronic records as far back as January 30, 1874.

Researching and viewing are free, but a nominal charge occurs for downloading/printing.

There are download/printing three options:

Need just a few pages? Use the PayPal portal to pay \$2.00 per page with your PayPal account or credit or debit card.

More than 25 pages in one month? Take a 30-day unlimited download subscription for \$50.

Don't have a computer? Visit the Recorder of Deeds office at the Kent County Building, 555 Bay Road, Dover. We have several computers for public use. We cannot help you with your title search but will print pages for \$1.00 each.

In addition to this US Land Records database, Kent County maintains its own database—also free to use—that shows taxes, permits, etc. To access that database, click:

<https://kcpms.co.kent.de.us/>

Print free from your home.

To learn more, contact the Honorable Eugenia Thornton, Kent County Recorder of Deeds.

- No need to come or call the deeds office.
- Use any device connected to the internet.
- Use QR code or URL to access.
- Viewing is free.
- Copies \$2.00 per page; unlimited copies \$50 for 30-day subscription.



- Use the PayPal portal, using your PayPal account, or your debit/credit card.
- Free computers in the Deeds office and copies \$1.00 per page.
- Questions? Call Hon. Eugenia Thornton.



Recorder of Deeds

Serving Kent County with Pride by using property records industry standards and best practices to make transactions faster, safer, & more convenient for everyone



Why Register for Property Transaction Alerts?

As early as 2008, the FBI warned about Dark Web thieves using false identities to "steal" houses. Examples:

- Unoccupied homes rented or "sold" by thieves impersonating owners,
- Wiring instructions intercepted and redirected to fake accounts,
- False deeds recorded; used by squatters to keep the police at bay while thieves abscond at night.

The US Secret Service and the American Land Title Association warned of a new scam in Spring 2023: "seller impersonation."

In one week, May 2023, the Kent County Realtors Association said four Dover properties were put up for sale by someone who did not own them. In June, Troop 3 detectives investigated the fraudulent listing of a vacant lot near Lebanon.



Buyers should be suspicious if properties are listed online for bargain prices, quick closings, and cash sales using "sellers" notary. Empty lots, vacant land, multiple homes, and houses without mortgages are targeted.

Properties cannot be "stolen" from lawful owners using fraudulent documents and property fraud is rare. However, it takes time and money to set things right when thieves borrow against, rent out, or pose as sellers for properties they do not own. The longer the crime goes undetected, the more complex the case becomes and the more expensive to rectify the damage.

Lawyers, realtors, and mortgage companies do their best to prevent fraud, yet cybercrime continues to grow. Several states are drafting Property Theft laws. Ads on radio and TV urge property owners to buy \$140 a year commercial products that alert of fraud.

Sussex, New Castle, and—as of

June 2023—Kent offer Industry Best Practice Property Transaction alert software to minimize damage by alerting victims within days of recording. **Registration is FREE!**

Besides quickly discovering fraud, property owners benefit significantly from the transparency of prompt notice of



legitimate recordings.

Use your cell phone camera to

access this QR code or go to

<https://>

pfa.uslandrecords.com/

[Default.aspx](https://pfa.uslandrecords.com/Default.aspx) to register for

free notifications whenever your name is part of a property transaction recording.

Of course, most transactions are legitimate: liens removed, equity lines of credit added, houses legitimately sold, etc.

In this day and age of increasing cybercrime, it is better to be safe than sorry.

Recorder of Deeds & the Law

Documents must be in "recordable format" before we upload to the database: is legible, has buyer and seller, TAX ID #, notary, margins and paper to standard, etc.

Our time stamp on the recording sets precedence for encumbrances, so speed is important as well as accuracy.

We do not slow the recording process to inquire if signatures are fake, or ID used by the seller is real.

Delaware Law: "It is not the Recorder's responsibility to ensure the accuracy or legality of the documents themselves, except insofar as they qualify to be recorded. Security for that lies outside the scope of recording."

Learn more. Contact the Honorable Eugenia Thornton, Kent County's Recorder of Deeds, contact info below.

Details

In just a few minutes, citizens can lessen the damages caused by Property Fraud, as well as be up to the minute on legitimate transactions recorded in their names by registering for FREE Transaction Alert Email notifications.

[Pfa.uslandrecords.com](https://pfa.uslandrecords.com)

YOU MUST HAVE AN EMAIL TO USE THIS SERVICE! The phone alert is not activated. Only the email.

If you do not have your own email, ask your children, your attorney, your power of attorney, the executor of your will, or a very good friend to register in your name using their email address.

You may register as many names as you like per email address. We suggest you look at your credit report and register any variations of your name found there.

While more than one name or variation of a name may be registered, only one email will be used for the alert. If you want more than one email, you must register again using that email.

You may add, subtract, or delete names as often as you like.

If you have a common name, you may get a lot of false alerts.

You cannot print using this software. The alert will direct you to use the US Land Records software to research the document if you don't recognize the document.

Please review the Recorder of Deeds Issue Paper "Explore Property Records from Anywhere—Free" for details of how to review documents recorded in your name.

An alert does not mean illegal or unauthorized activity. It means a property transaction has been recorded in your name.

How to Register

1. Using the URL or QR code on the opposite page, click "Register Now" to start your registration.
2. After accepting the terms of the web site agreement you will be prompted to enter an email address (email address of the recipient of the notifications) and phone numbers.
3. The next page will prompt you to select the counties for which you wish to be notified. Select Kent County, DE. (If you own in NCC or Sussex, you must go to their respective Recorders of Deeds websites to register. All three counties have similar alert software.)
4. Select EMAIL for the notification method (email is the only option available. The phone alert is not activated.)
5. The next page is where you will specify the list of names of physical persons (First Name and Last Name) or organizations (Business Name) which will be monitored in the documents recorded in the counties previously selected.
6. The final page summarizes your registration selections. You will see the counties selected, notification method, and subscription duration.
7. Press Finish to complete the registration.
8. You will receive a confirmation email from PFA.DoNotReply@avenuinsights.com
9. When documents are recorded in your name from then on, you will receive a DO NOT REPLY email directly from AVENU, our vendor. It will tell you the type of document that has been recorded and direct you to US Land Records to review the document for yourself.
10. Refer to our "Explore Property Records from Anywhere—Free" issue paper for step by step instructions.
11. If you see a name you do not recognize, contact the mortgage company or your closing attorney for explanation. If you detect fraud, initiate a police investigation from the jurisdictional agency over the property. You will need to contact a Real Estate Attorney for help once you file the police report.
12. Please do not contact the Deeds office. We cannot offer legal advice and will only slow the process. Speed is key!

Explore your Property's History



Secure its Future



*Check ownership of
property in your name
with your smartphone.*

*Register for property
transaction alerts with
your smartphone.*

Register for Free Today!

Use QR on front, or link below, to check your status now:
<https://i2g.uslandrecords.com/DE/Kent2/D/Default.aspx>

Take action now! Learn ownership history of property in your name. Be informed via email of future changes. Register free!

- Learn ownership history of your home or property.
- Know when property ownership changes, liens placed or removed; mortgages created, transferred or paid off.
- Know if fraudulent transactions are recorded in your name.
(Report fraud to the police with jurisdiction over the property; contact a real estate attorney to clear title.)
- Seniors (and everyone!) make sure your title is clear.
- Registration is free! Notification emails are free! Register Now!

Use QR on front, or link below, to register for future alerts:
<https://pfa.uslandrecords.com/Default.aspx>



February 22, 2024

Mayor Archie Campbell and City Council
201 South Walnut Street
Milford DE 19963

Dear Mayor and Council:

Downtown Milford Inc. (DMI) is requesting a waiver of the alcohol restrictions during the upcoming Bug and Bud Festival planned for April 27, 2024, from 9 AM until 4 PM. We will be using the services of the Alcohauled, provided by EasySpeak.

Alcohol will be limited to within the boundaries of the festival with "No Alcohol Beyond This Point" signs posted at all entrances and exits. The Alcohauled will assume responsibility for confirming all customers are 21 or older. The Alcohauled will be placed in front of fondue, also an EasySpeak-related business. We will have volunteers acting as crowd control throughout the festival. All those serving alcohol will be ABC Certified as they are employees of EasySpeak and/or fondue.

We respectfully request this alcohol waiver for this event. Thank you for your consideration to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Terry Rogers".

Terry Rogers
Interim Promotions Chairperson
302-270-3878

Trr

Chapter 77 ALCOHOLIC BEVERAGES

[HISTORY: Adopted by the City Council of the City of Milford 6-11-2001 by Ord. No. 7-2001. Amendments noted where applicable.]

§ 77-1. Public consumption.

It shall be unlawful for any person to consume any alcoholic beverage or beverages upon any of the public streets, avenues, alleys, sidewalks, parks and similar public areas or in vehicles upon any of the above stated areas within the municipal boundaries of the City of Milford.

§ 77-2. Public possession.

It shall be unlawful for any person to possess in an open container any alcoholic beverage or beverages upon any of the public streets, avenues, alleys, sidewalks, parks and similar public areas or in vehicles upon any of the stated areas within the municipal boundaries of the City of Milford.

§ 77-3. Special events.

Alcoholic beverages may be sold and consumed at special events or gatherings in public places, upon application to and approval of the City Council.



STATE OF DELAWARE
**DEPARTMENT OF NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL**

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

**MOSQUITO CONTROL
SECTION**

PHONE
(302) 739-9917

February 8, 2024

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

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

Dear City Manager,

It's time for you to think about the start of another mosquito control season, involving our program now inquiring about whether your city or town might want to receive the State's mosquito control services for the upcoming year (2024). By mid-March the **Delaware Mosquito Control Section (MCS)** will once again start its statewide spring woodland control program (to control larval, or immature, mosquitoes breeding in wet woodlands). We'll then be performing from early April into early November our usual range of other statewide efforts to control these pests and public health menaces, which can originate from coastal tidal marshes, freshwater wetlands, and within developed or domestic settings. As such, **we now want to know if your city / town wants to participate in our control program for the upcoming year**, and to receive at no cost to your municipality the State's mosquito control services.

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

In addition to our usual concern for mosquito nuisance problems and their quality-of-life and economic impacts (for local economies based on tourism, outdoor recreation, hosting outdoor events, animal husbandry), plus our traditional concern for possible transmission to humans or horses of highly virulent Eastern Equine Encephalitis (EEE), this upcoming season also carries the specter for the quite probable continued occurrence of a relatively new mosquito-borne disease problem given much publicity over the past 20 years or so, being West Nile Encephalitis (WNE), which also affects both humans and horses. While WNE might not be as sickening or deadly a problem as EEE, it will probably more frequently occur, and still be quite problematic for some people who contract this virus. Delaware continues to be on the lookout for another recent mosquito-borne disease to hit the Western Hemisphere, specifically chikungunya; this virus first came to the Caribbean in December 2013. For the past ten summers Delaware has had a few imported cases brought back by travelers from the Caribbean and Central or South America, but fortunately not yet any locally transmitted chikungunya. Another mosquito-borne disease, by way of South America and the Caribbean, and having many characteristics similar to chikungunya, including being imported from the Old World, but now with an additional concern for pregnant women in possibly leading to microcephaly and other developmental issues among newborns, is Zika virus. Fortunately to date, we've had no locally transmitted cases of Zika, and we're working hard to see this doesn't occur, whereby your hopeful cooperation and participation in our mosquito control program then also helps. Dengue fever is another mosquito-borne disease of concern in southern areas of Florida or Texas, but with warming climate we're now on the alert for possible northward expansion of this malady that can

have severe human health consequences. Finally, imported cases of malaria infrequently are found in the mid-Atlantic region every year, which when found need attention such that reestablishment of historic locally transmitted malaria doesn't occur.

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

What you need to do to participate

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

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

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

The Section also requires participating municipalities **prepare a signed a waiver on official city / town letterhead** permitting spray applications by low-flying aircraft, in order to comply with Federal Aviation Administration (FAA) regulations. Additionally, we have included a map of your city / town's area **for your municipality to delineate its current incorporated boundaries**; and for you **to also indicate and delineate requests for human health-related adulticide No-spray Zones (if any)** in regard to adulticide aerial spraying, adulticide ground spraying, or both. In

regard to requesting any human-health-related adulticide No-Spray Zones, you will then also have to follow-up with additional information when making such requests in accordance with our Mosquito Control Spray Policy.

Information about the products we use

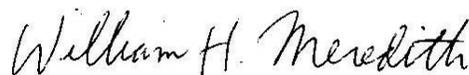
We have provided links to Dropbox.com (an online file hosting service) which contains insecticide product labels and Safety Data Sheets (SDS) for the insecticides mentioned in our Spray Policy; these constitute the range of products that we might use this upcoming season. [Please view these product labels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

If your city or town wishes to participate in the Section's mosquito control program next season, please sign and return **by no later than COB on Wednesday, March 13, 2024**:

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

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

Sincerely,



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

Encl: [Dropbox link](#) to Mosquito Control Spray Policy:
[Dropbox link](#) to product labels and Safety Data Sheets (SDS):
Municipality Endorsement form (to sign and return)
Municipality Boundary Map (to indicate boundaries and return)
[Dropbox link](#) to an informational handout on Mosquito Control:

<https://bit.ly/MCS-Spray-Policy>
<https://bit.ly/MCS-Products>

<https://bit.ly/MC-in-Delaware>

MUNICIPALITY ENDORSEMENT

MOSQUITO CONTROL SPRAY POLICY

- A. I hereby certify that the **City of Milford** has received from the Delaware Mosquito Control Section (MCS) for the year **2024** a copy of the Mosquito Control Spray Policy, along with electronic product labels and Safety Data Sheets (SDS) for the insecticides mentioned in the Spray Policy via Dropbox.com at <https://bit.ly/MCS-Spray-Policy>.
- B. On behalf of the City / Town in regard to participating in and permitting the Section's mosquito control spray activities to occur this year (from March through mid-November) within our jurisdictional boundaries (please check one):
- I agree to allow MCS to undertake its spraying activities within the City / Town to be done in adherence to and per provisions of the Mosquito Control Spray Policy.
- OR
- I do not request the Section's mosquito control spray services this year within City / Town boundaries.
- C. In agreeing to participate and permit mosquito control activities within the City / Town, I have enclosed:
- 1) a Municipality Boundary Map showing the current boundaries, as well as identifying and delineating any requested human health-related No-spray Zones (if any) but which will then require further follow-up on my part in accordance with the Mosquito Control Spray Policy.
- YES, municipal limits have changed** **NO, municipality has not changed**
- 2) a signed waiver prepared on official City / Town letterhead permitting spray applications by low-flying aircraft.
- D. In event of agreeing to participate and permit mosquito control spraying within the City / Town, the primary municipal contact person is _____ at phone number _____ and e-mail address _____.
- As a second municipal contact, his/her alternate is _____ at phone number _____ and e-mail address _____.
- Consent to receive Mosquito Control spraying notices? **TEXTS?** **EMAILS?**
- E. Please note that the Mosquito Control Section will send Spray Announcements concerning your municipality to the phone number(s) and/or e-mail address(es) provided, throughout the control season. For further details on the Spray Zone Notification System (SZNS), please see the Mosquito Control Spray Policy.

(Signature of municipal official)

(Title of municipal official)

(Date)

*Please return endorsement, current map, and FAA waiver by **Wednesday, March 13, 2024**: electronically to Mosquito.Control@delaware.gov or via mail service to Delaware Mosquito Control Section, c/o Anne Newlin, 1161 Airport Road, Milford, DE 19963*



MILFORD





PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.6616
FAX 302.422.1117
www.cityofmilford.com

To: Mark Whitfield, City Manager
From: Tony Chipola, Electric Director
Subject: Electrical Testing Award – Delivery 2 & Tap Station
Date: February 16, 2024

On January 12, 2024, the City of Milford's Electric Department requested quotes from three NETA (International Electrical Testing Association) certified Electrical Testing companies for the preventative maintenance and testing of our Delivery 2 Substation and 138kV Tap Station. Periodic electrical testing is critical in ensuring the safe, reliable operation of our electric system and crucial in identifying and resolving potential issues prior to equipment failure. NFPA 70B recommends performing electrical testing at least every 60 months or as required based on Equipment Condition Assessment.

Of the three companies contacted, only one, Asplundh Electrical Testing, responded by the requested cut-off date of February 2, 2024. Staff requests City Council consider a recommendation to award the Electrical Testing for both the Delivery 2 Substation and 138kV Tap Station to Asplundh Electrical Testing. While Asplundh's Electrical Testing Unit has not performed work directly with the City, Asplundh has performed Vegetation Management for a number of years. Also, as of December 24, 2023, American Electrical Testing and Burlington Electrical Testing have merged to form Asplundh Electrical Testing while maintaining NETA (International Electrical Testing Association) accreditation. Burlington Electrical Testing performed the electrical testing of our Delivery 1 Substation last year and has proven to be efficient and effective. Their bid is also consistent with their submitted bid from last year for the Delivery 1 electrical testing.

STAFF RECOMMENDATION: Staff recommend Council authorize award and purchase order to Asplundh Electrical Testing, up to 63,000.00 (\$57,200 quote plus \$5,800.00 in contingency) for the Electrical Testing of the Delivery 2 Substation and 138kV Tap Station as budgeted as budgeted on line 29 of the 2024 Approved CIP, funded with Electric Reserves as anticipated.

Delivery #2 and 138kV Tap Station Electrical Testing

	Asplundh Electrical Testing	Electrical Test Tech, LLC	North Central Electric
<u>SUBMITTED PRICE</u>		No Bid	No Bid
Delivery 2	\$49,600.00		
138kV Tap Station	\$7,600.00		
Working Schedule			
Duration	5.00		
Hours / day	10.00		

BID TOTAL	\$57,200.00	NO BID	NO BID
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Recommend award to Asplundh Electrical Testing

Acct: 355007078 - 577044 - 4EL03 Delivery 2
Electrical Testing

1/30/2024

The City of Milford Delaware
Anthony Chipola | Electric Director
180 Vickers Dr. | Milford, DE 19963
achipola@milford-de.gov

AET quote # Q72480 Electrical testing Delivery 2 distribution station and Transmission Tap Station

Asplundh Electrical Testing Company LLC has a staff of highly skilled NETA Certified Field Engineers, Power System Engineers, Professional Engineers, and support personnel available to provide the power system services required for this project.

List of Equipment to be tested

138kV Tap Station Equipment List

- One (1) 138kV SF6 High Side Circuit Breaker

Delivery #2 Equipment List

- Six (6) 25KV Feeder Vacuum Circuit Breakers
- Two (2) 25KV Bus Vacuum Circuit Breakers
- Two (2) 138kV SF6 High Side Circuit Breakers
- Two (2) 138/25KV Liquid filled Distribution transformers

Clarifications

- This quote does not include provisions for bucket truck or lift. If these are needed, they are to be provided by others.
- Quote is based upon work being performed during (5) 10-hour days. Customer to provide outage for each piece of equipment.
- Quote does not include testing / cleaning of overhead bus and insulators

AET is a union company affiliated with the International Brotherhood of Electrical Workers (IBEW). Our agreement is an international agreement that allows us to work in any jurisdiction in the United States harmoniously with other trade unions on this project.

Asplundh Electrical Testing 's Field Engineers meet OSHA requirements for "qualified" personnel to work on or near energized equipment. Persons without specialized training do not meet OSHA requirements for working on an energized system; therefore, criminal penalties could result if a serious accident resulted.

Price

Our price to perform the services in this proposal is ...Fifty-Seven Thousand, Two Hundred Dollars (\$57,200.00)

Price based upon work being performed during normal working hours on weekdays.

This price is firm for 60 days and includes a complete, accurate report, signed by the Project Manager. One digital report will be furnished via email at the completion of testing. This report will document the work that was performed and the test results.

Standard terms are net 30. Any applicable sales tax is not included in price. For nontaxable services, please provide copy of sales tax exemption form.

Thank you for the opportunity to serve you. If you have any questions, or if we can be of further assistance, please do not hesitate to call.

William Phipps
Chief Estimator

Asplundh Electrical Testing, LLC
W: (215) 826-9400 ext. 0226
wphipps@asplundhtesting.com.

Testing Scope

1. 25KV Circuit Breakers:

Test and inspect according to NETA 2019 Inspection and test procedures for Medium Voltage Vacuum Circuit Breakers and other applicable industry standards.

Testing shall not include:

- Insulation resistance tests on control wiring
- Minimum pickup voltage tests on trip and close coils
- Testing of Protective Relays

2. 138KV Circuit Breakers:

Test and inspect according to NETA 2019 Inspection and test procedures for SF6 Circuit Breakers and other applicable industry standards.

Testing shall not include:

- Sampling and Testing of SF6 gas
- Insulation resistance tests on control wiring
- Minimum pickup voltage tests on trip and close coils
- Testing of Protective Relays

3. Liquid Filled Distribution Transformers:

Test and inspect according to NETA 2019 Inspection and test procedures for Liquid Filled Transformers and other applicable industry standards.

The tests and inspections shall not include sampling and testing of insulating liquid.

Efficiency Smart Power Supply Plus

Prepared for Milford, DE | February 26, 2023



Who is Efficiency Smart?

- AMP's member service for energy efficiency and peak reduction
 - Delaware Municipal Electric Corporation (DEMEC) is an AMP member
- Available to the City of Milford through its membership in DEMEC
- Served more than 65 AMP municipal utilities in four states served since 2011
 - Eight DEMEC member utilities currently participate in Efficiency smart



Why Efficiency Smart?

- The most affordable way to meet your power supply needs
- Increases customer satisfaction
- Powerful customer engagement tool
- Drives economic development



Why Efficiency Smart?

Customer Satisfaction

- Lowers bills for your customers
- Demonstrates utility's investment back into the community
- Reflects the value and service level of public power
- Improves perception of utility
- Increases customer loyalty and trust
- Fosters a sense of community and pride



You Don't Need to Take Our Word for It

In 2023 program surveys, **77%** of respondents evaluated their utility more positively because it participates in Efficiency Smart

Why Efficiency Smart?

Customer Engagement

- We are an extension of your utility
- We connect to your customers through customer support, account managers, engineers, social media, surveys
- We provide your customers information and ways to control costs and meet goals
- We learn and share valuable customer insight and feedback with you



Why Efficiency Smart?

Economic development

- Retention – by lowering operating costs, we make your businesses more competitive
- Growth – lower costs enable reinvestment: expand facilities, add production lines
- Attraction – Part of a package to attract new businesses to town
- Helps your customers meet their corporate objectives/sustainability goals
- Can play a role in your community's sustainability efforts
- Demonstrates leadership in public power and helps you earn recognition for it (e.g. Smart Energy Provider)

What Residents Say About Efficiency Smart Services



Current Forecast Results: High Performance

- 2,780 MWh (102% of 2,375 MWh goal)
 - 451 kW (52% of 860 summer kW goal)
 - Shortfall Payment for less than 70% guarantee
 - Benefit Cost Ratio = 2.3
 - **Total program cost* = \$957,138**
 - Avoided costs = \$2.2 Million
- * Includes costs paid by DEMEC



Current Forecast Results Incremental Benefits/Costs

- 102% of MWh goal
- 52% of kW goal
- Benefit Cost Ratio = 2.5
 - Milford program 3-year cost= \$341,834
 - Avoided costs= \$854,694
- 419 Total Residential Transactions
- 50 completed C&I projects



Menu of Services

Service Option	Rate	Rate Basis	Deliverable
High Performance Energy Focus	\$1.40	2023 retail electric sales (MWh)	0.5% annual MWh load and 0.4% annual summer peak reduction
Basic Performance	\$0.90	2023 retail electric sales (MWh)	0.25 annual MWh load reduction

Next Contract Options, Terms, and Benefits for Milford

	Three-Year Cost*	MWh Goal*	Summer kW Goal**	Avoided Cost	Benefit-to-Cost Ratio	Average Cost per MWh	Average Cost per kW-mo
High Performance > Energy Focus	\$988,334	3,529.8	501.6	2,533,452	2.6	\$14.36	\$2.81
Basic Performance***	\$0	1,764.9	-	\$1,205,273	1.9	\$27.69	
Incremental Cost	\$341,834	1764.9	501.6	1,328,178	3.8	\$9.66	\$1.54

*Based on 2023 sales data reported by DEMEC

**Based on 2023 coincident peak

*** DEMEC pays cost of Basic Performance (\$635,357)

Next Contract Incremental Costs and Benefits

>>> High Performance, Energy Focus

Incremental for High Performance

Monthly Cost*	\$9,495
3-Year Cost*	\$341,834
Additional 3-year MWh Savings Goal*	1,764.9
3-Year Summer kW Goal**	501.6
Additional Avoided Costs	\$1.3 million
Benefit/Cost Ratio	3.8

*Based on 2023 electric sales reported by DEMEC

**Based on 2023 coincident peak reported by DEMEC

For more information about Efficiency Smart:

Scott Lynch

Vice President, Asset Development | DEMEC
slynch@demecinc.net | 302-653-2733

Tom Coyle

Director of Account Management | Efficiency Smart
tcoyle@efficiencysmart.org | 614-468-4924

Tim Boland

Director of Economic Development & Efficiency Smart | AMP
tboland@amppartners.org | 614-540-0933

www.efficiencysmart.org/milford-delaware

To: Mark Whitfield, City Manager
Anthony J. Chipola, Electric Director
From: Louis C. Vitola, Finance Director
Date: February 26, 2024
Re: Energy Efficiency Program Renewal

Energy Efficiency Recommendation

As you know, the City has been engaged with EfficiencySmart, an energy efficiency solutions provider, through its DEMEC/AMP membership for the last six years. EfficiencySmart has demonstrated that it has delivered over and above the kWh service level expectations established in the “Basic Performance” package throughout all six years of the engagement. While the kW demand reduction target fell short, progress is understated due to existing projects for which the summer benefit has not yet been calculated. Further, the City will receive a cash rebate commensurate with the performance, validating the low risk nature of this engagement with a nonprofit public power partner. The existing contract expires on February 29, 2024, and the City may re-enroll at the same service level for the same rate of \$1.40/MWh, which is already incorporated (and will continue to be incorporated) into the City’s rate structure. A recap of the most recent contract term and our review of the renewal options suggest that we should re-enroll in the current “High Performance” service level to continue pursuing demand reduction goals in addition to the standard load reduction. The program’s mission to increase energy efficiency awareness and maximize load reduction through discounted products and services for all customer classes will continue across all DEMEC members. By continuing in the “High Performance” level initiated three years ago, EfficiencySmart will incentive projects aimed at kW demand reduction to specifically reduce Milford’s peak load, which will result in wholesale power cost reductions beyond the avoided kWh consumption alone. In addition to the economic benefit, the availability of professional resources and expertise go a long way with our commercial and industrial customers looking to build new or retrofit existing facilities. Further, a tested, viable energy efficiency program that has delivered verified results is meaningful to statewide elected officials who understand the value of the public power business model. For those reasons and more, I recommend we direct DEMEC to renew the existing engagement with EfficiencySmart/AMP for another three-year term of the High Performance – Demand service level agreement on our behalf.

Neutral Funding

The City’s wholesale electric rate has included \$0.90/MWh for the “Basic Performance” platform for the last six years for the benefit of all DEMEC members, while the \$0.50/MWh incremental rate for the existing “High Performance” platform has been a component in the City’s retail rate structure for all rate classes for the last three years. Therefore, a continuation in the program will not require any change in electric rates or any additional funding now or for the next three years.

Summary of Recommendations

I recommend Council provide staff the authority to direct DEMEC to extend the EfficiencySmart agreement for a third term of three (3) years at the service level of “High Performance – Demand” at the incremental rate of \$0.50 per MWh.



Financial Reporting Package
As of and For the Period Ended January 31, 2024

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 January 31, 2024

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal³

Description	Opening Balance (Dec 31, 2023)	Closing Balance (Jan 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	\$ 6,248 ↓	\$ 3,162	\$ 36	\$ (452)	\$ (1,509)	\$ 1,238
Electric Fund	4,392 ↓	3,880	70	(1,108)	(1,652)	1,190
Water Fund	4,368 ↓	2,760	50	(2,165)	(294)	351
Sewer Fund	2,617 ↓	2,332	30	(1,571)	(205)	587
Solid Waste Fund	639 →	675	5	(132)	(190)	358
Operating Cash Totals³	\$ 18,264	\$ 12,809	\$ 191	\$ (5,427)	\$ (3,849)	\$ 3,724

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

Description	Opening Balance (Dec 31, 2023)	Closing Balance (Jan 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 1,234 →	\$ 1,314	\$ -	\$ (1,314)	\$ -	\$ -
Municipal Street Aid (MSA)	739 →	812	-	(812)	-	-
Realty Transfer Tax (RTT)	897 ↑	1,023	5,286	(3,965)	(1,280)	1,063
Economic Development	515 →	515	89	(419)	-	185
Lodging Tax Fund	669 →	687	99	(786)	-	-
ARPA Grant Fund	389 →	380	-	(380)	-	-
Special Purpose Cash Totals³	\$ 4,444	\$ 4,732	\$ 5,473	\$ (7,677)	\$ (1,280)	\$ 1,249

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Dec 31, 2023)	Closing Balance (Jan 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 1,726 ↑	\$ 4,092	\$ 2,882	\$ (4,095)	\$ (249)	\$ 2,629
Water Fund Capital Reserves	2,014 ↑	3,974	2,165	(1,280)	(2,758)	2,101
Sewer Fund Capital Reserves	4,512 →	4,534	1,571	(1,761)	(3,887)	457
Solid Waste Fund Capital Reserves	129 →	130	137	(227)	(40)	0
Electric Fund Capital Reserves ²	12,496 →	13,019	3,608	(7,585)	(7,018)	2,023
Operating Cash Totals³	\$ 20,876	\$ 25,749	\$ 10,362	\$ (14,948)	\$ (13,952)	\$ 7,210

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

Description	Opening Balance (Dec 31, 2023)	Closing Balance (Jan 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 556 →	\$ 580	\$ 259	\$ (839)	\$ -	\$ -
Carlisle Fire Co Permit Fund	742 →	760	86	(846)	-	-
Parks & Recreation Facilities	156 →	160	20	(179)	-	-
Water Impact Fee Reserves	5,833 →	6,082	1,244	(7,326)	-	-
Sewer Impact Fee Reserves	3,308 →	3,439	657	(4,097)	-	-
Electric Impact Fee Reserves	1,253 →	1,255	12	(1,267)	-	-
Impact Fees & Police/GF Totals³	\$ 11,848	\$ 12,275	\$ 2,279	\$ (14,554)	\$ -	\$ -

Grand Totals³	\$ 55,433	\$ 55,564	\$ 18,305	\$ (42,606)	\$ (19,081)	\$ 12,183
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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 January 31, 2024

1 **Operating Cash Balances** ▼ Marks Ref Closing Bal⁵

Description	Opening Balance (Dec 31, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Jan 31, 2024)
General Fund	\$ 6,247,801	\$ 1,094,007	\$ 5,365	\$ (4,185,516) ↓	\$ 3,161,657
Electric Fund	4,392,089	2,665,730	3,447	(3,181,045) ↓	3,880,221
Water Fund	4,368,396	502,047	3,543	(2,114,462) ↓	2,759,525
Sewer Fund	2,616,759	756,023	2,096	(1,042,931) ↓	2,331,947
Solid Waste Fund	638,728	132,579	490	(96,624) →	675,173
Operating Cash Totals⁴	\$ 18,263,773	\$ 5,150,386	\$ 14,942	\$ (10,620,578) ⬇	\$ 12,808,523

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

Description	Opening Balance (Dec 31, 2023)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Jan 31, 2024)
General Improvement	\$ 1,234,396	\$ 75,000	\$ 8,254	\$ (3,770) →	\$ 1,313,880
Municipal Street Aid (MSA)	738,723	68,400	4,934	- →	812,057
Realty Transfer Tax (RTT)	897,328	136,663	5,880	(16,667) ↑	1,023,204
Economic Development	515,247	-	-	- →	515,247
Lodging Tax Fund	669,321	17,854	-	- →	687,175
ARPA Grant Fund ²	389,164	-	-	(8,917) →	380,247
Special Purpose Cash Totals^{3,4}	\$ 4,444,180	\$ 297,916	\$ 19,068	\$ (29,354) ⬇	\$ 4,731,811

18 **Reserve Fund Cash Balances**

Description	Opening Balance (Dec 31, 2023)	Receipts ³	Interest Earned	Disbursements ²	Closing Balance (Jan 31, 2024)
General Fund Capital Reserves	\$ 1,725,877	\$ 2,500,000	\$ 12,625	\$ (146,691) ↑	\$ 4,091,811
Water Fund Capital Reserves	2,013,799	2,000,000	13,396	(52,819) ↑	3,974,376
Sewer Fund Capital Reserves	4,511,544	-	30,067	(7,654) →	4,533,957
Solid Waste Fund Capital Reserves	128,960	-	858	- →	129,817
Electric Fund Capital Reserves	12,496,294	500,000	83,134	(60,808) →	13,018,619
Reserve Fund Cash Totals^{3,4}	\$ 20,876,473	\$ 5,000,000	\$ 140,079	\$ (267,972) ⬇	\$ 25,748,580

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

Description	Opening Balance (Dec 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Jan 31, 2024)
Police & General Gov't Facilities	\$ 556,475	51,807	\$ -	\$ (28,584) →	\$ 579,698
Carlisle Fire Co Permit Fund	742,387	17,269	-	- →	759,656
Parks & Recreation Facilities	155,638	3,938	-	- →	159,575
Water Impact Fee Reserves	5,833,430	248,832	-	- →	6,082,262
Sewer Impact Fee Reserves	3,307,821	131,472	-	- →	3,439,293
Electric Impact Fee Reserves	1,252,590	2,400	-	- →	1,254,990
Impact Fees & Police/GF Totals^{3,4}	\$ 11,848,341	\$ 455,718	\$ -	\$ (28,584) ⬇	\$ 12,275,475

Grand Totals⁴	\$ 55,432,768	\$ 10,904,020	\$ 174,089	\$ (10,946,488) ⬆	\$ 55,564,389
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1 Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.
2 \$9k in ARPA funding (Line 16) is related to data security & sewer infrastructure. \$268k disbursed from reserves (lines 20-24) is attributable to the ERP project, EV charging stations, ongoing parks & rec projects, and other budgeted CIP projects.
3 Investments with PFM total \$35.6 million and consist of total reserves (line 25), impact fees (lines 31-33), and special purpose funds (lines 14-15). \$5 million was moved from operating cash into the investment account in January from the General Fund (\$2.5 million), Water Fund (\$2.0 million) and Electric Fund (\$0.5 million) based on cash flow needs, the investment policy and cash reserve policies.
4 Closing 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%

Cash & Investment Balance Rollforward: Page 1 of 1 Page 2 of 11 Overall

City of Milford, Delaware
Restricted Cash Reserves Report
As of January 31, 2024

General Fund Capital Reserves		Amount
Cash/Investment Balance (1/31/24)	\$	4,091,811
Expected Contributions & Interest		881,577
Restricted Funds:		
Vehicle & Equipment Replacement		(511,908)
Street Repair		(1,098,036)
Parking Enhancements		(320,000)
Parkland, Trails & Recreation		(817,553)
Other Proj, Incl MCC Design		(349,681)
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	\$	2,629,304

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (1/31/24)	\$	13,018,619
Expected Contributions & Interest		3,607,952
Restricted Funds:		
Electric Vehicles & Equipment		(359,306)
Lighting & System Improvements		(584,637)
Traffic Signal Upgrades		(289,464)
Citywide Projects		(2,291,707)
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	\$	2,022,999

Water Fund Capital Reserves		Amount
Cash/Investment Balance (1/31/24)	\$	3,974,376
Expected Contributions & Interest		2,165,178
Restricted Funds:		
Vehicle & Equipment Replacement		(136,859)
Street-Utility Engineering/Infra		(606,000)
		-
Milford Business Campus		-
Reserve-Funded Projects		(537,530)
Reserve (MCR) Policy ^{3,6}		(2,607,752)
Equipment Replacement Reserve ³		(150,545)
Uncommitted Reserve Balance	\$	2,100,867

Solid Waste Reserves		Amount
Cash/Investment Balance (1/31/24)	\$	129,817
Expected Contributions & Interest		136,924
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	\$	336

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (1/31/24)	\$	4,533,957
Expected Contributions & Interest		1,570,539
Restricted Funds:		
Sewer Vehicles & Equipment		(40,117)
Citywide Projects & Engineering		(2,869)
Utility Engineering		-
Reserve-Funded Projects		(1,717,629)
Reserve (MCR) Policy ^{3,6}		(3,834,077)
Equipment Replacement Reserve ³		(52,923)
Uncommitted Reserve Balance	\$	456,881

MSA & RTT Reserves		Amount
RTT Balance (1/31/24)		1,023,204
MSA Balance (1/31/24)		812,057
MSA & RTT Est Receipts thru FY24:		5,285,526
MSA: Street & Bridge Improvements		(1,190,958)
RTT: Transfer to Police Dept		(83,333)
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	\$	1,063,296

¹ Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future
² Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget
³ Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)
⁴ Solid 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+.
⁵ Approved 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
⁶ The Days Operating Expenditures (Days OpEx) piece of MCRs reclassified from Reserve balances here to Operating Cash; the Total MCR has not changed
⁷ This 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 January 31, 2024 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement		Electric		Water		Sewer		Solid Waste		Total	FY24 Total (as % of Rev)	FY23 Total (as % of Rev)	
1	Operating Revenue	\$	16,598	\$	1,890	\$	3,954	\$	963	\$	23,404	100.0%	100.0%
2	Cost of Revenue ¹		(12,699)		(233)		(1,392)		(234)		(14,558)	-62.2%	-63.1%
3	Gross Margin		3,899		1,657		2,562		729		8,846	37.8%	36.9%
4	Operating Expenses												
5	Operations & Maintenance		(1,597)		(716)		(865)		(498)		(3,676)	-15.7%	-15.0%
6	Personnel		(942)		(202)		(197)		(259)		(1,600)	-6.8%	-6.4%
7	Total Operating Expenses		(2,538)		(918)		(1,062)		(757)		(5,276)	-22.5%	-21.4%
8	Operating Income	\$	1,361	\$	739	\$	1,499	\$	(28)	\$	3,571	15.3%	15.5%
9	Non-Operating Revenue (Expense)		337		(9)		(8)		-		320	1.4%	1.3%
10	Surplus (Deficit) for debt service & capital		1,697		730		1,491		(28)		3,890	16.6%	16.8%
11	Debt Service - Principal & Interest		-		(183)		(65)		-		(248)	-1.1%	-3.8%
12	Capital Spending / Contributions from (to) Reserves		(284)		(263)		(200)		-		(746)	-3.2%	-3.1%
13	Surplus (deficit) available for transfers		1,414		284		1,227		(28)		2,897	12.4%	9.9%
14	Transfers Out		(1,625)		(175)		(175)		-		(1,975)	-8.4%	-7.3%
15	Net Surplus (Deficit) - FYTD through Jan 2024	\$	(211)	\$	109	\$	1,052	\$	(28)	\$	922	3.9%	2.5%
16	Net Surplus (Deficit) - FYTD through Jan 2023	\$	(234)	\$	362	\$	506	\$	(65)	\$	569	2.5%	
17	Current vs Prior - Favorable (Unfavorable)²	↑	\$ 23	↓	\$ (253)	↑	\$ 546	↑	\$ 36	↑	\$ 353	↑	1.4%
18	Net Surplus (Deficit) - Current FYTD Budget	\$	(588)	\$	(72)	\$	(744)	\$	(25)	\$	(1,429)	-6.2%	
19	Current vs Budget - Favorable (Unfavorable)²	↑	\$ 376	↑	\$ 181	↑	\$ 1,796	↓	\$ (3)	↑	\$ 2,351	↑	10.1%

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 January 31, 2024 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 <i>(as % of Rev)</i>	FY23 Total ² <i>(as % of Rev)</i>
Sources of Funding:							
Real Estate (Property) Taxes	\$ 5,687	\$ -	\$ -	\$ -	\$ 5,687	58.6%	63.0%
Permits, Licensing & Franchise Fees	198	-	-	233	431	4.4%	6.9%
Fines, Fees & Misc Revenue	41	479	-	-	520	5.4%	5.1%
General Revenue Subtotal	5,926	479	0	233	6,638	68.3%	75.0%
Utility Transfers & Cost Allocation	2,246	-	-	-	2,246	23.1%	22.8%
Grant Revenue	-	-	-	-	-	0.0%	0.0%
Application of Reserve Balances	712	117	-	-	829	8.5%	2.2%
General Fund Operating Support	2,958	117	0	0	3,074	31.7%	25.0%
Total Sources of Funding	\$ 8,884	\$ 595	\$ -	\$ 233	\$ 9,712	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	382	677	323	445	1,826	18.8%	27.1%
Personnel	564	3,450	431	1,323	5,769	59.4%	58.8%
Total Operating Expenses	946	4,127	754	1,768	7,595	78.2%	85.9%
Surplus (Deficit) for Debt Svc & Capital	\$ 7,938	\$ (3,532)	\$ (754)	\$ (1,535)	\$ 2,117	21.8%	14.1%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	255	388	612	172	1,427	14.7%	3.7%
Net Surplus (Deficit) - FYTD through Jan 2024	\$ 7,683	\$ (3,920)	\$ (1,366)	\$ (1,707)	\$ 690	7.1%	10.4%
Net Surplus (Deficit) - FYTD through Jan 2023	\$ 5,840	\$ (3,211)	\$ (724)	\$ (1,079)	\$ 826	36.6%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 1,843	↓ \$ (709)	↓ \$ (642)	↓ \$ (628)	↓ \$ (136)	↓ -29.5%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 7,898	\$ (5,996)	\$ (1,028)	\$ (2,028)	\$ (1,154)	-11.6%	
Current vs Budget - Favorable (Unfavorable)³	→ \$ (215)	↑ \$ 2,076	↓ \$ (337)	↑ \$ 321	↑ \$ 1,845	↑ 18.7%	

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 January 31, 2024

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	\$ 827,675	\$ -	\$ 827,675	\$ -	\$ (745,875)	\$ (29,671)		
Design / Architecture ³	805,594	798,004	-	798,004	-	(745,875)	-	FY19-FY23	
Referendum / Administrative	29,671	29,671	-	29,671	-	-	(29,671)	FY19-FY22	
Construction Management	\$ 649,392	\$ 631,173	\$ -	\$ 631,173	\$ (590,227)	\$ -	\$ -		
Fixed/On-Stie Construction Mgmt: RYJ	266,260	359,186	-	359,186	(335,241)	-	-	FY23	
Variable Const Mgmt Fees: RYJ	383,132	271,986	-	271,986	(254,986)	-	-	FY23	
Construction: 16 Core Contracts	\$ 13,323,334	\$ 13,132,588	\$ 380,527	\$ 12,816,222	\$ (12,813,847)	\$ -	\$ -		
Sitework: Zack Excavating	1,976,508	1,878,165	93,908	1,784,257	(1,784,257)	-	-	FY23 / Current	
Concrete: Gullwing	293,000	293,000	-	293,000	(293,000)	-	-	FY23 / Current	
Masonry: L. Wilson	790,000	790,000	-	790,000	(790,000)	-	-	FY23 / Current	
Steel Work: R.C. Fabricators	868,000	856,207	2,375	858,582	(856,207)	-	-	June (FY22) - Current	
Carpentry & Gen: Conventional	1,076,360	1,042,253	-	1,042,253	(1,042,253)	-	-	Sept (FY22) - Current	
Roofing: Quality Exteriors	933,252	917,597	15,655	917,597	(917,597)	-	-	June (FY22) - Current	
Hardware: Precision	232,231	232,078	11,604	220,474	(220,474)	-	-	Jan (FY23) - Current	
Glasswork: Walker & LaBarge	183,600	183,600	-	183,600	(183,600)	-	-	Oct (FY22) - Current	
Drywall/Stud: Peninsula	1,317,000	1,317,000	-	1,317,000	(1,317,000)	-	-	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	1,500	490,624	(490,624)	-	-	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	116,465	2,592	113,873	(113,873)	-	-	Sept (FY23)	
Mechanical: J.F Sobieski	2,081,649	2,079,831	103,992	1,975,839	(1,975,839)	-	-	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	2,538,715	129,049	2,451,923	(2,451,923)	-	-	FY23 / Current	
Construction: Other Activity	\$ 600,000	\$ 543,953	\$ -	\$ 543,953	\$ (543,953)	\$ -	\$ -		
Technology	150,000	96,988	-	96,988	(96,988)	-	-	FY23 / Current	
Furniture, Fixtures & Equip	450,000	446,965	-	446,965	(446,965)	-	-	FY23 / Current	
Post-Construction / Contingencies	\$ 1,101,194	\$ 1,068,194	\$ 196,737	\$ 871,457	\$ (350,732)	\$ -	\$ -		
Builder's Contingency ¹	520,062	520,062	169,330	350,732	(350,732)	-	-	Jan/Feb (FY23) - Current	
Owner's Contingency ²	581,132	548,132	27,407	520,725	-	-	-	FY22 - Current	
Grand Total	\$ 16,509,185	\$ 16,203,583	\$ 577,264	\$ 15,690,480	\$ (14,298,759)	\$ (745,875)	\$ (29,671)		

^{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.

¹About \$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 \$429k 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 January 31, 2024

58.3% 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	\$ 61,752	58.3%
General Fund Reserves	1,114,525	92,877	650,140	58.3%
ARPA Funding - Operating Support	21,245	-	-	0.0%
Realty Transfer Tax - Police	200,000	16,667	116,667	58.3%
Real Estate Tax	5,732,358	1,439	5,686,835	99.2%
Business License	67,000	13,850	27,925	41.7%
Rental License	120,000	6,050	9,875	8.2%
Building Permits	250,000	28,225	122,515	49.0%
Planning & Zoning	65,000	10,085	63,361	97.5%
Leases and Franchise Fees	430,069	12,712	197,888	46.0%
Grasscutting Revenue	20,000	1,333	9,333	46.7%
Police Revenues	523,680	23,555	478,700	91.4%
Misc. Revenues	20,500	14,197	41,437	202.1%
Transfers In	5,221,976	320,833	2,245,833	43.0%
Total General Fund Revenue	\$ 13,892,213	\$ 550,645	\$ 9,712,262	69.9%
Enterprise Funds:				
Water Fund Revenues	3,601,227	418,888	2,078,045	57.7%
Sewer Fund Revenues	3,271,974	229,623	1,811,971	55.4%
Kent County Sewer	2,533,811	173,124	1,324,649	52.3%
Solid Waste Fund Revenues	1,710,494	119,163	962,874	56.3%
Electric Fund Revenues	28,893,293	2,609,076	17,216,810	59.6%
Total Enterprise Fund Revenue	\$ 40,010,799	\$ 3,549,875	\$ 23,394,349	58.5%
Other Enterprise Revenue ¹	-	3,220	33,235	
Other Enterprise Expense	-	(1,784)	(34,850)	
Total General & Enterprise Fund Revenue	\$ 53,903,012	\$ 4,101,955	\$ 33,104,996	61.4%

¹Estimated

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended January 31, 2024

58.3% 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	\$ 72,653	\$ 366,506	59.0%	\$ 255,064
Operation & Maintenance (O&M)	137,511	7,096	73,079	53.1%	64,431
Capital	-	-	-	-	-
Subtotal: City Administration	759,081	79,750	439,585	57.9%	319,495
City Clerks					
Personnel	337,869	33,582	173,882	51.5%	\$ 163,987
Operation & Maintenance (O&M)	81,851	7,533	27,340	33.4%	54,511
Capital	-	-	-	-	-
Subtotal: City Clerks	419,720	41,115	201,222	47.9%	218,498
Planning & Zoning					
Personnel	\$ 676,580	82,320	384,220	56.8%	292,360
O&M	154,432	10,214	63,042	40.8%	91,390
Capital	70,000	-	47,314	67.6%	22,686
Subtotal: Planning & Zoning	901,012	92,533	494,576	54.9%	406,436
Council					
Personnel	54,990	4,887	23,866	43.4%	31,124
Legal	30,150	-	7,538	25.0%	22,612
City Hall Building Expense	38,961	-	6,494	16.7%	32,468
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	-	50,000	100.0%	-
Milford Public Library	28,000	-	-	0.0%	28,000
Armory Expenses	25,000	-	1,154	4.6%	23,846
Community Festivals	70,000	-	40,000	57.1%	30,000
Election Expense	3,000	-	-	0.0%	3,000
Other O&M	76,390	12,808	114,945	150.5%	(38,555)
Emergency Operations	50,000	20,750	49,069	98.1%	931
Subtotal: Council	747,141	38,445	304,952	40.8%	442,189

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended January 31, 2024

58.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
29 Finance					
30 Personnel	643,770	75,488	\$ 375,884	58.4%	267,886
31 O&M	35,080	4,662	23,007	65.6%	12,073
32 Capital	-	-	-		-
33 Subtotal: Finance	678,850	80,150	398,891	58.8%	279,959
34 Information Technology					
35 Personnel	482,545	57,336	285,344	59.1%	197,201
36 O&M	524,445	19,033	236,905	45.2%	287,540
37 Capital	973,743	1,263	206,280	21.2%	767,462
38 Subtotal: Information Technology	1,980,733	77,631	728,529	36.8%	1,252,203
39 Police Department					
40 Personnel	5,530,716	672,202	3,450,250	62.4%	2,080,466
41 O&M	1,388,456	111,047	676,628	48.7%	711,828
42 Capital	441,442	600	388,072	87.9%	53,370
43 Subtotal: Police Department	7,360,614	783,849	4,514,950	61.3%	2,845,664
44 Streets & Grounds Division					
45 Personnel	425,400	64,436	277,850	65.3%	147,550
46 O&M	565,968	27,762	121,977	21.6%	443,991
47 Capital	182,330	17,327.50	124,186	68.1%	58,144
48 Subtotal: Streets & Grounds Division	1,173,699	109,526	524,013	44.6%	649,686
49 Parks & Recreation					
50 Personnel	790,970	81,308	431,112	54.5%	359,857
51 O&M	701,910	45,802	323,177	46.0%	378,733
52 Capital	1,034,676	27,258	611,900	59.1%	422,776
53 Subtotal: Parks & Recreation	2,527,556	154,367	1,366,190	54.1%	1,161,366
54 Total General Fund Expenditures	\$ 16,128,685	\$ 1,457,366	\$ 8,972,909	55.6%	\$ 7,155,776

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended January 31, 2024

58.3% 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	\$ 38,720	\$ 202,189	49.0%	\$ 210,551
O&M	1,787,676	167,501	715,972	40.1%	1,071,704
Transfer to General Fund	300,000	25,000	175,000	58.3%	125,000
Capital	735,536	139,072	262,991	35.8%	472,544
Debt Service	365,275	-	-	0.0%	365,275
Subtotal: Water Division	3,601,227	370,293	1,356,152	37.7%	2,245,075
Sewer Division					
Personnel	\$ 402,430	37,668	197,381	49.0%	205,049
O&M	1,928,765	207,686	864,991	44.8%	1,063,774
Transfer to General Fund	300,000	25,000	175,000	58.3%	125,000
Capital	231,927	42,757	199,510	86.0%	32,417
Debt Service	408,853	-	12,735	3.1%	396,118
Subtotal: Sewer Division (excl. Kent County)	3,271,974	313,111	1,449,616	44.3%	1,822,358
Kent County Sewer	2,533,811	157,117	1,330,863	52.5%	1,202,948
Subtotal: Sewer Division (Comprehensive)	5,805,785	470,227	2,780,479	47.9%	3,025,306
Solid Waste Division					
Personnel	403,570	45,932	258,743	64.1%	144,827
O&M	1,306,924	89,001	497,953	38.1%	808,971
Capital	-	-	-	-	-
Subtotal: Solid Waste Division	1,710,494	134,933	756,696	44.2%	953,798
Subtotal: Water, Sewer & Solid Waste	11,117,506	975,453	4,893,327	44.0%	6,224,179
Electric Division					
Personnel	\$ 1,803,070	176,878	941,731	52.2%	861,339
O&M	3,018,229	323,533	1,596,753	52.9%	1,421,476
Transfer to General Fund	3,250,000	-	1,625,000	50.0%	1,625,000
Capital	993,014	100,901	283,646	28.6%	709,368
Debt Service	322,590	-	-	0.0%	322,590
Subtotal: Electric Division (excl. Power)	9,386,904	601,311	4,447,130	47.4%	4,939,773
Power Purchased	20,492,823	2,004,790	12,698,752	62.0%	7,794,072
Subtotal: Electric Division (Comprehensive)	29,879,727	2,606,101	17,145,882	57.4%	12,733,845
Total Enterprise Fund Expenditures	\$ 40,997,232	\$ 3,581,555	\$ 22,039,209	53.8%	\$ 18,958,024
Grand Total Operating Budget	\$ 57,125,917	\$ 5,038,920	\$ 31,012,118	54.3%	\$ 26,113,799

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended January 31, 2024

58.3% 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	\$ 19,783	\$ 106,753	59.8%	\$ 71,677
Operation & Maintenance (O&M)	134,410	2,899	58,768	43.7%	75,642
Capital	-	-	-		-
Subtotal: Garage	312,840	22,681	165,521	52.9%	147,319
Public Works					
Personnel	921,530	117,105	559,816	60.7%	361,714
O&M	265,540	39,628	180,287	67.9%	85,253
Capital	-	-	-		-
Subtotal: Public Works	1,187,070	156,733	740,103	62.3%	446,967
Tech Services					
Personnel	304,930	33,131	183,729	60.3%	121,201
O&M	509,816	10,670	207,283	40.7%	302,533
Capital	-	-	-		-
Subtotal: Tech Services	814,746	43,802	391,013	48.0%	423,733
Billing & Collections					
Personnel	800,480	105,019	481,116	60.1%	319,365
O&M	451,020	62,692	255,680	56.7%	195,340
Capital	-	-	-		-
Subtotal: Billing & Collections	1,251,500	167,711	736,795	58.9%	514,705
City Hall Cost Allocation					
O&M	83,600	4,612	41,183	49.3%	42,417
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,600	4,612	41,183	49.3%	42,417
Interdepartmental Cost Allocation	\$ (3,649,757)	\$ (395,539)	\$ (2,074,615)	56.8%	\$ (1,575,142)
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.