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

CITY COUNCIL AGENDA
June 10, 2024

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*

All interested parties are invited to speak on *any topic during the public comment portion of the City Council Meeting*. Virtual attendees must register prior to start time of the meeting by calling 302-422-1111 Extension 1142 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 F. Todd Culotta

Invocation

Pledge of Allegiance

Roll Call

Approval of Previous Minutes

Recognition
- Introduction/New City Employees

- Proclamation 2024-17/Juneteenth Celebration in the City of Milford

- Update/Vinyard Shipyard/Dan Bond

Ordinance Final Action/Public Hearings/Public Comments ℗
- Adoption/Ordinance 2024-06/Amends Chapter 197/Streets, Sidewalk, Storm Sewers, and Other Public Places by Adding a new Article X

Staff Reports
- Police Department
- City Clerk
- City Manager

Public Works
Electric
Planning & Zoning
Parks & Recreation
Human Resources
Economic Development & Community Engagement
Information Technology
Finance

Communications & Correspondence

Unfinished Business
Acceptance/FY2022 City of Milford Audit

Adoption/Resolution 2024-11/Adds Electric Vehicle Public Charging Fees/Comprehensive Fee Schedule Ⓟ

Adoption/Resolution 2024-10/Schedules Board of Revision & Appeal Hearing (Property Tax Valuations) Ⓟ [7]

New Business
Presentation/North Rehoboth Boulevard Corridor Study/MPO Executive Director Marilyn J. Smith

Authorization/2025 Pay Scale [6]

Authorization/Amended Carlisle Fire Company/Memorandum of Understanding

Authorization/Water Utility Agreement/Outside City Limits/Nuevo Amanecer Spanish Church of God Prophecy, Inc.

FY 2024 Budget Adjustment/Transfer of Electric Funds to General Fund Operating Budget [2]

Adoption/Resolution 2024-09/FY24 Operating & Capital Budget Ⓟ

Adoption/Resolution 2024-12/FY25-29 Capital Improvement Plan Ⓟ [3]

Executive Session [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 [4] (2)

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

[4] Potential Motion/Property Matter

[5] Potential Motion/Property Sale

Potential Motion/Personnel Matter(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 ADDITIONAL 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 MUST BE INCLUDED IN THE COUNCIL PACKET AND ACCESSIBLE BY AUDIO AND VISUAL MEANS PURSUANT TO 29 Del. Code, Chapter 100, §10006A(c)(5).

**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.

043024 05124 051524 053024

[1] 060224 ES Added from 06/03/2024 Meeting
[2] 060424 Late Addition/Request of City Manager
[3] 060624 Late Addition/City Manager Confirmed CIP Adoption to be added
060624 Agenda Items Rearranged
[4] 060724 Late Addition/City Manager/Received Associated Document
[5] 060824 Late Addition/Request of City Manager
[6] 060824 Request of City Manager/Language Amended from Staff Meeting Agenda
[7] 060824 Action Required from 052824 Meeting
061024 SW Fees Resolution/Removed

CITY OF MILFORD
COUNCIL MEETING MINUTES
April 8, 2024

The City Council of the City of Milford met in Regular Session on Monday, April 8, 2024, 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, Andrew Fulton, Todd Culotta, Brian Baer, Jason James Sr., and Katrina Wilson

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and Deputy City Clerk Katrina White

COUNSEL: Solicitor David Rutt, Esquire

ABENT: Councilmember Nirmala Samaroo

PUBLIC COMMENT SESSION PRIOR TO MEETING

Mayor Campbell called on Solicitor Rutt to read the public comment rules into record.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:04 p.m., prior to the scheduled Public Comment period.

PUBLIC COMMENT SESSION PRIOR TO MEETING

Mayor Campbell called on Solicitor Rutt to read the public comment rules into record.

Kim Wills of 8061 Shawnee Road, Milford, Shawnee roadmap for Delaware. She talked about working with and talking with the homeless, trying to get them into housing and out of tents and rain and inclement weather. They have had two more out this week, so talking is working and letting them know they are loved and worth being inside. They provide information for resources even though some indicate they are not interested. Sometimes they call her back, but they just continue to try. They now have a dumpster beside Walgreens for the people in Tent City. They have talked to Milford Advocacy for the Homeless (MAH) and Brandywine about making sure they continue to keep in contact. They want to stop them from continuing to move around town and want to bring them into civilization. On April 11th at 6:00 pm, a community meeting will be held in the Milford Police Station Community Room. Many organizations and residents have asked how they can be part of this effort, which is the reason for the meeting though they were waiting on approval from the mayor. Because they cannot continue to wait because of the willing people who want to help. The more people involved, the more can get done.

Trish Marvel of 6525 Shawnee Road, Milford, said she is piggybacking on Ms. Wills' comments. They are not going to go away and will continue pursuing whatever avenues they have for those homeless that want help. There is one individual who they have been in contact with for several weeks. This person is in a good place and is trying to find permanent housing but is in temporary housing though some things are in the works. She gives accolades to this Ms. Wills because of her efforts and if unable to get an answer or find something, she figures it out. They were able to take this person to his home in a safe place with other individuals in Ellendale. He does pay rent which is slightly higher because he receives social security, and they hope he can get into some decent housing with lower rent to prevent being strapped financially. This individual is trying to be on a path of success and is a wonderful gentleman. Another situation today involved a 25-year-old female sitting alone. They determined she was homeless also and Ms. Wills compassionately approached her and sat with her to prevent her feeling intimidated. The female came from Dover, ended up in Milford when she was given a bus ticket from MAH. Now she is in Milford Library because she has no place to stay. She was given some resource information in a very gentle way and was able to get some assistance today and was provided a voucher for a hotel for three weeks. They took her to Georgetown and made sure she was checked in. One of the challenges is these places require some sort of identification. But they have learned this is not the case when it comes to the homeless and they are able to get a hotel

voucher without any identification, as occurred in this case. This young woman has a lot of potential, has a job beginning later in April at the Newark at the Amazon Fulfilment Center. They hope this will allow her to move forward and move forward and is able to obtain her identification. Though it has been alleged that everything is at a standstill, they will continue to move forward because there are opportunities to help someone that wants help.

Rex Chege representing the City of Refuge Church Incorporated at 1 Northwest Front Street, Milford, relocated to Milford in January 2024. He was asked to address council by assessing the needs of Milford, what the people of Milford need because they have workers that want to go out and provide those needs. Their mission statement is helping people recover from hurts, habits and hangups, to positively impact themselves, their families, and their communities. They are trying to put a good foot forward by figuring out how they can best do that. He provided a phone number of 302-450-6472.

No other people were signed up to speak.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Councilmember Marabello noted that a portion of the December 13, 2023 Workshop minutes was indicated as inaudible and asked that it be reconstructed somehow because it involved the marijuana dispensary discussion (portion of meeting referenced related to the FY22 Audit presented by Finance Director Lou Vitola). IT Director Bill Pettigrew asked if it was inaudible, or if the transcriber couldn't pick it up or if it was missing. Deputy City Clerk White will follow up with the City Clerk.

Councilmember Boyle moved to approve the minutes of the December 13, 2023 Council Workshop, January 8, 2024 Council Meeting, January 17, 2024 Council Workshop, March 11, 2024 Finance and Audit Committee Meeting and Council Meeting, and March 13, 2024 Council Workshop. Motion seconded by Councilmember Baer and carried.

RECOGNITION

Willis Schafer/Public Works Director

City Manager Whitfield introduced Willis Shafer who was hired as the City's newest Public Works Director. Mr. Shafer has 32 years of experience with union and non-union personnel in all public works operations. He received his Batchelor of Science Degree in Engineering Technology at East Tennessee State University. He most recently retired from the City of Fairfax, Virginia after 18 years of service.

Director Shafer addressed Council adding that his wife is also a Public Works Director at the City of Takoma Park in Maryland.

Mayor Campbell referenced the following proclamations included in the Council packet:

PROCLAMATION 2024-07
National Public Safety Telecommunicators Week
April 14-20, 2024

Whereas, emergencies can occur at any time that require police, fire, or emergency medical services; and,

Whereas, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Milford Police Department Emergency Communications Center and Sussex County and Kent County 911 Centers; and

Whereas, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information, and ensuring their safety; and,

Whereas, Public Safety Telecommunicators of the Milford Police Department, and the Kent and Sussex 911 Centers have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job 24 hours per day and seven days per week.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim the week of April 14 through 20, 2024, to be National Public Safety Telecommunicators Week in the City of Milford, in honor of the men and women of the Milford Police Department Emergency Communications Center, whose diligence and professionalism keep our city, county and citizens safe.

PROCLAMATION 2024-08
Lineman Appreciation Day

Whereas, on January 3, 2017, the 115th United States Congress adopted House Resolution 10 recognizing the profession of Electric Linemen, the contributions these brave men and women make to protect public safety, and to express support for the designation of April 18th as National Lineman Appreciation Day; and

Whereas, Linemen work with thousands of volts of electricity high atop power lines, sometimes 24 hours a day, 365 days a year, putting their lives on the line with little recognition from the community regarding the danger of their work; and

Whereas, Linemen are often the first responders during storms working to repair broken and damaged electrical lines under hazardous conditions to make the area safe for other public safety officials; and

Whereas, Milford's Linemen have been temporarily mobilized to assist other communities in emergency situations where mass numbers of people were left without electricity; and

Whereas, on this day, it is only appropriate we recognize the many contributions of these brave men who work tirelessly to provide dependable electricity not only within the city, but also to the Greater Milford area; and

Whereas, linemen play a vital role in our citizens' everyday lives by maintaining and growing our electrical infrastructure and simply 'keeping our lights on', which is often taken for granted by so many customers.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, hereby proclaim April 18, 2024 as

Lineman Appreciation Day in the City of Milford

and urge all citizens to take a moment and recognize the professionals that work tirelessly each day to ensure electricity continues to flow to our homes, schools, hospitals, and businesses throughout our community.

STAFF REPORTS

Complete staff reports were included in the January 8, 2024 Council Packet.

Highlights of each were provided by:

Police Report-Chief Cecilia Ashe

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

City Clerk Report-Deputy City Clerk Katrina White

Councilmember Boyle moved to accept the City Clerk report, seconded by Councilmember Wilson. Motion carried.

Councilmember James then talked about the directive of City Council several months ago for the City Clerk's office to look for new technologies to help with automation based on the increase in their work.

IT Director Pettigrew said he elected to contact another vendor to provide a proposal but has not heard any feedback since. Deputy City Clerk White confirmed they have been in touch with several municipalities and have received some very valuable information on both products.

City Manager Report

City Manager Mark Whitfield, Acting Public Works Director Steve Ellingsworth, Electric Director Tony Chipola, Planning & Zoning Director Rob Pierce, Parks & Recreation Director Brad Dennehy, Councilman James read portions of the Human Resources Report, Information Technology Director Bill Pettigrew, and Finance Director Lou Vitola, all provided information from their written reports.

There were also concerns about the FY22 audit still not being completed, considering we are in FY24. Also noted was we are now hiring another entity to come in to help. According to Director Vitola, a city this size usually has more employees in their finance department, though they have added another new position. He has additional consulting dollars in the budget. Now he must assimilate those resources into the group. There are a million competing priorities happening at the same time and his pulling everyone to the point, it is hard to do all those things well. He is putting 20% of our effort into a fifth of the things. Everyday all the time. And it seems like it's never enough. He pointed out that DEMEC is Milford's organization, not the other way around. For their other comrades and colleagues to be able to offer to assist in this endeavor is a concern.

He then talked about not having top shelf investment managers. Those people are elsewhere doing other jobs. CPA's that are exclusively municipal finance experts working on staff.

Director Vitola explained he is only one person and through the lens that the current auditors are putting on the financial, who knows if FY20 would have been done that successfully and on time. Instead, he is going through it with this group. He knows he must get FY22 done before FY23 can be addressed and the same applies to FY24.

When asked if there is a material problem holding the FY22 audit up, Director Vitola said he does not think so. Giving materiality thresholds, and reiterated he does not think so, though a $555,000 inner fund loan between the electric fund in the general fund is enough to derail this whole thing, but $179,000 in municipal street aid funds is enough to put a roadblock in it.

Councilmember James said that if there is an employee shortage, Council needs to be told that by the City Manager. It sounds to him as though what is happening is there is a problem with the presentation of the information, then a dollar amount or measurement of the values. And that is a liability. This is a black eye and the offer by DEMEC to assist is a red flag. That means those stakeholders would have to believe there is something at risk on their end that they need to remedy and want to provide resources because they need to move forward.

He suggests that this Council be brought up to speed at every council meeting until the FY22 audit is completed and accepted. This is not ok.

When asked, Mr. Whitfield said that to the previous years' budget, a part-time consultant was added each year, but that didn't work. The recommendation was then made to hire an additional accountant and that happened last September, though he is still getting up to speed. At the same time, they are working with a new financial ERP system which has been taxing the staff, though he knows they have all been putting in extensive hours to get this done.

He agrees that DEMEC's concern about Milford's and Smyrna's lack of a timely audit report impacts their borrowing and S&P ratings.

Councilman Boyle asked if the auditors are afraid to make a decision, though Director Vitola does not think so and believes they don't want to take it until it is flawless, and they understand it from top to bottom. They reached a point on March 7th for the financials to be given to them from that date until the end. Then they pushed them back, and he just pushed them back to them this morning.

Councilmember James said it is the responsibility of the Finance and Audit Committee to review the qualifications and abilities and the independence of these firms. And they will own the outcome.

Councilmember Fulton moved to accept the City Manager report as presented, seconded by Councilmember Baer. Motion carried.

COMMUNICATIONS & CORRESPONDENCE

City Manager Whitfield shared that he had an item placed in your packet about the DPL South-based residual option that took place recently. This will have a financial impact on DEMEC, which will have to trickle down to Milford and is going to cause between a 3 to 4% increase in the rate being charged by DEMEC. That will come through as a PCA in May or June. It will hit all electric customers on the Delmarva Peninsula south of the C&D canal.

Mayor Bob Smith of Smyrna was in attendance and recognized. Mayor Campbell shared that the two of them talk at least twice a week, adding that all the mayors are unhappy with DEMEC. Everyone in the league talked about the increases that keep coming.

Mayor Campbell then explained where he stands on the Homeless Bill of Rights. He and Chief have discussed this along with State Representative Sophie Phillips. Originally, it was anyone homeless could pull into a private driveway, live in their car and no one could do anything about it. But he had Delaware League add an amendment where public parking lots would be assigned, and signs posted that state no overnight parking.

He explained that they could park here at city hall or at the new police station. Chief's main concern was if a homeless person says they were treated unfairly, that officer would be taken off the street until the investigation is completed. He is still working on it, and they will return on April 17th to continue discussion.

Councilmember James pointed out that those with a problem with the bill does not mean they are heartless. At the same time, some of the conditions could have an adverse effect on our communities.

Another piece of legislation shared by Chief Ashe is pushing forward to eliminate the SLEAF funding. That is a law enforcement fund where funds are received from seizures, drug activity and/or criminal investigations. Those funds are used to support law enforcement in their investigations, equipment, and similar items. Legislators are moving forward to transfer those funds into the actual general fund which would have a significant financial impact on police agencies throughout the state. Once it goes into the general fund, there will be a lack of funding to continue enforcement efforts.

Councilmember James asked council to reach out to our county and state legislators and express our concerns.

It was suggested a resolution be prepared to oppose it. Councilman James asked this be discussed at a workshop to hear each member's opinion. City Manager Whitfield will create a resolution to be considered at the workshop and get feedback on the final resolution which could be adopted at the following council meeting.

Unity in the Community

Councilmember Wilson invited Councilmembers and the public to the 4th Ward's Unity in the Community on Saturday, April 20th and will focus on mental and physical health. Voter awareness will also be provided, and past Councilmembers, including deceased members, will be recognized that day. One will be former Councilmember Douglas Gibson who will be turning 101 this year.

It will be held at Benjamin Banneker School from 10:30 am to 2:00 p.m.

NEW BUSINESS

Appointment/Parks & Recreation Advisory Board/T. Walter

Parks and Recreation Director Dennehy noted there is a vacant position on the Parks and Recreation Advisory Board. Mayor Campbell had reviewed the application of Tiffany Wyatt of 404 Woodland Drive.

Director Dennehy said that Ms. Walters has been a good supporter of Milford Parks and Recreation, and her children are involved in their programs. Her spouse is also a former coach.

It is their recommendation that Tiffinay Walter of 404 Woodland Drive be appointed to complete the former term of Nicholas Brennan ending on August 31, 2024. She would then be reappointed for her own three-year term.

Councilmember Boyle moved to appoint Tiffany Walter to the Parks and Recreation Advisory Board to complete the remainder term ending 08/31/2024, seconded by Councilmember Baer. Motion carried.

Authorization/Chamber of Commerce Freedom Festival/Waiver of Alcohol Restriction/City Code/Chapter 77
The packet included a request from Freedom Festival Event Chair Angela Dorey of the waiver to restrict alcohol in public areas. The event will be held on Saturday, September 21st beginning at 9:00 am. The Brew Gard will open at 12 noon and close at 10:30 pm with alcohol sales closing at 10:00 am. Identification will be verified, and wrist bands issued to those 21 years of age and older.

Councilmember Fulton moved to approve the alcohol waiver as submitted, seconded by Councilmember Boyle. Motion carried.

Approval/2024 Election Workers

Senior Deputy City Clerk White submitted the following names for approval to work the 2024 election:

Kayla Boone
Lori Erhart
Charles Hammond
Alicia Hollis
William Hughes
Shenika Kirby
Lisa Levin
Shawn O'Neill
Zuleika Ramos-Diaz
Antoinette Sauls
Jo Schmeiser
Deanna Smith
Doreen Wrightsman

Councilmember Wilson moved to authorize the list of election works for the April 27, 2024 Election, seconded by Councilmember James. Motion carried.

Authorization/Police Executive Staff/Previous Holiday Bank Disbursement

Chief Ashe reported that on March 11, 2024, she went before the Finance Committee regarding the payout of accrued holiday bank for non-union employees and specifically Lieutenants and the Captain. After thorough consideration and review, the finance committee has recommended that this account line for non-union employees, Lieutenants and Captain be paid out and closed. As of April 1, 2024, the approximate payout for the three Lieutenants and Captain would be $59,266.36.

Louis Vitola, Director of Finance advised "Finance staff recommend the entirety of the payout be funded through general fund reserves; all public safety employees are funded entirely through the general fund."

Councilmember James said it was the recommendation of the Finance and Audit Committee to discontinue this practice and be authorized by City Council.

Councilmember James moved to authorize the payout of the accrued holiday bank in the amount of $59,266.36, as recommended, seconded by Councilmember Fulton. Motion carried.

EXECUTIVE SESSION

Councilmember Fulton moved to go into Executive Session reference the below statute, seconded by Councilmember Culotta:

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.

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:05 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

The meeting was then temporarily adjourned.

Return to Open Session

Councilmember Fulton moved to go back into open session, seconded by Councilmember James. Motion carried.

Council returned to Open Session at 8:33 p.m.

IBEW Local 126 Collective Bargaining Agreement

No action needed.

ADJOURNMENT

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

The Council Meeting adjourned at 8:346 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL WORKSHOP MINUTES
April 17, 2024

The City Council of the City of Milford convened in a Workshop Session on Wednesday, April 17, 2024, beginning at 6:03 p.m.

PRESIDING: Mayor Arthur J. Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Daniel Marabello

PUBLIC COMMENT PERIOD PRIOR TO MEETING

Julie Morris of 74 Cedar Beach Road stated in looking through tonight's packet for this evening and noted there are several items that are not significant to the city's operations. She would encourage council to focus more on assisting citizens versus concentrating on aesthetic type things such as new office chairs and realigning parking lots. She noted many residents cannot afford to pay their electric bill and suggests that be addressed instead.

No one else spoke and the comment period was closed.

Capital Improvement Plan (CIP) FY2025 to FY 2029

Council then deferred to the CIP document. City Manager Whitfield noted that his assistant was assigned the spreadsheet when the Economic Development employee left in January and continues to work on it.

It was noted that IT has no projects listed and the Manager Whitfield confirmed that the IT Director had reported he had no needs over the next five years. That is based on a lot less equipment because the majority is in the cloud. Computer equipment is in the operating budget and on a depreciation schedule and is replaced every five years.

Mayor Campbell agreed he found that odd and Councilmember Boyle suggested having at a minimum a placeholder. Finance Director agreed that it may seem wildly unexpected, it could be everything due to the previous IT Director's work and now the current Director moving everything into the cloud which reduces capital costs but increases the operating budgets as service contracts. He doesn't want council to think IT is not doing anything, but that is the reason.

Councilwoman Wilson recalled the previous directive of Council for the City Clerk to implement the new meeting software though she does not yet find it in the budget. City Clerk Hudson agreed there has not yet been a final decision made, and Manager Whitfield instructed her to move forward with her recommendation.

Economic Development Capital Improvement Plan

The Milford Corporate Center is in plan review with DelDOT and the Kent Conservation District. We hope to receive final site plan approvals from the Milford Planning Commission and City Council in early 2024. Staff received construction estimates from Becker Morgan Group's construction partners and used those to direct conversations with Emory Hill regarding an acceptable market rate cost per acre. Emory Hill is preparing a level 2 MOU with sales listing agreement and draft Center covenants to present to Council at a future meeting.

Planning

The Planning Department CIP comprises of capital purchases for the expansion of the Code Enforcement Division along with professional services fees in preparation for the City's 2028 Comprehensive Plan update.

Planning Director Rob Pierce shared the only item he has is the hiring of a consultant for work on the comprehensive plan update. That item is slated for 2027-28 and was part of last year's CIP.

Streets

The Streets Department CIP comprises of street, sidewalk, bicycle and pedestrian improvements, water, sewer, and equipment purchases. Projects include rehabilitation of streets based on pavement assessment, addressing ADA issues, installing bicycle and pedestrian improvements based on adopted planning documents, replacing, and expanding existing water and sewer infrastructure and purchasing new and replacement equipment for the difference divisions within the Department.

Public Works Director Willis Schafer commended his staff for working very hard to assemble all the information, noting he came in very late in the process.
He talked about several items:

Code Enforcement Truck is a new item; though Director Pierce said that item has already been purchased and should have been removed from the list.

City Engineer James Puddicombe explained several bike path projects (14) are carryovers from previous CIP's though several are scheduled for 2025. The numbers had to be adjusted to reflect the increase in costs.

The annual street rehab project was also adjusted to almost $1 million also due to rising paving of 15 to 20 percent across the board.

The sidewalk connectivity went from $150,00 to $350,000. The initial costs were determined by the Planning Department and over the years there were more areas without curbing or sidewalks that required work. Essentially, $350,000 allows a complete block to be done.

When asked if any grants had been applied for the sidewalks, bike paths and the TAP project, it was noted that these are being paid for by DelDOT's federal funding and the city's match is only 10% which is what is shown in the CIP.

Dover Kent County MPO prioritizes projects and is working with the planning department on the bike paths.

When asked for a list of sidewalk projects, the City Manager said they are included in other projects.

Councilmembers agree that sidewalk improvements should be paid for by the city and that action needs to be taken to amend the ordinance.

Director Willis proceeded to talk about the streetscape projects, fence installation at city hall, which should be in the operating budget of city hall, city hall parking lot enhancement that will include sealcoating and an additional entrance added.

The Fourth Street flooding project was originally funded through ARPA funds and has since been moved to the street projects of $.5 million. Of that, $50,000 was for engineering consultants and $450,000 for construction costs. That money is unavailable currently, though his plan is to apply for surface water funding according to the City Manager.

Councilman Fulton recommended the $500,000 study be changed to reflect it involves the actual project and not just consulting costs.

Public Works Director Willis did not have the most recent CIP and City Manager Whitfield presented the following projects as a result:

ADA compliance plan at intersections

Walnut Street pedestrian project

Kent Place Curb and Roadway

Trailer mounted arrow board to be paid by water, sewer, electric and streets explained by Streets & Utilities Supervisor Charlie Nordberg

Maple Street Bridge Replacement and Southwest Front Street Bridge Replacement are federally funded projects and DelDOT engineers are completing both designs. Both are shown as FY26 projects though Manager Whitfield will have that changed and believes it is scheduled in FY27.

Councilman Baer asked that photos be added to the document so that our residents know the area of each project.

The retaining wall project at the old Carlisle Fire House was then discussed with the city taking the lead and working on an easement with the new owners to extend the riverwalk.

Parks and Recreation Director Brad Dennehy confirmed that both bridge projects are planned for FY26 with Southwest Front Street being priority with bill bond money earmarked which typically encourages DelDOT to move quicker.

Electric

The Electric Department continues to make good progress for CIP projects. Nearly all legacy streetlights have been replaced with LEDs. Field audit scheduled to identify any outstanding locations. The fiber installation for the P&R Armory has been completed which entailed stringing new fiber along 8th Street and Walnut Street. As well as routing within the offices and city hall. DELDOT Traffic Signal project has been successful in eliminating traffic lights at several intersections. EV Chargers have installation and commissioning scheduled for 1st week of February. Physical security installations have started with the addition of control house door alarms and cameras. GIS Mapping continues to progress. Field collection is complete, and QA/QC is ongoing. The SCADA upgrade is preparing for the database conversion activities.

Director Tony Chipola reviewed the following projects, noting that most are carryover from previous CIP's.

Projects reviewed:

SCADA Replacement Upgrade

SeaWatch Metering Cluster Upgrade

Advanced Relocation

DelDOT Traffic Signals

Delivery #1 Substation Circuit Addition (Elks Lodge Road

Delivery #2 Circuit Addition (solar field/west of Milford)

Feeder Extensions/Bayhealth Tie-in and Loop

Fiber Optic Connection to Public Works

GIS/Mapping-Smart Metering

Horseshoe Drive Distribution

LED Streetlight Replacements

Physical Security Improvements/Substations

Police Inspections

Power Flow Analysis Software

Upgrade Delivery #2 Distribution Relaying

Fiber Network Mapping and GIS Module

Regulator Refurbishment Program

Nearly all legacy streetlights have been replaced with LEDs. Field audit scheduled to identify any outstanding locations. The fiber installation for the P&R Armory has been completed which entailed stringing new fiber along 8th Street and Walnut Street. As well as routing within the offices and city hall. DELDOT Traffic Signal project has been successful in eliminating traffic lights at several intersections. EV Chargers have installation and commissioning scheduled for 1st week of February. Physical security installations have started with the addition of control house door alarms and cameras. GIS Mapping continues to progress. Field collection is complete, and QA/QC is ongoing. The SCADA upgrade is preparing for the database conversion activities.

When asked about individual rows and numbers extend across the page and Councilman James finds the numbers budgeted each year do not add up to the number totals in both the physical security and pole inspection and asked that be corrected.

Informational Technology

IT Director Bill Pettigrew said the only thing on his radar was new firewalls and are listed under O&M as a hardware refresh. He asked each department head who informed him they had nothing to be added.

The switch project was completed in May.

The City Manager confirmed that each department budgets their own software; Director Pettigrew said there might be some stuff in tech services he doesn't know about and will reach out to them. If IT should administer all software, they can do that. The Finance Director was putting together SAS agreements for cybersecurity to lower the overall price.

It was confirmed that IT is aware of the various software programs at the police department.

Chief Ashe again shared that the police operate off the State of Delaware CJC network and are not part of the city's server system. It is supported through their own IT budget and the state authorizes any software.

It was confirmed that any software proposed is reviewed by IT for security measures.

Disruptions continued with zoom, as will be reflected in that recording. Confirmation of what was last heard by those attending remotely was obtained.

Water Department

The Public Works Water Division CIP 2025 Comprises of Purchasing and installing a new Chlorine Scrubber unit at Tenth Street Treatment plant to replace an Acca tablet machine. Gas Chlorine is a 100 % disinfectant and after initial cost chemical will be cheaper.

The following projects were reviewed by Public Works Director Shafer.

10-inch Water Main Holly Hill Road to Westwood

Asbestos Pipe Removal

Lead Service Line Removal

Milford Corporate Center Water Infrastructure

Northwest City Tower/Wells/Treatment

Southeast Regional Water Infrastructure East of Route 1

Southeast Regional Water Infrastructure South of Johnson Road

Street Rehab Water Pipe Replacement

Kent Place Water Extension and Tie-In

Shawnee Acres Water Extension

Treatment Plan Upgrades

Citywide Valve and Hydrant Replacement Improvements

Sewer

The Public Works Sewer Division CIP 2025 Comprises of Purchasing a larger 8-inch bypass pump for bigger stations during pump failure and wet well cleaning of rags, and grease. Currently we have a 6-inch that takes care of the smaller pump station volumes. Purchasing a larger pump to keep up with daily flow as the 4 larger stations will help reduce costs now due to having to rent a bigger pump for those stations.

The Public Works Director then continued with a review of sewer projects, supplemented by Public Works Superintendent Steve Ellingsworth:

Washington Street Pump Station Control Relocation/Exterior

Street Rehab Sewer

Milford Corporate Center Sewer Design and Installation

Asbestos Sewer Pipe Removal

Decommission Baltimore Air Coil Pump Station/Install Gravity Main/Hickory Glen Subdivision

Second Street Pump Station Relocation from Below Street

8" Bypass Sewer Pump/Larger Pump Stations

Shawnee Acres Sewer Extension

Pump Station Upgrades

Stational Generator/Fork Landing Pump Station

Chlorine Scrubber/Tenth Street Plant (move to water list)

Council asked that all street rehabilitation components be combined in the document.

Review continued of Garage and Solid Waste projects:

Garage

The Public works Garage CIP 2025 Comprises of purchasing Air Conditioning unit to service all the city Vehicles, BS PF5 Transmission exchange Flusher for all city Vehicles, and a miller trailblazer 330 Kohler stick welder.

Air Conditioner Recharge Machine (will be moved to operating budget)

BG PF5 Transmission Exchange Flusher (will be moved to operating budget)

Miller 330 Kohler Stick Welder/Large Metal Repairs to be Transferred in House

Solid Waste

Information added by Building Operations/Refuse Advisor Brian Jester.

Trash Truck Replacement/Purchase

Cameras for Refuse Trucks SW-11 and SW-28

Facilities

The Public Works Solid Waste Division CIP 2025 comprises of purchasing a new trash truck. This will allow us to complete the routes faster beings we would now have a spare truck for when one breaks down. We would be able to keep the operation flowing. We are interested in truck Cameras for our existing trucks SW-28 & SW-11 for any accidents that may occur. The Public Works Facilities Division CIP 2025 comprises of purchasing new Gate operators. This would consist of a new gate operator for the front and the rear gate at public works. We have been currently replacing parts in these motors for the last couple years to keep them going. They are now at the point where a replacement would cost less than the parts needed. The Parks & Recreation Division CIP 2025 comprises of purchasing would like to add a Video Doorbell Camera for security purposes. PMA security requested us to put the trash container in a fenced area for security purposes. This will entail a new concrete pad with a fenced area for the dumpsters and containers. The Armory (P&R Maintenance building) Division CIP 2025 comprises purchasing a new HVAC system. This upgrade will meet with efficiency smart's recommendations so we will receive a rebate. The crew has been working now without any air conditioning. We would also like to purchase a new Ice machine. As of now they must come to public works anytime ice is needed. The City Hall Facilities Division CIP 2025 comprises of purchasing new Council chamber Chairs. The Customer Service Division CIP 2025 comprises of purchasing a new HVAC system being there current one is 10yrs old and needing to be replaced per Envirotemp. We would also like to request that the Customer Drive through concrete curb be replaced. The curb is currently falling apart and needs to be redone.

P&R Armory/Rear Shop/HVAC System Replacement

P&R Ice Machine/Relocate to Franklin Street facility

Parks and Recreation Brad Dennehy also commented on the requests.

Public Works Gate Replacement (2)

Customer Service HVAC System Replacement

Customer Service Drive Thru Curbing Repairs

Demolition/Existing Storage Huts (postponed)

City Hall Conference Room Chair Replacement (20)

P&R Pole Building Storage (postponed)

Armory Building ADA and Bathroom Improvements/Main Building

Council noted that the rental agreements require responsibility for any upgrades by tenant. City Manager Whitfield said he agreed the city would take care of the improvements with tenant repaying expenses through a monthly rent fee.

The review continued:

Converting Heating at Armory Maintenance Shop (postponed)

Access Control at Armory Maintenance Shop (postponed)

Public Works Building Expansion Design/Additional Office Space for Electric and Planning Department due to Additional Positions

The design cost of $150,000 was questioned. Department Heads will create a scope of work. Finance Director Lou Vitola added there were also parking lot improvements included, which impacted drainage/stormwater upgrades needed resulting in a multi-million-dollar project.

There have been ongoing discussions expanding the existing administrative building into the shop area. In addition, utilities will need to be relocated.

Council asked for additional clarification with a breakout of the improvements needed.

Project descriptions continued:

Electric Department Rack/Reel Pole Building/Equipment and Material Element Protection

Electric Director provided an in-depth explanation of project. It was recommended various vacant buildings throughout city be considered versus purchasing a new structure.

Public Works HVAC BA System Buildings 200 and 300

Public Works Facility Air Infiltration and Roof Drain Replacement

Parks and Recreation

The Parks and Recreation Department is integral to the vitality and health of the residents of the City of Milford. As the City continues to increase in population additional open space will be required and additional recreational opportunities will need to be provided for Milford to maintain a desirable place to live. The following Capital Improvement items reflect the need to both acquire new parkland, develop new parkland, and maintain our exiting parkland with needed equipment and vehicles. It also reflects developing our existing parks with new amenities and making improvements to our current maintenance building.

P&R Director Brad Dennehy shared the following requests:

He shared that prior authorization items have already been approved by City Council and will talk about items he is asking be funded in FY25. He emphasized the items are not his wish list and instead are items that have been requested and he is asking for a yes or no, or that it be postponed to another fiscal year.

Director Dennehy noted the error on the construction of a recreation/community center at Marvel Square. The funding in FY2026 shows $20,000 and should have been $2 million though realistically will end up totaling $5 to $6 million when completed.

His capital requests include the following:

Construction/5-6 Tennis Courts at Tony Silicato Memorial Park/Behind Boys & Girls Club

It was confirmed that new Rehoboth Boulevard Park will also include tennis courts and asked why the duplication.

Council also pointed out the existing tennis courts at Milford High School available for public use when not being used by Milford High School.

Suggested is moving the tennis courts to the new Rehoboth Boulevard Park only. Item deferred one year for additional information.

Gateway Signs and Improvements/Plantings/Irrigation

Marshall Pond Riverbank Plan Development/adjacent to Kiwanis Building Property/Additional Park Land

Open Space Acquisition/$500,000/Additional Land/New Playground

Construction/Public Restrooms (previously funded though federal funding is available); move to correct column.

Redevelopment/Bicentennial Park

Riverwalk Extension/Bulkhead Construction/Adjacent to (renovated) Old Carlisle Fire House

Zoom disconnected momentarily, then reconnected.

Sharp Property/Open Space Development:
Additional Property Purchase

Continued Improvements to Previously Purchased Sharp Site

Tree Planning/Tree City USA

Lighted Handrail Extended/Phase Two/North of Walnut Street Bridge Downtown

Evaluation/Current and Recreation Needs/Hiring Third Party Consultant

It was opinion of Council the following projects should be included in the O&M budget:

Playground Repairs

Park Maintenance Equipment

Water Truck Spray Unit

UTV Snow Plow Attachment

Director Dennehy said he was directed to include any item over $5,000 in the capital budget. City Manager Whitfield disagreed stating that $10,000 should be the threshold.

Councilmember James noted there were several items that should be part of the operations budget. That process needs to be uniform in each department. He asked that this list be reviewed, and appropriate items moved. It needs to be transparent, so the public understands the process.

Finance Director Vitola said the current fixed asset capitalization policy specifies $5,000 with a life of at least one year. In the general fund, there are different materiality thresholds based on each department. Pushing into the CIP gets attention and transparency at the council level of items that are not routine operating items.

Councilmember James is requesting those items that have been recommended for the O&M budget be transferred. If not moved, he would like to be informed.

Councilmember Wilson noted that the park at Banneker School is not included. She shared the condition of the concrete and the actual rim at the basketball court is in very poor condition and asked why it has never been replaced with the same material used at those at the Salvation Army.

Director Dennehy noted that the prior authorization of basketball courts is specifically that at the Banneker School. He is has been waiting for a proposal from Jerry's proposal to do a full rehab.

Parking Lots

City Manager Whitfield said the parking lot at city hall has already been authorized and funding set aside.

City Hall Parking Lot/Two New Entrances/Additional Parking Spaces

North Walnut and Northeast Front Street (part of Streetscapes Plan)

Park Avenue Lot Enhancements (part of Streetscapes Plan)

Parks and Recreation Lot Paving/Completed

Director Dennehy will need to review that before confirming.

Police

Chief Ashe noted that the cover pages are from last year's CIP and will provide the new version.

Preauthorized funding/prior years:

$100,000 New Maintenance Facility Design*

$1.7 million Building be Added to FY26

FY25 projects:

Updated Contract/Axon Body Worn Cameras (all officers) & Vehicle(s) Cameras

Design/New Maintenance Facility (approved prior year) *

Emergency Rescue Vehicle/Federal Funds (deferred)

Ballistic Vest Replacement (less vests per year)

That concludes the department presentations.

Based on Council's request, City Manager Whitfield said they will add the sidewalk replacement project.

There being no further discussion, the Council Workshop concluded at 8:55 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
April 22, 2024

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, April 22, 2024.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

The agenda was rearranged to allow public comment at this time.

PUBLIC COMMENT PERIOD PRIOR TO MEETING

Solicitor Rutt read the rules of the public comment session into record, after which the following individuals spoke:

Trish Marvel of 6525 Shawnee Road, Milford, talked about the homeless and the encampments, and in the spirit of keeping our town clean. She is aware of the big initiative couple of weeks ago. It looks better and she was unable to attend due to another commitment. The encampment by Brandywine and her husband went there about an hour ago to take photos. It remains untouched and is worse than previously found. In keeping everyone accountable, including the homeless, she doesn't know where to go and if Code Enforcement needs to be contacted. But it continues to be an issue and she has photos, and she will email to all councilmembers, and she recommends they are enlarged. In that manner, grocery carts, tents, bicycles, clothes, etc. can be seen. She does not feel it is fair when we ask our city residents to keep their properties clean and neat, though we are not holding this group accountable. They indicated they were supposed to clean it on the 13th or 16th, though that has not been done. Allowing them to take the lead prevented it from being done. She asked that Mayor Campbell put some pressure on them, or Code Enforcement, but it is bad.

She also wanted to thank Chief Ashe, adding that as she was driving home, she came across a homeless person that was straddling back and forth on the very busy highway in front of Milford Manor. She recognized them as a homeless and she turned around, but three police officers were addressing it most likely after another person called the police. He was holding his sign up and distracting vehicles. Milford Police handled it, and she hopes we will have some panhandling laws soon because it has become a serious hazard.

Rob Schuler of 18511 Thelma Lane, Milford, complimented Lisa Levis in the Planning Department for a lot of help with their new HOA with property information. He then talked about Wilbur Street has been ripped up and covered with rocks for a couple months. He assumes D R Horton is overseeing that as a contractor of the city and works on the sewer that continuously backs up there. Unfortunately, they just left the street in that condition. They also put a sign in his development Walnut Village in front of his neighbor's home at 18509 Thelma Lane. It was put up twice and the first time it stayed up about a month and then blew over and it was left there. Approximately three months ago, they returned and put it in again and it lasted a week. He does not understand its point because it is on the ground and cannot be read. The third thing is every time there is a strong wind, which is a regular occurrence, all their construction debris blows into their neighborhood. He understands it is difficult to police all the time, but it must be a problem for them too. He had a large chunk of siding insulation which he expects is costly and he is sure that is only one piece that blew. These types of nuisances can hopefully be addressed though he also understands there is a large corporation but hopefully the city can attempt to fix some of these things.

Kim Wills of 8061 Shawnee Road, Milford, thanked Milford Police Behavioral Unit. They had Operation Safe Landing for a lady that was living in her care with a hoarding episode. She is now safely located at a place where she is getting help from professionals who can get her to the next step. They had a meeting of We Are Milford and she had twenty people

yelling that Council needs to pass a panhandling law. It appears it has been talked about for years but is not yet in the books. She asked if that could happen to solve the many related issues in Milford. If they don't make money on the street, then they may realize that Milford is not as fun as they think. They are doing good at giving those that are receptive and work to get them into a hotel. They are then picking them up there and finding jobs and signed up for other permanent resources. It is working and they have another meeting on Wednesday at 6 o'clock and she hopes to see some Councilmembers in attendance.

Rob Blades of 20106 Beaver Dam Road (Red Men Fraternal Home of Delaware) Milford, stated about a year and a half ago went from $4 a month to $53 a month. Now it is up to $54 a month. He has maintained the property for the last twenty years and does not understand why. He has been told this is a commercial enterprise, but instead he is a nonprofit. It is causing a hardship, and they give money to charities. He asked for the past eighteen months and has not gotten a result. He talked to Mr. Mark Whitfield again and told him to bring it to City Council.

City Manager Whitfield said it is on tonight's agenda.

No one else was signed up to speak and the public comment session was closed.

CALL TO ORDER

Mayor Campbell commenced the meeting at 6:13 p.m.

INVOCATION AND PLEDGE

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

RECOGNITION

Councilwoman Wilson shared that today is Earth Day which began to be recognized in 1970. She asked us to do our due diligence in taking care of and respecting our land.

The Mayor recognized the 55the Annual Municipal Clerks Week and the work of our City Clerk and Senior Deputy City Clerk. The proclamation was included in the packet:

PROCLAMATION 2024-06
55th Annual Professional Municipal Clerks Week
May 5 – 11, 2024

Whereas, The Office of the Professional Municipal Clerk, a time-honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim the week of May 5 through May 11, 2024 as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Master Municipal City Clerk Teresa K. Hudson and Master Municipal Senior Deputy Clerk Katrina White, and to all Professional Municipal Clerks throughout the world for the vital services they perform and their exemplary dedication to the communities they represent.

MONTHLY FINANCE REPORT

Finance Director Lou Vitola presented the completed finance report for the first nine months of the year. There was somewhat of a cash draw in the governmental funds, which is common for this time of the year. As part of the investment report earlier, PFM Director Zachary shared updated information on the additional investments in the city's investment program. That is related to the tax revenue received at the end of September and October in the first quarter. That explains some of the additional cash that was moved into that policy.

Director Vitola said it is still too early to determine how the city will finish the year on budget across all governmental and utility funds. It looks a little better compared to last month in most of the P&L areas. However, capital will be breaking loose and in addition to the governmental funds falling a little shorter in cash as we move away from property tax receipts, some of the utility reserve and utility operating funds are churned as the weather improves and a lot of projects are done.

He said to expect a lot of activity to be reported in the last few months of this fiscal year. The Director also reported that the normal budget transfers will be requested as certain accounts exceed the funding initially approved.

Councilmember Fulton moved to accept the March 2024 Finance Report, seconded by Councilmember James. Motion carried with no one opposed.

COMMUNICATIONS & CORRESPONDENCE

Mayor Campbell said he will be attending the Delaware Local Government Day at Legislative Hall on May 9, 2024 in case anyone else wishes to attend should contact the City Clerk's Office.

UNFINISHED BUSINESS

Bid Award/Accounting & Audit Firm

Finance Director Vitola shared that Zelenkofske Axelrod (ZA) our current audit firm, was awarded the audits for fiscal years 2021, 2022, and 2023. There were two options to renew for FY24 and FY25.

An RFP was issued for audit services in January and due March 1st. He received two outside proposals. A committee of two staff members, including Director Vitola, rated the proposals and reported back to the Finance and Audit Committee on March 11, 2024 with the recommendation to award FY24 to ZA. That was because of the new ERP software and by then, ZA would have been through three of the city audits and be in the best position to meet the city's needs and goals.

It turned out the ZA FY24 proposal is lower than the other two proposals though that did not exclude the other two from consideration.

The internal staff committee chose ZA and that was presented to the Finance and Audit Committee for their independent recommendation.

Councilman James confirmed the submission, adding that the committee did concur with the recommendation of the Finance Director and his team. It is the recommendation of the Finance and Audit Committee that the sole FY24 audit engagement to be awarded to ZA.

Councilmember Fulton moved to award the FY2024 audit to ZA as recommended by the Finance Director and Finance and Audit Committee, seconded by Councilmember Boyle. Motion carried with no one opposed.

FY22 City of Milford Audit Update

The Finance Director confirmed there were not many changes from his last report. The auditors are in possession of the financial statements and all files, footnotes, management, discussion, and analysis. And they are reviewing the final adjustments in response to the latest volley from them that caused the delay he reported at the last meeting.

He had to respond with some proposed adjusting entries and explanations of certain transactions. The drive for the question was for information only. There was no reason for the questions other than wanting to understand more about the nature of the transactions between certain fund groups with the city or interfund loan activity related to certain properties. That was cleared up and it is now in their hands.

The latest question came today, and he will be responding no later than tomorrow morning.

He believes they are at the point when they can commit to a date once the final draft will be available for review and approval.

Councilmember James explained that part of the auditing firm work is to conduct fraud inquiry. He did speak to the Lead Auditor and discussed some of the processes and delays in the audit. He concurs with the information provided by the city's Finance Director and is the same independent response he received.

DMI/First Friday Event/Alcohol Waiver/Chapter 77

Melissa King, DMI Promotions Chairperson submitted the following request:

Downtown Milford Inc. (DMI) is requesting a waiver of the alcohol restrictions during our upcoming First Friday events planned for the first Friday of each month, starting May 3 from 5:00 pm to 9:00 pm. We will be using the services of the Alcohauler, provided by EasySpeak.

Alcohol will be limited to within the boundaries of the event which will include Walnut Street from Northeast Front to Southeast Front and Park Avenue with "No Alcohol Beyond This Point" signs posted at all entrances and exits. The Alcohauler will assume responsibility for confirming all customers are 21 or older. 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.

DMI Executive Director Sara LeBright was present to review the new First Friday events that will run from May 3, 2024 to October 4, 2024. It will include bands and vendors, and the request is to allow alcohol within the event area as presented to the City Clerk's Office. That area will be blocked off and include Walnut Street (downtown) and Park Avenue.

She talked about the many sponsorships she has been able to obtain since becoming involved with DMI, including the construction company working downtown who committed to a $5,000 contribution.

It was confirmed that all the products sold are products produced by Easy Speak Distillery.

Councilmember Fulton moved to authorize the Alcohol Restriction Waiver during the First Friday events from 5:00 pm to 9:00 pm between May 3, 2024 and October 5, 2024. Motion seconded by Councilmember Baer and carried.

Adoption/Resolution 2024-04/Amends Water Rates/Adds Low Volume Commercial Rate

City Manager Whitfield said he discovered low use commercial customers were paying a very high-water rate as was mentioned during the public comment period. He directed the Finance Director to make the rate fairer.

Finance Director Vitola explained that way the rate structure works now, as opposed to previously, was the result of the Cost-of-Service Study was developed. There is no customer charge in water like is in electric. That means there is no mechanism to cover the fixed cost in the water utility. One way to promote that recovery is to have the first tier of volume be set to a fixed charge, regardless of how much volume is run in that first tier.

For residential accounts, it is 1,000 gallons and 10,000 gallons for commercial. For most commercial and industrial accounts, that treatment is perfectly appropriate. Almost all our costs in the water are fixed costs. But they cannot charge fixed costs because of the promotion of water conservation which makes the rate structure almost entirely volumetric, other than that first tier.

By having that tier at 10,000, which is great for most commercials, it has a bit of an unintended consequence where low flow, small meter commercial accounts are charged the fixed fee. When dividing it back into the volume consumed, it has a high rate per 1,000 gallons, which is uncharacteristic of the rest of the rate schedule.

It is being recommended to make that change now from the 10,000-gallon break point in the first tier for commercial water meters, in and out of the city, less than or equal to an inch, to 4,000 gallons.

Users in that class 4,000 and 10,000 gallons will see a decrease, but not a huge decrease. Users from zero to 4,000 gallons will see the greatest decrease and approximately by half.

Councilmember James recommended that other rates be reviewed for similar situations and appropriate action should be taken if so.

Councilmember Fulton moved to adopt Resolution 2024-04, adding a reduced billing tier for low-volume commercial water users, seconded by Councilmember James:

RESOLUTION 2024-04
AUTHORIZATION OF UPDATED CONSOLIDATED CITY FEE SCHEDULE
Adds Reduced Billing Tier for Low-Volume Commercial Water Usage

WHEREAS, the City Council of the City of Milford has the authority to establish fees for various services; and
WHEREAS, City Staff reviews costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and
WHEREAS, City Council finds that providing these services are of special benefit to applicant and users both separate and apart from the general benefit to the public; and therefore, in the interest of fairness to the general public, it is better recovering the costs from applicants and users who have sought or require the City's services by maintaining a schedule of fees; and
WHEREAS, City Council Resolution Number 2024-02 is hereby rescinded upon the effective date described in Section 2 of this Resolution; and
WHEREAS, the adoption of a current and comprehensive City Fee Schedule will assist the public, as well as City staff, in readily locating fees, while continuing the City's quest for governmental transparency; and
WHEREAS, the fees within the consolidated City Fee Schedule will be evaluated no less than on an annual basis to ensure quality services continue to be provided while practical, but necessary cost recovery fees are measured; and
WHEREAS, the updated City Fee Schedule modifies the Water Rate Schedule for commercial customers using a meter size less than or equal to one inch (≤1”) by decreasing the monthly volume break point from 10,000 gallons to 4,000 gallons and decreasing the flat monthly charge for the first billing tier.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Resolution 2024-02, to be known as the consolidated City Fee Schedule, attached hereto, is hereby adopted.
Section 2. All fees and rates shown in Resolution 2024-04, including those that are new or adjusted, shall become effective April 30, 2024.
Section 3. Although most City fees are inclusive, this consolidated Fee Schedule may not show all fees and penalties authorized by administrative rules or in a city contract, such as concession and franchise fees.

Section 4. It is the intention of the City that future versions of this document show all rates and fees and shall distinguish those that are being proposed at the time of the adoption.

Section 5. The City Fee Schedule will be available on the City of Milford website or by contacting the City Clerk's Office at Milford City Hall.

Motion carried.

Adoption Resolution 2024-05/Approves Investment Policy Update

Director Vitola requests that Staff request that the Finance and Audit Committee review the enclosed edit to the City's Investment Policy Statement (IPS) proposed by PFM Asset Management. Staff is in support of the edit and ask that the Committee make a recommendation to City Council to approve the change to clarify investment class limitations for the benefit of traders acting pursuant to the City's IPS.

The City's Investment Policy Statement was last updated March 13, 2023. The Policy was recently reviewed by Finance staff and the City's investment advisors, PFM Asset Management, pursuant to the requirement that the IPS be reviewed annually. The PFM team recommends only one minor change to the Policy – to clarify the portfolio percentage limit of asset-backed securities in paragraph 8.5.1.2 by striking the reference to mortgage-backed securities pointing to paragraph 8.8. While the separate, independent limitations for each asset class can be inferred in the context of the IPS, and indeed PFM traders are compliant with the intended policy limits, the change should be made to clarify and simplify the City's instructions to all readers of the IPS, now and into the future. Staff strongly recommend the change be supported by the Committee and approved by City Council at the March 25, 2024 meeting.

Councilmember Fulton moved to accept the recommendation of the Finance and Audit Committee by adopting the following resolution, seconded by Councilmember Boyle:

RESOLUTION 2024-05
Adoption of the City of Milford Investment Policy Update

WHEREAS, it is the policy of the City of Milford to invest public funds under its control in a manner that will provide the highest investment return consistent with the maximum safety of principal, while meeting cash flow needs of the City; and

WHEREAS, the City Investment Program shall conform to all state and local statutes governing the investment of public funds; and

WHEREAS, the City Investment Policy (investment policy) was last updated on March 13, 2023 by City Council following the review and recommendation of the Finance Committee; and

WHEREAS, the City Finance Committee and/or City Council will, no less than once a year, review the Investment Policy for any required updates and amendments; and

WHEREAS, the Investment Policy was most recently evaluated by Finance Staff and the City's Advisors PFM Asset Management; and

WHEREAS, simplification of the portfolio percentage limit of asset-backed securities was recommended by eliminating unnecessary mortgage-backed securities language and allowing the remaining context to remain; and

WHEREAS, the City Council agrees it is appropriate to update the "Investment Policy for the City of Milford" to ensure directness and clarity exists in relation to financial practices, procedures, and strategies of the City of Milford.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE, AS FOLLOWS:

Section 1: The City Council hereby adopts and approves the Investment Policy as updated.

Section 2: With input from the City Finance Director, the City Manager is authorized to act, provide guidance, and create procedures to ensure the investment program authorized by this Resolution is implemented pursuant to the guidelines set forth in the Investment Policy.

Motion carried.

Due to this being their last meeting, Marabello thanked Councilmembers Baer and Fulton for their work on council, adding they were an asset to the city.

EXECUTIVE SESSION

Councilmember Wilson moved to go into Executive Session reference the below statutes, seconded by Councilmember Culotta:

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.

Motion carried.

Mayor Campbell recessed the Council Meeting at 6:48 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

The open session was then temporarily adjourned.

Return to Open Session

Councilmember Fulton moved to go back into open session, seconded by Councilmember Wilson. Motion carried.

Council returned to Open Session at 7:14 p.m.

MPD General Teamsters Local 326 Collective Bargaining Agreement

Councilmember Fulton moved to authorize the Mayor to sign the MPD Collective Bargaining Agreement, seconded by Councilmember Wilson. Motion carried.

IBEW Local 126 Collective Bargaining Agreement

Property Issue

No action needed.

ADJOURNMENT

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

The Council Meeting adjourned at 7:15p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
FINANCE & AUDIT COMMITTEE MINUTES
April 22, 2024

The Finance and Audit Committee of the Milford City Council met on Monday, April 22, 2024 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, Andrew Fulton, and Nirmala Samaroo

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

ABSENT: Committee Member Andrew Fulton

Public Comment Period Prior to Official Meeting

Because no one from the public was in attendance to speak, the Chairman proceeded with the Committee Meeting.

Call to Order

Chairman James called the Committee Meeting to order at 5:02 p.m., then deferred to Finance Director Lou Vitola.

Finance Director Lou Vitola was also in attendance. Director Vitola introduced Director Zachary O'Grady from PFM Asset Management LLC who will address the first two items on the agenda.

Investment Report

PFM Director O'Grady referenced the investment report included in the April 22, 2024 Finance and Audit Committee packet.

The first quarter of 2024 was characterized by continued economic resilience led by strong consumer spending, inflation that continues to slowly grind lower, and a robust labor market.

The Federal Reserve (Fed) kept the overnight rate at its current target range of 5.25% to 5.50% at its March 20 meeting, as expected, marking the fifth consecutive pause following the last rate hike in July 2023. The Fed's updated "dot plot" implies three 0.25% rate cuts through 2024 while the number of cuts implied for 2025 was reduced from three to two. Markets entered the year pricing in over six cuts in 2024 but since have now converged to Fed projections. The Fed chair has said they need more confidence that inflation is moving toward its 2% target before the first rate cut. Yields moved higher in the first quarter with the return of the Fed's "higher-for-longer" stance.

A strong economic backdrop and increasing likelihood for a soft-landing led equity markets to reach new record highs. The S&P 500 Index jumped 10.6% in the first quarter, while yields on U.S. Treasury maturities from one to 30 years were higher by 25 to 40 basis points (bps).

Although January and February inflation readings came in above expectations, CPI trended lower in the first quarter and continued to decline from its mid- 2022 peak. Headline and core CPI (which excludes food and energy) registered year-over-year increases of 3.2% and 3.8%, respectively, through February.

U.S. real gross domestic product (GDP) growth in the fourth quarter came in at an impressive 3.4%, capping a strong year in which GDP grew 3.1%. The economy continues to be bolstered by strong consumer spending, supported by the strength of the labor market. This trend is expected to continue before moderating through the balance of the year.

The U.S. labor market showed little signs of softening, adding over 800,000 jobs in the first quarter after 637,000 were added in the fourth quarter. In the latest reading, 303,000 jobs were created in March, which is the highest level since May of 2023. The unemployment rate also ticked down to 3.8% and has been below 4% for over two years. Strong wage increases reflect a competitive labor market and further support consumer spending

The market spent the majority of the first quarter adjusting its expectations as strong economic data and Fed commentary pushed back on the notion that a rate cut was imminent. As a result, fed funds futures recalibrated expectations throughout the quarter and are now priced for the first rate cut to occur in July, a four-month delay from expectations at the beginning of the year.\

Reflecting the market adjustment to delayed rate cuts expectations, U.S. Treasury yields increased notably over the quarter. The yield on the 2-, 5-, and 10-year U.S. Treasuries rose 37 bps, 37 bps, and 32 bps, respectively.

As a result of higher absolute yields, U.S. Treasury indices with longer durations generated negative returns, with the breakeven point around the two- year maturity. For example, the ICE BofA 3-, 5-, and 10-year U.S. Treasury indices returned -0.21%, -0.76%, and -1.61%, respectively. On the flipside, shorter-duration indices posted positive total returns, as higher income was able to more than offset negative price impacts. The ICE BofA 3-month, 1-, and 2- year U.S. Treasury indices returned +1.29%, +0.83%, and +0.21% respectively.

Yield spreads across most investment-grade(IG) sectors continued to tighten throughout the first quarter, resulting in positive excess returns on corporates and most other non-government fixed income sectors. Diversification across these “spread sectors” helped bolster relative performance given the absolute back-up in yields to start the year.

Federal agency, municipal, and supranational spreads remained low, and range bound throughout the first quarter. These sectors eked out positive excess returns, mostly from their modest incremental income. Callable agencies outperformed bullet agencies as bond market volatility waned from recent multi-year highs.

IG corporates produced strong excess returns on robust market demand and continued yield spread tightening. IG corporates finished the quarter at its lowest spread in over two years. As a result of historically tight spreads, value in the sector is now more opportunistic.

The asset-backed security (ABS) sector was the strongest-performing fixed income sector in the first quarter. The rally in the sector was supported by strong structural elements of the asset class as well as ongoing optimism regarding the strength of the American consumer and, like IG corporates, robust appetite for new issues. Incremental income from ABS remains attractive and our fundamental outlook for the economy remains supportive for the sector.

Mortgage-backed security performance was mixed for the first quarter, with yield spreads widening in longer maturity structures. Volatility was relativity muted compared to the fourth quarter and helped returns in the first quarter, but the overall sector underperformed. On the other hand, agency commercial mortgage-backed security spreads tightened relative to pass- throughs, resulting in strong relative performance.

Investment Policy Update

Director O’Grady then talked about the policy update. The City’s Investment Policy Statement was last updated March 13, 2023. The Policy was recently reviewed by Finance staff and the City’s investment advisors, PFM Asset Management, pursuant to the requirement that the IPS be reviewed annually.

The PFM team recommends only one minor change to the Polic and that is to clarify the portfolio percentage limit of asset-backed securities in paragraph 8.5.1.2 by striking the reference to mortgage-backed securities pointing to paragraph 8.8. While the separate, independent limitations for each asset class can be inferred in the context of the

IPS, and indeed PFM traders are compliant with the intended policy limits, the change should be made to clarify and simplify the City's instructions to all readers of the IPS, now and into the future.
Chairman James asked for a motion.

Councilmember Fulton moved to accept the Investment Policy Update as presented, seconded by Councilmember Samaroo. Motion carried by a unanimous voice vote of the Committee Members.

Auditor Engagement Recommendation

Finance Director Vitola then discussed the procedure for selecting an auditing firm. He reported the bid was released on January 12, 2024 and was due back on March 1, 2024. Two proposals were received which were scored internally by himself and City Accountant Kevin Gaboriault.

The scoring committee believes both firms could successfully perform the FY24-26 financial audits, however, differences in like organizations and cost proposal how lead BT to a significantly higher score. Both audit firms had experience in city financial audits, but BT only practices in government and other nonprofit/municipal related services. BT also has experience with larger cities such as Salisbury, MD and similar fund structures as Rehoboth Beach, DE. LJT provides a variety of services for government and for-profit clients. They perform audits for the towns of Bridgeville, DE and Laurel, DE. Confirmed references for both auditors were outstanding. Both firms have loyal and long-term clients.

The next significant difference was pricing. The chart below shows the cost proposals with ZA included. LJT's proposal is 49% greater than BTC's.

ZA was not scored as it had been scored in the FY21 RFP process and our continued experience with ZA would not make it comparable in the scoring process with the two new proposals.

While each of the three auditors could reliably perform the FY 2024 financial audit, additional factors in the Finance Department have led the scoring committee to one recommendation.
1) During the last two years the finance department has been challenged with turnover leading to additional training for new employees.
2) The new ERP implementation over the past year and continued rollout has required additional training and implementation hours.
3) The FY24 audit will be the first audit using the new ERP software. 4) FY23 needs to be completed before FY24 begins.
Also, first year auditors require additional work to learn the City's financial recording structure. While unexpected challenges are nothing new, the combination of these events make it crucial that the city decide on the most efficient way to complete the FY24 audit. For those reasons, staff recommend the City continue with ZA for the FY24 financial audit.

Chairman James emphasized the need to go on record stating he does not want to place blame anywhere. However, it is not the fault of the auditing firm for the delay in completing the past two audits. The Finance Director has openly talked about the internal challenges that contributed to the delay. No one denies that, including the City Manager.

Councilman Fulton moved, seconded by Councilmember Boyle, to accept the recommendation that the 2024 audit be awarded to ZA. Motion carried by unanimous voice vote.

The City Manager asked for a commitment from ZA to have the FY23 audit completed by the end of June or to at least have it done within 30 days or 45 days after receiving those financials. Finance Director Vitola confirmed that is possible as long and he believes they will be willing to do that if we are completely through the FY23 financials. The plan is for a realistic time frame with commitments on both sides. Once our commitments are fulfilled, he believes they will proceed quickly.

There being no further business, the Finance and Audit Committee adjourned at 5:48 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Milford City Council
MEETING MINUTES
May 6, 2024

The City Council of the City of Milford convened for their Annual Organizational Meeting on Monday, May 6, 2024.

PRESIDING: Mayor Arthur J. Campbell (start of meeting)
Mayor F. Todd Culotta (remainder of meeting)

IN ATTENDANCE: Councilmembers Daniel Marabello, Madula Kalesis, Lori Connor, Michael Stewart, Nirmala Samaroo, Jason James Sr., and Katrina Wilson

Outgoing Councilmembers Andrew Fulton and Brian Baer

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

COUNSEL: Solicitor David Rutt, Esquire

City Council Meetings and Workshops are being held in the Council Chambers at City Hall, with attendees also participating virtually.

CALL TO ORDER

Mayor Campbell called the Annual Organizational Meeting to order at 7:01 p.m.

PUBLIC COMMENT SESSION PRIOR TO MEETING

At 7:01 pm, Solicitor Rutt read the public comment rules into record, after which the following persons spoke:

Larry Passwaters of 5823 Griffith Lake Drive, Milford congratulated everyone that won the election, adding they are proof that everyone listens and prays the elected officials don't forget that. He said that on the agenda for the future are items about the park and asked why a park is being paved. He has seen the plans for the proposed park which consists of a lot of parking, lots of hard surfaces that will be required such as cement, and to him, it is still not needed. There are a lot of people that still believe that. If pickleball courts are still wanted, place them by the schools. Those are places already owned by taxpayers and it will cost less. That money could be used for things like a trash truck which is badly needed. It has been put aside several times. He talked to a new friend who continued to tell him it had been put off many times, stating that it was needed. Don't build a park and instead buy a trash truck that is more urgent right now. There are many things being missed because of the money that is being spent in other areas. Such as the debris on the side of our streets. Those are things that matter to the people. They listen and pay attention. A few years ago, there was talk of Milford being nothing but a bunch of good ole' boys, scratching each other backs. But the good thing about those times, it was everyone in the community and they cared and were good ole' boys. There was a time back then when you could call the mayor or a city councilmember and talk to them. Even if that person wasn't in the same ward and it would get some attention. It has changed. Instead of a gold ole' boy network that reaches across the entire community, there are a couple of fiefdoms, being run by a couple of people, getting their way, and not paying attention to all of you. He hopes this recent election brought that to light and he prays for our little town to get back to that good ole' boy network. It wasn't so bad, and he would love to see it happen again. God Bless the new Mayor and Council.

Lucius Webb of 20516 Sapp Road, Milford, stated he has lived here his whole life, and he is concerned. He tells people he is from Milford, and they ask him why. He feels like he is always apologizing for Milford. There is too

much trash along the roads, too many vagrants, too many homeless, just too much stuff that we have to put up with. He is tired of having to put up with it. Like a lot of other people who were the captains of industries in Milford that have moved away and now live in Lewes and other places. But the time will come if the people who've been elected do not change the course of action here. We have people at the top who are not accountable and lack integrity as far as what is being accomplished. The buck stops at the top. He also asks those elected to look forward, those that have won the confidence of the people here, to realize your integrity, your accountability, is going to be held by everyone just like recently when we had those who wanted to take the land of one person and use it for the common good of all. He hopes we are past that time. He cares enough about Milford and there are those that live here and have made a difference in the past. Mr. Mulholland put down the last Indian insurrection in Canada came to Milford and started a spoon mill. He designed the plaque for the center. William Penn made a great difference. He brought his grandfather with him as a lawyer a long time ago. It is time for us to rethink and be able to stand up and have pride in our community. When you say you're from Milford, we want to feel good about it again. Right now, people say at least you are not from Dover.

Nina Pletcher of 428 South Walnut Street, Milford said Mayor Campbell, Mayor Elect Culotta, exiting, current and new councilmembers, on behalf of the citizens of Milford, she thanked those exiting Council members for their multiple terms of service. Well, done. Thank you for this opportunity to speak briefly tonight. Ahead of this monumental moment in Milford's history, she acknowledged the fact that this election was contentious and highly publicized, bringing much attention to our Milford community. Tonight is a chance to bury the hatchet as is historically done on Return Day, and to begin a new chapter. She hopes they will not dismiss the strategic plan that is currently in place, nor the exceptional staff that has gotten us to this point. Over 12,000 plus Milford residents deserve council's commitment to the oath new council members are about to take. They want you to know we are watching. The oath is your commitment to your constituents that put you here as well as those who didn't. She trusts when you place your hand on the Bible and raise your right hand, you will embrace and absorb the words you are repeating, recognizing that at the end of each day after each committee or council meeting, or each constituent contact, you will be voting the voice of the four wards that make up the City of Milford and not the zip code or your personal agenda. Good luck preserving the legacy of this council and how far we have come to make Milford a great place to live, work and play.

No one else wished to speak and the public comment session was closed.

INVOCATION AND PLEDGE

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

RESULTS OF ELECTION-READING OF REPORT

City Clerk Hudson read the report into the record noting it was a historical election with voter turnout and inquiries from people that live outside the city limits, as well as nonresident property owners determining their eligibility. She then read the following letter from the members of the Board of Election:

The Board of Election for the City of Milford met on Tuesday, April 30, 2024, to certify the results of the 2024 Annual Election. With five contested races, the Board Members hereby certify the following results:

In the Mayor's race, a total of 1,312 people voted, with Todd Culotta receiving 706 votes and Arthur Campbell receiving 606 votes.

In the First Ward, a total of 447 people voted, with D. Madula Kalesis receiving 224 votes and Mike Boyle receiving 223 votes (one vote correction made following certification audit).

In the Second Ward, a total of 420 people voted, with Lori Connor receiving 226 votes and Nadia Zychal receiving 194 votes.

In the Third Ward, a total of 240 people voted, with Michael Stewart receiving 147 votes and Danny Perez receiving 93 votes.

In the Fourth Ward, a total of 178 people voted, with Katrina Wilson receiving 104 votes and Phillip Ruiz receiving 74 votes.

Up completion of the audit and certification of machine and absentee votes cast during the 2024 City of Milford Annual Election, the Election Board officially declares Mayor Elect Todd Culotta, First Ward Council Elect D. Madula Kalesis, Second Ward Council Elect Lori Connor, Third Ward Council Elect Michael Stewart, and Fourth Ward Incumbent Katrina Wilson the official winners.

Each office holds a two-year term that will commence following the administration of the Oath of Office for each candidate by The Honorable Noel Eason Primos, Judge of the Superior Court of Delaware.

Certified by:

Karen Boone, Carlene Wilson, and Donna Merchant
Members, Board of Election for the City of Milford

SWEARING IN OF RE-ELECTED COUNCILMEMBERS

Oaths of Offices were then individually administered by The Honorable Noel Eason Primos of the Superior Court of Delaware to the following individuals:

Mayor F. Todd Culotta, accompanied by his wife Kalle Culotta.

Mayor Culotta then took his place as presider of the remainer of the meeting.

First Ward Councilmember D. Madula Kalesis, accompanied by her son Athanasios Kalesis.

Second Ward Councilmember Lori Beth Connor, accompanied by her husband Jacob Connor and son.

Third Ward Councilmember Michael Stewart, accompanied by friend Tyrone Gale.

Fourth Ward Councilmember Katrina E. Wilson, accompanied by son Darron Johnson-Wilson.

DECLARATION OF VACANCY

After a reading of the resolution by City Clerk Terri Hudson, Councilmember James moved to adopt Resolution 2024-06, seconded by Councilmember Wilson:

RESOLUTION 2024-06
Declares Second Ward Council Seat Vacant

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE ("City Council") DECLARING A VACANCY IN THE OFFICE OF CITY COUNCIL MEMBER AND CALLING FOR THE APPOINTMENT OF A QUALIFIED PERSON TO FILL THE REMAINDER OF THE TERM.

WHEREAS, Section 405(a)(2) of Article IV Council Government-Composition, Qualifications, Vacancies and Procedure of the Charter ("Charter") of the City of Milford states that the Office of a Councilmember shall become vacant upon death, resignation, forfeiture, or removal from office in any manner authorized by law, or ceases to be a lawfully registered voter of the City and a resident of the Ward in which he/she resided at the time of the election and the vacancy is confirmed by City Council; and

WHEREAS, the Charter further states that if a vacancy occurs in the City Council and the remainder of the unexpired term is less than 12 months, City Council shall within 45 days of the vacancy being confirmed, by a majority vote of all remaining members, appoint a qualified person to complete the balance of the term left because of the vacancy; and

WHEREAS, a vacancy of the Second Ward Council Seat occurred when Second Ward Councilmember F. Todd Culotta was elected to the Office of Mayor by the majority of persons who voted at the Annual City of Milford Election on April 27, 2024; and

WHEREAS, this Resolution directs City Council to appoint a qualified individual to serve until the next Annual Organization Meeting takes place on May 5, 2025; and

WHEREAS, A motion to fill the vacancy shall be made as follows: "Motion to appoint _____ to serve the balance of the unexpired term of Councilmember F. Todd Culotta, due to said term being less than twelve months.

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

SECTION 1.
On this date, May 6, 2024, City Council declared a vacancy in the Office of City Council, Second Ward.

SECTION 2
City Council shall appoint a qualified person to complete the remaining term in the Second Ward ending on May 5, 2025.

SECTION 3.
The Appointee shall take their Oath of Office as soon as possible to begin their term on City Council.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 6th day of May 2024.

Mayor F. Todd Culotta

Motion carried.

NOMINATION OF SECOND WARD COUNCILPERSON

Councilmember Marabello moved to nominate Nadia Zychal of 303 South Walnut Street, Milford, Delaware, Second Ward Resident to fill the remainder of former Councilmember Todd Culotta's term, ending in May 2025, seconded by Councilmember Kalesis.

Motion carried with no one opposed.

She will be sworn in at the beginning of the May 13, 2024 Council Meeting.

ELECTION OF VICE MAYOR

Mayor Culotta opened the floor for nominations for Vice Mayor 2024/2025.

Councilmember Marabello moved to nominate Councilmember James to serve as Vice Mayor for 2024/2025, seconded by Councilmember Samaroo.

There were no other nominations.

By a unanimous voice vote, Councilmember James was reappointed by his fellow Councilmembers as Vice Mayor for the upcoming year.

REAPPOINTMENT OF CITY SOLICITOR

Councilmember Marabello moved to reappoint Solicitor Rutt as the City Solicitor for the City of Milford for the next year. Councilmember Wilson seconded the motion. Motion passed with all ayes.

COMMITTEE APPOINTEES

Mayor Culotta appointed the following Councilmembers to committees as follows:

<u>Economic Development & Code Enforcement</u>
Lori Connor
Madula Kalesis
Katrina Wilson
Michael Stewart

<u>Finance & Audit Committee</u>
Jason James Sr.-Chair
Lori Connor
Nirmala Samaroo
Daniel Marabello

<u>Charter Review Subcommittee</u>
Jason James Sr.
Katrina Wilson
Daniel Marabello
Nadia Zychal (following swearing in)

<u>Milford Community Cemetery Committee</u>
Katrina Wilson

<u>Public Safety Committee</u>
Katrina Wilson-Chair
Michael Stewart
Lori Connor
Jason James Sr.

<u>Public Works & Utilities</u>
Madula Kalesis-Chair
Micheal Stewart
Lori Connor
Katrina Wilson

<u>Annexation Committee</u>
Katrina Wilson-Chair
Madula Kalesis
Michael Stewart
Nadia Zychal (following swearing in)

Councilmember Kalesis moved to accept the appointees as announced by Mayor Culotta, seconded by Councilmember James. Motion carried with no one opposed.

ADJOURNMENT

There being no further business, Councilmember Wilson moved to adjourn, seconded by Councilmember James. Motion carried.

The Organizational Meeting concluded at 7:52 pm.

Respectfully submitted,

Teresa K. Hudson, MMC
Recorder/City Clerk

CITY OF MILFORD
COUNCIL MEETING MINUTES
May 13, 2024

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, May 13, 2024.

PRESIDING: Mayor F. Todd Culotta

IN ATTENDANCE: Councilmembers Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Nirmala Samaroo, and Jason James Sr.,

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Katrina Wilson

The Public Comment Period commenced at 6:00 p.m. after which Solicitor Rutt read the public comment rules into record.

Archie Campbell of 6 Little Pond Drive told Council that people have been talking about what the city should be working and doing. They do not live in the city. The constituents of Milford said they wanted a park in the survey. The industrial park will bring 800 to 1,200 jobs and he said they must push it. The people that have said things about streets we need a park for the kids.

Kim Wills of 8061 Shawnee Road pointed out she is one of those people that live outside of city limits. Since she last spoke, one area has been evacuated and the fence is up, though the homeless are pulling the tarps back over to the fence and trying to live there. There are presently tents along Walgreen on the outside of the fence now. Walmart is being reinfested and there is a need to get them moved again. An ambulance was there today for a lady that was released from one of the drug rehabs on Friday and today she is in the back of the ambulance. She admitted to Ms. Wills on Friday that she was trying the heroin that is in Milford. There is a need to work with the rehabs to prevent them from putting them onto the streets because that is where a lot of homeless people in Milford come in. A burglary recently occurred, and people are again living inside the old fire house even though there is a lot of money being invested in that property. And the businesses are discouraged by the impact of the homeless, plus there is money being spent on employees checking those areas. The homeless are getting free stuff from various agencies but still stealing from our businesses. She also noted that the previous mayor never made a committee to work on this problem and she asked that be taken care of soon to help the homeless and agency resources. The ten that area let have been here for many years and it will be difficult to get them up and moving.

Trish Marvel of 6525 Shawnee Road, Milford, feels there is a differentiation between the homeless, the library, the middle of town versus the population that Ms. Wills is talking about which is in the tents. There is a lot of drug activity in those tent areas. She uses the 80/20 rule and believes it may be more 90/10. But there is a small percentage of people that are on drugs and are causing the collateral damages that the businesses are feeling. She is aware of a child that stepped on a needle and this type of thing is associated with a very small group. They know for a fact that drugs are being sold there, used there, and her opinion is there are three common denominators that are associated. Brandywine is one and she is unsure they are effective with their services. She thinks they enable. She also wants to say that MAH was also enabling because they were encouraging them to live in the woods that are private property. She also feels the drug addicts are also accountable for this. She thinks they can manage some that were able to use state and federal facilities. But that small number of less than ten, is probably where the focus needs to be in terms of forcing the law because they are trespassing and for drugs. Brandywine had drugs in their facility a week ago when someone overdosed and there were a lot of drugs on that person's body. She is asking that attention needs to be paid to Brandywine and the $50,000 that MAH got from the city needs to be looked at. They are asking the city to focus on some of the components and hopefully that will help minimize some of the things being stolen like the ceiling. She said it was talked about putting in another park and she asked if there is a need for a park that has safe places for children or just parks. Take all that into consideration.

No other persons were signed up and the public comment period concluded.

CALL TO ORDER

Mayor Culotta commenced the meeting at 6:10 p.m.

OATH OF OFFICE

The Honorable Noel Eason Primos, Judge of the Superior Court of Delaware, then administered the Oath of Office to newly appointed Nadia Zychal in as Council Representative of the 2nd Ward, to complete the term of former 2nd Ward Councilmember Culotta who was elected to the Office of Mayor on April 27, 2024.

Councilwoman Zychal's term will end in May 2025, though she has the option to run for her own two-year term and if successful in that election, would begin on the same date.

She was accompanied by her husband Craig.

INVOCATION AND PLEDGE

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

ROLL CALL

Mayor Culotta noted the only member absent was Councilwoman Wilson.

APPROVAL OF PREVIOUS MINUTES

Councilman James moved to approve the Council Minutes of the January 22, 2024 Finance & Audit Committee, Council Meeting, February 21, 2024 Special Council Meeting, and the March 25, 2024 Economic Development and Code Enforcement Committee and Council Meeting, seconded by Councilmember Samaroo. Motion carried.

RECOGNITION

Mayor Culotta acknowledged the following proclamations.

Members of the United States Coast Guard Auxiliary were in attendance and presented with the following proclamation ready by IT Director Bill Pettigrew who encouraged those in attendance to participate in his photo op to follow.

PROCLAMATION 2024-03
National Safe Boating Week
May 18-24, 2024

Whereas, For over 100 million Americans, boating continues to be a popular recreational activity.

Whereas, From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling, and fishing.

Whereas, During National Safe Boating Week, the U.S. Coast Guard, and the National Safe Boating Council, along with federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.

Whereas, Beginning with preparation, the Coast Guard estimates that human error accounts for most boating accidents and that life jackets could prevent nearly 75 percent of boating fatalities.

Whereas, Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

Whereas, National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.

Whereas, on average, 650 people die each year in boating-related accidents in the U.S.; 75 percent of these are fatalities caused by drowning; and

Whereas, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and

Whereas, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

Therefore, I, F. Todd Culotta, do hereby support the goals of the Safe Boating Campaign and PROCLAIM MAY 18-24, 2024 as NATIONAL SAFE BOATING WEEK in the CITY OF MILFORD by starting a year-round effort to promote safe boating and ask that our residents practice safe boating habits by always wearing a life jacket while boating.

Public Works Director Willis Shafer read the following proclamation into record:

PROCLAMATION 2024-09
National Public Works Week
May 19–25, 2024
"Advancing Quality of Life For All"

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Milford, Delaware; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Milford to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now.

NOW, THEREFORE, BE IT RESOLVED, I, F. Todd Culotta, Mayor of the City of Milford, do hereby designate the week May 19–25, 2024, as National Public Works Week, and urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

HR Director Jamesha Williams read the following proclamation into record:

PROCLAMATION 2024-10
Children's Mental Health Week

Whereas, addressing the complex mental health needs of children, youth, and families today is fundamental to the future of this community;

Whereas, the need for comprehensive, coordinated mental health services for children, youth, young adults, and families places upon our community a critical responsibility;

Whereas, since the recent pandemic, children have faced increased stress due to changes, fear and uncertainty caused by illness and isolation at rates never before seen;

Whereas, the Centers for Disease Control and Prevention reports that more than 20 percent of youth have a diagnosed mental health disorder in the United States;

Whereas, the average age of early signs of mental illness is 14, when most students are entering high school;

Whereas, the number of children ages 6 to 12 who visited children's hospitals for suicidal thoughts or self-harm has more than doubled since 2016, according to the Children's Hospital Association;

Whereas, studies show that educating school staff, students and parents in the signs and symptoms of mental illness is key to both early intervention and dismantling the stigma surrounding health.; and

Whereas, it is appropriate that a week should be set apart each year for the direction of our thoughts toward our children's mental health and well-being.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim the week of May 5 to 11, 2024 as Children's Mental Health Awareness Week and urge our citizens and all agencies and organizations interested in meeting every child's mental health needs to unite during that week in the observance of such exercises as will acquaint the people of the City of Milford with the fundamental necessity of a year-round program for children, youth, and young adults with mental health or substance use disorders and their families.

Mayor Culotta added comments about the growth of economic development in Milford.

City Manager read an abbreviated version of below proclamation:

PROCLAMATION 2024-11
Economic Development Week May 6-10, 2024

WHEREAS, economic development is a process that is supported by the collaborations between economic development professionals and local government leadership to promote a shared vision for developing resilient communities; and

WHEREAS, economic developers work with industries, brokers, educators, and other key allies to foster an effective business climate and meet the increasingly critical need for a skilled and competitive workforce; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers stimulate and incubate entrepreneurism in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

WHEREAS, the economic development entities throughout Delaware work to strengthen our state's economy by unifying organizations involved in economic development, fostering the exchange of ideas, insights, and best practices for economic developers; and

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim May 6 to 10, 2024 as "National Economic Development Week" in our community and recognize the contributions of our affiliates Downtown Milford, Incorporated and the Chamber of Commerce for Greater Milford, and remind community members and business persons of the importance of this community celebration that supports expanding career opportunities and improving the quality of life.

The City Manager made a couple comments about Mayor Culotta's declaration of Emergency Medical Services Week:

PROCLAMATION 2024-13
Emergency Medical Services Week

WHEREAS, Emergency Medical Services (EMS) Week is the time to honor the entire EMS profession and its importance in protecting the safety and health of our citizens.

WHEREAS, Our Community's EMS Professionals serve in a broad range of roles, from providing highly skilled care in an ambulance, to serving as educators, to practicing community paramedicine, to conducting research.

WHEREAS, These individuals are dedicated to improving emergency medical services on numerous levels and are helping to advance the vision of EMS Agenda 2050, that of a data-driven, evidence-based, people-centered EMS system.

WHEREAS, May 19-25, 2024 marks the 50th Anniversary of EMS Week and this year's theme, "Honoring Our Past. Forging Our Future" reminds us to acknowledge the foundational work of those who came before us, while also striving to build and lead the EMS system we envision for our future.

WHEREAS, In the 50 years since celebrating EMS Week, this profession has made enormous strides in pre-hospital care, data collection, emergency management and community-based healthcare by developing comprehensive EMS systems that are ready for any kind of emergency–seven days a week, 24 hours a day.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, on behalf of the residents and City Council, hereby acknowledge our EMS's unwavering dedication and hard work and commitment to saving lives every day and thank them for their service to the Milford Community.

STAFF REPORTS

Complete reports from each department were included and can be reviewed in the May 13, 2024 Council Packet.

Chief Ashe talked about a few activities that occurred during April.

Councilmember James moved to accept the Monthly Police Report, seconded by Councilwoman Samaroo. Motion carried

City Clerk Hudson shared a few items of interest from April. Councilwoman Kalesis moved to accept the City Clerk report, seconded by Councilmember James. Motion carried.

Accomplishments were then furnished by Manager Whitfield and his Department Heads, Public Works Director Shafer, Electric Director Chipola, Director Pierce, Director Dennehy, Director Williams, Director Pettigrew, and Director Vitola.

When questioned about the status of the Sharp Farm Park, Director Dennehy said he and the City Manager met with the lead designer who is preparing three plans for the Sharp Farm Park. He also plans an open house for the public to come in and provide their opinions within the next couple of months.

He also shared information about the downtown bathrooms noting that the city was promised federal funding though that is a more difficult process. The funding is expected sometime next year, and Director Dennehy will follow up with an update at the next Council Meeting.

Director Dennehy said he has met with city staff and confirmed that the utilities are in place and the prefab building would be his recommendation though the newer design with four units still needs approval.

Director Vitola reported the department's entire workload in April was entirely driven by FY22 audit. All financials and documents are in their hands for final review and the rendering of the opinion. They were not yet ready for this meeting, but it will be presented by the end of May.

They have done what they could in the absence of having the FY22 final, which is still in the old system, but FY22 remains the priority.

Councilmember Marabello moved to accept the City Manager's report through the Finance Department, seconded by Councilmember Connor. Motion carried.

COMMUNICATIONS & CORRESPONDENCE

Councilmember Marabello addressed several comments that were made during the last public comment session noting that several statements he made were incorrect.

Councilmember Kalesis said she is getting a lot of complaints about Wilbur Street not being paved. She also attended the meeting about the homeless at the police department and agrees with Ms. Wills that committee should be addressed at some point.

The packet included several invitations that include as always, Delaware League of Local Government and SCAT, both monthly meetings. DEMEC has also scheduled an event that will provide information about their operations for new councilmembers and anyone that wants a refresher.

UNFINISHED BUSINESS

Amendment/2024 Street & Utilities Contract

City Engineer James Puddicombe presented the item, explaining a contractor is scheduled to handle the next set of streets that are included in the maintenance schedule. DelDOT is planning rehabilitation on Kings Highway between Route 113 and Lakeview Avenue and when that occurs, any utility work must be postponed for the next five years. While the city is currently performing lead service rehabilitation, he is recommending the lead service work be completed prior to the DelDOT rehabilitation. If not, the city will be responsible for the paving costs associated with the lead service maintenance if the work is done after the DelDOT project is completed.

This involves approximately 25 services at a cost of $10,000 to $11,800 per service and aligns with previous contracts for this work.

Staff evaluated the cost based on the current contract for the excavation and replacement of services from main to meter and established an approximate cost of $255,345 for the work to be performed. Given the hasty nature of the estimate we recommend the inclusion of a 15% contingency to cover unexpected costs which would bring the total to near the requested $295,000 which is requested as an additional funding request.

It was confirmed this street is not part of the Street Rehabilitation Plan because it is a state-maintained roadway. However, it was included in the lead service plan to eventually evaluate. The DelDOT project would postpone this work for five years or the city would be required to dig up the road and the entire road would be repatched as a result.

Finance Director Vitola confirmed the recommendation has been reviewed and water reserves is an appropriate funding source for this project.

Councilmember James asked this information to be included in future requests, including the funding source.

Councilmember James move that Council authorize $295,000 be paid from Water Reserves for the Kings Highway lead service project and that Mayor Culotta execute the contract amendment with Eastern States Construction Services

Incoroproated to avoid additional costs following the completion of the DelDOT project, seconded by Councilmember Zychal. Motion carried.

NEW BUSINESS

Diligent Meeting & Minutes Software Presentation/Authorization/Contract & Budget Adjustment

City Clerk Hudson explained that after the budget hearings last year, Council directed her office to look for ways to help save time preparing meetings and completing minutes. She noted that the minutes have not been current since a personnel change occurred in late 2020 and before Ms. White came on board in 2021. In addition, the number of meetings and executive sessions have increased over 125% over the past three years.

An evaluation has been ongoing even prior to that time, and while reviewing several programs and talking and sharing information with other municipal clerks, they found Diligent. Diligent Community is an electronic agenda management tool that integrates several other features to help streamline meeting and minute preparation as well as on line citizen engagement.

She then explained the new process and the benefits of the proposed program.

The City Clerk then introduced Cameron Aud, Regional Sales Director, to provide the background of Diligent and a synopsis of the program. Overall, it will improve governance within the city.

Mrs. Hudson referred to the proposal included in the packet and the cost is $9,750 per year and includes 13 all current public bodies. There is an additional cost due to having more than 10 boards.

When questioned about the constant change in the agenda, Mr. Aud confirmed that the program can be customized to provide notifications to councilmembers when a change is made, via email or text.

Councilmember Kalesis moved to authorize the purchase of the Diligent program at the cost of $9,750, as submitted, seconded by Councilmember James. Motion carried with no one opposed.

Authorization/Milford Corporate Center/Construction Administration and Inspection/KCI

Planner Pierce reported that a proposal for bid and construction phase services for Phase I of the Milford Corporate Center. Scope of work include the preparation of a bid package containing all work required for the construction of Phase I, including the sanitary sewage pumping station, administration of the bid procurement process, general construction administration and inspection services. These services would be billed to the city based on time and materials utilized to complete the tasks. The total estimated fee for these services is $268,680.

Councilwoman Kalesis moved to authorize the Mayor to execute the proposal from KCI Technologies, Incorporated at an amount not to exceed $268,680 for bid and construction phase services for Phase I of the Milford Corporate Center project utilizing funding approved in the FY24 capital budget, seconded by Councilman James. Motion carried.

Authorization/Milford Corporate Center/Construction Administration and Support Award/Becker Morgan Group

Becker Morgan Group has provided the enclosed proposal for bid and construction phase assistance for Phase I of the Milford Corporate Center. Becker Morgan Group will provide support to KCI Technologies, Inc. during the bid and construction phase. The scope of work includes bid package coordination, reviewing bid submissions and general construction phase services. These services would be billed to the city based on time and materials utilized to complete the tasks. The total estimated fee for these services is $48,000.

It was confirmed that phase one includes the entrance at Canterbury Road and Airport Road and service road leading through the site to the entrance on Route 14. It encompasses about half the site. Phases 2 and 3 are more toward the center of the project or the Church Hill side of the development.

Councilwoman Connor moved to authorize the Mayor to execute the proposal from Becker Morgan Group for the Bidding and Construction Phase Services at an amount not to exceed $48,000 for bid and construction phase services for Phase I of the Milford Corporate Center project utilizing funding approved in the FY24 capital budget. Motion seconded by Councilmember Kalesis and carried.

Authorization/Milford Corporate Center/Engagement Letter Legal Services/Archer & Greiner Attorneys

The City Manager read the memo in the packet into record:

As part of the Milford Corporate Center project, the city has engaged with Tsionas/Emory Hill to provide professional development advice during the land development process. Now that the project is ready to start construction, staff recommend moving forward with a Master Development Agreement with Tsionas/Emory Hill. The Master Development Agreement will cover the management, marketing and sale of lots.

Due to the nuances of such an agreement, staff consulted with and obtained an engagement proposal from Archer and Greiner, a law firm specializing in land development agreements. Based on information provided by staff, the firm estimates an expected fee based on their hourly rate of $7500 - $15,000.

Councilman Marabello moved to execute the Letter of Engagement with Archer and Greiner, PC in an amount not to exceed $15,000, with funds coming from the Milford Corporate Center Capital Improvement Line, seconded by Councilman James. Motion carried.

Authorization/Milford Corporate Center/Design Contract/Routes 14 &15/Route 15 & Churchill Road/Becker Morgan Group

The Planner recalled the City receiving $2.283 million in State TIIF funds associated with the design and construction of additional transportation improvements required by DelDOT. He referenced a memo from PE Mike Riemann of Becker Morgan Group outlining Mr. Pierce's request for additional engineering services for off-site improvements.

The original contract with Becker Morgan Group included the design of the on-site improvements and the two entrances. A traffic impact study was prepared by Becker Morgan Group and determined that additional offsite improvements were needed. DelDOT is requiring the city-improved of Canterbury Road and Churchill Road, mill and overlay of Canterbury Road from Airport Road to State Route 14, and mill Church Hill Road along the property frontage. Also required is the lengthening of the right turn lane on Route 14 approaching Canterbury Road.

Becker Morgan Group was contacted to prepare these construction plans for these improvements.

A proposal of $170,500 to complete the necessary design. An additional $10,000 is requested to cover any additional direct expense resulting from the design process and assistance in preparation of the TIIF grant application which will be prepared by Becker Morgan Group.

They also noted that we will be required to provide as built surveys for both DelDOT entrances associated with the first TIIF award and Becker Morgan Group has provided an additional proposal in the amount of $5,500 to prepare those as well.

Motion made by Councilman Marabello to execute the proposal from Becker Morgan Group at an amount not to exceed $180,500 for the design of the offsite transportation improvements utilizing funding in the capital budget, with costs reimbursed by the State of Delaware TIIF award, seconded by Councilwoman Samaroo. Motion carried.

Motion made by Councilman Marabello to authorize Mayor Culotta to execute the proposal from Becker Morgan Group at an amount not to exceed $5,500 for as-built surveys for both entrances as required by DelDOT utilizing funding approved in the capital budget, with costs reimbursed by the State of Delaware TIIF award, seconded by Councilwoman Samaroo. Motion carried.

Update/Findings/Engineering Study/Downtown Signals

Milford is the only municipality in the State of Delaware that operates traffic signals and DelDOT is much better equipped to handle the service of traffic signals. DelDOT agreed to take over the signals once they were brought up to standard.

City Manager Whitfield then talked about the need to refurbish the bridge on Southwest Front Street which is in bad shape and presently has a three-ton weight limit. One of the issues when turning onto that street from Walnut Street is that the western portion of the street is one-way, and the street needed to be made two ways in order for traffic to properly flow when the bridge was removed.

A traffic study was needed, and Century Engineering hired. Tyler Hartman, Traffic Design Manager, at Century Engineering, a Kleinfelder Company, provided a presentation related to the Traffic Signal Removal Study on Walnut Street (K036 & K213) at South Front Street 9SR36 & K036) and Causey Avenue (SR 36 & K036).

Mr. Hartmann explained the purpose was to determine if deactivating the existing traffic signal is feasible. They had to observe the delay being occurred at the intersection after the all-way stop was established and any safety concerns.

The study included:

- Scope & Findings of Previous Study
- Study Area Characteristics
- Existing Traffic Control Devices
- Proposed Interim Improvements
- Stop Controlled Approach Delay Study
- Stop Controlled Approach Delay Study Results
- Before/After Crash Data Analysis
- Summary of Findings/Recommendations

The objectives were to identify if the signal is needed for intersection control and determine short-term and long-term solutions.

He then presented the findings of the study and determined that none of the warrants were met for the actual signal. They also investigated what would mean to introduce a bi-directional road on Southwest Front Street, because the whole purpose was to try and expedite that process and prevent a long process.

The existing signals were working simultaneously at both intersections of one controller. Signalized pedestrian crossings were at all approaches except for the bank/customer service. All had a one-lane approach, but Causey Avenue had left and right turn lanes.

He also spoke about the proposed interim improvements and DelDOT's deactivation guidelines. A copy of the design is included in the packet.

Bi-directional pavement markings were applied of Southwest Front Street and removed the one-way signage.

On the day of the actual of the actual conversion, delays of each vehicle were calculated. That provides the average amount of delay that will occur at each approach. Stop delays were conducted at different times and dates on the following approaches:

- Northbound approach for South Walnut Street
- Southbound approach for South Walnut Street
- Eastbound approach for left-turn lane and right-turn lane on Causey Avenue
- Westbound approach for Southeast Front Street

Mr. Hartmann then reviewed the findings.

Stop delay findings:

- All approaches are operating with minimal delay during both AM and PM peak
- The Level of service for all approaches were either level A (less than 10 seconds) or B* (10-15 seconds)

Crash Data Comparison:
- There were no increases in crash frequency after the conversion
- No crashes susceptible to correctio via all-way stop control were observed after the conversion

Recommendations:
Short term
- Permanent implementation of bidirectional Southwest Front Street, stop signs, and advance stop ahead signs with removal of signal equipment
- Continued observation of intersection to see if further measures are needed

Long term
- Investigate moving northbound South Walnut Street stop bar further north
- Investigate combining left-turn lane and right-turn lane on Causey Avenue

So right now, because of the one property between Walnut Street and Causey Avenue causes a blind spot where pedestrians are unable to be seen coming around that corner. The geometrics of the road prevent anything from being done unless further development of the area is done.

They would not want to investigate the combination turn on Causey Avenue, but from the numbers it does not look promising just because of getting into the B range*.

City Manager Whitfield wants to add an item to the capital improvement plan for the authorization and removal of the traffic signals at the intersection.

Mr. Hartmann referenced the two pieces of concrete being used as decorative plant holders and asked if those can be moved; Mr. Whitfield said he will have his employees handle that.

Because the signals are city-maintained and owned, Mr. Hartman suggested a call can be made though there is no other compliance other than on Causey Avenue and Southeast Front Street, where they are state-maintained, there is a need to let DelDOT know. The others can be removed any time.

Authorization/T-Mobile Northeast Lease Agreement/Tenth Street Water Tower

Finance Director Vitola spoke about the various lease agreements on the city's water towers which generate about $165,000 in FY24 for the general fund and a critical revenue.

Most recently, T-Mobile has approached the City and requested consideration to locate their equipment on the city's tower at 215 Aerenson Drive (Wawa). The request went through Public Works to determine its feasibility. Finance and Admin then negotiated with them which resulted in the agreement in the packet. The installation requirements are driven by City Code and the City's third-party tank maintenance contractor.

The proposed monthly rent of $2,400 is reflective of the average existing lease agreements and contains customary automatic escalators in successive lease renewals, which is comparable with the other six agreements in force.

Councilwoman Samaroo moved to authorize the Mayor to execute the lease agreement included in the packet with a proposed monthly rent of $2,400 and the customary automatic escalators in successive renewals, seconded by Councilmember James. Motion carried.

Adoption/Resolution 2024-07/WSFS Business Account Authorization

Finance Director Vitola reported that the city's commercial banking is handled through Wilmington Savings Fund Society, FSB (WSFS) Bank. The City's control environment requires that the Mayor, Vice Mayor and City Manager serve as account signers.

With the election and swearing in of Mayor Culotta, an update to the WSFS signature card reflecting current authorized signers is required and the former mayor removed. The update takes the form of the enclosed resolution prepared by WSFS Bank. This action does not require any funding approval.

Councilmember Samaroo moved to adopt Business Resolution 2024-07 that WSFS Bank be, and is hereby designated as a depository for the funds of the City of Milford, which may be withdrawn utilizing checks, drafts, advice of debt, notes or other orders for the payment of monies bearing the signature of one of three city officials by adding Mayor F Todd Culotta, seconded by Councilwoman Kalesis. Motion carried.

EXECUTIVE SESSION

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

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

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

Pursuant to 29 Del. C. §10004(b)(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

Motion carried.

Mayor Culotta recessed the Council Meeting at 8:12 pm for the purposes as permitted by the Delaware Freedom of Information Act. Council relocated to the Conference Room for the closed session discussion.

Return to Open Session

At 8:57 p.m., Councilmember James moved to return to Open Session, seconded by Councilmember Zychal. Motion carried.

Land Swap

Councilmember James moved that Council approve the City Manager to pursue an appraisal on the property discussed in executive session. Motion seconded by Councilmember Marabello. Motion carried.

Subdivision Litigation

Councilmember James moved that Council authorize the City Solicitor to enforce the bond related the subdivision as discussed in executive session, seconded by Councilmember Stewart. Motion carried.

No other action needed.

ADJOURNMENT

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

The meeting was adjourned by Mayor Culotta at 9:02 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
May 28, 2024

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Tuesday, May 28, 2024.

PRESIDING: Mayor F. Todd Culotta

IN ATTENDANCE: Councilpersons Dan Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Nirmala Samaroo, Katrina Wilson, and Jason James Sr.

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Michael Stewart

PUBLIC COMMENT PERIOD PRIOR TO MEETING

At 6:00 p.m., the Public Hearing comment session commenced, after which Solicitor Rutt read the public comment rules into record.

Nina Pletcher of 428 South Walnut Street talked about the shortsightedness of not hiring a full-time economic development/public information position. Economic development was identified as a priority in our current strategic plan, and she doesn't understand how this council plans to have a viable economic development plan without a full-time employee in the position. She spoke about the new Milford Corporate Center on Canterbury Road being developed and Emory Hill being hired as one of the outside entities to assist with its development. Milford's current staff is already to capacity with tasks and shouldn't be asked to take on any extra workload. Also mentioned was the utility newsletter that has not been done since the previous person in that position left. She also asked if those with complaints that are allowed to speak during communications need to be Milford residents.

Dave Wilson of Lincoln, stated his purpose for being here this evening to discuss some proposed legislation that was inspired by the recent event that transpired with the Annette Billings case. This legislation would provide a layer of protection for land owners in the future by preventing similar situations from occurring. This legislation would prohibit the City of Milford from condemning property outside the town limits though it would not prevent condemnation within the town limits of Milford. The city would still have the ability to acquire property inside and outside the city limits or request a property owner annex into the city. This Charter change will be introduced by him as the Senator of the 18th District though his intent is not to strong arm anyone and wants to be upfront with the information. Representative Bryan Shupe will be supporting the legislation as well. He wants to prevent similar situations from occurring and noted that the end of the legislation term is quickly approaching on June 30th. He asked that City Council consider this bill and prefer they move forward on with together.

With no one else wanting to comment, the comment period was closed.

CALL TO ORDER

Mayor Culotta called the Council Meeting to order at 6:13 p.m.

INVOCATION AND PLEDGE

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

MONTHLY FINANCE REPORT

Finance Director Lou Vitola referenced the April 30, 2024 financial statement is included in the packet. He shared that cash has been relatively stable especially in the general fund. He anticipated more of a dip, though instead cash looks good.

This time of the year, he usually puts less stock into the reserves page. Being a month away from having a new budget and the way the reserves are structured, it is dynamic with changes in budget levels, budgeted revenue levels, expenditures, the capital plan, and so forth. That will be entirely overhauled as we approach the 25 budget.

In terms of the P&L, both the governmental funds and utility funds are ahead of the budget. But behind when compared to the relatively strong 2023. Being a little bit ahead of the budget, not by a ton, is a recurring theme across departments. A lot of the departments and divisions have budget increases versus the prior budget and when compared to the 24 budget and comparing the increases to the projection, based on the savings in 24 remain under budget in a lot of areas.

Councilmember Marabello moved to accept the April 2024 Finance Director, seconded by Councilwoman Wilson. Motion carried.

Authorization/Westwood Subdivision/Planned Unit Development and Preliminary Major Subdivision Extension 2

The applicant proposes to construct a 340-unit Planned Unit Development consisting of 182 single-family detached dwellings and 158 single-family semi-detached dwellings as shown on the preliminary major subdivision plans.

Planning Director Pierce presented the Westwood Subdivision #2 extension. Applicant Ribera Development LLC received the initial Preliminary Major Subdivision and Conditional Use approval from City Council on April 25, 2022 and a request for an extension was approved by Council in April 2023. The approval letter is included in the packet.

He then reviewed the agency approvals noting the only outstanding issue is their Kent Conservation District approval for stormwater design.

The applicant resubmitted final construction plans to the city for review on April 12, 2024 and Planner Pierce will be scheduling the final public hearings before the Planning Commission and City Council at one of their upcoming meetings. It was reviewed by the Planning Commission at their May 2024 meeting who recommended the extension by a unanimous vote of those in attendance.

Representing the application was Alan Decktor, PD, of Pennoni Associates Incorporated of 18072 Davidson Drive, Milton, Delaware, also Project Manager of the Westwood Subdivision. He put together a timeline of the project, noting what has been added from a year ago is in red. He explained that most recently, they had waited approximately seven months for the DNREC wetlands permit, which ended being an approximate 18-month delay though that was received in the fall. With basically everything addressed, in December, Kent Conservation District asked for a third-party engineer's review due to the very complicated stormwater design. That plan includes thirteen ponds, a combination of wet infiltration and dry facilities, along with existing ditches cutting through the property.

That third party review took the past four months, though final approval has since been received. Currently, they are waiting for that final approval letter and the reason for the second request for an extension this evening.

Councilman James questioned the need for this to be scheduled for another public hearing before Planning and Council for final approval. He recalled the amendment to our code that allowed final approvals to be handled administratively if everything is substantially complete with no changes. Planner Pierce said he is wrapping up a handful of applications that were submitted prior to that ordinance amendment for administrative approval.

Councilman James still questions why it is necessary to have the applicant go back through a public hearing process and in his opinion, it seems contradictory. He understands the timeline, but asked if something can be considered to prevent these bodies from looking at this application again.

When asked if a year's extension is long enough for a subdivision of this complication. Planner Pierce also reported the subdivision code was also amended to change the extension time frame from one year to two years. It was again confirmed that council granted a one-year extension in April 2023, and this would be the last subdivision that started under the old code with the restricted one-year extension timeframe. No additional applications pending that fall under the old criteria.

It was confirmed that this second extension would expire one year from today.

Councilmember Marabello moved to authorize the one-year extension of the Planned Unit Development and Preliminary Subdivision for the Westwood Subdivision beginning this date, seconded by Councilmember Wilson. Motion carried unanimously.

Introduction/Ordinance 2024-06/Amends Chapter 197/Streets, Sidewalk, Storm Sewers, and Other Public Places by Adding a new Article X

Electric Director Tony Chipola explained this is a simple ordinance that permits a fee to be charged for the Electric Vehicle charging station. The following ordinance was introduced and is scheduled for a public hearing and final determination at the June 10, 2024 Council Meeting:

Ordinance 2024-06
Amends Chapter 197 – Streets, Sidewalks, Storm Sewers, and other Public Places

Chapter 197 – Streets, Sidewalks, Storm Sewers, and other Public Places

Whereas, it is City Council's intent to inspire new technologies that create more sustainable communities, while reducing dependence on environmentally costly practices;

Whereas, Electric Vehicle chargers were needed in the downtown corridor to aid residents and visitors attending the City's Farmers Market, Public Library, Riverwalk, and other local shops and restaurants;
Whereas, Milford's location between major transportation corridors attracts drivers in need of public Electric Vehicle charging who are traveling on State Route 1 and US Route 113;

Whereas, the Electric Division of the City of Milford began pursing public Electric Vehicle charging in 2022 through the application of a DNREC DC Fast Vehicle Charging Station Grant;

Whereas, the grant application was selected by DNREC for funding from the VW Mitigation Settlement Fund for the purpose of installing two Fast DC Chargers in the City Parking Lot adjacent to Northwest Front Street and Park Avenue;

Whereas, the City Council found it appropriate to create a comprehensive document which incorporates most, or all fees charged for services, by the City of Milford;

Whereas, on March 28, 2022, the City Council of the City of Milford adopted Resolution 2202-03, directing countless fees to be removed from various chapters within the City of Milford Code, along with other fee schedules, into one document entitled City of Milford Comprehensive Fee Schedule.

Section 1.
Now, Therefore, be it Resolved, a new Article X, entitled Electric Vehicle Public Charging Station and User Fees, will be added to Chapter 197, and such new Article X shall read as follows.

Article X - Electric Vehicle Public Charging Station and User Fees

Section 2. A new Section 197-36 is hereby added, along with Subsections 197-36(A), 197-36(B), 197-36(C), 197-36(D), 197-36(E), to read accordingly with new language indicated in bold italics.

§ 197-36. Purpose, Payment, and Fees

A. Availability. Designated electric vehicle charging stations will be made available by the Electric Utility for public use within the corporate limits of the city at the user rates set forth in this Section.

- ***Applicability. The fees set forth in the City's Comprehensive Fee Schedule shall apply to all public electric vehicle charging stations owned and operated by the Electric Utility.***

- ***User fee rates. Public electric vehicle charging station service user fees will be provided and billed on a per session basis as follows:***

  $1.00 per charging session plus $0.34 per kWh

  See City Comprehensive Fee Schedule for associated fee(s).

- ***Payment of fees. Payment for electric vehicle charging station services will be collected directly from the customer at the point of service (the charging station or City facility at which the charging station is located) through credit cards or other payment processing services.***

- ***Associated Fees Moved to Comprehensive Fee Schedule. Fees referenced in §197- 36(C) shall be removed from this Ordinance and inserted within the City of Milford Comprehensive Fee Schedule and is subject to future updates authorized by the adoption of a resolution of City Council.***

Section 3. Council Action Dates.
Introduction May 28, 2024
Public Comments & Projected Adoption June 10, 2024
Effective Ten days following Adoption

Adoption/Resolution 2024-10/Schedules FY25 Property Tax Appeal Hearing

As part of the annual Property Tax Billing process, the City Charter requires An Appeal Hearing be scheduled for those property owners who wish to appeal the valuation of their property.

The hearing will be held on Monday, July 22, 2024 at 6:00 p.m. in the Council Chamber. Those who wish to appeal must contact Customer Service prior to 4:30 pm on Monday, July 8, 2024. Questions can also be directed to 302-422-6616.

RESOLUTION 2024-10
Schedules Board of Revision & Appeal Hearing

WHEREAS, the provisions of Article VII, Section 7.05 of the Charter of the City of Milford state that Council shall cause a copy of the General Assessment, as adjusted, to be posted in two public places in the City of Milford and there to remain for the space of ten days for public information; and

WHEREAS, attached to said copies shall be notice of the day, hour, and place that Council will sit as a Board of Revision and Appeal for said General Assessment.

NOW, THEREFORE, BE IT RESOLVED, that on Monday, July 22, 2024 at 6:00 p.m., the City Council of the City of Milford will sit as a Board of Revision and Appeal for the 2024-2025 General Assessment.

Review/City Charter Amendment/Subsection 3.01/Enumerated Powers/Eminent Domain Prohibition/Unincorporated Properties

Mayor Culotta presented the Charter Amendment for the eminent domain prohibition of non-city properties. As Senator Wilson discussed, some language was developed by him and supported by Representative Bryan Shupe, that Council considers this language which prohibits eminent domain outside the city. Presently, Council has the authority to take property outside the city. There is no process within the county to approve or disapprove it. For example, the county is not aware of any annexation until the property tax records are changed.

Any property owner outside the city is at risk of the city being able to legally take their property. He would like to see a limitation that would prevent land from being taken for recreational purposes. Eminent domain should only be used for true public needs such as water, electricity, and sewer mattes.

He also pointed out that eminent domain should be the absolute last course of action. Though it has been stated there will be no more eminent domain by the previous administration, that does not prevent it from happening again in the future.

Councilman James agrees with the Mayor Culotta in that eminent domain should be very restrictive and used in a rare instance for items of public need such as infrastructure, roads, utilities, etc. Then, and only then, and after every other avenue has been exhausted with the property owners should it be considered.

However, Councilman James also talked about the possibility of new roads when needed. Further consideration of that situation may also be considered. Regardless, there is a need to add more restrictive language to the charter. He also recalled that prior to this Mayor's election, a Charter Review Subcommittee was appointed, and recommended this be reviewed by that body.

Councilwoman Kalesis asked if this language that will be added to the charter as was submitted by Senator Wilson. She also does not agree to eminent domain when it comes to a park or a bike path, but reasons such as schools, roadways and other more urgent items are reasonable. She agrees the charter language should be much more restricted, though we should not abolish eminent domain completely.

It was agreed by council that taking land using the eminent domain process for recreational purposes is inappropriate.

Solicitor Rutt then explained the three methods of changing a municipal charter, which includes a bill being presented by a member of the general assembly which required adoption in each house by a 2/3 vote.

The eminent domain process was also explained in detail by the Solicitor. He also noted that eminent domain is embedded in the Delaware Constitution in that governments can acquire property through eminent domain by paying just compensation if for public use.

Councilwoman Connor asked if the recreational land restriction will apply to properties inside and outside the city, thus allow the taking of land only for public safety issues such as roads, utilities, etc., or will this only be restricted to those reasons for outside the city; she thinks there is a need to give reassurance to Milford's citizens.

Councilwoman Wilson believes eminent domain has its own place both inside and outside a city, though some restrictions are needed.

Mayor Culotta asked that Council think about how they prefer this to be phrased before it is addressed by the Charter Review Committee. The committee can review the suggestions, after which a final decision can be made by council before it is sent to the General Assembly.

Councilmember James emphasized the need for restrictions, but its use seems appropriate for utilities or infrastructure. Anything related to recreation should be done at arm's length and only through discussions with the

property owner. That in his opinion is a 'want', but electric, water and sewer are needs. He wants parks but not through eminent domain.

Councilwoman Zychal stressed the need for clarity in the language and assurance there is no ambiguity or gray area(s). She, too, is in complete agreement that eminent domain should only be used for a true need and not a 'want'. She also recommends there is no conflict in what the county allows, and the City of Milford allows.

ADJOURNMENT

There being no further business, Councilwoman Kalesis moved to adjourn the Council Meeting, seconded by Councilwoman Zychal. Motion carried.

Mayor Culotta adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

PROCLAMATION 2024-17

JUNETEENTH CELEBRATION

WHEREAS, Juneteenth, also known as Freedom Day, Jubilee Day, Liberation Day, and Emancipation Day, celebrates the emancipation of those who had been enslaved in the United States; and

WHEREAS, the nineteenth day of June is officially recognized as the day when enslaved peoples in Texas learned of the 1863 Emancipation Proclamation that had been issued by President Lincoln more than two years earlier; and

WHEREAS, The Juneteenth National Independence Day Act passed the Senate by unanimous consent on June 15, 2021, and the House on June 16, 2021, and was signed into law as Public Law 117-17; and

WHEREAS, the City of Milford is proud to celebrate Juneteenth and the history of emancipation in the United States; and

WHEREAS, recognizing this important holiday offers an opportunity for all of us to reflect on our history and commit to work together in becoming a more tolerant society; and

WHEREAS, the City of Milford had the privilege of observing its inaugural Juneteenth Celebration on June 19, 2023; and

WHEREAS, the fun-filled, high-energy event saw community members and families come together to honor the accomplishments, inventions, triumphs, and resiliency of African American, African, and Black peoples in this nation; and

WHEREAS, people from all over the region are invited again to join in the Juneteenth celebration in the City of Milford; and

WHEREAS, the creation, time, and efforts of 2024 Co-Chairs/Planners Katrina Wilson, Darron Johnson-Wilson., family and friends, along with many others, speak to the inspiration of Juneteenth and their dedication to fostering an inclusive community where every resident, regardless of their background, feels welcomed, respected and valued.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim Juneteenth a holiday and celebration in the City of Milford and ask that we continue to stand together, hand in hand, to build a community that honors the past, embraces the present and creates a better future for generations to come.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 10th day of June 2024.

_____

Mayor F. Todd Culotta

Attest: _____

City Clerk Teresa K. Hudson

Purpose of Meeting with the City Council

The Vinyard Shipyard Task Force is meeting with Milford's City Council to provide an update on its activities and to discuss the Vinyard Shipyard Project with the objective of requesting funding from the City to help match the $1.425 million in funds that have been allocated from the State of Delaware. Given a successful effort, it is expected that more than sufficient funds will be available to purchase the Vinyard Shipyard in 2024.

Our proposal to the City Council at this time is for the City:

- To support the effort to purchase the Vinyard Shipyard and use it as the basis for a living history museum focused on the maritime history and culture of the Delaware Bay region.

- To identify funds that the City might use to match the funds that the State has set aside for the purchase of the shipyard.

- To assist in the development of the plan that is being prepared by consultants that will provide details on the steps needed to create and operate a working museum, including details on the museum's ownership and governance.

- Once the City Council is satisfied that a viable plan has been created, to allocate funds to help purchase the Vinyard Shipyard.

- It should be noted that an initial 2021 allocation of $800,000 from the State is reaching a time limit for its use at the end of June, 2024 and could be withdraw if action is not taken immediately.

Background

The Vinyard Shipyard Task Force began organizing in December 2017 and by mid-2018 had grown to include a dozen members. Its purpose was to raise funds to purchase the Vinyard Shipyard and to convert it into a public "living history museum".

The Task Force was organized as a committee operating under the auspices of Downtown Milford, Inc.

The current owners of the Shipyard, Sudler and Joan Lofland, agreed in early 2018 to support the efforts of the Task Force.

In 2018, the Task Force obtained a $15,000 grant from the City of Milford and a $15,000 grant from the Kent County Levy Court. These funds were used to secure the services of the Architectural Alliance and Pennoni to assist in developing a plan for the future public use of the Shipyard. Additional funding was received in 2019 from the Milford Rotary Club ($1,000) and the U.S. Department of Agriculture ($12,000).

In 2019, the Task Force began discussions with Delaware Nature Society (DNS) about expanding DNS's activities in Southern Delaware by using Milford's Riverwalk as an economic development, evenue-producing venue for events and supporting the efforts to develop the Shipyard as a "living history museum". In 2020, the Milford City Council approved a Memorandum of Understanding between Milford's Department of Parks and Recreation and DNS, formalizing this relationship.

The Task Force conducted field trips to the Riverfront Development Corporation in Wilmington (July 30, 2019) and the Chesapeake Bay Maritime Museum (Sept. 30, 2019) to learn how it was created and operated.

In December 2019, DNREC's Division of Parks & Recreation approved a matching grant request for planning the Riverwalk connection through the Vinyard. (However, this grant offer expired in 2021 without being used, given the City had not obtained an easement for the connecting pathway).

In January 2020, the Task Force obtained an appraisal from W.R. McCain Appraisers for the entire Vinyard Shipyard property and buildings (excluding building contents, machinery, artifacts, documents, or any of the Vinyard yachts owned by the Loflands).

Task Force members have made formal presentations about the Vinyard Shipyard and the Task Force's plans to a number of organizations including the Milford City Council, Kent County Levy Court, Sussex County Council, Delaware Nature Society, Milford Women's Club, Rotary Club, Downtown Milford Inc., Milford Parks & Recreation Advisory Board, and the Delaware Association for Public Administration (DAPA).

The Task Force has also pursued discussions and updates with a wide assortment individuals and entities, and organized and orchestrated a number of visits to tour the Shipyard. The Loflands typically conducted these tours personally, escorting visitors through various buildings and sharing the extensive history of the Vinyard Shipyard. A sampling of visitors to the Vinyard Shipyard includes Governor John Carney, Secretary of State Jeffrey Bullock, several members of the Delaware State Legislature, Delaware Nature Society Board Members, Milford City Council members, representatives of the National Audubon Society, the Chesapeake Bay Maritime Museum and the Longwood Foundation.

The Task Force itself has produced two reports. (These are available upon request.) One report consists of a plan to convert the Vinyard Shipyard into a "living history" museum. This approach allows shipbuilding activities to continue to be carried out alongside "static" presentations on the history of the Shipyard, and shipbuilding in Milford and on the Delaware Bay in general. The second report includes a plan that involves working with the Delaware Nature Society toward the creation of a "Blue Way" for the entire Mispillion River, from Abbotts Mill at its head to the Delaware Bay and DuPont Nature Center. This approach allows the Vinyard Shipyard and the Mispillion Riverwalk to become an important centerpiece.

The Covid-19 pandemic conditions of 2020-2022 severely impacted the Task Force's efforts and momentum, reducing its activity to a very few meetings and public presentations. During that time, the Task Force's efforts focused primarily on obtaining funding from the State Bond Bill.

In 2021, State Senator Dave Wilson and State Representative Charles S Postles Jr. arranged for a commitment of $800,000 in state funding for the acquisition of the Vinyard Shipyard Project. In 2022, they arranged for an additional $500,000, and in 2023 they arranged for $125,000 in additional funding. Thus a total of $1,425,000 could be available from the State to purchase the shipyard. However, the initial allocation of

$800,000 is reaching a time limit for its use at the end of June, 2024 and could be withdraw if action is not taken immediately.

In 2021 and 2022, Task Force members collaborated with the Waterways Infrastructure & Investment Network (WIIN) efforts to develop an Economic Development Plan for the Mispillion and Cedar Creek watershed. This work was supported by funding from the Pew Charitable Trusts, the National Coastal Resilience Fund through the National Fish and Wildlife Foundation. And the National Oceanic and Atmospheric Administration. The result of this work was published in three volumes:

- Community-Centered Natural Resource Benefits: Mispillion Watershed, Delaware (2021)
- Vulnerability Assessment of the Mispillion and Cedar Creek Watersheds (2022)
- Ecotourism and Resilience Investment Strategy for the Mispillion and Cedar Creek Watersheds (2023).

In November 2022, the Longwood Foundation awarded $20,000 in matching grant funds for the Vinyard Shipyard Project to hire a consultant to provide a detailed Business Plan for the Vinyard Shipyard's transition. This plan is expected to provide a clear articulation of the Museum's concept, analysis of the Museum's potential economic development impact, assessment of likely community support, the ownership and governance structure of the Museum, and a projection of expected income and expenditures. The Task Force engaged two consultant for this purpose – Rick Ferrell and Jennifer Legates. Local fundraising to match the Longwood grant was initiated and is still underway.

Sudler and Joan Lofland have recently confirmed that they would like to sell the shipyard in 2024 for $4 million. He purchase price for the Shipyard is four million dollars, just as we agreed in 2017. The purchase price includes all the buildings on the 2.5 acre property (including the house and dock), the three Vinyard yachts, all the machinery in the machine shop, wood shop and boathouse together with all the antique hand tools and miscellaneous equipment and inventory necessary to running a boatyard, as well as the huge collection of historical documents, photographs, and other memorabilia. They are willing to provide financial support for the project after the sell by matching the amount raised by the shipyard up to $50,000 each year for five years.

The Milford Historical Society has indicated that they would be willing to consider having the shipyard project operate under the auspices of its existing non-profit structure if the effort to purchase the shipyard is successful. The financing and operation of the shipyard would be the responsibility of the Vinyard Shipyard Taskforce or a similar group.

CITY OF MILFORD
Notice of Public Comment Opportunity
Ordinance 2024-06

City Council will take public comment on the following ordinance during a regular session on Monday, June 10, 2024 that begins at 6:00 p.m.

All interested parties are invited to attend or to submit written comments prior to the Council Meeting, by contacting the City Clerk's Office at Milford City Hall at 201 South Walnut Street, Milford, DE or by email at cityclerk@milford-de.gov.

Chapter 197 – Streets, Sidewalks, Storm Sewers, and other Public Places

Ordinance 2024-06
Amends Chapter 197 – Streets, Sidewalks, Storm Sewers, and other Public Places
Adds Article X - Electric Vehicle Public Charging Station and User Fees

Whereas, it is City Council's intent to inspire new technologies that create more sustainable communities, while reducing dependence on environmentally costly practices;
Whereas, Electric Vehicle chargers were needed in the downtown corridor to aid residents and visitors attending the City's Farmers Market, Public Library, Riverwalk, and other local shops and restaurants;
Whereas, Milford's location between major transportation corridors attracts drivers in need of public Electric Vehicle charging who are traveling on State Route 1 and US Route 113;
Whereas, the Electric Division of the City of Milford began pursing public Electric Vehicle charging in 2022 through the application of a DNREC DC Fast Vehicle Charging Station Grant;
Whereas, the grant application was selected by DNREC for funding from the VW Mitigation Settlement Fund for the purpose of installing two Fast DC Chargers in the City Parking Lot adjacent to Northwest Front Street and Park Avenue;
Whereas, the City Council found it appropriate to create a comprehensive document which incorporates most, or all fees charged for services, by the City of Milford;
Whereas, on March 28, 2022, the City Council of the City of Milford adopted Resolution 2202-03, directing countless fees to be removed from various chapters within the City of Milford Code, along with other fee schedules, into one document entitled City of Milford Comprehensive Fee Schedule.

Section 1.
Now, Therefore, be it Resolved, a new Article X, entitled Electric Vehicle Public Charging Station and User Fees, will be added to Chapter 197, and such new Article X shall read as follows.

Article X - Electric Vehicle Public Charging Station and User Fees

Section 2. A new Section 197-36 is hereby added, along with Subsections 197-36(A), 197-36(B), 197-36(C), 197-36(D), 197-36(E), to read accordingly with new language indicated in bold italics.

§ 197-36. Purpose, Payment, and Fees

A. Availability. Designated electric vehicle charging stations will be made available by the Electric Utility for public use within the corporate limits of the city at the user rates set forth in this Section.

B. Applicability. The fees set forth in the City's Comprehensive Fee Schedule shall apply to all public electric vehicle charging stations owned and operated by the Electric Utility.

C. User fee rates. Public electric vehicle charging station service user fees will be provided and billed on a per session basis as follows:

$1.00 per charging session plus $0.34 per kWh

See City Comprehensive Fee Schedule for associated fee(s).

D. Payment of fees. Payment for electric vehicle charging station services will be collected directly from the customer at the point of service (the charging station or City facility at which the charging station is located) through credit cards or other payment processing services.

E. Associated Fees Moved to Comprehensive Fee Schedule. Fees referenced in §197-36(C) shall be removed from this Ordinance and shall be inserted within the City of Milford Comprehensive Fee Schedule, subject to future updates authorized by the adoption of a resolution of City Council.

Section 3. Council Action
Introduction May 28, 2024
Public Comments & Projected Adoption June 10, 2024

Section 4. Effective Date.
This ordinance becomes effective ten (10) days following its adoption by the City Council of the City of Milford.

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

THE CITY of Milford DELAWARE

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: June 4, 2024

RE: Activity Report for May 2024

Chief and Police Command Staff:

Throughout the month of May, the 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 meetings 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 May, Milford PD responded to over 1405 calls for service.

MPD Activities for the Month

Community Engagement:

- Chief Ashe and Lt. Smith presented with other city officials at a local government presentation for 4th grade students from Lulu Ross Elementary School at City Hall. The students asked excellent questions and were able to see some City vehicles and equipment. We really enjoyed our time interacting with the students!

- S/Cpl. Bloodsworth and PFC Matthews participated in the opening ceremonies torch lighting for the Special Olympics Soccer Tournament held at the Milford High School Stadium. This event was attended by family and friends of our Milford School District athletes in competition from all of our schools.

- S/Cpl. Bloodsworth and CRT Jenna Haines visited the special education class for the community helper's block to discuss ways police and counselors interact with the public. Haines fielded several excellent questions from our students.

- S/Cpl. Bloodsworth attended the Banneker Elementary Family Picnic and socialized with students and families. Field day was also in progress at this event and this officer enjoyed watching the children have fun in playful competition. The staff was grateful for the increased police presence.

- S/Cpl. Bloodsworth, S/Cpl. Golding and PFC Matthews attended the Milford High School graduation ceremony. Units conversed with attendees and offered congratulations to graduates. Support was provided for security along with 4 other Milford Police units and the constables from the school district.

- S/Cpl. Bloodsworth, S/Cpl. Golding and PFC Matthews assisted with the Milford High School Senior Cruise that traveled through Milford to Lulu Ross Elementary. S/Cpl. Bloodsworth led the procession with Principal Seth Buford on board. PFC Matthews followed the end of the procession.

- K9 Mason performed a DEMO for a group of children at the Can Do Park.

- Numerous small children were playing behind Station 42 and wanted to see K9 Raven. K9 Raven was taken out of the vehicle and conducted simple obedience and the children were given trading cards.

- While conducting foot patrols at Brightway Commons, numerous children wanted to see K9 Raven. A small obedience demonstration was performed for the children in the parking lot.

- Upon conclusion of an investigation at Mispillion Apartments, children who lived there requested to see K9 Raven. Ptlm. Hernandez put on the bite sleeve and a small obedience and criminal apprehension demonstration was performed for children and they loved it.

- K9 Raven and K9 Mason performed two demos at Henlopen Spring Fest held at Hudson Field. Obedience on and off-leash and criminal apprehension demonstrations were performed for the children as well as adults attending the event.

- The Chief along with Lt. Matt Smith attended the Delaware Chief's Conference, held in Dewey Beach.

Emergency Preparedness:

- S/Cpl. Bloodsworth and PFC Matthews participated in the Milford High School Prom Promise with members of the Carlisle Fire Company to demonstrate a DUI crash scene involving teenagers on prom night with an impaired driver and a fatality. The purpose was to educate the students about the hazards and lifelong effects of this type of incident in an effort to curb the behavior and save lives. We hope this event was impactful to the students, not only for prom night.

- Chief and Superintendent conducted meetings to review any issues or concerns.

Training and Professional Development:

- One officer and the Behavioral Health Clinician attended the Empower Community Wellness Symposium held in Wilmington.

- One officer attended a Child Abuse Course held at the Delaware State Police Academy.

- One officer attended Intoxilyzer 9000 Training held at the Delaware State Police Crime Lab.

- One officer attended the Green Lab Training held at the Chesapeake Region Safety Council in Linthicum, Maryland.

- One officer attended Professional Standards & IA Training held at the Delaware State Police Academy.

- One officer attended Field Training Officer (FTO) Training held at the Delaware State Police Academy.

Recognition:

- This month we welcomed S/Cpl. Nigel Golding to the School Resource unit. He will be primarily assigned to Milford Senior High School but will assist with needs from the other schools within the Milford School District. He is looking forward to building relationships with students and staff.

Community Room:

- We had four (4) organizations use the community room in May.

Behavioral Health Unit:

Milford Police Department – May 2024 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
May 1-May 5, 2024	**31**	1. Rural Subcommittee Meeting	1. The Intersection of Firearms & Mental Health: Empowering Community Wellness Symposium	**4**	**Referrals to Services:** Homeless Services Check the Welfare Public Assistance	**0**	**0**	**5**
May 6-May 12, 2024	**65**	1. Opioid System of Care Meeting 2. CJC COSSUP Grant Peer Meeting 3. Milford School District Meeting 4. Onboarding of New MH Clinician	1. Homeless Minors - Challenges & Resources	**5**	**Referrals to Services:** Public Assistance Homeless Services Check the Welfare	**1**	**0**	**6**
May 13-May 19, 2024	**67.5**	1. Housing Alliance Meeting	1. Veteran Suicide & Effective Prevention	**9**	**Referrals to Services:** Public Assistance Homeless Services Check the Welfare 10-81	**2**	**2**	**8**
May 20-May 26, 2024	**80.5**	1. DSAMH Meeting	1. Xylazine Outbreak	**8**	**Referrals to Services:** Check the Welfare Domestic Public Intoxication Public Assistance	**1**	**2**	**7**
May 27-May 31, 2024	**55.5**	N/A	1. Intensive Outpatient Services	**8**	**Referrals to Services:** 10-81 Civil Public Assistance Check the Welfare DUI	**2**	**0**	**6**
Totals:	**299.5**			**34**		**6**	**4**	**32**
Year to Date Totals:	**1369**			**185**		**23**	**25**	**143**
Overall Totals:	**7777.85**			**1399**		**116**	**160**	**1246**

Social Media/Public Information Update:

Our Facebook page had 32 new followers for a total following of 15,118. Currently our followers are 35% male and 65% female. Posts during the month reached 28,472 people. Our top reach post for April was a traffic advisory post regarding Milford High School's Senior Cruise. The post had a reach of 10,078. Our top engagement post for April was the Traffic Stop leads to Drug Arrest release on 05/21/2024. This post had an engagement of 3,662.

Our Instagram account had 6 new followers for a total following 2,099. Currently our followers are 38% male and 62% female. Posts during the month reached 1,584 people.

Our Twitter followers are 1,454.

We did not have any Nextdoor posts during the month. Nextdoor reaches 3,141 members according to statistics provided by the website.

MPD News Releases:

May 21, 2024: Traffic Stop leads to Drug Arrest

https://www.milfordpolicede.org/news/Traffic-Stop-leads-to-Drug-Arrest.htm

May 29, 2024: Milford Woman Arrested for Burglary

https://www.milfordpolicede.org/news/Milford-Woman-Arrested-For-Burglary-.htm

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

THE CITY of Milford DELAWARE

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

DATE: June 1, 2024
TO: Mayor and Members of City Council
FROM: City Clerk Terri Hudson
RE: May 2024

May continued to be a very busy month for our office. Many hours that turned into days were spent creating and updating Council packets and minutes. My hope is to have the council minutes caught up by the end of June. Because of that, a lot of routine duties that are typically shared by both of us have fallen solely on Katrina, while she also handles her own responsibilities. When available, our part-time employees continue to be utilized to cover front desk visitors and incoming phone calls.

Requests for information are again on the rise, as we also continue to work with other municipalities aiding and the sharing of information.

Also, this month, two mornings were spent in staff meetings where council meeting agendas and departmental information were shared.

Electric Director Chipola assisted me with the creation of an ordinance required as a charter mandate related to the fees being assessed at the city's electric vehicle charging station. That fee will be added to the city's comprehensive fee schedule once it is updated.

Both Katrina and I attended the Delaware Local Government Day at Legislative Hall, along with Vice Mayor James and Councilwoman Samaroo and their spouses. It was a great opportunity to reconnect with both old and new colleagues. Engagement with the Governor, Lieutenant Governor and other Mayors and City Managers, was a great opportunity to share valuable information.

As Chair of the Delaware Municipal Clerk's Association Membership Committee, she presided over their meeting on May 7, 2024.

One of Mayor Culotta's goals is to keep Councilmembers informed of upcoming community events. My office will be working closely with the Chamber and other members of the public to ensure a strong line of communication through consistent notifications.

We attended a meeting arranged by the City Manager with the DMI Executive Director and a Board Member to discuss the basis for some safety procedures related to the planning and management of these events. On behalf of the residents and visitors that attend these activities, we thank Chief Ashe and Captain Wells for their untiring efforts to ensure safeguards remain in place.

With that said, special event applications continue to be submitted for processing. Katrina dedicated a great deal of time and effort working with applicants and other city departments and outside agencies to ensure proper preparation and direction. A list of previous and upcoming events in 2024 follows:

Permit #	Organization	Event Name	Event Date
2024 20	Desmandre Entertainment - Bibi's Restaurant	Riverwalk Plaza Hispanic Festival	7/14/2024
2024 19	City of Milford	Juneteenth Celebration	6/19/2024
2024 18	Milford Library	Animal Expo	7/9/2024
2024 17	DMI	Riverwalk Farmers Market	5/4/24 -12/21/24
2024 16	DMI	2024 First Fridays	5/3/24, 6/7/24, 7/5/24, 8/2/24, 9/6/24, 10/4/24
2024 15	Fusion Racing & Bayhealth	Nurse on the Run 5K	4/13/2024
2024 14	Milford High School	Senior Cruise	5/28/2024
2024 13	St John the Apostle Church	Cinco De Mayo Celebration	5/3/2024
2024 12	Meals on Wheels	Jack O'Hollaren Annual Bike Ride	6/22/2024
2024 11	DOGETBE LLC	Unity in the Community	4/20/2024
2024 10	ECDC/Milford Armory	Mobile Food Pantry	3/18/2024
2024 09	Boys & Girls Club of DE	The Goat Run 5K	5/17/2024
2024 08	Milford Little League	Parade	4/19/2024
2024 07	KSI	Car Show	5/4/2024
2024 06	Dolce	Coffee & Cars	5/18/2024
2024 05	DMI	Bud & Bug Festival	4/27/2024
2024 04	Kent Sussex Industries	KSI Paths to Possibilities 5KRun/Walk	6/8/2024
2024 03	Races to Run	(at Fur Baby Resort) No App Submitted	9/5/2024
2024 02	DMI	St. Patrick's Day Pub Crawl	3/16/2024
2024 01	Milford Library	Music in the Park	6/26/24, 7/3/24, 7/10/24, 7/24/24

We are extremely pleased that the Riverwalk Plaza Hispanic Festival is returning to our downtown area (Riverwalk Shopping Center) on Sunday, July 14th! Katrina continues to work with the organizers as they prepare for the event that brought lots of attendees to this community. More information to come.

Katrina left for the annual International Institute of Municipal Clerks' (IIMC) Conference in Calgary, Canada on Friday, May 16th and returned following its conclusion on Thursday, May 23rd. This was prior to the start of the three-day conference and a result of her ongoing commitment to education. She was able to take advantage of on-sight academy classes on Saturday and Sunday. The conference began on Monday and was filled with high level sessions geared toward the clerk's complex roles in today's

evolving world. As is the norm, IIMC partners with institutions of higher education as part of their allegiance to the professional development of municipal clerks.

My term as Chair of IIMC's Research and Resource Committee ended at this conference. While serving on the committee for the past three years and last year as the Vice Chair, it was truly an honor to be represent Milford in this capacity. The Chair and Vice Chair of each of the ten committees are selected annually by that year's President Elect and Vice President. Approximately ten members are also appointed along with a staff and three board liaisons.

Because of my quickly approaching retirement, I chose not to attend this year's conference though I missed being recognized for this accomplishment as their Annual Business Meeting on Wednesday morning. The professional ethics' oath taken at the time we become members of IIMC is very clear about the strict standards of integrity, the need to be above reproach and the significance of public confidence in a clerk's office. While I missed seeing friends and colleagues from all over the world and even the rigorous training schedule, I am happy I made the decision to forgo the conference and allow those expenses to be used by Katrina and her future clerk for the overall benefit of the community.

Monthly Activities

- ❑ Assisted multiple Delaware Municipalities with policy, procedural, and related items
- ❑ Record requests/Assistance from City Departments (7)
- ❑ FOIA Requests to Date (54)
- ❑ Coordination of FOIA issues with other Departments to ensure Compliance
- ❑ Created/revised/reloaded 05/06 Organizational Meeting Agenda (8)
- ❑ Created/revised/reloaded 05/06 Organizational Meeting Packet (6)
- ❑ Created/revised/reloaded 05/13 Council Meeting Agenda (12)
- ❑ Created/revised/reloaded 05/13 Council Meeting Packet (10)
- ❑ Created/revised/reloaded 05/28 Council Meeting Agenda (5)
- ❑ Created/revised/reloaded 05/28 Council Meeting Packet (9)
- ❑ Created/revised/reloaded 05/28 Budget Hearing Workshop Agenda (2)
- ❑ Created/revised/reloaded 05/28 Budget Hearing Workshop Packet (6)
- ❑ Created/revised/reloaded 05/29 Budget Hearing Workshop Agenda (3)
- ❑ Created/revised/reloaded 05/29 Budget Hearing Workshop Packet (7)
- ❑ Executive Sessions Year to Date (10)
- ❑ Created/revised/reloaded Planning Commission Notices (0)
- ❑ Created/revised/reloaded Planning Commission Agenda (1)
- ❑ Created/revised/reloaded Board of Adjustment Notices (2)
- ❑ Created/revised/reloaded Board of Adjustment Agenda (1)
- ❑ Created/revised/reloaded P & R Advisory Board Agenda (0)

- ❑ Created/revised/reloaded P & R Advisory Board Packet (0)
- ❑ Created/revised/reloaded Tree Preservation Advisory Council Agenda (0)
- ❑ Created/revised/reloaded Tree Preservation Advisory Council Packet (0)
- ❑ Created/revised/reloaded Milford Community Cemetery Board Agenda (0)
- ❑ Created/revised/reloaded Milford Community Cemetery Board Packet (0)
- ❑ Transcribed and Proofread Minutes from City Council Meetings (13)
- ❑ Transcribed and Proofread Minutes from Board of Adjustment (0)
- ❑ Transcribed and proofread Minutes from Planning Commission (0)
- ❑ Transcribed and proofread Minutes from P & R Advisory Board (0)
- ❑ Transcribed and Proofread Minutes from Milford Community Cemetery Board (0)
- ❑ Transcribed and Proofread Minutes from Tree Preservation & Advisory Council (0)
- ❑ Notary Public Services Provided (7)
- ❑ Proclamations Created Year to Date (17)
- ❑ Resolutions Created Year to Date (11)
- ❑ Special Event Submissions to Date (21)

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

THE CITY of Milford DELAWARE

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

DATE: June 1, 2024
TO: Mayor and Members of City Council
FROM: City Clerk Terri Hudson
RE: May 2024

May continued to be a very busy month for our office. Many hours that turned into days were spent creating and updating Council packets and minutes. My hope is to have the council minutes caught up by the end of June. Because of that, a lot of routine duties that are typically shared by both of us have fallen solely on Katrina, while she also handles her own responsibilities. When available, our part-time employees continue to be utilized to cover front desk visitors and incoming phone calls.

Requests for information are again on the rise, as we also continue to work with other municipalities aiding and the sharing of information.

Also, this month, two mornings were spent in staff meetings where council meeting agendas and departmental information were shared.

Electric Director Chipola assisted me with the creation of an ordinance required as a charter mandate related to the fees being assessed at the city's electric vehicle charging station. That fee will be added to the city's comprehensive fee schedule once it is updated.

Both Katrina and I attended the Delaware Local Government Day at Legislative Hall, along with Vice Mayor James and Councilwoman Samaroo and their spouses. It was a great opportunity to reconnect with both old and new colleagues. Engagement with the Governor, Lieutenant Governor and other Mayors and City Managers, was a great opportunity to share valuable information.

As Chair of the Delaware Municipal Clerk's Association Membership Committee, she presided over their meeting on May 7, 2024.

One of Mayor Culotta's goals is to keep Councilmembers informed of upcoming community events. My office will be working closely with the Chamber and other members of the public to ensure a strong line of communication through consistent notifications.

We attended a meeting arranged by the City Manager with the DMI Executive Director and a Board Member to discuss the basis for some safety procedures related to the planning and management of these events. On behalf of the residents and visitors that attend these activities, we thank Chief Ashe and Captain Wells for their untiring efforts to ensure safeguards remain in place.

With that said, special event applications continue to be submitted for processing. Katrina dedicated a great deal of time and effort working with applicants and other city departments and outside agencies to ensure proper preparation and direction. A list of previous and upcoming events in 2024 follows:

Permit #	Organization	Event Name	Event Date
2024 20	Desmandre Entertainment - Bibi's Restaurant	Riverwalk Plaza Hispanic Festival	7/14/2024
2024 19	City of Milford	Juneteenth Celebration	6/19/2024
2024 18	Milford Library	Animal Expo	7/9/2024
2024 17	DMI	Riverwalk Farmers Market	5/4/24 -12/21/24
2024 16	DMI	2024 First Fridays	5/3/24, 6/7/24, 7/5/24, 8/2/24, 9/6/24, 10/4/24
2024 15	Fusion Racing & Bayhealth	Nurse on the Run 5K	4/13/2024
2024 14	Milford High School	Senior Cruise	5/28/2024
2024 13	St John the Apostle Church	Cinco De Mayo Celebration	5/3/2024
2024 12	Meals on Wheels	Jack O'Hollaren Annual Bike Ride	6/22/2024
2024 11	DOGETBE LLC	Unity in the Community	4/20/2024
2024 10	ECDC/Milford Armory	Mobile Food Pantry	3/18/2024
2024 09	Boys & Girls Club of DE	The Goat Run 5K	5/17/2024
2024 08	Milford Little League	Parade	4/19/2024
2024 07	KSI	Car Show	5/4/2024
2024 06	Dolce	Coffee & Cars	5/18/2024
2024 05	DMI	Bud & Bug Festival	4/27/2024
2024 04	Kent Sussex Industries	KSI Paths to Possibilities 5KRun/Walk	6/8/2024
2024 03	Races to Run	(at Fur Baby Resort) No App Submitted	9/5/2024
2024 02	DMI	St. Patrick's Day Pub Crawl	3/16/2024
2024 01	Milford Library	Music in the Park	6/26/24, 7/3/24, 7/10/24, 7/24/24

We are extremely pleased that the Riverwalk Plaza Hispanic Festival is returning to our downtown area (Riverwalk Shopping Center) on Sunday, July 14th! Katrina continues to work with the organizers as they prepare for the event that brought lots of attendees to this community. More information to come.

Katrina left for the annual International Institute of Municipal Clerks' (IIMC) Conference in Calgary, Canada on Friday, May 16th and returned following its conclusion on Thursday, May 23rd. This was prior to the start of the three-day conference and a result of her ongoing commitment to education. She was able to take advantage of on-sight academy classes on Saturday and Sunday. The conference began on Monday and was filled with high level sessions geared toward the clerk's complex roles in today's

evolving world. As is the norm, IIMC partners with institutions of higher education as part of their allegiance to the professional development of municipal clerks.

My term as Chair of IIMC's Research and Resource Committee ended at this conference. While serving on the committee for the past three years and last year as the Vice Chair, it was truly an honor to be represent Milford in this capacity. The Chair and Vice Chair of each of the ten committees are selected annually by that year's President Elect and Vice President. Approximately ten members have been selected to serve along with a staff and three board liaisons.

Because of my approaching retirement, I chose not to attend this year's conference and passed over the opportunity to be recognized for this accomplishment at their Annual Business Meeting. While I missed seeing my clerk friends and family from all over the world and even the rigorous training schedule, using taxpayers' money at this point in my career just seemed inappropriate and unethical. I prefer that money be used by Katrina and her future clerk for upcoming IIMC Conferences that are always specifically designed and vital to clerk training and development. The ideas, best practices, and tools clerks gain when given this opportunity will allow this office to stay ahead of any challenging and fluctuating environments.

Monthly Activities

- ❑ Assisted multiple Delaware Municipalities with policy, procedural, and related items
- ❑ Record requests/Assistance from City Departments (7)
- ❑ FOIA Requests to Date (54)
- ❑ Coordination of FOIA issues with other Departments to ensure Compliance
- ❑ Created/revised/reloaded 05/06 Organizational Meeting Agenda (8)
- ❑ Created/revised/reloaded 05/06 Organizational Meeting Packet (6)
- ❑ Created/revised/reloaded 05/13 Council Meeting Agenda (12)
- ❑ Created/revised/reloaded 05/13 Council Meeting Packet (10)
- ❑ Created/revised/reloaded 05/28 Council Meeting Agenda (5)
- ❑ Created/revised/reloaded 05/28 Council Meeting Packet (9)
- ❑ Created/revised/reloaded 05/28 Budget Hearing Workshop Agenda (2)
- ❑ Created/revised/reloaded 05/28 Budget Hearing Workshop Packet (6)
- ❑ Created/revised/reloaded 05/29 Budget Hearing Workshop Agenda (3)
- ❑ Created/revised/reloaded 05/29 Budget Hearing Workshop Packet (7)
- ❑ Executive Sessions Year to Date (10)
- ❑ Created/revised/reloaded Planning Commission Notices (0)
- ❑ Created/revised/reloaded Planning Commission Agenda (1)
- ❑ Created/revised/reloaded Board of Adjustment Notices (2)
- ❑ Created/revised/reloaded Board of Adjustment Agenda (1)
- ❑ Created/revised/reloaded P & R Advisory Board Agenda (0)

- ❑ Created/revised/reloaded P & R Advisory Board Packet (0)
- ❑ Created/revised/reloaded Tree Preservation Advisory Council Agenda (0)
- ❑ Created/revised/reloaded Tree Preservation Advisory Council Packet (0)
- ❑ Created/revised/reloaded Milford Community Cemetery Board Agenda (0)
- ❑ Created/revised/reloaded Milford Community Cemetery Board Packet (0)
- ❑ Transcribed and Proofread Minutes from City Council Meetings (13)
- ❑ Transcribed and Proofread Minutes from Board of Adjustment (0)
- ❑ Transcribed and proofread Minutes from Planning Commission (0)
- ❑ Transcribed and proofread Minutes from P & R Advisory Board (0)
- ❑ Transcribed and Proofread Minutes from Milford Community Cemetery Board (0)
- ❑ Transcribed and Proofread Minutes from Tree Preservation & Advisory Council (0)
- ❑ Notary Public Services Provided (7)
- ❑ Proclamations Created Year to Date (17)
- ❑ Resolutions Created Year to Date (11)
- ❑ Special Event Submissions to Date (21)

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

THE CITY of Milford DELAWARE

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

DATE: June 1, 2024
TO: Mayor and Members of City Council
FROM: City Clerk Terri Hudson
RE: May 2024

May continued to be a very busy month for our office. Many hours that turned into days were spent creating and updating Council packets and minutes. My hope is to have the council minutes caught up by the end of June. Because of that, a lot of routine duties that are typically shared by both of us have fallen solely on Katrina, while she also handles her own responsibilities. When available, our part-time employees continue to be utilized to cover front desk visitors and incoming phone calls.

Requests for information are again on the rise, as we also continue to work with other municipalities aiding and the sharing of information.

Also, this month, two mornings were spent in staff meetings where council meeting agendas and departmental information were shared.

Electric Director Chipola assisted me with the creation of an ordinance required as a charter mandate related to the fees being assessed at the city's electric vehicle charging station. That fee will be added to the city's comprehensive fee schedule once it is updated.

Both Katrina and I attended the Delaware Local Government Day at Legislative Hall, along with Vice Mayor James and Councilwoman Samaroo and their spouses. It was a great opportunity to reconnect with both old and new colleagues. Engagement with the Governor, Lieutenant Governor and other Mayors and City Managers, was a great opportunity to share valuable information.

As Chair of the Delaware Municipal Clerk's Association Membership Committee, she presided over their meeting on May 7, 2024.

One of Mayor Culotta's goals is to keep Councilmembers informed of upcoming community events. My office will be working closely with the Chamber and other members of the public to ensure a strong line of communication through consistent notifications.

We attended a meeting arranged by the City Manager with the DMI Executive Director and a Board Member to discuss the basis for some safety procedures related to the planning and management of these events. On behalf of the residents and visitors that attend these activities, we thank Chief Ashe and Captain Wells for their untiring efforts to ensure safeguards remain in place.

With that said, special event applications continue to be submitted for processing. Katrina dedicated a great deal of time and effort working with applicants and other city departments and outside agencies to ensure proper preparation and direction. A list of previous and upcoming events in 2024 follows:

Permit #	Organization	Event Name	Event Date
2024 20	Desmandre Entertainment - Bibi's Restaurant	Riverwalk Plaza Hispanic Festival	7/14/2024
2024 19	City of Milford	Juneteenth Celebration	6/19/2024
2024 18	Milford Library	Animal Expo	7/9/2024
2024 17	DMI	Riverwalk Farmers Market	5/4/24 -12/21/24
2024 16	DMI	2024 First Fridays	5/3/24, 6/7/24, 7/5/24, 8/2/24, 9/6/24, 10/4/24
2024 15	Fusion Racing & Bayhealth	Nurse on the Run 5K	4/13/2024
2024 14	Milford High School	Senior Cruise	5/28/2024
2024 13	St John the Apostle Church	Cinco De Mayo Celebration	5/3/2024
2024 12	Meals on Wheels	Jack O'Hollaren Annual Bike Ride	6/22/2024
2024 11	DOGETBE LLC	Unity in the Community	4/20/2024
2024 10	ECDC/Milford Armory	Mobile Food Pantry	3/18/2024
2024 09	Boys & Girls Club of DE	The Goat Run 5K	5/17/2024
2024 08	Milford Little League	Parade	4/19/2024
2024 07	KSI	Car Show	5/4/2024
2024 06	Dolce	Coffee & Cars	5/18/2024
2024 05	DMI	Bud & Bug Festival	4/27/2024
2024 04	Kent Sussex Industries	KSI Paths to Possibilities 5KRun/Walk	6/8/2024
2024 03	Races to Run	(at Fur Baby Resort) No App Submitted	9/5/2024
2024 02	DMI	St. Patrick's Day Pub Crawl	3/16/2024
2024 01	Milford Library	Music in the Park	6/26/24, 7/3/24, 7/10/24, 7/24/24

We are extremely pleased that the Riverwalk Plaza Hispanic Festival is returning to our downtown area (Riverwalk Shopping Center) on Sunday, July 14th! Katrina continues to work with the organizers as they prepare for the event that brought lots of attendees to this community. More information to come.

Katrina left for the annual International Institute of Municipal Clerks' (IIMC) Conference in Calgary, Canada on Friday, May 16th and returned following its conclusion on Thursday, May 23rd. This was prior to the start of the three-day conference and a result of her ongoing commitment to education. She was able to take advantage of on-sight academy classes on Saturday and Sunday. The conference began on Monday and was filled with high level sessions geared toward the clerk's complex roles in today's

evolving world. As is the norm, IIMC partners with institutions of higher education as part of their allegiance to the professional development of municipal clerks.

My term as Chair of IIMC's Research and Resource Committee ended at this conference. While serving on the committee for the past three years and last year as the Vice Chair, it was truly an honor to be represent Milford in this capacity. The Chair and Vice Chair of each of the ten committees are selected annually by that year's President Elect and Vice President. Approximately ten members have been selected to serve along with a staff and three board liaisons.

Because of my approaching retirement, I chose not to attend this year's conference and passed over the opportunity to be recognized for this accomplishment at their Annual Business Meeting. While I missed seeing my clerk friends and family from all over the world and even the rigorous training schedule, using taxpayers' money at this point in my career just seemed inappropriate and unethical. I prefer that money be used by Katrina and her future clerk for upcoming IIMC Conferences that are always specifically designed and vital to clerk training and development. The ideas, best practices, and tools clerks gain when given this opportunity will allow this office to stay ahead of any challenging and fluctuating environments.

Monthly Activities

- ❑ Assisted multiple Delaware Municipalities with policy, procedural, and related items
- ❑ Record requests/Assistance from City Departments (7)
- ❑ FOIA Requests to Date (54)
- ❑ Coordination of FOIA issues with other Departments to ensure Compliance
- ❑ Created/revised/reloaded 05/06 Organizational Meeting Agenda (8)
- ❑ Created/revised/reloaded 05/06 Organizational Meeting Packet (6)
- ❑ Created/revised/reloaded 05/13 Council Meeting Agenda (12)
- ❑ Created/revised/reloaded 05/13 Council Meeting Packet (10)
- ❑ Created/revised/reloaded 05/28 Council Meeting Agenda (5)
- ❑ Created/revised/reloaded 05/28 Council Meeting Packet (9)
- ❑ Created/revised/reloaded 05/28 Budget Hearing Workshop Agenda (2)
- ❑ Created/revised/reloaded 05/28 Budget Hearing Workshop Packet (6)
- ❑ Created/revised/reloaded 05/29 Budget Hearing Workshop Agenda (3)
- ❑ Created/revised/reloaded 05/29 Budget Hearing Workshop Packet (7)
- ❑ Executive Sessions Year to Date (10)
- ❑ Created/revised/reloaded Planning Commission Notices (0)
- ❑ Created/revised/reloaded Planning Commission Agenda (1)
- ❑ Created/revised/reloaded Board of Adjustment Notices (2)
- ❑ Created/revised/reloaded Board of Adjustment Agenda (1)
- ❑ Created/revised/reloaded P & R Advisory Board Agenda (0)

- ❑ Created/revised/reloaded P & R Advisory Board Packet (0)
- ❑ Created/revised/reloaded Tree Preservation Advisory Council Agenda (0)
- ❑ Created/revised/reloaded Tree Preservation Advisory Council Packet (0)
- ❑ Created/revised/reloaded Milford Community Cemetery Board Agenda (0)
- ❑ Created/revised/reloaded Milford Community Cemetery Board Packet (0)
- ❑ Transcribed and Proofread Minutes from City Council Meetings (13)
- ❑ Transcribed and Proofread Minutes from Board of Adjustment (0)
- ❑ Transcribed and proofread Minutes from Planning Commission (0)
- ❑ Transcribed and proofread Minutes from P & R Advisory Board (0)
- ❑ Transcribed and Proofread Minutes from Milford Community Cemetery Board (0)
- ❑ Transcribed and Proofread Minutes from Tree Preservation & Advisory Council (0)
- ❑ Notary Public Services Provided (7)
- ❑ Proclamations Created Year to Date (17)
- ❑ Resolutions Created Year to Date (11)
- ❑ Special Event Submissions to Date (21)

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

THE CITY of Milford DELAWARE

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: May 2024 Monthly Report
Date: June 7, 2024

- Much of the last month was spent on the budget and capital improvement plan. I appreciate Council's review and questions, and we look forward to an adoption on June 10. A special thanks goes out to Valerie Heritage and Lou Vitola for their work on the CIP and to Sandra Peck and Lou Vitola their work on the operating budget.
- IT staff continues to investigate password software for city computers. One issue we are working to resolve is having passwords that give IT staff the ability to override in case of a sudden employee termination or departure from service.
- James Puddicombe, Rob Pierce, Willis Shafer and I met with DELDOT engineers regarding the downtown signals.
- Mayor-elect Culotta, Mayor Campbell (Ronnie), Councilman James (Pam) and I attended the Sussex County Association of Towns meeting.
- Staff met to update the Capital Improvement Plan.
- Mayor Culotta, Chief Ashe and various department heads hosted over 130 fourth graders from Lulu Ross Elementary School at City Hall. The classes are studying local government. Public Works and Electric had numerous pieces of equipment on display. They heard presentations from me, Terri Hudson, Tony Chipola, Willis Shafer, Brad Dennehy, Jamesha Williams, Suzannah Frederick, Chief Ashe, Paul Beebe, and Mayor Culotta. They had great questions for us, but the best one was a student who asked why he can't have a trampoline at his house! (We suspect it is an HOA rule)!
- The Walnut Street bridge was opened after all signage and seal coating was done. The opening was delayed a day due to the weather.
- The paving on NE Front Street was completed.
- We received good news on the well drilled on the Milford Corporate Center for water. Pumping tests proved we could pump 500 gallons per minute. This will be one of our major producers of water. We continue to wait for water quality testing results to determine what treatment may be required.
- City Engineer James Puddicombe, Public Works Director Willis Shafer and I met with Dr. Bridget Amory and Mike Sharp of the Milford School District regarding the Banneker School drainage pond. We have a grant opportunity to expand and improve the pond and we needed the school district's support. After the meeting, the district did give us a letter of support, which we forwarded onto Rep Lisa Blunt Rochester's office as part of the grant request. The grant will cover 80% of the cost of the project, or about $980,000.
- Rob Pierce and I met with Becker Morgan as part of our monthly update on the Milford Corporate Center.

- I met with Claudia Leister, Charles Hammonds, and Tom Summers of the Milford Museum regarding their space needs.
- I attended the DEMEC monthly Executive Board meeting.
- I held my monthly update meetings with Rob Pierce, Tony Chipola and Willis Shafer
- I attended Senator Carper's press conference in Slaughter Beach announcing funding for beach restoration.
- I met with Jamesha Williams, Chief Ashe and Lieutenant Smith regarding Lieutenant pay.
- Brad Dennehy, Jamesha Williams, Willis Shafer and I met regarding a potential transfer of an employee to public works from parks and recreation.
- I attended the monthly executive committee meeting of the Greater Milford Chamber of Commerce.
- Several staff members as well as Solicitor Rutt and Ring Lardner from DBF met regarding a contractor's claim for payment on NE Front Street water and sewer line project.
- Jamesha, Tony Chipola and I met with the IBEW team regarding contract negotiations.
- Tony and I met with the Shpigler Group regarding our business case review. We plan to present finding to Council at the work shop at the end of June.
- Rob and I met regarding placing dedicated fiber to the Milford Corporate Center.
- Councilman James (Pam), Councilwoman Kalesis and I attended the DLLG Dinner in Dover.
- Chief Ashe, Terri Hudson, Katrina White, Willis Shafer, Charlie Nordberg, Lt. Young, and I met with DMI representatives regarding First Friday road closures.
- Rob Pierce, Mayor Culotta, and I met with attorney Gary Green of Archer and Grainer regarding the Master Development Agreement for the Milford Corporate Center.

May 2024 Accomplishments

Streets/ Utilities- Charles Nordberg

- Flushing fire hydrants in 3 and 4th wards.
- Closed N & S Walnut for 1 First Fridays event.
- Close road for Coffee and cars event.
- Painted arenas parking lot customer service parking lot the museums parking lot and the parking lot behind customer service.
- Fix water leak 602 Reed St.
- Painting parking T on N Walnut and Crosswalk on Jefferson and S Walnut and in front of post office.
- Power washing fire hydrants to get ready to paint.
- Replace yard hydrant at the Milford community garden.

Building Maintenance / Solid Waste - Brian Jester

- Fixed toilet in Sewer Bay bathroom
- Had electrical breaker changed in the garage
- Had A/C replaced in garage
- Martel installed doorbell camera at P&R Main
- Had siding replaced at parks & Rec main
- Had City Hall fire inspection completed
- Swapped doors in city hall for the IT department

Solid Waste Truck Issues

- SW-28 Hydraulic leak, had to replace hose
- SW-28 Jaquiam busted the mirror off, out of service until replaced 5/6/24
- SW-11 Strap broke on arm, replaced but down for an hour
- SW-28 general maintenance with replacement of two cylinders and welded crack in arm base 5/21/24
- SW-28 cracks in PTO pump 5/23/24, back in fleet 5/29/24
- SW-14 went to Dealer for warranty work 5/30/24
- SW-28 plate in body floor started peeling up, needs to be rewelded until new plate comes in 5/31/24

Engineering – James Puddicombe

- Attended the Delmarva GIS Conference and presented our Vision Zero Website
- Coordinated with the School District regarding two ongoing overlapping projects
- Held a preconstruction meeting for First State Storage
- Oversaw Completion of Topcoat paving in Phase 1A of Simpsons Crossing
- Met with DelDOT on site to discuss issues related to their completion of design for multimodal path improvements east of Rehoboth Blvd on N Front Street
- Met with the developer of Cypress Hall to discuss project construction and workflow regarding the apartment section of the development
- Provided review and comments on the Corporate Center Pump Station
- Held an internal Development update meeting with Planning and Electric Departments to discuss all 35 active projects or phases of construction within the City.

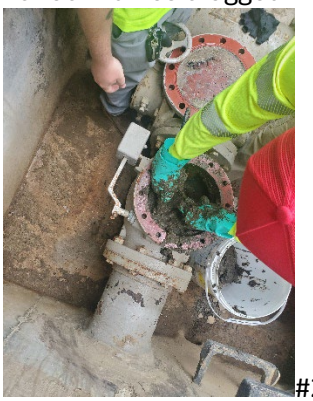
Water/ Waste Water- Steve Ellingsworth

- Truitt Ave. Pump Station check valves clear from clog. Both pumps and check valves were a mess. 5/1 & 5/2

pump 1 Clogged with rags.

- CIP project sheets reworked and summited. 5/3/24
- Water – Chlorine scrubber for gas chlorine at Tenth street treatment plant.
    - Continue Water treatment upgrades.
- Sewer - 8-inch Sewer bypass pump.
    - Continue Sewer treatment upgrades.

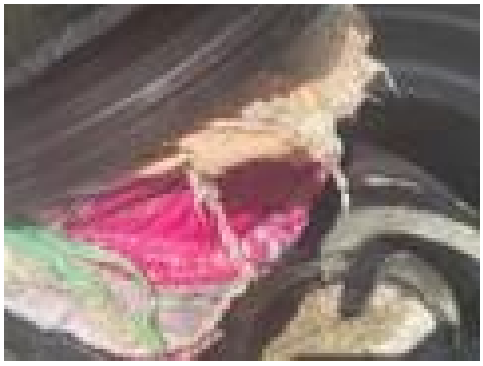
- Truitt Pump Station check valves clogged with rags. Probe covered in hair and rags. 5/3/24

#1  #2 Probe

- Truitt Ave. pump station cleaned. – Dirt in wet well. 5/8/24

- The following pump station cleaned out, 5/16/24
  Wendy's Knotts landing Americin North Shore
  Photo of North Shore after cleaning.

- Fork landing pump two lock out. 5/28/2024



Pump # 2 several pairs of underwear.

Pump 2 clothing after taking out of pump.

Public Works Department - May 2023	*May 2022*	May 2023	*FY22 YTD (07/01/21-06/30/22)*	FY23 YTD *(07/01/22-06/30/23)*
Streets/Utility Division				
Signs Installed/Replaced	30	4signs 1 pole	216	312
Curb Miles Swept	400	1,400	5,590	12,150
Sewer Lines Flushed (in feet)	2,400	14,000	27,785	65,198
Sewer Back-up Response	2	0	32	21
Sewer Line Repaired	0	0	4	3
Water Hydrants Flushed	8	14	373	176
Fire Hydrants Replaced/Installed	0	0	10	2
Water Line Repair	0	0	14	11
Water Valves Exercised	8	14	221	138
De-icing Salt Used (tons)	0	0	104	1
Potholes Filled - Cold Patch	42	21	521	465
Potholes Filled/Spray Patch - Gallons Emulsion Used	0	100	7	100
Leaves Collected (Tons)	0	0	102	113
After Hours Calls	2	4	71	56
Crack Sealing (pounds of sealant used)	200	300	600	1,440
Work Orders Completed	17	17	206	176
Storm Sewer Inlets Cleaned	62	80	708	842
Street Closures/Festivals	1	3	31	26
Engineering Division				
Utility Locates Completed	222	306	*1,790*	1832
Infrastructure Work Orders Completed	*4*	59	*94*	202
Backfill Inspection Work Orders Completed	*9*	7	*127*	123
Operations Division				
Fleet Work Orders Completed	*42*	24	*236*	300
Fuel Use-Diesel (Gallons)	2,710	2,824	*4,959*	26,416
Fuel Use-Gas (Gallons)	4,133	4,112	*39,853*	31,249
Blue Def (Gallons)	*16.37*	90	*16*	831
Solid Waste & Facilities Division				
Refuse Collected (Tons)	289.60	319.35	*2,722*	3,689
Recycle Collected (Tons)	79.65	53.14	*716*	856.9
Yard Waste Collected (Tons)	68.00	46.15	*538.77*	542.9
Missed Collections	*Data Unavailable*	55	*Data Unavailable*	481
Bulk/Brush Collection Requests Completed	8	67	*600*	642
Containers Delivered	50.00	16	*451*	395
Containers Serviced (Swap, Replacement, Removed)	17.00	24	*557*	270

Facilities After Hours Calls	*Data Unavailable*	9	*Data Unavailable*	93
Facilities Work Orders Completed	*Data Unavailable*	47	*Data Unavailable*	211
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons) 5 Month 2023	*86,535,400*	Not Complete	*306,614,200*	238,002,900
Waste Water Transferred(Millions of Gallons)	*85,206,000*	72,975,000	*224,840,000*	314,605,000
Work Orders Completed	*53*	88	*445*	529
Pump Stations Cleaned	*Data Unavailable*	3	*2*	21
After Hours Calls	*0*	7	*25*	62

Public Works Projects - May 2023	Planning Stage	Bid/PO Award	In Progress	Complete
Water				
Install Automated Blow-off Valves 2 in stock	Charlie / James	charlie	X	simpson/mil. Pon
Protection Upgrades Caulk & 10th Street Towers	Steve			
Water Tower Altitude Valve at Caulk Tower	Charlie / James	Schrock	X	**DONE**
Water Trtmnt Monitoring & Process Control Upgrades (4&5)	Steve / Steve Z.		X	
City-wide Valve & Hydrant Replacement/Improvements	Charlie / James	Charlie		
Standardized Water Treatment Facility Controls	Steve / Steve Z.		X	
DNREC Water Allocation Permit	Steve	State	Complete	**DONE**
Sewer				
Truitt Avenue PS Groundwater Investigation & Repair	KCI	KCI	X	
SCADA Instrumentation Upgrades & Integration	Steve / Steve Z.		X	
Targeted Inflow and Infiltration Investigation & Repair	KCI	KCI	X	
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 - May 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				
GARAGE				
WAREHOUSE				
Active Developments - May 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				
Mispillion Landing				
Riverwalk Villas				
Windward on the River				
Milford Ponds Phase III				
Red Cedar Farms				
Hickory Glen				
Knights Crossing				
Commercial Projects - May 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				

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

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: May 2024 Electric Dept Staff Report
Date: June 5, 2024

Director's Office

- Continued IBEW 126 Negotiations
- Participated in Capital Projects update Mtg
- Met with Water AMI vendor
- Attended DELDOT Monthly Mtg
- Participated in Development Update mtg chaired by J. Puddicombe
- Held mtg with AMP and ITRON RE: AMI enhancements and proposed upgrades as part of the GRIP 2 grant
- Held meeting with PW & P&R regarding City Facilities
    - Identified current space issues
    - Discussed future needs for personnel and equipment
    - Identified several options to explored as part of capital project
- Participated in Capital Projects Update Mtg
- Participated in Strategic Plan Update Mtg
- Continued discussions with Energy Storage Vendor and DEMEC for Solar Soaking applications
- Attended DEMEC Board Mtg
- Engaged w/ Consultant regarding Electric Strategic Planning
- Spoke to 4th grade students about the City's Electric Dept
- Responded to AMP GRIP Topic 2 Application Data Request
- Developed FY25 Electric and Tech Services O&M and Capital Budgets
- Attended Mtg with HBA
- Attended Webinar on Physical Security held by APPA

Electric Lines

- Project Review Mtg w/ DELDOT RE: New Wharf Rd Project
- Met with Cypress Hall contractor to discuss grading concerns
- Crews attended hands-on Demo of resettable padmounted switchgear
- Troubleshot Milford Solar Breaker Operations
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

- Attended monthly AMI support call w/ AMP
- Replaced wiring for various instrument rated metering locations (Parks & Rec, Milford Museum, meter by dog park)
- Changed out the level sensor at Knotts Landing
- Installed and is testing a new serial server to improve SCADA radio communication
- Met with HOA representative at Orchard Hill development with concerns about 2 inch irrigation meter
- Met with various contractors to specify metering equipment and advise on installation.
- Processed multiple applications for solar panel interconnections

EV Charger Statistics	Previous Month	**Current Month**
Unique Drivers	**33**	**38**
# of Sessions	**70**	**95**
Energy Delivered (MWh)	**1.93**	**2.44**

Total Avoided Greenhouse Gas Emissions: 4,507kg

Electric Department -May 2024	May 2023	**May 2024**	FY23 YTD (07/01/22-05/31/23)	**FY24 YTD** ***(07/01/23-05/31/24)***
Electric Division				
Trouble Service Call	14	**37**	208	**309**
Work Orders Completed	26	**73**	368	**531**
Outages	8	**9**	67	**77**
LED Street Lights Replaced	4	**4**	*137*	**52**
New Service Install	9	**19**	46	**100**
Poles Replaced	0	**0**	34	**21**
After Hours Calls	14	**23**	148	**163**
Trees Cut (Days)	2	**ASPLUND**	22	**15**
Technical Services Division				
*New Electric Service Installed/Meter Set	14	**81**	115	**217**
New Water Service Installed/Meter Set	19	**16**	50	**103**
Electric Meter Replacement	4	**3**	74	**52**
Water Meter Replacement	51	**94**	589	**663**
Work Orders Completed	577	**364**	7,321	**5,442**
After Hours Calls	8	**3**	65	**41**

9 Outages- 4 squirrels, 1 storm, 2 equipment fail/unknown, 2 bad UG.

*Increase in new electric meter installs due to 2 new apartment buildings, 25 meters in each building

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: June 5, 2024

RE: May 2024 – Planning Department Staff Report

- During the first five months of the 2024 calendar year, the City issued 119 new residential dwelling construction permits. The total construction investment in Milford through the end of May 2024 based on issued building permits was $79,660,753.00.
- The City of Milford has seen 220 projects with a committed investment of over $36.7 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 $4.4 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over $1,059,000 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://maps.milford-de.gov/arcgis/apps/webappviewer/index.html?id=77ba045c6de14311802ec54ac3409ca6
- Delaware State Housing Authority (DSHA) announced DDD large project reservation awards for the Fall 2023 application round in mid-May. A total of eleven projects were awarded reservations, two of which were projects located in Milford. Milford Housing Development Corporation received a large project reservation for Riverwalk Villas in the amount of $353,028 for the construction of 27 townhouses. DE OZ Property Management, LLC received a large project reservation for the redevelopment of the former firehouse on N. Church Street in the amount of $680,000.
- The Planning Commission will not meet during the month of June.
- The Board of Adjustment will not meet during the month of June.
- The City reviewed a final site plan resubmission for the Caliber Collision project and provided comments to the applicant.
- The City reviewed a final site plan resubmission for the Helmick Milford – Fast Food project and granted final approval.
- The City reviewed and approved a revision to the Cypress Hall – Phase II apartment fire line arrangement.
- The City reviewed a final major subdivision resubmission for the Westwood development and is awaiting Kent Conservation District approval before scheduling the final major subdivision public hearings.
- The City reviewed a final site plan submission for the Buccaneer Carwash redevelopment and provided comments to the applicant.

- The City reviewed a final site plan submission for the Windward Grove clubhouse and provided plan review comments to the applicant.
- The City received a preliminary site plan submission for Mispillion Apartments and is currently reviewing the plans.
- The City reviewed a site plan modification for the Chick-fil-A drive-thru lanes and provide review comments to the applicant.
- The City reviewed a final major subdivision submission for the Riverwalk Villas project and provided review comments to the applicant.
- Staff attended the weekly ERP Project update meetings.
- Staff submitted the enclosed annual Downtown Development District report to the State of Delaware Office of State Planning Coordination (OSPC) as required Delaware Code.
- Staff submitted the enclosed annual Comprehensive Plan report to the State of Delaware Office of State Planning Coordination (OSPC) as required by Delaware Code.
- The Planning Department assisted with the preparation of the City's 5-year Capital Improvement Plan.
- Attended the National Planning Conference online.
- Staff attended bi-monthly Home Builders Association (HBA) / City of Milford coordination meeting.
- Met with representatives from DelDOT to review existing conditions on NW Front Street and Maple Avenue between the Riverwalk and the Milford Plaza Shopping Center. DelDOT has committed to designing and constructing a shared use path along this alignment consistent with the City's adopted Bicycle Master Plan.
- Attended a preconstruction meeting for the Helmick Milford – Fastfood project located at the southwest corner of Route 113 and Warner Road.
- Met with Comcast and Chesapeake Utilities regarding possible service to the Milford Corporate Center.
- Met with Sussex Habitat for Humanity to review house placement surveys for 9 properties they purchased in the vicinity of Mispillion Street, Columbia Street and McColley Street to determine if variances are needed.
- Planning Department staff attended 8 hours of ERP implementation sessions. The tentative Go-Live date for Enterprise Permitting & Licensing is August 13, 2024.
- Staff continues to research options for the implementation of a historic preservation ordinance and is currently developing draft language with the Planning Commission.
- 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.
- 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	163
Closed Cases	31
Open Cases at Start of Period	323
Open Cases at End of Period	444

*267 open cases are for weeds/grass which stay open until the end of the year.

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	11
Dangerous Tree	4
Furniture Violation	1
Generic Violation	7
Property Maintenance Violation	6
Rubbish & Garbage	12
Weeds & Grass	122
Zoning Use Violation	0
Total	163

Rental Licenses Issued: 279
Vendor Licenses Issued: 1
Contractors Licenses Issued: 37
Business Licenses Issued: 34

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	9
Construction Trailer	2
Residential Demolition	0
Fence	13
Residential Building New Construction	26
Residential Renovation/Accessory	16
Roof/Siding Permit	8
Sign Permit	2
Solar Panel Permit	1
Utility Permit	4
Total	81

Inspections Performed:

Inspections Performed by Type	Count
Footer	35
Foundation	135
Framing	76
Insulation	20
Final	56
Residential Rental	284
Total	606

Municipal Comprehensive Land Use Plan
Annual Report
** New Question added - - #4 Opportunities for technical assistance**

Name of Municipality: Milford

Date of Plan Certification: 01/22/2018 **Date of Report:** 05/22/2024

In accordance with 22 Del. C. §702 (g) Municipalities shall provide to the Office of State Planning Coordination a report describing implementation of their comprehensive plan and identifying development issues, trends* or conditions since the plan was last adopted or amended. The report shall be due annually no later than July 1.

*Please note that the development trends data is collected each year to further supplement this requirement. Please contact the Office of State Planning Coordination with questions regarding development trends or this annual report.

1. Please review the recommendations, goals and implementation items within your comprehensive plan and Please indicate which items are complete, underway, or not yet started. Also please include any other comments you may wish to add.

   See attached documentation for the 2018 Comprehensive Plan and SE Master Plan goals and objectives.

2. Please highlight any significant accomplishments development issues, trends or conditions since the plan was last adopted or amended that may either have enhanced or hindered the implementation of your plan. These accomplishments may be used in the annual report to the Governor.

   Residential development has increased over the past 12 months. The City is seeing the construction of single-family detached dwellings, townhouses and multi-family units along with infill construction within and around the City's town center and downtown development district.

   Commercial growth remains steady along SR1, Route 113 and on the Sussex Health Campus.

3. Are there any planning issues that the municipality is currently facing. Do you anticipate any comprehensive plan changes for which the Office of State Planning Coordination may be able to offer technical assistance? If yes, please describe below.

   Congestion continues to increase along Route 113 associated with seasonal beach traffic and there is a need to revisit the Route 113 north/south bypass study to develop a plan to alleviate long-term traffic congestion through Milford.

Also, the City is working on the development of a Historic Preservation Ordinance with the intent of establishing a historic review board to review renovation, demolition and new construction permits.

The City will continue to entertain Comprehensive Plan Future Land Use Map amendment requests on an annual basis; otherwise, the City does not anticipate any changes to the City's comprehensive plan until the next major update.

4. Opportunities for technical assistance, planning help, and funding for resiliency related projects that arise throughout the year. What resiliency projects* or efforts might your town need help with?

   **Resiliency projects might include (but are not limited to) addressing flooding impacts, energy efficiency/sustainability efforts, identifying vulnerability to climate change, etc.*

   The City does not currently anticipate a need for technical assistance, planning help or funding for resiliency related projects.

5. Please help update our mailing list by supplying the following information:

Mayor: F. Todd Culotta	e-mail address: mayorculotta@milford-de.gov
City/Town Manager: Mark Whitfield	e-mail address: mwhitfield@milford-de.gov
Planning Director: Rob Pierce	e-mail address: rpierce@milford-de.gov
Town/City Clerk: Terri Hudson	e-mail address: thudson@milford-de.gov

Council/Commission Members:

Ward 1 – Madula Kalesis	***Ward 1 – Daniel Marabello***
Ward 2 – Nadia Zychal	***Ward 2 – Lori Connor***
Ward 3 – Michael Stewart	***Ward 3 – Nirmala Samaroo***
Ward 4 – Katrina Wilson	***Ward 4 – Jason James, Sr.***

Planning Commission Members:

Marvin Sharp, Chair	***Shelby Nash DiCostanzo***
Ian Wright	***Mark Redden***
Charles Hammond, Jr.	***Jim Purcell***
David Sauls	

On behalf of the City of Milford, I respectfully submit this comprehensive plan annual report to the Office of State Planning Coordination. The information contained in the report is correct and complete.

Signature of Mayor **Date** 6/3/24

F. Todd Culotta

Printed Name of Mayor

Milford's Vision Statement

Milford takes great pride in the beauty of its riverfront and its rich historic and cultural heritage, which dates back to the eighteenth century. The City wishes to build upon these enduring and desirable attributes while enhancing community resiliency and see Milford grow into the "Riverfront Gateway to Southern Delaware."

With a commitment to thoughtful economic development, appropriate growth that is resilient to environmental change, and preservation and protection of its most cherished assets, the City envisions itself as a year-round, vibrant, employment and economic center that stays true to its small-town roots and feel.... A small-town city where residents are able to live, work, go to school, and recreate.

Community Character

	Term
GOAL	
Encourage compatible, resilient, connected development, redevelopment, and growth within Milford's municipal boundary.	
OBJECTIVES	
• Maintain a dialogue with Milford's major employers and industries to anticipate and maximize potential investment in the city.	Ongoing
• Ensure connections for all modes between commercial and residential uses, existing and proposed residential uses, and the southeast area and greater Milford.	Completed 2021 Bicycle Master Plan Update and added projects to 5 year CIP
• Consider pursuing Certified Local Government (CLG) status to potentially access technical and financial assistance through the national CLG Program, administered by SHPO.	Not Yet Started
• Consider an updated survey of municipal lands with Sussex County that may be eligible for the National Registry of Historic Places.	Not Yet Started
• Review and update the city's sign ordinance.	Completed
• Investigate the development of architectural design standards for new projects, specifically those within the city's designated historic districts.	Voluntary Standards Developed by DMI. Started working on developing a Historic Preservation Ordinance.

• Review and update site plan design requirements.	Completed January 2022

GOAL

Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

OBJECTIVE

• Encourage infill and redevelopment of vacant, underutilized, or in-need-of-repair properties, particularly within the Downtown Development District.	Ongoing

GOAL

Entertain annexation or growth opportunities within the municipality's established Urban Growth Boundary (UGB), provided cost-effective services can be provided.

OBJECTIVE

• Systematically consider and evaluate annexation requests from within the existing UGB, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the city.	Ongoing

Government, Community Services, and Infrastructure

GOAL

Ensure the safety and security of Milford's residents with first-class police, EMS, and fire protection services and provide adequate public utilities to provide for planned and desired growth in a managed, cost-effective manner.

OBJECTIVES

• Consult police, fire, and EMS personnel when considering significant development and redevelopment proposals, particularly with regard to response time and access.	Ongoing
• Plan for and provide adequate utilities and services to accommodate occurring and planned for growth in Milford.	Ongoing

• Consider additional electricity demand from increased air conditioning usage into electric infrastructure planning processes to ensure that power supply and system reliability are maintained during periods of sustained high temperature.	Ongoing
• Encourage the appropriate use of low-impact development and resilient stormwater management practices contained in the Delaware Green Infrastructure Primer.	Ongoing
• Review mutual aid agreements with surrounding jurisdictions and confirm the adequacy of Advanced Life Support (ALS) services for Milford residents. Milford may wish to pursue offering these services.	Not Yet Started
• Work with natural gas provider to service residential, commercial, and industrial customers within city limits.	Ongoing
• Incorporate language in the code related to commercial recycling and making recommendations on commercial site plans for space for recycling dumpsters and other facilities.	Not Yet Started
• Engage with DNREC's Allocation Division to ensure all wells in service appear on a revised allocation permit for the city and that Milford is able to document sufficient supply for present needs.	Underway
• Engage with DNREC's Allocation Division to proactively coordinate anticipated future water allocation demands and needs and ensure that any new wells or infrastructure upgrades are coordinated with DNREC's approval process.	Underway

Housing

VISION

The City of Milford envisions itself transitioning into a year-round economic and employment center. It strives to provide and maintain a balanced housing inventory capable of accommodating residents from senior-level executives to the many hourly wage employees Milford hopes to attract.

GOAL

Encourage a balanced range of housing types and homeownership opportunities for existing and future residents.

OBJECTIVE

• Engage DSHA in the city's planned Northeast Area Master Plan, particularly with regard to Census Tract 425, which DSHA characterizes as having an oversupply of subsidized rentals.	Not Yet Started

GOAL

Promote opportunities for the creation of new clean, safe, and affordable housing and ensure the continued quality of the existing stock of affordable units.

OBJECTIVE	
• Market the low-income home weatherization assistance program that is designed to improve energy efficiency for low-income households.	Ongoing

GOAL

Encourage the construction and maintenance of housing that is resilient to current and future hazards such as flooding and heat waves.

OBJECTIVES	
• Update the city's floodplain ordinance and consider adopting a freeboard requirement.	Completed
• Consider upgrading the city's building code standard from the International Building Code 2006 to the most recent 2015 version that recommends stronger energy efficiency measures.	Completed Adopted 2018 IRC/IBC Summer 2022

Transportation

GOAL

Enable the safe and efficient mobility of residents utilizing all modes of travel, be they pedestrians, cyclists, drivers, or transit riders—via a safe and interconnected transportation system.

OBJECTIVES	
• Work to address deficiencies and maintenance issues in the city's bicycle and pedestrian network by cataloging identified issues, engaging with DelDOT, and programming any available transportation funding.	Completed 2021 Bicycle Master Plan Update and added projects to 5 year CIP
• Incorporate key recommendations from the city's Bicycle and Pedestrian Master Plan into its subdivision and street design standards.	Completed January 2022
• Study and/or address parking deficiencies in the central business district.	Completed

• Ensure connections for all modes between commercial and residential uses, existing and proposed residential uses, and the southeast area and greater Milford when considering development or redevelopment applications.	Completed 2021 Bicycle Master Plan Update and added projects to 5 year CIP. Added Sidewalk Gap construction initiative to 5 year CIP.
• Continue to make use of the Mispillion Riverwalk as a first-class recreational opportunity and the connected pedestrian spine of the community.	Ongoing
• Coordinate with DelDOT/DART regarding future transit needs and opportunities.	Ongoing – Local Route started May 2018
• Preserve traffic capacity and prevent undue future congestion on the city's highways and arterials by planning for future growth and development with connected local streets and bicycle/pedestrian networks.	Ongoing
• Coordinate with DelDOT and local businesses to address noted concerns of congestion, truck traffic, and difficult pedestrian crossings.	Ongoing. N. Rehoboth Boulevard Corridor Study completed during 2023-2024 period. 10th Street Study, S. Walnut Street Study, and Downtown Streetscapes Concept Planning Completed during 2022-2023. Will continue to evaluate other areas each year.
• Collaborate with DelDOT to conduct a climate change vulnerability analysis to identify at-risk transportation assets and strategies for mitigating those risks.	Not Yet Started

• Install electric vehicle charging stations in the central business district with designated parking spaces.	The City constructed two EV charging stations within the Central Business District in the NE Front Street public parking lot.
• Implement the recommendations from the 2021 Bicycle Master Plan	Bicycle projects based on the 2021 Bicycle Master Plan priority list have been added to the City's 5-year CIP. The City continues to seek funding for various projects. DelDOT has committed to constructing portions of the "northern loop" from the master plan.
• Work with the Dover/Kent County MPO and DelDOT to study and improve intersections along N. Walnut Street and Rehoboth Boulevard between Route 113 and Mashal's Pond	MPO and City currently wrapping up the N. Rehoboth Boulevard Corridor Study to address bike, pedestrian and vehicular safety improvements.

• Work with DelDOT to convert SW Front Street from one-way to two-way flow.	Ongoing. Traffic signal at intersection of S. Walnut Street and SW Front Street under investigation for removal and all-way stop is installed. SW Front Street currently two-way in advance of bridge replacement. May convert back to one-way depending on outcome of SW Front Street streetscape concept.
• Work with the Dover/Kent County MPO and DelDOT to improve the intersection at Airport Road and Canterbury Road	The City received TIIF funding for a roundabout to be installed at this intersection in conjunction with the City's proposed industrial park. Construction should begin before the end of the 2024 calendar year.

• Work with DelDOT to improve the intersection at Jefferson Avenue and S. Walnut Street.	S. Walnut Street Traffic Calming study was completed in 2023, which includes conceptual realignment of this intersection. Will continue to work with DelDOT on funding and implementation.

GOAL

Pursue, in coordination with DelDOT, the creation of a Transportation Improvement District (TID) for areas subject to the updated Southeast Master Plan.

OBJECTIVES	
• Enter into a written agreement or MOU with DelDOT regarding a TID for the southeast area, and develop an agreed-upon schedule of implementation steps.	Completed. TID adopted by City Council in April 2023.
• Collaborate with DelDOT to investigate an east–west transportation solution between US 113 and the new Bayhealth Health Campus.	Delayed. Need State legislative support.

Economic Development and Redevelopment

VISION

The City of Milford is dedicated to providing a quality living and working environment that will ensure a balanced mix of commercial development and employment opportunities, that serve its residents, and promote its image as a desirable and economically stable community.

GOAL

Pursue land use, growth, and preservation strategies that will ensure that farms, agricultural properties, and agri-businesses remain an economically viable anchor to the Milford economy.

OBJECTIVES	
• Promote preservation of agricultural and environmental resources beyond the city limits of Milford.	City Council adopted TDR Ordinance. Completed
• Systematically consider and evaluate annexation requests from within the existing UGB, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the city.	Ongoing

GOAL

Ensure Milford's future land uses and zoning accommodate and allow for a variety of commercial and employment activities.

OBJECTIVES	
• Encourage infill and redevelopment of vacant, underutilized, or in-need-of-repair properties, particularly within the Downtown Development District.	Ongoing
• Consider the development of a vacant building ordinance to address blighted and abandoned properties, possibly including a vacant building registration program.	Not Yet Started

GOAL

Implement the policies and recommendations within the Southeast Master Plan and the Downtown Development District, both key tools for future development and redevelopment.

OBJECTIVES	
• Incorporate and adopt the Southeast Master Plan as part of the Comprehensive Plan.	Completed
• Amend the municipality's zoning and subdivision ordinance, and any other relevant procedures, to reflect the updated master plan.	Completed January 2022

GOAL

Broaden Milford's economic activity beyond the Monday to Friday, nine-to-five workweek by encouraging businesses, activities, and festivals that will help develop Milford's identity as a great place to have fun, as well as work and live.

OBJECTIVES	
• Encourage and promote nightlife and cultural destinations in the town center.	Ongoing
• Consider the city's desire for cultural and evening destinations when deliberating conditional use applications.	Ongoing
• Consider relaxing parking requirements, or permitting shared parking arrangements, for adjoining uses or areas, where peak demands would be expected to occur at different points in the day/evening.	Completed the zoning code and subdivision code update 2022

GOAL

Enhance Milford's economic resiliency by reducing the risk of flood damage and promoting the long-term cost savings of energy efficiency and renewable energy upgrades.

OBJECTIVES	
• Support energy efficiency and renewable energy upgrades in new and existing developments by taking advantage of state-sponsored financial incentives.	Ongoing
• Promote electrical vehicle charging in the central business district.	The City constructed two EV charging stations within the Central Business District in the NE Front Street public parking lot.

Natural Resources

GOAL

Coordinate with relevant agencies and committees to improve water quality in the Mispillion River and its tributaries.

OBJECTIVES	
• Consider refining the city's buffering regulations to distinguish between built-up areas where the existing ten-foot buffer is the default and more open areas where a more effectively sized buffer may be feasible.	Completed the zoning code and subdivision code update 2022
• Continue to pursue and support living shoreline installations along hardened sections of the Mispillion River.	Underway
• Review parking and loading standards to ensure new site plans have adequate parking while limiting the amount of impervious coverage.	Completed the zoning code and subdivision code update 2022
• Consider relaxing parking requirements, or permitting shared parking arrangements, for adjoining uses or areas, where peak demands would be expected to occur at different points in the day/evening.	Completed the zoning code and subdivision code update 2022
• Review and update the city's impervious coverage standards to ensure environmentally friendly site design.	Completed the zoning code and subdivision code update 2022
• Enhance the urban tree canopy by planting new trees in sparsely planted areas, for instance near parking lots and other impervious coverage areas near the downtown core.	Updated Tree Preservation Ordinance January 2022. Tree planting in 5-year CIP.
• Continue to avoid development in ecologically sensitive and flood-prone areas.	Ongoing
• Participate in the Mispillion River Tributary Action Team to assist in the development of pollution control strategies for the river.	Not Yet Started
• Promote the elimination of individual septic systems where feasible near and adjacent to the Mispillion River.	Ongoing

GOAL

Pursue agricultural preservation of high-value agricultural parcels, consistent with the master plan.

OBJECTIVES	
• Incorporate and adopt the Southeast Master Plan as part of the Comprehensive Plan.	Completed
• Develop and implement a TDR program in the Southeast Neighborhood and expand the developed program into the anticipated Northeast Master Plan.	Completed
• Amend the municipality's zoning and subdivision ordinance, and any other relevant procedures, to reflect the updated master plan.	Completed the zoning code and subdivision code update 2022
GOAL	
Limit the growth of harmful atmospheric emissions attributable to Milford.	
OBJECTIVES	
• Support energy efficiency and renewable energy upgrades in new and existing developments by taking advantage of state-sponsored financial incentives.	Ongoing
• Promote electrical vehicle charging in the central business district.	The City constructed two EV charging stations within the Central Business District in the NE Front Street public parking lot.
• Reduce future congestion, distance commuting, and emissions by developing as a year-round, live-where-you-work community.	Ongoing
GOAL	
Protect Milford's social and economic assets by enhancing environmental resiliency.	
OBJECTIVES	
• Form a Climate Change Adaptation Committee that will review Milford's climate vulnerabilities, evaluate appropriate adaptation options, and make recommendations to the city.	Not Yet Started

• Consider a partnership with the Delaware Coastal Program's (DCP) Resilient Community Partnership to potentially access staff support, technical assistance, and funding in the coming years.	Not Yet Started
• Utilize new data and analytical techniques to begin planning for elevated water levels and increasing periods of heat.	Ongoing

Parks, Recreation and Open Space

VISION

Milford is committed to providing high-quality public open space facilities and services. It recognizes that public open space and recreational activities are an integral part in the development of the city.

GOAL

Continue to enhance, improve, and promote the Mispillion Riverwalk as a cornerstone of the community and make practical use of it as a connection to established and future recreational open spaces and parks.

OBJECTIVES	
• Promote recreational activities and events.	Ongoing
• Consider existing, smaller, vacant, or preserved parcels for use as community gardens.	Ongoing

GOAL

Encourage the inclusion of connected, accessible parks and open spaces in new development.

OBJECTIVES	
• Incorporate recreational opportunities into redevelopment plans and programs.	Ongoing
• Actively support a regional blueway canoe and kayak trail from Abbott's Mill Nature Center through Haven Lake and Silver Lake to Goat Island, and extend the remaining length of the Mispillion River to the DuPont Nature Center at Slaughter Beach.	Not Yet Started

• Establish a unified open space and greenways network that connects with city parks, areas adjacent to the riverwalk, and bicycle and pedestrian ways.	Ongoing. May 2022 Comprehensive Plan Amendment for Open Space network in SE Neighborhood along Deep Branch & Herring Branch
GOAL Encourage the preservation of areas along all streams, lakes, and ponds as recreational uses.	
OBJECTIVES	Completed the zoning code and subdivision code update 2022
• Preserve and enhance buffer areas around water bodies to mitigate environmental and visual impact from adjacent uses and activities.	
• Develop and implement a TDR program in the Southeast Neighborhood and expand the developed program into the anticipated Northeast Master Plan.	Completed
• Consider refining the city's buffering regulations to distinguish between built-up areas where the existing ten-foot buffer is the default and more open areas where a more effectively sized buffer may be feasible.	Completed the zoning code and subdivision code update 2022
• Engage with DDA's Forestry Section to explore urban forestry programs.	Not Yet Started. Tree Preservation Committee is working to develop a tree master plan and recommended species list.

Land Use and Growth Management

GOAL

Encourage compatible, resilient, connected development, redevelopment, and growth within Milford's municipal boundary and entertain annexation or growth opportunities within the municipality's established Urban Growth Boundary, provided cost-effective services can be provided.

OBJECTIVES	
• Create a variety of suitable zoning categories and targeted land use areas within the city to accommodate the assortment of business sectors.	Ongoing
• Update the zoning ordinance to reflect the objectives of the city's Comprehensive Plan.	Completed the zoning code and subdivision code update 2022
• Refer to the Comprehensive Plan for rezoning and annexation agreements.	Ongoing
• Use State Strategy mapping to guide growth.	Ongoing
• Ensure that the design of new developments complement and enhance the city's unique character by developing and implementing architectural review standards for major residential and commercial developments.	Voluntary Standards Completed for Downtown by DMI. The City is considering the adoption of a Historic Preservation Ordinance that would only impact properties within designated historic districts.
• Encourage infill and redevelopment of vacant, underutilized, or in-need-of-repair properties, particularly within the Downtown Development District.	Ongoing
• Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.	Ongoing

• Establish a process to review comprehensive plan amendment requests once a year, which may be needed to harmonize proposed development plans with the Milford Comprehensive Plan.	Informal Process Established. Need to codify.
• Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.	Ongoing
• Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the city.	Ongoing
• Review and update Chapter 230 zoning, specifically the use and area regulations, to ensure the code is modern.	Completed the zoning code and subdivision code update 2022
• Review and update Chapter 200 subdivision to update project review and approval procedures, inclusion of a sunset provision, and the allowance for administrative review of minor applications.	Completed

GOAL

Conduct a Master Plan for Milford's Northeast Neighborhood.

OBJECTIVES

• Work with OSPC to develop a Memorandum of Agreement and identify key stakeholders and state agency partners for master planning.	Not Yet Started
• Undertake a master plan exercise, similar to that conducted for the city's southeastern area, for its Northeastern Neighborhood. Adopt the master plan's findings and results as an addendum to this document and fully incorporate it during the next comprehensive rewrite of Milford's Comprehensive Plan.	Not Yet Started

2011 SOUTHEAST MASTER PLAN

CITY OF MILFORD

1. The City will develop and adopt an ordinance to enable to use of transfer-of development rights (TDRs) credits in receiving zones. This ordinance will enable developers build at up to eight (8) units per acre by-right through the purchase of TDR credits from farms in the sending areas.

Completed in 2019.

2. A stormwater utility is a legal and financial structure to allow stormwater management facilities to be constructed, managed, and maintained in common by a local government or other entity. This master plan area is well suited to such a utility, although there are many ways to structure such an entity. Both the City and DNREC agree to explore this option in more detail as this area develops in accordance with this master plan.

This has not been explored to date.

3. The City will construct a public water system as described in Chapter 9 to serve the Master Plan Area. This is a funded project.

The City has designed the entire water system for the SE Neighborhood and has constructed the core components on the west side of Route 1. A water main extension has been constructed east of Route 1 in the vicinity of the large employment parcel. Estimates for improvements have been added to the City's 5-year Capital Improvement Plan.

4. The City will design and permit a sewer system to serve the Master Plan Area as described in Chapter 9. Private developers will be responsible for funding and constructing this system. The City will discuss various financing and construction options with any developer.

The City has designed in concept the sewer improvements required for full build-out of the SE Neighborhood. A sewage pumping station has been constructed to serve Bayhealth and the surrounding properties within City limits west of Route 1 along Route 30. Estimates for improvements south of Johnson Road and east of Route 1 have been added to the City's 5-year Capital Improvement Plan.

DEPARTMENT OF AGRICULTURE

1. The Delaware Department of Agriculture (DDA) and the Delaware Agricultural Lands Preservation Foundation (DALPF) will partner with the City to establish a Transfer of Development Rights program as described in the Agricultural Preservation chapter of this document (Chapter 4).

Completed in 2019.

2. By partnering with DALPF, the City will avoid the initial financial expenditures required to preserve a parcel of land. These expenditures include paying to survey the property, paying the legal costs of a real estate settlement, and other associated administrative costs. DALPF would bear those costs.

3. The City would avoid the future obligation of monitoring the preserved farms to make sure they remain in compliance with the preservation agreement (easement). DALPF would assume that responsibility and add any properties preserved by Milford to the hundreds of permanently preserved farms it already monitors. In addition, should any future litigation be required to uphold the preservation easement, the City would not have to incur any legal costs.

4. DDA will assist the City in the creation and administration of a TDR bank as described in the Agricultural Preservation chapter of this document (Chapter 4). This includes assistance with appraisals to set the fair market value of TDR units.

Completed in 2019.

5. In addition to any funds the City would have for agricultural preservation and the TDR bank, they would also be eligible for state matching funds from DALPF, as well as any federal matching funds from United States Department of Agriculture (USDA) Farm and Ranch Lands Protection Program (FRPP). As allowed by law, these matching funds would be awarded to the city based on availability. If the City were able to capture state and federal matching funds, it could significantly leverage its funds with additional money and preserve additional farmland.

Completed in 2019.

DEPARTMENT OF NATURAL RESOURCES AND ENVIRONEMENTAL CONTROL

1. There is an opportunity for greater communication and coordination between DNREC and DelDOT with regard to stormwater management and road improvements. This coordination will be ongoing throughout the development of this master plan area. Opportunities to share facilities and streamline the review process will be continually evaluated and implemented as individual properties within the master plan area develop and re-develop. Streamlined review and approval processes will only be available in return for implementing "best practice" designs.

This has not been explored to date.

2. DNREC will work with the city to explore and implement the concept of a stormwater utility in the master plan area as development occurs.

This has not been explored to date.

DEPARTMENT OF TRANSPORTATION

1. DelDOT will fund and construct the grade separated interchange at SR 1 and SR 30 as per the current Capital Transportation Plan (CTP). The current timeline involves construction in 2012 and 2013, with completion in late 2013. Please note that the CTP is subject to amendment annually.

The work has been completed.

2. Work with the City of Milford to adopt this master plan area as a Transportation Improvement District (TID) to enable equitable and timely funding for roadway improvements within the area in accordance with the recommendations in this Master Plan.

City Council adopted the TID in April 2023.

3. DelDOT will work with the City to ensure that the road improvements identified in this report are implemented by the public and/or private sector in a phased manner that is paced with the timing of development activities.

City Council adopted the TID in April 2023. The City will begin working with DelDOT on implementing road improvements identified in the TID.

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: 6/4/2024

RE: May 2024 – Parks and Recreation Staff Report

Parks

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- It continued to be a wet month for grass cutting, but crews continued to effectively maintain all city owned properties.
- Wood chips were installed at the Farmers market location prior to opening day of the Farmers market.
- Crews power washed several areas of the Riverwalk due to goose droppings.
- All the hanging light pole baskets were prepped (liners installed and potting mix added) in preparation for the flower season.
- Fill dirt and rocks were added around the yard hydrants at the dog park.
- Flowers were delivered to the maintenance shop and arranged in preparation for the spring planting with volunteers.
- On Sunday May 19th Park staff came in and assisted volunteers with the spring planting event.
- Watering of spring flowers has begun and will continue over the summer.
- 10 yards of certified playground mulch was spread at the playground on Franklin Street.
- 40 yards of certified playground mulch was spread at the can-Do-Playground and ten yards of regular brown mulch was spread around the trees.
- Staff continue to monitor and address any issues which are submitted by the seeclickfix app.
- At a request, the department provided woodchips/mulch to the community garden and had a broken yard hydrant repaired.
- A landscape trailer was provided at the Union cemetery so Lions club volunteers could clean up tree limbs and yard debris at the cemetery.
- Park staff prepped Bicentennial Park in preparation for the Rotary Club's flags for heroes.

Other

- Park Superintendent attended the Riverwalk freedom festival meeting, scheduled for 9/21/24.
- Director met with "BSafe" security company about installing timed locks on the bathroom at the Can-Do-playground.
- Director attended the monthly capital projects meeting.
- Director met with Public Works Director, Electric Superintendent and City engineer regarding potential expansion of the Public Works facility.
- Director attended a meeting with DMI and other City personnel regarding special event permits.
- Director and several staff members attended and participated in the MSD 4th grade social studies trip to City Hall.
- Director assisted in application for the Community reinvestment grant cycle and submitted the preapplication for the ORPT grant.
- Director met with a fencing company and obtained quotes for additional fencing at both the pickleball courts and the new playground.
- Director attending budget meetings with council regarding capital budgets and operating budgets.
- Director met with Del.DOT engineers regarding future bridgework on SW Front Street and how that would tie into the potential concrete bulkhead project adjacent to the old Carlise Fire house.
- Director attended a second meeting with DMI regarding events and road closures.
- Director obtained a proposal which was approved by the mayor to have the pickleball courts painted and basketball court repaired and repainted by the river. A quote has been obtained for the topcoat at Banneker court and I am currently waiting for an updated paving quote to schedule this work.
- Director continued to work on capital project items.

Recreation

Spring Season Program Information

Girls Basketball League

- This program has finished its first ever all girls' basketball season. Feedback has been positive, and many players have expressed interest in continuing for another season.
    - The program was great, organized and the staff was really nice.
    - The small groups allowed all the girls to get a chance to play and learn.
    - I like that you saw the need for a girl's program and followed through with it.

Spring Soccer

- Our Spring Soccer has concluded for the season.
- Our 7-8 age group has grown to the point that a 3rd field is in consideration for the Fall Season.

- Fun learning environment. The season is just the right amount of time.
- The practice and game times, communication, and our coach.
- 9-10 age group Dallas team coach was awesome, and we hope to see him back!!

Flag Football

- Our Flag Football program has returned with a force sporting 32 participants and the return on of great instructor coach Tkach. Participants learned a variety of skills related to throwing, passing, and catching, they utilized those skills in weekly scrimmages.
    - I like how attentive the staff are and how involved they are.
    - Exercise for my kids and they enjoy football.

Pickleball League

- We are now approaching our final week of pickleball. Feedback has been outstanding, many teams wanting to play in the summer. This program is great for highlighting our now courts in the community and has truly piqued the interest of passer-byers.

Field Hockey

- Field Hockey is nearly complete with the last meeting for the girls taking place this weekend, June 9th.

Tiny Tykes

- The Tiny Tykes have turned into Tiny Champs. They learned basic motor skills surrounding the sport of soccer and flag football. Much of the feedback was consistent with excitement for the next session this coming Fall.

Tennis

- This program kicked off only a few weeks ago and is going strong. Participants are moving into more active play scenarios with the focus of maintaining competitive rallies. Our instructors are enjoying that the repeat participants have gotten better over the several years they've been attending.

Future Programs

Summer Camp

- Summer Fun Club is seeing a steady influx of enrollments for this Summer. Coordinators have been working hard to schedule and provide participants with exciting news highlighting the many trips and experiences that they will have.

Sports Camps

- MPR will host a variety of sports, many of which are filling up quickly. Instructors are set and ready to go for camp.

Fall Programs

- Fall program registration is nearing and here are a few that we are likely to see make a return.
    - Adult Kickball
    - Youth Soccer
    - Tennis
    - Pickleball League

Youth Soccer Teams

Ladies Basketball Teams

HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council

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

DATE: June 4, 2024

RE: May 2024 –Human Resources Department Staff Report

- Onboarded employees in the following job positions:
  Police Dispatcher-Part-Time to Full-Time-1 employee
  Police Officer-1 employee
  Public Works Equipment Operator-Streets & Utilities-1 employee
  Engineering Intern-1 employee

- Conducted IT Intern Interviews with the IT Department Staff. Job offer extended for the position of IT Intern.

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live October 1, 2024.

- Completed 2024 Benefits Open Enrollment for City employees, May 1, 2024-May 17, 2024.

- Attended IBEW Negotiations

- Friday, May 10, 2024: City Hall Field Trip

4th grade students from Lulu Ross Elementary School visited City Hall on Friday, May 10, 2024, to learn more about how the local government operates. The students were able to meet the Mayor, City Manager, City Clerk, Senior Deputy City Clerk, Information Technology Systems and Enterprise Resource Planning Specialist, Human Resources Director, Cash Operations & Revenue Supervisor, Electric Director, Public Works Director and Staff, Parks and Recreation Director and Staff, and Chief of Police and Staff. The students asked excellent questions and were able to see some fun City vehicles and equipment as well. Thank you again to Ms. Courtney Lee and her partnership efforts to make this a successful tour for the 4th grade students at Lulu Ross Elementary School.

- 2024 Holiday Party: Friday, December 13, 2024-Carlisle Fire Co Inc, 6:30pm-10:30pm

- Friday, June 14, 2024-Employee Appreciation Day Event, 11:00am-3:30pm-Parks and Recreation

Photos from the 4th grade students from Lulu Ross Elementary School

EXIT

EXIT

EXIT

INFORMATION TECHNOLOGY
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

City Hall 302.422.1098
www.cityofmilford.com

Date: June, 2024

To: Mayor and City Council

From: Bill Pettigrew

Re: June 2024 Information Technology Department Staff Report

City Wide Document / Content Management Implementation - Docuware

Licenses are in place, training and workflows are being scheduled. Our first project is to convert all documents from Optiview/Optispool which was our legacy system on the IBM iSeries running our legacy ERP which we decommissioned a few months back. Our legacy support will go away as that application is EOL (end of life). Docuware is an AI driven cloud-based document / content management system. The system will also allow us to utilize AI for greater search capabilities. Future implementations will be scanning old paper documents and replacing other legacy document management systems, we hope to utilize interns to do a majority of this work.

Network Cisco Core Switch Upgrades (CIP)

This will be removed from future reports, this was this year's biggest project, and all core switches have been upgraded in the 3 data centers and the upgrades seemed to fix some problems that we were having with devices. This was done completely by IT internal staff.

Tyler Munis ERP

Training will begin for HR/Payroll mid June, and we will be utilizing tablet kiosks for employee self service saving thousands of dollars on time clocks. Tyler Utility Billing will be one of the next big implementations. We sent our ERP specialist to Tyler Connects conference to meet with peers and take training.

IT Physical Access Control (CIP)

We would like to thank Brian Jester for upgrading the IT City Hall door to a solid wood door from a much less secure glass panel door, he swapped out a janitorial closet door and there was no costs involved. We are waiting for Advantech to install the access system in the 3 data centers. Advantech is on the state contract, and we will be implementing the same access control system as the new Milford Police department. These physical upgrades allow us to check a few boxes for our cyber security framework.

Riverwalk Public Wi-Fi (CIP)

We have the equipment, and a vendor to install the access points, Comcast still has not installed the modem, and the sales rep has since left the corporation, I am currently dealing with the sales manager. The plan is to have the modem installed at the Washington Avenue Pump station and will mesh to the ice cream shop giving us Wi-Fi in this area, covering the farmers market and that section of the Riverwalk. We have plans for phase 2 to cover the playground area and beyond. This system will provide commerce, security, education, and convenience to our Milford residents. As mentioned in the past, by doing the design and configuration in-house the IT department saved $32,000 from the original amount budgeted.

Datto Cloud Disaster Recovery / Business Continuity Backup

As projected, we went live before June 1st, our Kaseya Datto implementation is nearly 100% backed up in the cloud, this solution will help us against hardware failure, a natural catastrophe, and a ransomware attack, so we can roll back to any given time. This application will give us true business continuity, we will also back up our Windows 365 environment which we have not been doing, just relying on a 60 day retention if files were deleted.

State Local Cyber Security Grant

We submitted a project for the State Local Cybersecurity Grant Program (SLCGP). The project we chose was a single sign on / Multifactor Authentication solution called Okta. This project if approved will grant Milford about $ 33,000.

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: June 6, 2024
Re: May 2024 Finance Department Staff Report

- Monthly Financial Reporting
  - The Finance Report for the month ended April 30, 2024 was presented to City Council
- Training and Improvement Efforts

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	4.0	4.0	-	Accounting CPE
Customer Service	-	-	-	
Management & Staff Development	4.0	2.0	2.0	Cross-Training/Tyler Refreshers
ERP, Software and Technology	116.0	40.0	76.0	HR/Payroll (Finc) & Tax Billing (C/S) ERP
MONTHLY TOTAL (HOURS)	**124.0**	**46.0**	**78.0**	**105.3 TOTAL HOURS LAST MONTH**

- Police Facility Project Financing
  - Finance Staff and the City's Bond Counsel continue to work with USDA on permanent financing
  - Complete reconciliation will be provided to Council when all activity is processed and the loan is closed. The monthly financial summary follows:

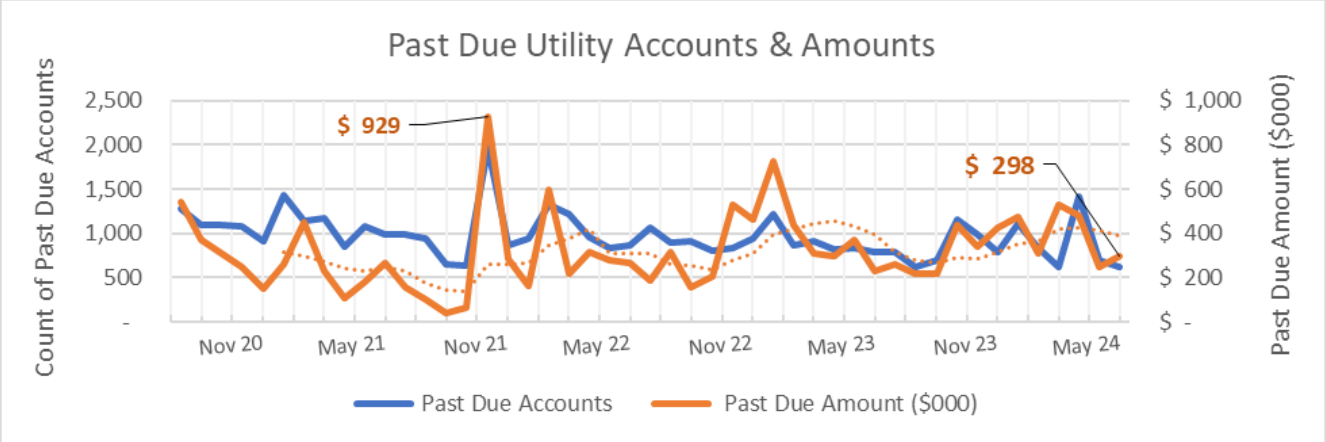
Police Facility Project: Budget & Payment Activity	Approved Budget	Incurred thru 5/31/24	Less: Retainage & Unpaid	Paid as of 5/31/24
Construction & CM: Total Bid Awards	$ 13,650,954	$ 13,650,954	$ -	$ 13,650,954
Plus (Less) Proposed Change Orders	445,305	445,305	(376,224)	69,080
Subtotal: Construction & CM Contracts	$ 14,096,258	$ 14,096,258	$ (376,224)	$ 13,720,034
Other Project Expenses & Contingencies				
Design / Architect (BMG)	$ 805,594	$ 805,594	$ -	$ 805,594
Builder's Contingency	426,201	469,724	(17,940)	451,784
Owner's Contingency	581,132	535,132	(5,189)	529,943
Owner's FFE ($350k) / Tech ($150k)	600,000	576,157	-	576,157
Subtotal: Pre/Post-Construction & Contingencies	$ 2,412,927	$ 2,386,607	$ (23,129)	$ 2,363,478
Grand Total Project Budget	$ 16,509,185	$ 16,482,865	$ (399,353)	$ 16,083,512

- FY22 & FY23 Audits
  - The FY22 audit is complete; the report has been distributed to City Council and the City's independent auditors will present the audit at the June 10, 2024 meeting of City Council
  - The FY23 audit process has been delayed as a result of the extended FY21-22 processes
  - The completion of the FY22 audit has paved the way for more meaningful work on the FY23 audit
- Compliance-Related
  - The City's Annual DOE Report EIA-861 & US Treasury ARPA Report Filed
- 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

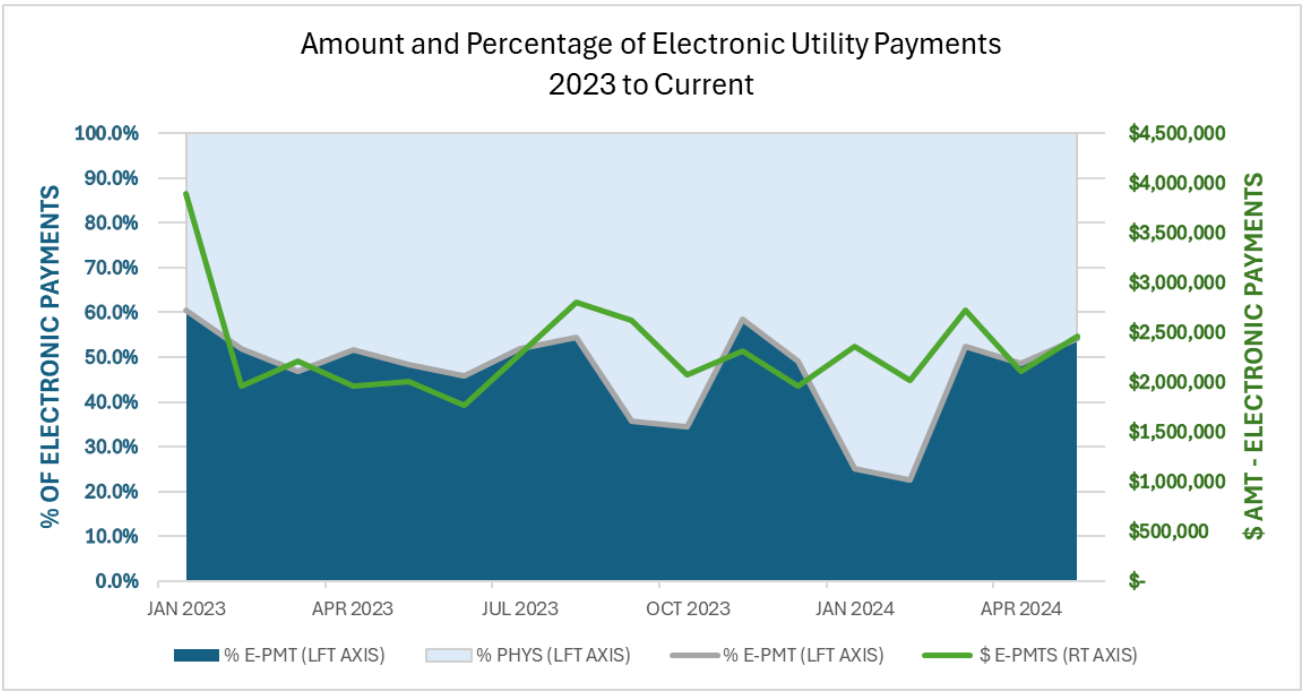
Property Tax Levy	Past Due ($000) as of: 11/1/23	12/1/23	1/1/24	2/1/24	3/1/24	4/1/24	5/1/24	6/1/24	As % of Levy 6/1/24
2023 *(FY24)*	$396	$315	$261	$235	$228	$222	$221	$134	2.4%
2022 & Prior	$149	$142	$137	$128	$127	$127	$118	$117	2.1%
Total	**$544**	**$456**	**$398**	**$363**	**$355**	**$348**	**$339**	**$251**	**4.4%**

Property Tax Levy	As of: 6/1/23	As % of Levy 6/1/23
2022 *(FY23)*	$94	1.9%
2021 & Prior	$115	2.4%
Total	**$209**	**4.3%**

- Billing & Customer Service Department, Continued
  - May results are mixed versus April – the count of past due accounts is down while the amount increased
    - The count of past due accounts (blue) is 36% below average and 25% lower than last May
    - The dollar amount past due (orange) is 7% below average and even with May 2023



  - The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through April 30, 2024
    - This graph replaces the previous chart, which broke down by autopayment type what is now summarized by the green line on the chart, which corresponds with the green axis at right
    - The new chart below is better and showing the penetration of electronic payments – incoming wires, ACH payments, and automatic card transactions – as a function of all payments, which include cash, check, and other physical forms of payment
    - The dark blue area represents the proportion of electronic payments as a function of all payments in a given month and corresponds to the blue axis at left
    - The green line represents the dollar amount of electronic payments by month and corresponds to the green axis at right



Delaware League of Local Goverments
Monthly Dinner Meeting

Thursday, June 27, 2024
Maple Dale Country Club
180 Maple Dale Drive, Dover, DE
5:30 - 8:00 p.m.

Legislative and cost impacts to municipalities

Kimberly Schlicting
President & CEO,
Delaware Municipal
Electric Corporation (DEMEC)

Zelenkofske Axelrod LLC
CERTIFIED PUBLIC ACCOUNTANTS
EXPERIENCE | EXPERTISE | ACCOUNTABILITY

May 20, 2024

City Council
City of Milford, Delaware

We have audited the financial statements of the City of Milford (the "City"), as of and for the year ended June 30, 2022, and have issued our report thereon dated May 20, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated December 8, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding significant control deficiencies, material weaknesses, and other matters noted during our audit in a separate letter to you dated May 20, 2024.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

In order to eliminate the identified threats to independence associated with our assistance with the preparation of the financial statements and data collection form, we have ensured a member of firm management, independent of the associated activity, performed a review of the financial statements and data collection form.

Significant Risks Identified

We have identified the following significant risks: management override of controls and improper revenue recognition due to error or fraud. Although these significant risks were identified, we designed our audit procedures to mitigate the risks.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. The District adopted the provisions of Governmental Accounting Standards Board's Statements No. 89, *"Accounting for Interest Cost Incurred before the End of a Construction Period",* Statement No. 92, *"Omnibus 2020"*, and part of Statement No. 99 "*Omnibus 2022"*. The adoption of these statements had no effect on previously reported amounts. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. The City also adopted the provisions of Governmetnal Accounting Standards Board Statement No. 87, "*Leases"*, which resulted in the recognition of lease receivables, deferred inflows and additional disclosures.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

> Management's estimate of the useful lives of capital assets used to calculate depreciation expense was based on the historical lives of similar assets.
>
> Management's use of an actuary to estimate the net pension liability, deferred outflows of resources for pensions, and deferred inflows of resources for pensions.
>
> We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the City's financial statements relate to:

> The disclosure of the Pension Plans in Note 15 to the financial statements is based upon information provided by an actuary.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We encountered no significant unusual transactions during our audit.

Significant Difficulties Encountered during the Audit

Although we received cooperation of management and believe that we were given direct and unrestricted access to the City's officials and management, we experienced significant difficulties in the performance of the audit due to extensive delays by management in the overall audit process.
These delays, such as delayed trial balances, supporting schedules, financial statements and multiple revised versions of documents, significantly increased the hours required to complete the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Attached is a schedule of all adjustments that were recorded.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. No circumstances affect the auditor's report.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated May 20, 2024.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

Zelenkofske Axelrod LLC
CERTIFIED PUBLIC ACCOUNTANTS
EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Restriction on Use

This information is intended solely for the use of the City Council, and management of the City of Milford and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Zelenkofske Axelrod LLC

Zelenkofske Axelrod LLC
Harrisburg, Pennsylvania

City of Milford
Audit Adjustments Schedule
Year Ended June 30, 2022

Note: This sheet provides a listing of all adjustments made from the original trial balance provided at the start of the audit to the final financial statements

	Fund	Description	Debit	Credit
1).	To adjust deferred revenue based on 2022 ARPA revenue loss and reclassify amounts released from restriction			
	Special Revenue	Cash	445,868.00	
	Special Revenue	Restricted Cash		445,868.00
	Special Revenue	Deferred Revenue	614,091.00	
	Special Revenue	Grant Revenue		614,091.00
2).	To adjust interfund receivable for ARPA transfer			
	General Fund	Due from Special Revenue Fund		9,788.68
	General Fund	Operating Support	9,788.68	
3).	To reconcile interfund transfers			
	Special Revenue Fund	CFFR Bond Bill Rev Earned		113,000.00
	Special Revenue Fund	GF Res - Council Apprvd	113,000.00	
	Non-Major Funds	Grant Fund		113,000.00
	Non-Major Funds	Capital Expense	113,000.00	
4).	To reconcile interfund accounts and adjusted deferred revenue originally mapped to incorrect fund			
	Special Revenue Fund	Due to Other Funds		179,467.02
	Special Revenue Fund	Deferred Revenue	176,820.83	
	Special Revenue Fund	Municipal Street Aid		176,820.83
	Special Revenue Fund	Transfers to General Fund	179,467.02	
	General Fund	Due From Other Funds	179,467.02	
	General Fund	Transfers from Muni Aid		179,467.02
5).	To reconcile interfund accounts and clear negative cash			
	Special Revenue Fund	Cash - RE Transfer		93,787.86
	Special Revenue Fund	Transfers to General Fund	93,787.86	
	Special Revenue Fund	Cash - Sidewalk	93,787.86	
	Special Revenue Fund	Transfer In		93,787.86
6).	To adjust for transfer of assets			
	Electric Fund	Fund Balance	548,184.24	
	Electric Fund	Miscellaneous		505,157.24
	Electric Fund	O&M Distribution Lines		43,027.00
7).	To reconcile interfund accounts			
	General Fund	Cash		132,703.00
	General Fund	General Government Expense	132,703.00	
	General Fund	Cash	132,703.00	
	General Fund	Due From		132,703.00

City of Milford
Audit Adjustments Schedule Page 2

	Fund	Description	Debit	Credit
8).	To reclassify restricted cash to agree to restricted deferred revenue			
	Special Revenue Fund	Cash		168,223.00
	Special Revenue Fund	Restricted Cash	168,223.00	
9).	To correct adjustments and roll prior year fund balance			
	Special Revenue Fund	Due From Other Funds		273,288.00
	Special Revenue Fund	General Government Expense	420,707.00	
	Special Revenue Fund	Beginning Fund Balance		104,901.00
	Special Revenue Fund	Beginning Fund Balance		42,518.00
10).	To reclassify land transfer			
	General Fund	Capital Outlay	505,000.00	
	General Fund	General Government Expense		505,000.00
11).	To correct opening fund balance for items incorrectly recorded at fund level			
	General Fund	Comp Abs LT	997,715.00	
	General Fund	Contingent Liabilities	203,516.00	
	General Fund	General Government Expense		11,236.00
	General Fund	Capital Outlay		287,562.00
	General Fund	Beginning Fund Balance		902,433.00
12).	To correct entry posted to fund balance			
	General Fund	Capital Outlay	62,152.00	
	General Fund	Beginning Fund Balance		62,152.00
13).	To correct entry posted to fund balance			
	General Fund	Proceeds Sale of Assets		100,000.00
	General Fund	Beginning Fund Balance	100,000.00	
14).	To reconcile interfund accounts			
	General Fund	Due From Other Funds	42,348.00	
	General Fund	Due to Other Funds	19,906.90	
	General Fund	Capital Outlay		62,254.90
15).	To reclassify interfund loan			
	General Fund	Other Payables	555,426.00	
	General Fund	Due to Other Funds		555,426.00
16).	To reclassify debt proceeds			
	General Fund	Capital Outlay	41,445.00	
	General Fund	Bond Anticipation Note		41,445.00
17).	To correct beginning fund balance			
	Electric Fund	Beginning Fund Balance	7,242.00	
	Electric Fund	Miscellaneous Revenue		7,242.00

City of Milford
Audit Adjustments Schedule Page 3

	Fund	Description	Debit	Credit
18).	To reclassify negative expense presented on financial statements			
	Water Fund	Bad Debt Expense	2,010.00	
	Water Fund	Miscellaneous Revenue		2,010.00
19).	To reclassify negative expense presented on financial statements			
	Solid Waste	Bad Debt Expense	2,092.00	
	Solid Waste	Miscellaneous Revenue		2,092.00
20).	One-sided entry - fund was out of balance			
	Sewer	Miscellaneous Expense	169.00	
21).	To reclassify negative expense presented on financial statements			
	Sewer	Bad Debt Expense	955.00	
	Sewer	Miscellaneous Revenue		955.00
22).	To reconcile interfund accounts			
	Sewer	Due From Other Funds	26,900.00	
	Sewer	Miscellaneous Revenue		26,900.00
23).	To correct opening fund balance			
	Non-Major Funds	Culture and Recreation Expense	43,674.00	
	Non-Major Funds	Beginning Fund Balance		43,674.00

Zelenkofske Axelrod LLC
CERTIFIED PUBLIC ACCOUNTANTS
EXPERIENCE | EXPERTISE | ACCOUNTABILITY

May 20, 2024

City Council
City of Milford, Delaware

We have audited the financial statements of the City of Milford (the "City"), as of and for the year ended June 30, 2022, and have issued our report thereon dated May 20, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated December 8, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding significant control deficiencies, material weaknesses, and other matters noted during our audit in a separate letter to you dated May 20, 2024.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

In order to eliminate the identified threats to independence associated with our assistance with the preparation of the financial statements and data collection form, we have ensured a member of firm management, independent of the associated activity, performed a review of the financial statements and data collection form.

Significant Risks Identified

We have identified the following significant risks: management override of controls and improper revenue recognition due to error or fraud. Although these significant risks were identified, we designed our audit procedures to mitigate the risks.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. The District adopted the provisions of Governmental Accounting Standards Board's Statements No. 89, *"Accounting for Interest Cost Incurred before the End of a Construction Period",* Statement No. 92, *"Omnibus 2020"*, and part of Statement No. 99 "*Omnibus 2022"*. The adoption of these statements had no effect on previously reported amounts. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. The City also adopted the provisions of Governmetnal Accounting Standards Board Statement No. 87, "*Leases"*, which resulted in the recognition of lease receivables, deferred inflows and additional disclosures.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

> Management's estimate of the useful lives of capital assets used to calculate depreciation expense was based on the historical lives of similar assets.
>
> Management's use of an actuary to estimate the net pension liability, deferred outflows of resources for pensions, and deferred inflows of resources for pensions.
>
> We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the City's financial statements relate to:

> The disclosure of the Pension Plans in Note 15 to the financial statements is based upon information provided by an actuary.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We encountered no significant unusual transactions during our audit.

Significant Difficulties Encountered during the Audit

Although we received cooperation of management and believe that we were given direct and unrestricted access to the City's officials and management, we experienced significant difficulties in the performance of the audit due to extensive delays by management in the overall audit process.
These delays, such as delayed trial balances, supporting schedules, financial statements and multiple revised versions of documents, significantly increased the hours required to complete the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Attached is a schedule of all adjustments that were recorded.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. No circumstances affect the auditor's report.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated May 20, 2024.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

Zelenkofske Axelrod LLC
CERTIFIED PUBLIC ACCOUNTANTS
EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Restriction on Use

This information is intended solely for the use of the City Council, and management of the City of Milford and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Zelenkofske Axelrod LLC

Zelenkofske Axelrod LLC
Harrisburg, Pennsylvania

City of Milford
Audit Adjustments Schedule
Year Ended June 30, 2022

Note: This sheet provides a listing of all adjustments made from the original trial balance provided at the start of the audit to the final financial statements

	Fund	Description	Debit	Credit
1).	To adjust deferred revenue based on 2022 ARPA revenue loss and reclassify amounts released from restriction			
	Special Revenue	Cash	445,868.00	
	Special Revenue	Restricted Cash		445,868.00
	Special Revenue	Deferred Revenue	614,091.00	
	Special Revenue	Grant Revenue		614,091.00
2).	To adjust interfund receivable for ARPA transfer			
	General Fund	Due from Special Revenue Fund		9,788.68
	General Fund	Operating Support	9,788.68	
3).	To reconcile interfund transfers			
	Special Revenue Fund	CFFR Bond Bill Rev Earned		113,000.00
	Special Revenue Fund	GF Res - Council Apprvd	113,000.00	
	Non-Major Funds	Grant Fund		113,000.00
	Non-Major Funds	Capital Expense	113,000.00	
4).	To reconcile interfund accounts and adjusted deferred revenue originally mapped to incorrect fund			
	Special Revenue Fund	Due to Other Funds		179,467.02
	Special Revenue Fund	Deferred Revenue	176,820.83	
	Special Revenue Fund	Municipal Street Aid		176,820.83
	Special Revenue Fund	Transfers to General Fund	179,467.02	
	General Fund	Due From Other Funds	179,467.02	
	General Fund	Transfers from Muni Aid		179,467.02
5).	To reconcile interfund accounts and clear negative cash			
	Special Revenue Fund	Cash - RE Transfer		93,787.86
	Special Revenue Fund	Transfers to General Fund	93,787.86	
	Special Revenue Fund	Cash - Sidewalk	93,787.86	
	Special Revenue Fund	Transfer In		93,787.86
6).	To adjust for transfer of assets			
	Electric Fund	Fund Balance	548,184.24	
	Electric Fund	Miscellaneous		505,157.24
	Electric Fund	O&M Distribution Lines		43,027.00
7).	To reconcile interfund accounts			
	General Fund	Cash		132,703.00
	General Fund	General Government Expense	132,703.00	
	General Fund	Cash	132,703.00	
	General Fund	Due From		132,703.00

City of Milford
Audit Adjustments Schedule Page 2

	Fund	Description	Debit	Credit
8).	To reclassify restricted cash to agree to restricted deferred revenue			
	Special Revenue Fund	Cash		168,223.00
	Special Revenue Fund	Restricted Cash	168,223.00	
9).	To correct adjustments and roll prior year fund balance			
	Special Revenue Fund	Due From Other Funds		273,288.00
	Special Revenue Fund	General Government Expense	420,707.00	
	Special Revenue Fund	Beginning Fund Balance		104,901.00
	Special Revenue Fund	Beginning Fund Balance		42,518.00
10).	To reclassify land transfer			
	General Fund	Capital Outlay	505,000.00	
	General Fund	General Government Expense		505,000.00
11).	To correct opening fund balance for items incorrectly recorded at fund level			
	General Fund	Comp Abs LT	997,715.00	
	General Fund	Contingent Liabilities	203,516.00	
	General Fund	General Government Expense		11,236.00
	General Fund	Capital Outlay		287,562.00
	General Fund	Beginning Fund Balance		902,433.00
12).	To correct entry posted to fund balance			
	General Fund	Capital Outlay	62,152.00	
	General Fund	Beginning Fund Balance		62,152.00
13).	To correct entry posted to fund balance			
	General Fund	Proceeds Sale of Assets		100,000.00
	General Fund	Beginning Fund Balance	100,000.00	
14).	To reconcile interfund accounts			
	General Fund	Due From Other Funds	42,348.00	
	General Fund	Due to Other Funds	19,906.90	
	General Fund	Capital Outlay		62,254.90
15).	To reclassify interfund loan			
	General Fund	Other Payables	555,426.00	
	General Fund	Due to Other Funds		555,426.00
16).	To reclassify debt proceeds			
	General Fund	Capital Outlay	41,445.00	
	General Fund	Bond Anticipation Note		41,445.00
17).	To correct beginning fund balance			
	Electric Fund	Beginning Fund Balance	7,242.00	
	Electric Fund	Miscellaneous Revenue		7,242.00

City of Milford
Audit Adjustments Schedule Page 3

	Fund	Description	Debit	Credit
18).	To reclassify negative expense presented on financial statements			
	Water Fund	Bad Debt Expense	2,010.00	
	Water Fund	Miscellaneous Revenue		2,010.00
19).	To reclassify negative expense presented on financial statements			
	Solid Waste	Bad Debt Expense	2,092.00	
	Solid Waste	Miscellaneous Revenue		2,092.00
20).	One-sided entry - fund was out of balance			
	Sewer	Miscellaneous Expense	169.00	
21).	To reclassify negative expense presented on financial statements			
	Sewer	Bad Debt Expense	955.00	
	Sewer	Miscellaneous Revenue		955.00
22).	To reconcile interfund accounts			
	Sewer	Due From Other Funds	26,900.00	
	Sewer	Miscellaneous Revenue		26,900.00
23).	To correct opening fund balance			
	Non-Major Funds	Culture and Recreation Expense	43,674.00	
	Non-Major Funds	Beginning Fund Balance		43,674.00

The City of Milford, Delaware

Annual Financial Statements

Including Independent Auditor's Report

As of and for the Year Ended June 30, 2022

The City of Milford, Delaware
Table of Contents

TRANSMITTAL LETTER i

INDEPENDENT AUDITOR'S REPORT 1

MANAGEMENT'S DISCUSSION AND ANALYSIS 4

BASIC FINANCIAL STATEMENTS 15

Government-Wide Financial Statements

Statement of Net Position 16

Statement of Activities 17

Fund Financial Statements

Governmental Funds

Balance Sheet 18

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position 19

Statement of Revenues, Expenditures and Changes in Fund Balances 20

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities 21

Proprietary Funds

Statement of Net Position 22

Statement of Revenues, Expenses and Changes in Net Position 23

Statement of Cash Flows 24

NOTES TO THE BASIC FINANCIAL STATEMENTS 25

REQUIRED SUPPLEMENTARY INFORMATION 56

Budgetary Comparison Schedule – General Fund 57

Schedule of Proportionate Share of Net Pension Liability 58

Schedule of Employer Contributions – Pension Plan 59

Notes to Required Supplementary Information 60

ADDITIONAL INFORMATION AND REPORTS 61

The City of Milford, Delaware
Table of Contents

OTHER SUPPLEMENTAL INFORMATION – Single Audit..... 65

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements performed in Accordance with Government Auditing Standards 66

Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance 68

Schedule of Expenditures of Federal Awards 71

Notes to Schedule of Expenditures of Federal Awards 72

Schedule of Findings and Questioned Costs 73

Summary Schedule of Prior Audit Findings 75

TRANSMITTAL LETTER

May 20, 2024

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

The Finance Department and City Manager's Office are pleased to submit the Annual Financial Report for the City of Milford, Delaware, for the fiscal year ended June 30, 2022.

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

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

REPORT STRUCTURE

The accompanying financial section includes a Management's Discussion and Analysis (MD&A), basic financial statements and combining and individual fund statements, required supplementary information and schedules, and addition information and reports, as well as the independent auditor's report on the basic financial statements. Zelenkofske Axelrod LLC has issued an unmodified opinion on the City's financial statements for the year ended June 30, 2022. The independent auditor's report is located at the front of the financial section of this report.

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

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

CITY PROFILE

Location & Demographics

The City of Milford is the sixth largest city in population in the State of Delaware, serving more than 12,000 residents within a rapidly growing corridor along U.S. Route 113/DE Route 1 in Kent and Sussex Counties. Located on the Mispillion River, within both Kent and Sussex Counties, the City is approximately 95 miles from Philadelphia, Pennsylvania, 85 miles from Baltimore, Maryland, and 100 miles from Washington, D.C. Locally, the City is 19 miles south of Dover, the State Capital.

Form of Government

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

OPERATIONS AND FINANCIAL MANAGEMENT

Services Provided

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

Accounting System and Budgetary Control

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

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

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

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

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

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

OTHER INFORMATION

Independent Audit

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

Acknowledgements

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

We sincerely thank the Mayor, Milford City Council and the Finance & Audit Committee for their responsible oversight of the City's independent audit process. Further, we appreciate the active interest and enthusiastic support of our continued pursuit of improvements to the transparency, relevance and timeliness of the City's financial planning and reporting processes.

Respectfully submitted,

Mark A. Whitfield
City Manager

Louis C. Vitola
Finance Director

Zelenkofske Axelrod LLC
CERTIFIED PUBLIC ACCOUNTANTS
EXPERIENCE | EXPERTISE | ACCOUNTABILITY

INDEPENDENT AUDITOR'S REPORT

City Council
City of Milford, Delaware

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milford (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2022, and the respective changes in financial position, and, where applicable, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (GAS)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate where there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibility for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error, and to issue and auditor's report that includes our opinions. Reasonable assurance is a high level of assurance, but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, of the override of internal control.

Misstatements are considered material if there is substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtaining an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an option on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by managements, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate to those charged with governance regarding, amount other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we have identified during the audit.

Adoption of New Governmental Accounting Standards Board Pronouncements

As described in Note 1 to the financial statements, in 2022 the City adopted the provisions of Governmental Accounting Standards Board's Statements No. 87, *"Leases",* Statement No. 89, *"Accounting for Interest Cost Incurred before the End of a Construction Period",* Statement No. 92, *"Omnibus 2020"*, and part of Statement No. 99 "*Omnibus 2022"*. Our opinion is not modified with respect to these matters.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of revenues, expenditures, and changes in fund balance budget and actual – General Fund, schedule of the city's proportionate share of the net pension liability, and the schedule of city contributions – pension plan on pages 4 through 14 and pages 57 through 59 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR), Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), the transmittal letter, and other information are presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects in relation to the basic financial statements as a whole.

The transmittal letter and other information have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2024, on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Zelenkofske Axelrod LLC

ZELENKOFSKE AXELROD LLC

Harrisburg, Pennsylvania
May 20, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Administrative and Financial Management of the City of Milford, Delaware are pleased to offer readers of the City's financial statements this narrative overview and analysis of the financial activities and financial position of the City for the fiscal year ended June 30, 2022. In the broadest context, the financial well-being of a government lies in the underlying means and willingness of its citizens and property owners to fund their pro rata allocation of taxes to support the vision of the government's elected and appointed leadership to deploy tax receipts strategically to ensure the City's tax base, service levels, City assets and the City's desirability will be maintained not just for the current year but well into the future. Financial reporting is limited in its ability to provide this "big picture" but rather focuses on financial position and the net changes in financial position from year to year. In other words, are revenues and expenses higher or lower than the previous year? Has net position (containing both short- and long-term assets and liabilities) or fund balances (the current "spendable" assets less current liabilities) of the City been maintained? We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal (pages i-iii of this report) as well as information contained in the City's annual budget and other community information that can be found by visiting the City's website at www.cityofmilford.com. It should be noted that small differences across different financial statements and tables may differ due to rounding. In addition, the Independent Auditor's Report describes the auditor's association with the various sections of this report and that all additional information from the website and other City sources is unaudited and has not been updated for events that may have occurred following the issuance of the respective report.

IN BRIEF

The assets (and deferred outflows of resources) of the City on a "government wide" or consolidated basis exceeded its liabilities (and deferred inflows of resources) at the close of the most recent fiscal year by approximately $107.7 million (net position). This number must be viewed in the context that a significant portion of the City's net position ($57.7 million, or 53.5%) is invested in capital assets, net of related debt, and that most capital assets in government do not directly generate revenue nor can they be sold to generate liquid capital. Additionally, net position restricted for specific purposes total $13.9 million (12.9%). The remaining $36.1 million represents unrestricted net position and may be used to meet the government's ongoing obligations to citizens and creditors in accordance with the City's fund designation and fiscal policies. Unrestricted net position decreased by $3.9 million (9.9%) during fiscal year 2022 (FY22).

As of the close of the past fiscal year, the City's governmental activities (a subset of the government-wide information reported in the preceding paragraph) reported $30.8 million combined ending net position. Within this total, $18.3 million (59.4%) is invested in capital assets, net of related debt, $5.2 million is restricted by specific legal requirements and $7.3 million represents unrestricted fund balance.

The City's business-type activities include water, sewer, electric and solid waste operations and, combined with the governmental activities, constitute the balance of the activity measured on a government-wide basis. Business-type activities closed the year with a $2.8 million increase in

net position to $76.9 million, $39.4 million of which is invested in capital assets, net of related debt and $8.7 million of which is restricted by specific legal requirements. The remaining $28.8 million is unrestricted.

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

OVERVIEW OF THE FINANCIAL STATEMENTS

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

Government Wide Financial Statements – The government wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner similar to a private-sector business. The Statement of Net Position presents information on all of the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference between them reported as net position (similar to a private sector balance sheet). Net position can be divided into restricted and unrestricted net position, with the former representing balances that are legally or contractually reserved for a particular purpose. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The Statement of Activities presents information showing how the City's net position changed during the fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused compensated absences). When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the City's policy is to apply restricted net position first.

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

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

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Governmental fund balance can be divided into nonspendable, restricted, committed, assigned, and unassigned fund balance categories. In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended by fund balance class follows: restricted, followed by committed, assigned and lastly unassigned. Non-financial assets such as governmental buildings, roads, drainage ways, park land and long-term liabilities such as bonds payable or long-term liabilities that will not be paid with current assets are excluded. Such information may be useful in evaluating a government's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The governmental financial statements can be found on pages 17 and 19 of this report.

Proprietary Funds – The City maintains two types of proprietary funds. Enterprise funds are presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, electric and solid waste operations. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses its internal service funds to account for its fleet services, billing services and City Hall building maintenance cost allocation programs.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water, sewer, electric, and solid waste funds, because all are considered to be major funds of the City. All internal service funds are combined into a single aggregated presentation in the proprietary fund financial statements. The basic proprietary fund financial statements can be found on pages 21 to 23.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government wide and fund financial statements. The notes to the financial statements can be found on pages 24 through 54.

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

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following table ("MDA Schedule 1") summarizes the City's net position resulting from both the governmental activities and business-type activities reported in Milford's government-wide financial statements as of June 30, 2022, including comparative totals as of June 30, 2021.

MDA Schedule 1

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

	Governmental Activities		Business-Type Activities		Total	
	2021	2022	2021	2022	2021	2022
Current and other assets	$ 15,872	$ 18,417	$ 48,529	$ 42,923	$ 64,401	$ 61,340
Long-term assets	17,438	23,548	46,176	54,424	63,614	77,972
Total Assets	33,310	41,965	94,705	97,347	128,015	139,312
Deferred outflows of resources	1,593	1,432	289	266	1,882	1,698
Long term liabilities	1,799	1,399	15,474	14,729	17,273	16,128
Other liabilities	4,297	5,491	5,366	5,959	9,663	11,450
Total Liabilities	6,096	6,890	20,840	20,688	26,936	27,578
Deferred inflows of resources	829	5,726	-	-	829	5,726
Net Position						
Net investment in capital assets	17,438	18,283	29,958	39,369	47,396	57,652
Restricted	5,868	5,173	8,688	8,683	14,556	13,856
Unrestricted	4,672	7,325	35,508	28,873	40,180	36,199
Total Net Position	$ 27,978	$ 30,781	$ 74,154	$ 76,925	$ 102,132	$ 107,707

Over time, a government's net position (especially changes in net position by category) may serve as a useful indicator of the organization's financial condition. The City of Milford is no different; the $5.6 million (5.5%) improvement in Milford's total net position from $102.1 million as of June 30, 2021, to $107.7 million as of June 30, 2022, reflects positive financial performance (See MDA Schedule 1). The City's net position in FY22 was influenced by an improvement in the composition of the City's pension assets and liabilities, causing a $1.4 million credit to pension expense recognized in fiscal year 2022. This positive improvement was partially offset by the implementation of GASB Statement No. 87, Leases, which reduced the recognition of lease revenue by $0.2 million in FY22 as compared to what would have been reported prior to the implementation of the new lease standard.

The largest portion of the City's net position, $57.7 million (53.5%) reflects investments in capital assets (e.g., land, building, equipment, improvements and infrastructure), less any outstanding debt used to acquire those assets. The City uses its capital assets and equipment to provide services to citizens; consequently, these assets are not available for future spending, and with the exception of business type assets, do not generate direct revenue for the City. They do, however, represent an obligation on the part of the City to maintain these assets into the future.

Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources required to repay this debt must be provided from other sources, as the capital assets themselves cannot be used to liquidate these liabilities. In addition to the capital assets, another $13.9 million (12.9%) of the City's net position is subject to legal and local restrictions; the majority of the restricted funds are intended for investment in the repair, maintenance and replacement of the capital assets. The remaining balance of unrestricted net position may be used to meet the City's ongoing obligations to citizens, employees and creditors.

The following table ("MDA Schedule 2") provides a summary of the City's operations for the fiscal years ended June 30, 2022 and 2021.

MDA Schedule 2

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

	Governmental Activities		Business-Type Activities		Total	
	2021	2022	2021	2022	2021	2022
Revenues						
Program Revenues:						
Fees, fines and charges for services	$ 154	$ 157	$ 34,242	$ 35,651	$ 34,396	$ 35,807
Operating grants and contributions	1,507	4,169	-	-	1,507	4,169
Capital grant	177	-	1,405	53	1,582	53
General Revenues:						
Property taxes	4,340	4,750	-	-	4,340	4,750
Real estate transfer taxes	1,243	1,413	-	-	1,243	1,413
Franchise taxes	1,647	1,160	-	-	1,647	1,160
Impact fees	-	-	2,555	362	2,555	362
Gain on sale of property	138	410	-	-	138	410
Investment earnings	43	54	284	50	327	104
Miscellaneous, net	234	416	25	(341)	259	75
Total revenues	$ 9,483	$ 12,528	$ 38,511	$ 35,774	$ 47,995	$ 48,302
Expenses						
General government	2,640	1,860	-	-	2,640	1,860
Public safety	5,790	6,411	-	-	5,790	6,411
Public works	750	1,001	-	-	750	1,001
Culture and recreation	956	1,760	-	-	956	1,760
Interest on long-term debt	-	-	340	325	340	325
Electric	-	-	21,275	22,854	21,275	22,854
Water	-	-	2,130	2,525	2,130	2,525
Sewer	-	-	4,828	4,601	4,828	4,601
Trash	-	-	1,284	1,392	1,284	1,392
Total expenses	$ 10,135	$ 11,032	$ 29,856	$ 31,696	$ 39,991	$ 42,728
Increase (decrease) in net assets before transfers and special items	(652)	1,496	8,656	4,078	8,004	5,574
Transfers	2,500	1,307	(2,500)	(1,307)	-	-
Change in net position	1,848	2,803	6,156	2,771	8,004	5,574
Net position, July 1	26,130	27,978	67,999	74,154	94,129	102,132
Net position, June 30	$ 27,978	$ 30,781	$ 74,154	$ 76,926	$ 102,132	$ 107,706

Total net position increased by $5.6 million (5.5%) during fiscal year 2022 (See MDA Schedule 2), which compares well to the City's 5.4% 10-year compound annual growth rate in total net position. This year's improvement could not top the robust pace of improvement ($8 million, or 8.5%) set in FY21, but nonetheless demonstrates a successful year amid a string of increasingly positive performances year over year for the City's government-wide net position over the last decade. The overall increase in net position consists of a $2.8 million increase in governmental activities net position (+10.0%) and a $2.8 million increase in business-type activities net position (+3.7%), the former of which is boosted by higher one-time and potentially unsustainable revenue sources, such as realty transfer taxes, grant revenue, and gains on property sales. Most notable among such revenue sources is ARPA grant revenue, which drove the $2.6 million increase in grant revenue across governmental activities during FY22. The improvement in business-type activities is attributable to utility revenue growth through a combination of organic growth in volume/consumption as well as rate adjustments prescribed by multi-year utility rate studies. Additional detail is provided for the governmental and business-type activities in the next two sections.

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

Revenues generated by governmental activities increased 32% versus the prior year, excluding transfers from business-type activities and special items. While revenue increases are nearly always positive, the governmental revenue increase in FY22 must be couched with the reality that the increases were driven primarily by operating grants, gains on property sales, and realty transfer taxes, neither of which are guaranteed sources of recurring revenue. While franchise fees and other lease revenues are more reliable and stable income sources, they are also subject to long- and mid-term market pressures, regulatory risk and technological obsolescence, and are not guaranteed to recur at the level of previous years. Property tax revenue, perhaps the City's most reliable and sustainable revenue source, increased in FY22 by $0.4 million (9%). The increase in property tax revenue expanded on smaller year over year increases of approximately 3% from fiscal year 2019 to 2020 and from 2020 to 2021. This year's increase was driven by a three-part combination of a modest rate increase, parcel growth (count) and growth in assessed value (new construction, not reassessment-driven). The City's property tax rate did not change from 2007-2021, so property tax growth through fiscal year 2021 had been driven entirely by organic growth. The City increased the property tax rate from $0.46 to $0.48275 per $100 of assessed value effective for the fiscal year 2022 property tax levy, establishing an important step in a series of strategic efforts aimed at improving structural balance and revenue diversity. Additionally, increases in the property tax rate of $0.01 per $100 of assessed value effective in fiscal years 2023 and 2024 will improve structural balance by diverting nonrecurring and less reliable revenue sources from the operating budget to capital reserves. Management expects these initiatives coupled with property tax revenue growth will further stabilize revenue in the event we face volatility in other revenue sources.

Governmental expenditures increased by $0.9 million (9%) in FY22, representing somewhat of a rebound toward operational stability following the $0.7 million reduction in governmental expenditures from FY20 to FY21. The increase was mixed, as recreation, public works, and public safety expenditures increased by nearly $0.8 million, $0.1 million, and $0.6 million, respectively, were offset by reductions in general governmental decreases totaling $0.8 million, or about 3% for each operating department.

Business-Type Activities – Net position from business-type activities increased by $2.8 million, or 3.7% from $74.2 million to $76.9 million during fiscal year 2022 (See MDA Schedule 2). For the second year in a row, all four major utilities contributed to the positive change in net position across business activities, with the water fund's $1.25 million (5.0%) increase in net position pacing the sewer and electric funds' increases of $0.4 million (2.6%) and $0.9 million (2.8%), respectively, followed by the solid waste fund's increase of $0.2 million. The positive changes started with top-line revenue as all four utilities posted revenue increases over FY21. The City's revenue growth was balanced and healthy, comprised of steady, organic growth in rate base and controlled, phased increases in usage rates determined through cost-of-service studies conducted for all business-type activities. Further, aside from the water fund's 18.5% increase in operating expenses, the utilities otherwise controlled operating expenses well, posting a year-over-year increase of $1.5 million, or 5.3% (excluding water) and $1.8 million, or 6.2% overall. $1.3 million of the operating expense increase is related to personnel and contractual services, as the recovery toward a normal operating environment resulted in fewer vacancies and accelerated resurrection of field activity, both of which drove costs higher. As a result, business-type activities combined to close the year with positive operating income of $4.1 million. In FY21, operating income totaled $4.7million across the four major utilities, representing an operating margin of 13.8% versus the 12.0% operating margin posted in FY22, reflecting the degree to which operating expense growth exceeded top-line revenue growth. The sewer fund, which individually posted an operating loss in FY21 resulting from infiltration and inflow (I&I) costs far in excess of historical observations, rebounded to post operating income of $0.2 million. The improvement is attributable almost entirely to a return to normal I&I experience, which validates management's expectations that the prior year activity was a one-time anomaly that would not recur. Finally, adjusted for non-operating items, all four utilities, including the sewer fund, generated positive income before transfers.

Investment Policies – The City's accumulated cash surplus and reserves attributable to governmental and business-type activities are combined and invested pursuant to the City's investment policies, as amended. During the year, the City completed the initiative started in fiscal year 2021 to reallocate investment balances from 1-5 year government and corporate securities to more heavily weight money market funds in response to changes in the market to capture additional yield without being exposed to incremental risk. By the end of fiscal year 2022, 100% of the City's investable cash was consolidated into money market funds, which are combined with bank deposits and reported as cash and cash equivalents. Additional information about the City's cash and investments can be found in Note 8 on page 36.

FUND FINANCIAL STATEMENT ANALYSIS

Governmental Funds – The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balances may serve as a useful measure of a government's net resources available for spending in the next fiscal year. At the end of the fiscal year 2022, the City's combined governmental funds reported ending balances of $12.1 million (See Governmental Funds Balance Sheet on page 17). Within this total, $0.1 million is categorized as "nonspendable" (prepaid expenses), $6.6 million is restricted by specific legal requirements, primarily for (a) capital investments in infrastructure and other eligible expenditures pursuant to the US Treasury's Final Rule governing the use of $3.1 million in funding advanced through the American Rescue Plan Act of 2021 ("ARPA") and (b) street improvements, and $0.2 million has been assigned to specific types of expenditures. The remaining $5.2 million represents unassigned fund balance in the general fund and can be used for any lawful purpose.

Proprietary Funds – The City's proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail (See pages 21-23). Unrestricted net position in the enterprise funds totaled $22.3 million, made up of the electric fund ($14.1 million), water fund ($2.2 million), sewer fund ($5.6 million) and solid waste fund ($0.4 million). The total net position across all enterprise funds at the end of the fiscal year was $76.9 million, representing an increase of $2.8 million versus fiscal year 2021 as a result of positive increases in net position in the electric, water, sewer, and solid waste funds of $0.9 million, $1.3 million, $0.4 million, and $0.2 million, respectively, versus the prior period.

General Fund Budgetary Highlights – City Council made revisions to the original appropriations approved by the Council before the start of the fiscal year. Overall, these changes resulted in an increase in budgeted operating expenditures of $5.4 million, net of offsetting increases in anticipated revenues of $0.1 million. The changes were primarily driven by grant-funded projects, and general administration and public safety expenditures that are added to budget controls when grant revenue is received and spent through the ordinary requisition, purchase order and accounts payable processes.

In the general fund, the City budgeted a fund balance decrease in the current year of $4.4 million prior to the use of cash and reserves, although the actual general fund activity exceeded budget expectations to the extent that the use of reserves was limited to $0.1 million. Actual general fund expenditures were significantly below total budgeted expenses due to cost control measures and project timing, while revenue exceeded budget expectations by 8.5%.

DEBT ADMINISTRATION

As of June 30, 2022, the City's bonded indebtedness and outstanding note obligations (See MDA Schedule 3) totaled $15.3 million, all of which is backed by the full faith and credit of the City of Milford taxing authority.

MDA Schedule 3

Outstanding Debt at Year End
Bonds and Notes Payable

	Government Activities		Business-Type Activities		Total	
	2021	2022	2021	2022	2021	2022
General Obligation Bonds	$ -	$ 41	$ 6,710	$ 6,260	$ 6,710	$ 6,301
DE Revolving Fund Loans	-	-	2,667	2,426	2,667	2,426
USDA Loans	-	-	5,674	5,543	5,674	5,543
Kent County Note	-	-	1,096	1,070	1,096	1,070
Total	$ -	$ 41	$ 16,147	$ 15,299	$ 16,147	$ 15,341

During fiscal year 2022, the City's outstanding debt decreased by $0.80 million as a result of scheduled payments of debt obligations totaling $0.82 million, which was partially offset by the $0.04 million bond anticipation note (BAN) issued during the fiscal year to finance the construction of the City's new police headquarters facility.

The City's General Obligation Bond Rating is AA- as rated by S&P Global Credit. Additional information about the City's long-term debt obligations and a detailed roll-forward of long-term liabilities can be found in Note 10 on pages 40 to 44 of this report.

CAPITAL ASSETS

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2022, amounts to $72.7 million (net of accumulated depreciation). This investment in capital assets includes land, building, equipment, improvements, and infrastructure assets. The total change in the City's investment in capital assets, net of accumulated depreciation, for the current fiscal year was $9.1 million representing an increase of 14.4% versus fiscal year 2021. Additional information on the City's capital assets can be found in Note 9 on pages 37 to 39 of this report.

[The remainder of this page was intentionally left blank]

Major capital asset purchases and projects completed or initiated during fiscal year 2022 included the following:

General Fund

- $556 thousand in additions to parkland and open space improvements
- $394 thousand in building and street improvements, technology, vehicles and equipment

Internal Service Funds

- $17 thousand for HVAC improvements to the public works facility
- $139 thousand to complete building improvements at City Hall

Electric Fund

- $193 thousand for a trencher, a vehicle replacement and other equipment
- $175 thousand in electric distribution infrastructure
- $166 thousand for physical security and data security upgrades
- $133 thousand for ongoing LED streetlight replacement and ERP software projects

Water Fund

- $6.4 million in land targeted for the Milford Corporate Center development
- $2.6 million in ongoing water line upgrades and system improvement projects
- $748 thousand in other water system infrastructure
- $122 thousand in equipment, physical security and data security upgrades

Sewer Fund

- $164 thousand in sewer pump station improvements and related equipment
- $26 thousand in physical security and data security upgrades

Solid Waste Fund

- $109 thousand for a leaf vacuum attachment
- $14 thousand in physical security and data security upgrades

ECONOMIC FACTORS AND FUTURE BUDGETS

The fiscal year 2023 and 2024 budgets for general fund activity are 0.4% and 18.7% higher, respectively, than fiscal year 2022. The balance between cost control and the delivery of broad services demanded by Milford residents was struck well during the 2023 and 2024 budget processes. Personnel costs in support of our diverse mix of valued employees represent the largest contribution to general fund costs, particularly in 2024 as scheduled contractual rate increases, personnel additions and expectations to return to full staffing levels add pressure to the operating budget. In addition to personnel costs, capital expenditures and nonrecurring expenditures, such as strategic planning initiatives and utility rate studies, contributed to the budget increases in FY24. The higher general fund costs will be offset with proceeds received through the American Rescue Plan Act of 2021 (ARPA), economic development initiatives, organic

growth in the City's tax base, years one and two of a five-year plan to offset $0.1 million realty transfer tax reductions from O&M support for police operations with property taxes, and the FY24 initiation of a sewer fund transfer to the general fund. Staff remain steadfast in their dedication to service excellence, fiscal responsibility and efficiency. Moreover, City leadership and staff are aligned in efforts to uphold and improve the quality of life in Milford through citywide accessibility to high-quality services, infrastructure, public safety, parks and recreation, backed by strategic investments in property, capital projects and infrastructure to support the City's growing population and thriving business community.

TIMING OF FY22 FINANCIAL STATEMENTS AND INDEPENDENT AUDIT REPORT

Staffing shortages in the City's Finance Department, exacerbated by a 42% reduction in third-party contract support, contributed to delayed financial statement production and audit processes in FY21, which in turn protracted the FY22 process. Internal staffing rebounded during FY22, coinciding with the implementation of the City's new enterprise resource management (ERP) software upgrade. Further, staff was augmented with an additional accounting position, putting the department in position to return to the City's normal reporting cycle beginning with FY24. The City's FY23 and FY24 budgets include provisions to maintain current and increased staffing levels, while increasing contractual services to augment financial reporting and audit requirements. The lessons learned during the 'great resignation' combined with the meaningful changes instituted by City leadership will significantly reduce the risk of delayed reporting going forward. The City's financial and operating results were strong in FY22, as increases in revenue outpaced well-managed costs in an inflationary environment to improve the City's balance sheet for at least the tenth consecutive year. The City's financial position remained healthy throughout FY23 and into FY24. Monthly, unaudited financial reports, the City's audits, budgets, capital improvement plans and other documents are reported regularly on the City's website for the benefit of Milford citizens and City stakeholders.

REQUEST FOR INFORMATION

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

[The remainder of this page was intentionally left blank]

BASIC FINANCIAL STATEMENTS

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
JUNE 30, 2022

	Governmental Activities	Business-type Activities	Total
ASSETS			
Current Assets			
Cash and Equivalents	$ 12,097,922	$ 28,232,974	$ 40,330,896
Restricted Cash	5,341,389	8,683,234	14,024,623
Tax & Utility Receivables, net of allowances	227,638	3,052,236	3,279,874
Leases Receivable	640,346	-	640,346
Other Receivables	588,261	870,116	1,458,377
Internal Balances, net	(649,085)	649,085	-
Inventories	48,654	1,434,906	1,483,560
Prepaid Expenses	121,882	-	121,882
Total Current Assets	18,417,007	42,922,551	61,339,558
Non-Current Assets			
Capital Assets			
Land and Land Improvements	8,601,885	8,961,039	17,562,924
Construction in Progress	1,245,785	2,623,096	3,868,881
Utility System & Infrastructure	11,148,458	67,450,490	78,598,948
Buildings and Improvements	5,742,973	7,348,800	13,091,773
Equipment and Vehicles	6,845,267	9,579,062	16,424,329
Less: Accumulated Depreciation	(15,259,627)	(41,538,048)	(56,797,675)
Net Capital Assets	18,324,741	54,424,439	72,749,180
Net Pension Asset	5,223,047	-	5,223,047
Total Assets	41,964,795	97,346,990	139,311,785
DEFERRED OUTFLOWS OF RESOURCES	1,431,908	266,425	1,698,333
LIABILITIES			
Current Liabilities			
Accounts Payable and Accrued Expenses	1,096,211	4,351,886	5,448,097
Customer Deposits	125,916	749,235	875,151
Unearned Revenue	4,106,951	-	4,106,951
Bonds and Notes Payable	-	811,214	811,214
Compensated Absences	161,699	46,827	208,526
Total Current Liabilities	5,490,777	5,959,162	11,449,939
Noncurrent Liabilities			
Bonds and Notes Payable	41,445	14,511,136	14,552,581
Contingent Liabilities	203,516	-	203,516
Compensated Absences	1,153,994	218,186	1,372,180
Total Noncurrent Liabilities	1,398,955	14,729,322	16,128,277
Total Liabilities	6,889,732	20,688,484	27,578,216
DEFERRED INFLOWS OF RESOURCES	5,725,622	-	5,725,622
NET POSITION			
Net Investment in Capital Assets	18,283,296	39,368,514	57,651,810
Restricted	5,173,166	8,683,234	13,856,400
Unrestricted:			
Assigned by City Council	204,855	6,606,631	6,811,486
Unassigned	7,120,032	22,266,552	29,386,584
Total Net Position	$ 30,781,349	$ 76,924,931	$ 107,706,280

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

CITY OF MILFORD, DE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

Functions/Programs	Expenses	Program Revenue: Charges for Services	Program Revenue: Operating Grants and Contributions	Program Revenue: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Governmental Activities	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Business-Type Activities	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Total
Primary Government							
Governmental Activities							
General Government	$ 1,860,452	$ 89,635	$ -	$ -	$ (1,770,817)		$ (1,770,817)
Public Safety	6,410,860	-	-	-	(6,410,860)		(6,410,860)
Public Works	1,001,000	-	-	-	(1,001,000)		(1,001,000)
Culture and Recreation	1,759,663	67,015	4,168,918	-	2,476,270		2,476,270
Total Governmental Activities	11,031,975	156,650	4,168,918	-	(6,706,407)		(6,706,407)
Business-Type Activities							
Electric Fund	22,956,104	26,226,951	-	-		3,270,847	3,270,847
Water Fund	2,631,823	3,136,913	-	-		505,090	505,090
Sewer Fund	4,716,384	4,817,499	-	52,963		154,078	154,078
Trash Fund	1,391,562	1,469,242	-	-		77,680	77,680
Total Business-Type Activities	31,695,873	35,650,605	-	52,963		4,007,695	4,007,695
Total Primary Government	$ 42,727,848	$ 35,807,255	$ 4,168,918	$ 52,963	(6,706,407)	4,007,695	(2,698,712)
General Revenues:							
Taxes:							
Property Taxes, Levied for General Purposes					4,749,699	-	4,749,699
Real Estate Transfer Taxes					1,413,301	-	1,413,301
Franchise Taxes & Fees					1,159,571	-	1,159,571
Gain on Disposal of Capital Assets					410,095	-	410,095
Impact Fees					-	362,051	362,051
Unrestricted Investment Earnings					54,130	49,636	103,766
Miscellaneous					415,669	(341,154)	74,515
Transfers, net					1,307,299	(1,307,299)	-
Total General Revenues, Special Items, and Transfers					9,509,764	(1,236,766)	8,272,998
Change in Net Position					2,803,357	2,770,929	5,574,286
Net Position- Beginning of Year					27,977,992	74,154,002	102,131,994
Net Position - End of Year					$ 30,781,349	$ 76,924,931	$ 107,706,280

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

CITY OF MILFORD, DE
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2022

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
ASSETS				
Cash and Cash Equivalents	$ 6,460,717	$ -	$ -	$ 6,460,717
Restricted Cash	12,529	9,854,061	730,446	10,597,036
Taxes Receivable, net of allowance for doubtful accounts	54,304	173,333	-	227,637
Due From Other Funds	179,467	-	-	179,467
Lease Receivable	640,346	-	-	640,346
Other Receivables	278,350	266,573	1,275	546,198
Prepaid Expenses	121,882	-	-	121,882
Total Assets	$ 7,747,595	$ 10,293,967	$ 731,721	$ 18,773,283
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable	$ 350,244	$ 50,979	$ 3,737	$ 404,960
Salaries and Wages Payable	241,608	1,659	-	243,267
Due To Other Funds	555,426	273,126	-	828,552
Other Accrued Liabilities	157,692	-	-	157,692
Unearned Revenue	-	4,098,551	8,400	4,106,951
Other Payables	297,610	-	2,890	300,500
Total Liabilities	1,602,580	4,424,315	15,027	6,041,922
DEFERRED INFLOWS OF RESOURCES	640,346	-	-	640,346
Fund Balances:				
Restricted	12,529	5,869,652	716,694	6,598,875
Nonspendable	121,882	-	-	121,882
Assigned	204,855	-	-	204,855
Unassigned	5,165,403	-	-	5,165,403
Total Fund Balances	5,504,669	5,869,652	716,694	12,091,015
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	$ 7,747,595	$ 10,293,967	$ 731,721	$ 18,773,283

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

CITY OF MILFORD, DE

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION FOR THE YEAR ENDED JUNE 30, 2022

Total Fund Balance, Governmental Funds	$	12,091,015
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the fund financial statements, but are reported in the governmental activities of the Statement of Net Position.		18,210,305
Internal service funds are used by management to charge the costs of centrally managed services to the funds and departments that consume the services. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position. The increase is equal to the Internal Service Net Position, including Capital Assets net of accumulated depreciation.		153,027
Governmental funds report proceeds from bond issuance as a financing source. In contrast, the Statement of Activities treats such proceeds as an increase in long-term liabilities.		(41,445)
Some liabilities and other items are not due and payable in the current period and are not included in the fund financial statements, but are included in the governmental activities of the Statement of Net Position. These items include deferred outflows and inflows of resources related to its state pension plan, its net pension asset, and its long-term compensated absences and contingent liabilities.		368,447
Net Position of Governmental Activities	$	30,781,349

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

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
REVENUES				
Property Taxes	$ 4,749,699	$ -	$ -	$ 4,749,699
Real Estate Transfer Taxes	-	1,413,301	-	1,413,301
Fees and Fines	165,276	41,164	-	206,440
Licenses and Permits	565,203	-	150	565,353
Franchise and Lease Revenue	387,777	-	-	387,777
Intergovernmental	357,531	3,811,388	-	4,168,919
Charges for Services	89,635	-	67,015	156,650
Investment Earnings	44,842	9,289	-	54,131
Miscellaneous	421,612	23,898	-	445,510
Total Revenues	6,781,575	5,299,040	67,165	12,147,780
EXPENDITURES				
Current:				
General Government	1,649,372	441,812	-	2,091,184
Public Safety	6,047,992	249,718	113,150	6,410,860
Public Works	763,705	237,295	-	1,001,000
Culture and Recreation	1,651,779	-	107,884	1,759,663
Capital Outlay	2,245,975	22,376	-	2,268,351
Total Expenditures	12,358,823	951,201	221,034	13,531,058
(Deficiency) Excess of Revenues Over Expenditures	(5,577,248)	4,347,839	(153,869)	(1,383,278)
OTHER FINANCING SOURCES (USES)				
Transfers In	5,566,197	93,788	113,000	5,772,985
Transfers Out	(646,602)	(3,819,084)	-	(4,465,686)
Bond Anticipation Note	41,445	-	-	41,445
Proceeds from Asset Sales	661,517	-	-	661,517
Total Other Financing Sources (Uses)	5,622,557	(3,725,296)	113,000	2,010,261
Net Change in Fund Balances	45,309	622,543	(40,869)	626,983
Fund Balances - Beginning	5,459,360	5,247,109	757,563	11,464,032
Fund Balances - Ending	$ 5,504,669	$ 5,869,652	$ 716,694	$ 12,091,015

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

CITY OF MILFORD, DE

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2022

Net change in fund balances - total governmental funds:	$	626,983
Amounts reported for Governmental Activities in the Statement of Activities are different because:		
Some items reported in the statement of activities, including changes in deferred outflows and inflows of resources, pension liability, compensated absences and other differences in noncurrent items do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		1,289,906
Internal Service funds are used by management to charge the costs of centrally managed services to using funds and departments. The increase is equal to the change in the Internal Service Net Position		(57,197)
Governmental funds report proceeds from bond issuance as a financing source. In contrast, the Statement of Activities treats such proceeds as an increase in long-term liabilities.		(41,445)
Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period in the Statement of Activities. This is the amount by which capital outlays of $2,268,351 exceeded depreciation expense of $1,031,819 in the current period.		1,236,532
Government funds report the proceeds from the sale of assets as revenue. In contrast, the Statement of Activities reports the difference between the amount of the proceeds and the net book value of the related assets as a gain or loss including asset transfers.		(251,422)
Change in net position of governmental activities	$	2,803,357

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

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2022

	Business Type Activities - Enterprise Funds					*Governmental Activities -Internal Service Fund*
	Electric	**Water**	**Sewer**	**Solid Waste**	**Total**	
ASSETS						
Current Assets						
Cash and Cash Equivalents	$18,760,816	$ 3,876,098	$ 4,805,194	$ 790,866	$ 28,232,974	$ 381,559
Restricted Cash	1,100,210	4,778,939	2,804,085	-	8,683,234	-
Accounts Receivable, net of allowance for doubtful accounts	2,201,974	287,201	453,896	109,165	3,052,236	42,063
Due From Other Funds	555,426	66,759	26,900	-	649,085	-
Other Receivables	63,270	-	795,852	10,994	870,116	-
Inventories	1,428,821	6,085	-	-	1,434,906	48,654
Total Current Assets	24,110,517	9,015,082	8,885,927	911,025	42,922,551	472,276
Non-Current Assets						
Capital Assets						
Land and Improvements	2,460,507	6,471,894	28,638	-	8,961,039	-
Construction in Progress	34,609	2,521,747	57,564	9,176	2,623,096	-
Utility System	20,227,895	23,678,752	23,543,843	-	67,450,490	-
Buildings and Improvements	7,056,015	123,078	164,057	5,650	7,348,800	38,032
Vehicles and Equipment	4,463,840	2,015,792	1,650,927	1,448,503	9,579,062	239,928
Less Accumulated Depreciation	(19,487,438)	(10,069,314)	(11,074,114)	(907,182)	(41,538,048)	(163,524)
Net Capital Assets	14,755,428	24,741,949	14,370,915	556,147	54,424,439	114,436
Total Non-Current Assets	14,755,428	24,741,949	14,370,915	556,147	54,424,439	114,436
Total Assets	$ 38,865,945	$ 33,757,031	$ 23,256,842	$ 1,467,172	$ 97,346,990	$ 586,712
DEFERRED OUTFLOWS OF RESOURCES						
Deferred Charges On Refundings	$ 156,122	$ -	$ 110,303	$ -	$ 266,425	$ -
LIABILITIES						
Current Liabilities:						
Accounts Payable	1,657,243	1,528,201	336,329	41,026	3,562,799	96,823
Salaries and Wages Payable	47,878	11,279	11,101	7,017	77,275	50,660
Other Accrued Expenses	596,972	4,759	109,211	870	711,812	-
Customer and Other Deposits	691,585	-	-	57,650	749,235	125,916
Compensated Absences	40,678	2,500	2,500	1,149	46,827	4,007
Bonds and Notes Payable	235,000	262,060	314,154	-	811,214	-
Total Current Liabilities	3,269,356	1,808,799	773,295	107,712	5,959,162	277,406
Non-Current Liabilities:						
Compensated Absences	122,035	47,501	47,501	1,149	218,186	156,279
Bonds and Notes Payable	3,840,355	5,680,161	4,990,620	-	14,511,136	-
Total Non-Current Liabilities	3,962,390	5,727,662	5,038,121	1,149	14,729,322	156,279
Total Liabilities	7,231,746	7,536,461	5,811,416	108,861	20,688,484	433,685
NET POSITION						
Net Investment in Capital Assets	10,836,195	18,799,728	9,176,444	556,147	39,368,514	114,436
Restricted for Capital Improvements	1,100,210	4,778,939	2,804,085	-	8,683,234	-
Unrestricted:						
Assigned by City Council	5,708,440	427,469	19,284	451,438	6,606,631	-
Unassigned	14,145,476	2,214,434	5,555,916	350,726	22,266,552	38,591
Total Net Position	$ 31,790,321	$ 26,220,570	$ 17,555,729	$ 1,358,311	$ 76,924,931	$ 153,027

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

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Business Type Activities - Enterprise Funds					*Governmental Activities -Internal Service Fund*
	Electric	**Water**	**Sewer**	**Solid Waste**	**Total**	
REVENUES						
Charges for Services	$25,491,618	$ 3,106,330	$ 4,817,212	$ 1,465,353	$34,880,513	$ 3,150,761
Miscellaneous	735,333	30,583	287	3,889	770,092	-
Total Operating Revenues	26,226,951	3,136,913	4,817,499	1,469,242	35,650,605	3,150,761
OPERATING EXPENSES						
Personnel Services	2,985,517	372,663	600,702	371,044	4,329,926	1,838,365
Contractual Services	17,889,002	55,644	2,699,518	380,324	21,024,488	291,302
Utilities	4,874	213,712	262	-	218,848	11,624
Repairs and Maintenance	385,791	103,859	17,117	176,747	683,514	874,516
Other Supplies and Expenses	199,922	1,145,100	652,895	308,990	2,306,907	203,128
Insurance Claims and Expenses	119,628	27,380	13,253	11,574	171,835	9,194
Bad Debt Expense	31,867	-	-	-	31,867	-
Depreciation	1,237,458	606,531	617,066	142,883	2,603,938	27,355
Total Operating Expenses	22,854,059	2,524,889	4,600,813	1,391,562	31,371,323	3,255,484
Operating Income (Loss)	3,372,892	612,024	216,686	77,680	4,279,282	(104,723)
NON-OPERATING REVENUES (EXPENSES)						
Interest and Investment Revenue	25,025	17,669	6,073	869	49,636	-
Impact Fees	51,350	204,357	106,344	-	362,051	-
Capital Grant	-	-	52,963	-	52,963	45,707
Miscellaneous	18,630	(406,228)	31,288	15,156	(341,154)	1,819
Interest Expense	(102,045)	(106,934)	(115,571)	-	(324,550)	-
Total Non-Operating Revenues (Expenses)	(7,040)	(291,136)	81,097	16,025	(201,054)	47,526
Income Before Transfers	3,365,852	320,888	297,783	93,705	4,078,228	(57,197)
Transfers In	1,716	1,229,911	146,401	114,673	1,492,701	-
Transfers Out	(2,500,000)	(300,000)	-	-	(2,800,000)	-
Change in Net Position	867,568	1,250,799	444,184	208,378	2,770,929	(57,197)
Net Position - Beginning of Year	30,922,753	24,969,771	17,111,545	1,149,933	74,154,002	210,224
Net Position - End of Year	$31,790,321	$26,220,570	$17,555,729	$ 1,358,311	$76,924,931	$ 153,027

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

CITY OF MILFORD, DE
STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED JUNE 30, 2022

	ENTERPRISE FUNDS					*Governmental Activities - Internal Service Fund*
	Electric	**Water**	**Sewer**	**Solid Waste**	**Total**	
Cash Flows from Operations:						
Receipts from Customers	$ 25,284,110	$ 3,086,407	$ 4,795,400	$1,453,698	$ 34,619,616	$ 3,097,137
Other Operating Receipts	693,971	206,039	171,618	(4,640)	1,066,989	-
Payments to Suppliers	(18,593,132)	(212,613)	(4,146,781)	(861,461)	(23,813,988)	(1,403,517)
Payments to Employees	(2,888,539)	(345,435)	(573,382)	(378,461)	(4,185,817)	(1,765,355)
Insurance Premiums Paid	(119,628)	(27,380)	(13,253)	(11,574)	(171,835)	(9,194)
Net Cash Provided by Operating Activities	4,376,782	2,707,019	233,602	197,561	7,514,964	(80,929)
Cash Flows from Non-Capital Financing Activities						
Operating Transfers In (Out)	(2,498,284)	929,911	146,401	114,673	(1,307,299)	-
Net Cash Flows Provided by (Used in) Non-Capital Financing Activities	(2,498,284)	929,911	146,401	114,673	(1,307,299)	-
Cash Flows Provided by (Used in) Capital and Related Financing Activities:						
Net cash for additions to Capital Assets	(631,127)	(9,743,495)	(355,367)	(122,308)	(10,852,298)	71,220
Debt Borrowings	-	-	-	-	-	-
Principal Paid on Debt	(231,024)	(258,339)	(335,034)	-	(824,397)	-
Interest Paid on Debt	(102,045)	(106,934)	(115,571)	-	(324,550)	-
Other Nonoperating Items	(536,799)	(472,987)	4,388	15,156	(990,242)	1,819
Capital Grant	-	-	52,963	-	52,963	45,707
Impact Fees and Other Development Fees	51,350	204,357	106,344	-	362,051	-
Net Cash Flows Provided by (Used in) Capital and Related Financing Activities	(1,449,645)	(10,377,398)	(642,277)	(107,152)	(12,576,473)	118,746
Cash Flows from Investing Activities						
Net Proceeds/(Purchases) from Sales and Maturities of Short-Term Investments	14,220,312	9,357,413	3,953,792	71,430	27,602,946	-
Income on Investments	25,025	17,669	6,073	869	49,636	-
Net Cash Flows Provided by (Used in) Investing Activities	14,245,337	9,375,082	3,959,865	72,299	27,652,582	-
Net Increase (Decrease) in Cash and Cash Equivalents	14,674,191	2,634,613	3,697,590	277,381	21,283,775	37,817
Cash and Cash Equivalents - Beginning of Year	5,186,835	6,020,424	3,911,689	513,485	15,632,433	343,742
Cash and Cash Equivalents - End of Year						
Cash and Cash Equivalents	18,760,816	3,876,098	4,805,194	790,866	28,232,974	381,559
Restricted Cash	1,100,210	4,778,939	2,804,085	-	8,683,234	-
Total Cash	$ 19,861,026	$ 8,655,037	$ 7,609,279	$ 790,866	$ 36,916,208	$ 381,559
Reconciliation of Operating Income to Net Cash Cash Flows from Operating Activities						
Operating Income (Loss)	$ 3,372,892	$ 612,024	$ 216,686	$ 77,680	$ 4,279,282	$ (104,723)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:						
Deferred Charges On Refundings	10,758	-	11,611	-	22,369	-
Depreciation and Amortization	1,237,458	606,531	617,066	142,883	2,603,938	27,355
Effect of Changes in Operating Assets & Liabilities:						
Accounts Receivable, net	(251,302)	155,534	137,908	(22,884)	19,256	71,239
Inventory	(95,735)	12,792	-	-	(82,944)	(15,625)
Accounts Payable & Accrued Expenses	(17,808)	1,292,911	(776,987)	4,600	502,715	(7,323)
Salaries Payable	27,092	1,982	2,071	1,225	32,370	27,522
Customer Deposits	23,542	-	-	2,700	26,242	(124,863)
Liability for Compensated Absences	69,886	25,247	25,247	(8,642)	111,737	45,489
Net Cash Provided by Operating Activities	$ 4,376,782	$ 2,707,019	$ 233,602	$ 197,561	$ 7,514,965	$ (80,929)

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

NOTES TO THE BASIC FINANCIAL STATEMENTS

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Introduction

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

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

The accounting and reporting framework and the more significant accounting policies and practices are discussed in subsequent sections of this Note. The remainder of the notes are organized to provide explanations, including required disclosures, of the City's financial activities for the year ended June 30, 2022. Please note that slight differences may exist due to rounding.

Financial Reporting Entity

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

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

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

Use of Estimates

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

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary control in governmental funds. Encumbrances as of the end of the fiscal year are reported as reservations of fund balance because they do not constitute expenditures or liabilities, but rather serve as authorization for expenditures in the following year. As of June 30, 2022, the City had no such encumbrances.

Government-Wide and Fund Financial Statements

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

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

The City uses Fund Accounting to provide separate financial statements for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements, while non-major funds are consolidated and reported in a single column in the fund financial statements.

The City reports the following governmental funds:

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

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

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

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Government-Wide and Fund Financial Statements (continued)

The City reports the following proprietary funds:

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

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

Measurement Focus, Basis of Accounting and Financial Statement Presentation

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

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

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

[The remainder of this page was intentionally left blank]

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

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

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

Budgets and Budgetary Accounting

Budgetary Process

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

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

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Cash and Cash Equivalents

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

Receivables

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

Interfund Receivables/Payables

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

Inventories

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

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

Capital Assets

Capital assets which include land, buildings, improvements, equipment, vehicles and infrastructure assets, consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage and lighting systems, are reported on the applicable governmental or business-type activities columns in the government-wide financial statements and the proprietary fund financial statements. Capital assets are recorded at historical cost if purchased, and at fair market value if donated. The capitalization threshold for all capital assets is $5,000. No dollar threshold is set for land. Capital asset depreciation is recognized using the straight-line method over the estimated lives as follows: street improvements 15 years, buildings and improvements 15-40 years, vehicles and equipment 3-7 years, and utility systems 30-40 years.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Compensated Absences

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

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

In accordance with the above criteria, the City has accrued a liability for vacation and sick pay which has been earned but not taken by City employees. For governmental activities, the liability for compensated absences is split between current and non-current liabilities in the government-wide financial statements. Only the current portion of compensated absences is reported on the governmental funds balance sheet. The liability for compensated absences is recorded in proprietary fund types as an accrued liability in accordance with GASBS No. 16 (GASB Cod. Sec. C60), Accounting for Compensated Absences.

Pensions

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

Long-Term Liabilities

In the government-wide financial statements, and in the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business type activities, or proprietary fund type statements of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are recorded net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and are amortized over the life of the related debt. In the fund financial statements, governmental fund types recognize bond premium and discounts, as well as debt issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs are reported as debt service expenditures.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Subsequent Events

Subsequent events were evaluated through the opinion date, which is the date the financial statements were available to be issued. Management of the City have disclosed the formal commitment to apply for permanent financing through the United States Department of Agriculture (USDA) Community Facilities Program for the construction of the new Police Headquarters Facility. Please see Note 19: Subsequent Events for additional detail. Management of the City have determined that no events, including the disclosed events, resulted in any adjustment to the accounts reported in these financial statements.

Deferred Outflows of Resources

Decreases in net position that relate to future periods are recorded as deferred outflows of resources in a separate section of the City's government-wide statement of net position. Deferred outflows of resources generally include pension contributions made subsequent to the measurement date but may also include differences in pension plan actuarial data between measurement dates, such as differences between expected and actual plan experience, the effect of actuarial assumption changes, actual investment earnings below expected earnings on plan assets, and changes in the City's proportion of the broader plan. Deferred outflows of resources also include the difference in the carrying value of refunded debt and its reacquisition price, which is then amortized over the shorter of the life of the refunded or refunding bond.

Deferred Inflows of Resources

Increases in net position that apply to future periods are recorded as deferred inflows of resources in a separate section of the City's government-wide statement of net position. Deferred inflows of resources may include differences in pension plan actuarial data between measurement dates, such as differences between expected and actual plan experience, the effect of actuarial assumption changes, actual pension plan investment earnings in excess of projected amounts, and changes in the City's proportion of the broader plan. The amount presented as deferred inflows of resources related to pension as of June 30, 2022, was $5,085,276. Following the adoption of GASB Statement No. 87, Leases, effective June 30, 2022, the City, as lessor, reported the value of future lease payments receivable in deferred inflows of resources in an amount of $640,346.

Deferred outflows and inflows of resources related to pensions, excluding employer-specific amounts, will be recognized as pension expense over five years, including the current year. As of June 30, 2022, the City reported deferred outflows of resources related to pension of $1,431,908.

Government-Wide and Proprietary Fund Net Positions

Net position represents the extent to which the sum of assets and deferred outflows of resources differ from the sum of liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets net of accumulated depreciation and the outstanding balances of

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

any borrowing spent for the acquisition, construction or improvements of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the City's policy is to apply restricted net position first.

Governmental Fund Balances

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

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

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended by fund balance class follows: restricted, followed by committed, assigned and lastly unassigned.

Interfund Transactions

The City records transactions between funds to support operations in certain funds, to return a risk premium to certain funds, to allocate administrative and overhead costs among funds, to construct assets, to distribute grant proceeds and to coordinate other activities that impact more than one fund. These transactions are generally reflected as operating transfers, which are transfers from a fund authorized to receive certain revenues to the fund through which the resources are expended.

Interest Capitalization

The City adopted GASB Statement No. 89, Accounting for Interest Costs Incurred before the End of a Construction Period effective for the fiscal year ended June 30, 2022. No capitalizable interest was incurred prior to or during the current fiscal year. As such, the adoption of this Statement had no effect on previously reported amounts.

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

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

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

Capital Asset Differences

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

	All Governmental	Internal Service Funds	Governmental, excluding Internal Service Funds
Land	$ 8,601,885	$ -	$ 8,601,885
Construction in Progress	1,245,785	-	1,245,785
Street Improvements	11,148,458	-	11,148,458
Buildings and Improvements	5,742,973	38,032	5,704,941
Equipment and Vehicles	6,845,267	239,928	6,605,339
LessL Accumulated Depreciation	(15,259,627)	(163,524)	(15,096,103)
Net Difference in Capital Assets	$ 18,324,741	$ 114,436	$ 18,210,305

Noncurrent Liability Differences

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

Noncurrent portion of compensated absences	$ (997,716)
Deferred Outflow of Resources - Pension	1,431,908
Deferred Inflow of Resources - Pension	(5,085,276)
Net Pension Liability/Asset	5,223,047
Contingent Liabilities	(203,516)
Total Current and Long-Term Liabilities Differences	$ 368,447

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

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

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

Capital Outlay Differences

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

	All Governmental	Internal Service Funds	Governmental, excluding Internal Service Funds
Capital Outlay	$ 2,423,708	$ 155,357	$ 2,268,351
Depreciation	(1,059,174)	(27,355)	(1,031,819)
Net Difference	$ 1,364,534	$ 128,002	$ 1,236,532

Other Differences

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

Net Change in Pension Liability and Pension Deferred Inflows/Outflows	$ 1,414,032
Net Change in Internal Service Fund Net Position	(57,197)
Net Retirements (Advancements) of Bond Anticipation Notes	(41,445)
Net Change in Compensated Absences	(124,126)
Difference in Asset Sale Proceeds and Gain on Asset Transfers	(251,422)
Total Current and Long-Term Liabiliy Differences	$ 939,842

NOTE 3: FINANCIAL INSTRUMENTS

The City invests its eligible reserves in a variety of financial instruments pursuant to its investment policy and records investments at adjusted cost. The City estimates that the fair value of all financial instruments as of June 30, 2022, does not differ materially from the aggregate carrying values of its financial instruments as reported in the accompanying balance sheet and statement of net position.

NOTE 4: REAL ESTATE TAXES

The millage rate levied by City Council on all non-exempt real estate in the City of Milford for the fiscal year ended June 30, 2022, was 4.8275 mills ($4.8275 per $1,000 of assessed valuation, or "AV"), and is commonly expressed as $0.48275 per $100 of AV. The City executes the annual tax billing, periodic supplemental billing and all real estate tax payment collection internally, though property assessment is conducted by a professional firm through a contractual arrangement. Delinquent taxes are subject to lien by the City. The schedules of real estate taxes levied for the fiscal year 2022 follow:

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

NOTE 5: IMPACT FEES

All applications for new service connections to water, sewage, and electric systems within the City of Milford's utility service territories are required to contribute a one-time impact fee. The purpose of the fee is to compensate for the impact of new users to the existing water and sewage systems, in order to provide for future expansion. All impact fees collected are restricted for the construction, maintenance and expansion of the City's utility infrastructure systems resulting from the growth demands of new development. The commercial impact fees for the year ended June 30, 2022, were $3,195 and $1,688 per Equivalent Dwelling Unit (EDU) for water and sewage, respectively, and $600 and $1,200 for electric connections of 200 amps and 400 amps, respectively.

The City has recorded as revenue in the proprietary funds Statement of Revenues, Expenses and Changes in Net Position and in the government-wide Statement of Activities the impact fee monies, as required by GASB No. 33. Restricted net position as of June 30, 2022, attributable to cumulative impact fee collections is $8,683,234.

NOTE 6: INTERFUND TRANSACTIONS

During the course of normal operations, the City has numerous transactions between funds including expenditures and transfers of resources primarily to provide services. The financial statements of the governmental and proprietary fund types generally reflect such transactions as transfers. Transfers that are not considered operating or residual equity transfers give rise to interfund receivables and payables within individual funds. As of June 30, 2022, interfund activity is presented as follows:

	Due From	Due To	Transfer In	Transfer Out
General Fund	$ 179,467	$ 555,426	$ 5,566,196	$ 646,602
Special Revenue Fund	-	273,126	93,788	3,819,084
Other Governmental Funds	-	-	113,000	-
Electric Fund	555,426	-	1,716	2,500,000
Water Fund	66,759	-	1,229,911	300,000
Sewer Fund	26,900	-	146,401	-
Solid Waste Fund	-	-	114,673	-
	$ 828,552	$ 828,552	$ 7,265,685	$ 7,265,686

NOTE 7: INTERGOVERNMENTAL RECEIVABLES

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

NOTE 8: CASH AND EQUIVALENTS

It is the policy of the City of Milford to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City, while confirming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is safety (preservation of capital), followed by liquidity, and lastly yield.

The City of Milford utilizes a pooled cash and investment concept for all funds to maximize transactional efficiency and the effectiveness of its investment management program. Investment income from this internal pooling is allocated to the respective funds based upon the sources of funds invested. The deposits and investments associated with the City's participation in the State of Delaware Police and Firefighters' Pension Fund and the State of Delaware County and Municipal Pension Plans are held and managed separately.

Custodial Credit Risk

Custodial credit risk is the risk of loss of City deposits in the event of financial institution failure. The City maintains a formal deposit policy within its broader Investment Policy Statement to manage custodial credit risk. As of June 30, 2022, the City of Milford's bank balances, including deposits and money market funds, totaled $55,056,816. FDIC insurance applied to $251,513 of the deposits, while the remainder of $54,805,303 was hedged against custodial credit risk because it was collateralized with securities pledged by the City's financial institution and held by its custodian in the name of the City of Milford. Deposits are classified as Category 1 if fully insured, registered or held by the agent in the City's name. The carrying amount of the deposits as of June 30, 2022, was $54,355,519 and is reported in the financial statements as follows:

Government-wide Statement of Net Position	
Governmental Activities	$17,439,311
Business-type Activities	36,916,208
Total carrying amount of deposits	$54,355,519

[The remainder of this page was intentionally left blank]

NOTE 9: CAPITAL ASSETS

The following schedule presents the capital activity of governmental activities for the fiscal year, including Internal Service Funds:

	FOR THE YEAR ENDED JUNE 30, 2022				
Asset Categories by Function	Balances 6/30/2021	Additions	Reductions	Adjustments & Transfers	Balances 6/30/2022
Total Governmental					
Capital Assets:					
Land	$ 8,145,959	$ -	$ (100,000)	$ 555,926	$ 8,601,885
Street Improvements	10,467,446	106,888	-	574,124	11,148,458
Buildings and Improvements	5,263,295	92,518	-	387,160	5,742,973
Vehicles and Equipment	6,781,340	211,749	(147,822)	-	6,845,267
Construction in Progress	986,118	1,388,417	-	(1,128,750)	1,245,785
Total Governmental Capital Assets	31,644,158	1,799,573	(247,822)	388,459	33,584,368
Accumulated Depreciation	(14,205,952)	(1,059,174)	147,822	(142,322)	(15,259,627)
Total Governmental Capital Assets, Net	$ 17,438,206	$ 740,399	$ (100,000)	$ 246,137	$ 18,324,742

The following schedule presents the capital activity of governmental activities for the fiscal year, excluding Internal Service Funds:

	FOR THE YEAR ENDED JUNE 30, 2022				
Asset Categories by Function	Balances 6/30/2021	Additions	Reductions	Adjustments & Transfers	Balances 6/30/2022
Governmental, excluding Internal Service Funds					
Capital Assets:					
Land	$ 8,145,959	$ -	$ (100,000)	$ 555,926	$ 8,601,885
Street Improvements	10,467,446	106,888	-	574,124	11,148,458
Buildings and Improvements	5,241,955	75,826	-	387,160	5,704,941
Vehicles and Equipment	6,527,936	211,749	(134,346)	-	6,605,339
Construction in Progress	898,206	1,249,753	-	(902,174)	1,245,785
Total Governmental Capital Assets	31,281,502	1,644,216	(234,346)	615,036	33,306,408
Accumulated Depreciation	(14,056,308)	(1,031,819)	134,346	(142,322)	(15,096,103)
Total Governmental Capital Assets, Net	$ 17,225,194	$ 612,398	$ (100,000)	$ 472,713	$ 18,210,305

NOTE 9: CAPITAL ASSETS, CONTINUED

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

	FOR THE YEAR ENDED JUNE 30, 2022				
Asset Categories by Function	Balances 6/30/2021	Additions	Reductions	Adjustments & Transfers	Balances 6/30/2022
Electric Fund:					
Land	$ 2,460,507	$ -	$ -	$ -	2,460,507
Construction in Progress	100,008	-	-	(100,008)	-
Buildings and Improvements	7,056,015	-	-	-	7,056,015
Electric System	19,952,164	210,332	-	100,008	20,262,504
Vehicles and Equipment	4,043,045	491,943	(64,518)	(6,630)	4,463,840
Total Capital Assets	33,611,738	702,275	(64,518)	(6,630)	34,242,865
Accumulated Depreciation	(18,249,980)	(1,237,458)	-	-	(19,487,438)
Net Book Value	$ 15,361,758	$ (535,183)	$ (64,518)	$ (6,630)	$ 14,755,427
Water Fund:					
Land	$ 33,254	$ 6,438,640	$ -	$ -	6,471,894
Construction in Progress	175,456	2,559,631	-	(175,456)	2,559,631
Buildings and Improvements	123,078	-	-	-	123,078
Water System	22,842,223	748,428	(125,240)	175,456	23,640,867
Vehicles and Equipment	1,893,756	122,036	-	-	2,015,792
Total Capital Assets	25,067,767	9,868,735	(125,240)	-	34,811,262
Accumulated Depreciation	(9,462,783)	(606,531)	-	-	(10,069,314)
Net Book Value	$ 15,604,984	$ 9,262,204	$ (125,240)	$ -	$ 24,741,948
Sewer Fund:					
Land	$ 28,638	$ -	$ -	$ -	28,638
Construction in Progress	8,429	494	-	(8,923)	-
Buildings and Improvements	164,057	-	-	-	164,057
Waste Water System	23,428,144	164,340	-	8,923	23,601,407
Vehicles and Equipment	1,443,371	190,533	-	17,023	1,650,927
Total Capital Assets	25,072,639	355,367	-	17,023	25,445,029
Accumulated Depreciation	(10,440,025)	(617,066)	-	(17,023)	(11,074,114)
Net Book Value	$ 14,632,614	$ (261,699)	$ -	$ -	$ 14,370,915
Solid Waste Fund:					
Construction in Progress	$ -	$ 9,176	$ -	$ -	9,176
Buildings and Improvements	5,650	-	-	-	5,650
Vehicles and Equipment	1,335,371	113,132	-	-	1,448,503
Total Capital Assets	1,341,021	122,308	-	-	1,463,329
Accumulated Depreciation	(764,299)	(142,883)	-	-	(907,182)
Net Book Value	$ 576,723	$ (20,575)	-	$ -	$ 556,148

NOTE 9: CAPITAL ASSETS, CONTINUED

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

	FOR THE YEAR ENDED JUNE 30, 2022				
Asset Categories by Function	Balances 6/30/2021	Additions	Reductions	Adjustments & Transfers	Balances 6/30/2022
Total Enterprise Funds					
Land	$ 2,522,399	$ 6,438,640	$ -	$ -	$ 8,961,039
Construction in Progress	283,893	2,661,474	-	(322,272)	2,623,095
Buildings and Improvements	7,348,800	-	-	-	7,348,800
Electric System	19,952,164	175,723	-	100,008	20,227,895
Water System	22,842,223	748,428	(125,240)	213,341	23,678,752
Waste Water System	23,428,144	106,776	-	8,923	23,543,843
Vehicles and Equipment	8,715,542	917,644	(64,518)	10,393	9,579,061
Total Fixed Assets	85,093,164	11,048,685	(189,758)	10,393	95,962,484
Accumulated Depreciation	(38,917,088)	(2,603,938)	-	(17,023)	(41,538,049)
Net Book Value	$ 46,176,076	$ 8,444,747	$ (189,758)	$ (6,630)	$ 54,424,436

The following schedule summarizes the activity of internal service fund activities for the fiscal year:

	FOR THE YEAR ENDED JUNE 30, 2022				
Asset Categories by Function	Balances 6/30/2021	Additions	Reductions	Adjustments & Transfers	Balances 6/30/2022
Internal Service Funds:					
Land	$ -	$ -	$ -	$ -	$ -
Buildings and Improvements	21,340	16,692	-	-	38,032
Vehicles and Equipment	253,404	-	(13,476)	-	239,928
Construction in Progress	87,912	138,665	-	(226,577)	-
Total Internal Service Funds	362,656	155,357	(13,476)	(226,577)	277,960
Accumulated Depreciation	(149,644)	(27,355)	13,476	-	(163,523)
Total Internal Service Funds, Net	$ 213,012	$ 128,001	$ -	$ (226,577)	$ 114,437

Depreciation expense for governmental activities, which amounted to $1,059,174 for the year ended June 30, 2022, was charged to the general government function of the primary government. Depreciation expense of $2,603,660 for the business-type activities was charged to the funds as noted above.

NOTE 10: LONG-TERM DEBT OBLIGATIONS

Long-Term liability activity for the year ended June 30, 2022, is summarized as follows:

	FOR THE YEAR ENDED JUNE 30, 2022				
	Balances 06/30/21	Additions	Reductions	Balances 06/30/22	Current Portion
Governmental Activities:					
Bond Anticipation Note	$ -	$ 41,445	$ -	$ 41,445	$ -
Net Pension Liability (Asset)	608,858	-	(5,831,908)	(5,223,050)	-
Compensated Absences	1,094,885	441,175	(220,367)	1,315,693	161,699
Governmental Activities Total Debt Obligations:	$ 1,703,743	$ 482,620	$ (6,052,275)	$ (3,865,912)	$ 161,699
Business-Type Activities:					
General Obligation Bonds					
Series 2016	$ 6,685,000	$ -	$ (425,000)	$ 6,260,000	$ 435,000
Bond Premium	24,706	-	(1,856)	22,850	1,856
Total General Obligation Bonds	6,709,706	-	(426,856)	6,282,850	436,856
State of Delaware					
DNREC WPC RF, 2010	565,896	-	(82,394)	483,502	56,313
Water SRF, 2012A	2,101,592	-	(158,653)	1,942,939	160,244
Note Payable, Kent County	1,096,077	-	(26,502)	1,069,575	27,103
USDA Notes Payable					
Water Facilities, 2013	4,098,968	-	(99,686)	3,999,282	101,816
Sewer Facilities, 2019	585,070	-	(10,750)	574,320	10,940
Sewer Facilities, 2020	989,436	-	(19,553)	969,883	19,798
Total Bonds and Notes Payable	16,146,745	-	(824,394)	15,322,351	813,070
Other Liabilities					
Compensated Absences	153,276	111,737	-	265,013	46,827
Business-Type Activities Total Debt Obligations:	$ 16,300,021	$ 111,737	$ (824,394)	$ 15,587,364	$ 859,897

General Obligation Bonds

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

NOTE 10: LONG-TERM DEBT OBLIGATIONS, CONTINUED

General Obligation Bonds, Series 2016

On December 6, 2016, the City issued General Obligation Bonds, Series 2016 in the aggregate principal amount of $8,065,000, with interest rates ranging from 2.0% to 2.55%. The proceeds of the 2016 bond issuance were utilized to currently refund the outstanding principal balance of $7,850,000 related to the General Obligation Bonds, Series 2011 A. The 2016 bonds are scheduled to mature January 1, 2037. Semi-annual interest payments commenced July 1, 2017, while annual principal payments commenced January 1, 2018. The bonds had an original issue premium of $37,171, the unamortized portion of which is included in the balance reflected in the financial statements as of June 30, 2022. The current refunding resulted in an economic gain (difference between the present values of the debt service payments on the old and new debt) of approximately $1.3 million.

General Obligation Bond Anticipation Notes, Series 2021

The City closed on a general obligation bond anticipation note (BAN), series 2021 with PNC Bank, N.A. in an amount not to exceed $20 million on November 30, 2021, as authorized by Council on December 14, 2020, and approved by referendum on January 26, 2021. The temporary, construction-period loan bears a variable rate of interest calculated daily based on the tax-exempt equivalent of the Bloomberg Short Term Bank Yield Index or "BSBY" plus a fixed margin, subject to a floor of 1.08%, billed monthly as applied only to outstanding principal balances drawn. The loan matures on November 30, 2024, at which point the entire principal balance is due and payable in full. The City anticipates satisfying the BAN in full on or before the maturity date with a permanent issuance of long-term, tax-exempt general obligation bonds at a fixed rate of interest. As of June 30, 2022, $41,445 was drawn on the BAN, all of which is reported in noncurrent liabilities in the government-wide statement of net position.

United States Department of Agriculture (USDA)

Water Facility Loan

In June 2013, the City issued bonds in an amount not to exceed $5 million in connection with its Southeast Water Expansion project. The funding for the project was provided by the USDA under the federal direct loan for rural water and waste disposal systems program. Pursuant to program terms, the City was eligible for distributions of loan proceeds only after incurring project expenditures. The project was completed, and the City expended a cumulative total of $5 million through fiscal year 2017. The balance of the loan as of June 30, 2022, is $3,999,282, which represents total project expenditures under the program less principal payments made. Under the terms of the note, the City is required to make quarterly payments in the amount of $46,500, which include interest calculated at the fixed annual rate of 2.125% on the outstanding balance, with the remainder of each payment applied to the principal balance. The note is scheduled to mature June 28, 2053.

NOTE 10: LONG-TERM DEBT OBLIGATIONS, CONTINUED

Sewer Facility Loans

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

The balance of the 2019 facilities loan as of June 30, 2022, is $574,320, representing the balance attributable to phase one project financing. The balance of the 2020 facilities loan as of June 30, 2022, is $969,883, representing the balance attributable to phase two project financing. Under terms of the notes, the City is required to make quarterly payments in the amount of $5,226 and $7,960, which include interest calculated at the fixed annual rate of 1.75% and 1.25% on the outstanding balance of the phase one and two loans, respectively, with the remainder of each payment applied to the corresponding principal balance. The notes underlying loans phase one and two are scheduled to mature on December 31, 2059 and 2060, respectively.

State of Delaware Revolving Funds

Water Pollution Control Revolving Fund (WPC RF)

The City received funds in connection with its Wastewater Collection System Expansion project through financing agreements with the Delaware Water Pollution Control Revolving Fund. Funds received for the first part of the project were repaid in full during the fiscal year ended June 30, 2017. Additional funds were received for the second part of the project under a separate financing agreement. The balance of this obligation as of June 30, 2022 is $483,502. Semi-annual payments of $32,852 include interest calculated at an annual rate of 2.0%. The note is scheduled to mature of July 1, 2030.

Drinking Water State Revolving Fund (SRF)

The City has also received funds from the State of Delaware in connection with its Washington Street Water Treatment Facility Replacement Project. The funds were provided by the Delaware Drinking Water State Revolving Funding only as expenditures were incurred by the City and approved by the State, subject to a maximum funding commitment of $4 million. Interest only payments commenced September 1, 2012, and were due semi-annually at 1% per annum on the balancing outstanding as the project progressed. The project was completed during the fiscal year ended June 30, 2018, at a total cost of $3,832,876. In accordance with the agreement, upon

NOTE 10: LONG-TERM DEBT OBLIGATIONS, CONTINUED

completion of the project, thirty-five percent of the amounts advanced were forgiven, resulting in forgiveness of debt in the amount of $1,341,507 in fiscal year 2018. The remaining balance of $2,491,369 is being amortized over a twenty-year period from the original advance date with interest at 1% per annum. The balance of this obligation as of June 30, 2022, is $1,942,939. The note is scheduled to mature September 1, 2033.

Kent County Levy Court

Sewer Infrastructure Improvement Loan

Kent County constructed a new southern transmission bypass sewer line and related facilities (the "bypass") to remediate failing components of its sewer infrastructure. The County issued bonds to finance the cost of the improvements, a significant portion of which run through the City of Milford and benefit the users of Milford's sewer system. Pursuant to the Agreement for Services, as amended, between the City and Kent County, the City is responsible for the pro rata portion of the debt service attributable to the costs of the bypass installed in the City's sewer service territory. The City is required to remit payments in quarterly installments of $12,735, which include interest at the fixed rate of 2.25% per annum. The balance of the obligation as of June 30, 2022, is $1,069,575 and is scheduled to mature November 10, 2050.

The annual requirements to amortize all debt outstanding as of June 30, 2022, follow:

	Governmental Activities			Business-Type Activities		
Year Ending June 30	Principal	Interest	Total	Principal	Interest	Total
2023	$0	$1,738	$1,738	$811,214	$1,099,707	$1,910,921
2024	-	2,122	2,122	821,363	1,095,163	1,916,526
2025	41,445	884	42,329	837,686	1,096,472	1,934,158
2026	-	-	-	853,864	1,097,360	1,951,224
2027	-	-	-	870,150	1,098,046	1,968,196
2028-2032	-	-	-	4,445,781	5,340,856	9,786,637
2033-2037	-	-	-	2,812,745	3,344,244	6,156,989
2038-2042	-	-	-	1,124,560	1,448,161	2,572,721
2043-2047	-	-	-	1,244,374	1,447,869	2,692,243
2048-2052	-	-	-	1,076,874	1,151,174	2,228,048
2053-2057	-	-	-	243,260	263,720	506,980
2058-2062	-	-	-	157,630	162,199	319,829
Total	$41,445	$4,744	$46,189	$15,299,501	$18,644,971	$33,944,472

NOTE 10: LONG-TERM DEBT OBLIGATIONS, CONTINUED

Long-Term Debt outstanding as of June 30, 2022, is summarized as follows:

				Amounts Outstanding as of June 30, 2022 (in thousands)				
Obligation	Interest Rate (%)	Issue Date	Maturity Date	Governmental Activities	Electric Fund	Water Fund	Sewer Fund	Total
General Obligation Bonds								
Series of 2016	2.00-2.55	12/6/16	1/1/37	-	$ 4,060	$ -	$ 2,200	$ 6,260
Series of 2021	1.80-5.00	11/30/21	11/30/24	41	-	-	-	41
USDA								
Note Payable, 2013	2.125	6/28/13	6/28/53	-	-	3,999	-	3,999
Note Payable, 2019	1.750	12/31/19	12/31/59	-	-	-	574	574
Note Payable, 2020	1.250	12/31/20	12/31/60	-	-	-	970	970
State of Delaware								
DNREC WPC RF, 2010	2.00	12/22/09	7/1/30	-	-	-	484	484
Drinking Water SRF, 2012A	1.00	3/15/12	9/1/33	-	-	1,943	-	1,943
Kent County, 2012	2.25	11/12/12	11/10/50	-	-	-	1,070	1,070
Total Long-Term Debt Obligations				$ 41	$ 4,060	$ 5,942	$ 5,297	$ 15,341

NOTE 11: COMMITMENTS AND CONTINGENCIES

In the ordinary course of the City's municipal and public utility operations, various commitments and contingent liabilities arise in addition to routine purchases of goods and services.

Commitments

City Council awarded a contract to Richard Y. Johnson & Son, Inc. ("RYJ") for the project management, construction and inspection activities for the City of Milford's new Police Headquarters Facility totaling $0.6 million, all of which remained outstanding as of June 30, 2022. The firm executed a construction bid process on behalf of the City pursuant to USDA and City of Milford procurement requirements, resulting in City Council approval of contracts with 16 individual vendors totaling $13.7 million for the construction of the Facility, net of construction management costs. As of June 30, 2022, $0.1 million was incurred pursuant to the contracts, which is reported as construction in process and recognized in current liabilities in Governmental Activities on the Government Wide Statement of Net Position. $13.6 million of the contract commitment remained outstanding as of June 30, 2022.

Contingencies

The City does not anticipate material losses as a result of any claims arising in the ordinary course of municipal operations over and above the amounts reported in the statement of activities, which includes a provision for claims incurred.

NOTE 11: COMMITMENTS AND CONTINGENCIES

Government Grant/Award Programs

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

NOTE 12: DEFERRED COMPENSATION PLAN

The City's employee benefits program includes a deferred compensation plan under Internal Revenue Code (IRC) 457(b) which is available to substantially all full-time City employees. Participants may elect contributions through base salary deferral to the Plan not to exceed the lesser of the allowable calendar year maximum under IRC 457(b)(2) and 100% of net compensation. The City matches 100% of employee contributions up to a maximum of 6.0% of the base salary. The City made contributions into the Plan totaling $292,268 for the year ended June 30, 2022.

NOTE 13: ADOPTION OF GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

The City adopted the provisions of GASB Statement No. 87, Leases, which is further described in Note 16.

The City also adopted GASB Statement No. 93, Replacement of Interbank Offered Rates, GASB Statement No. 89, Accounting for Interest Costs Incurred before the End of a Construction Period, GASB Statement No. 92, Omnibus 2020, and components of the provisions of GASB Statement No. 99, Omnibus 2022. The adoption of these Statements had no effect on previously reported amounts.

NOTE 14: PENDING CHANGES IN ACCOUNTING PRINCIPLES

The GASB has approved the following:

- Statement No. 91, Conduit Debt Obligations (effective for 2023)
- Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements (effective for 2023)
- Statement No. 96, Subscription-Based Information Technology Arrangements (effective for 2023)
- Statement No. 99, Omnibus 2022 (effective for 2023 and 2024)
- Statement No. 100, Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62 (effective for 2024)
- Statement No. 101, Compensated Absences (effective for 2025)
- Statement No. 102, Certain Risk Disclosures (effective for 2025)

The City has not yet completed the various analysis required to estimate the financial impact, if any, of these new pronouncements.

NOTE 15: POST-RETIREMENT BENEFITS

Defined Contribution Plan

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

State of Delaware County and Municipal Pension Plans

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

Police and Firefighters' Pension Plan

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

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

Employer contributions to the plan are determined annually by the State Board of Pension Trustees. The employer contribution policy is set by State law and required contributions by active members and by participating employers. The contributions required by participating employers are based on an actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2022 was 16.03% of payroll. In addition, employees are required to contribute 7% of compensation.

NOTE 15: POST-RETIREMENT BENEFITS, CONTINUED

Other Employees' Pension Plan

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

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

Employer contributions to the plan are determined annually by the State Board of Pension Trustees. The employer contribution policy is set by State law and required contribution by active members and by participating employers. The contributions required by participating employers are based on actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2022 was 6.78% of pension-creditable payroll. In addition, employees are required to contribute 3.0% of compensation in excess of $6,000.

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

The components of the total net pension liability (asset) of each plan as of the June 30, 2021, measurement date were as follows:

	Police & Firefighters	Other Employees
Total pension liability	$ 488,188,000	$ 75,987,000
Plan fiduciary net position	625,792,000	96,932,000
Employer net pension liability (asset)	(137,604,000)	(20,945,000)
Plan fiduciary net position as percentage of total pension liability (asset)	128.19%	127.56%
Proportionate share of net pension liability (asset)	$ (3,388,803)	$ (1,834,244)

NOTE 15: POST-RETIREMENT BENEFITS, CONTINUED

The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate net pension liability was determined by rolling forward the DPERs total pension liability as of June 30, 2020, to June 30, 2021. The City's proportionate share of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it related to the total one-year reported covered payroll. As of June 30, 2021 and 2020, the City's proportion for each plan is as follows:

	June 30, 2021	June 30, 2020	Increase (Decrease)
Police & Firefighters	2.4627%	2.6455%	-0.1828%
Other Employees	8.7574%	9.5271%	-0.7696%

For the year ended June 30, 2022, the City recognized pension expenses (credits) for the plans as follows:

Police & Firefighters	$ (480,538)
Other Employees	(173,153)
Total	$ (653,691)

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

	Police & Fire		Other Employees	
	Deferred Outflows	Deferred Inflows	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	$ 320,649	$ 132,027	$ 102,545	$ 129,237
Change of assumptions	116,450	246,796	85,658	55,280
Net difference between projected and actual investment earnings	-	2,879,507	-	1,567,970
Change in proportion	29,165	33,529	1,097	40,930
Contributions subsequent to the measurement date	404,641	-	371,703	-
Total	$ 870,905	$ 3,291,859	$ 561,003	$ 1,793,417

NOTE 15: POST-RETIREMENT BENEFITS, CONTINUED

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

Year	Police & Fire	Other Employees	Total
2022	$ (736,569)	$ (399,602)	$ (1,136,171)
2023	(681,946)	(364,659)	(1,046,606)
2024	(722,113)	(385,415)	(1,107,527)
2025	(665,791)	(383,663)	(1,049,454)
2026	29,676	(9,546)	20,130
Thereafter	(48,851)	(61,233)	(110,084)
Total	$ (2,825,595)	$ (1,604,117)	$ (4,429,712)

Actuarial Assumptions

The total pension liability (asset) was determined by an actuarial valuation as of June 30, 2020, and update procedures were used to roll forward the total pension liability to June 30, 2021. The following actuarial assumptions were used and applied to all periods included in the measurement:

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

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

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

Investments

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

NOTE 15: POST-RETIREMENT BENEFITS, CONTINUED

Best estimates of geometric real rates of return for each major asset class as of June 30, 2021, are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	32.3%	5.7%
International Equity	18.1%	5.7%
Fixed Income	20.6%	2.0%
Alternative Investments	24.2%	7.8%
Cash & Equivalents	4.8%	0.0%

Discount Rate

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

Sensitivity of the City's Proportionate Share of the Net Pension Liability (Asset)

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

	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Police and Firefighters	$ (1,564,479)	$ (3,388,803)	$ (4,877,328)
Other Employees	$ (793,336)	$ (1,834,244)	$ (2,875,327)

Pension Plan Fiduciary Net Position

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

NOTE 16: LEASES

The City implemented GASB Statement No. 87, Leases, for the period ended June 30, 2022. Under this Statement, the City, when engaged in a long-term lease agreement as a lessee granted the right to use an asset owned by a third party, will recognize a lease liability and an intangible right-to-use asset. When engaged in a long-term lease agreement as a lessor granting a counterparty the right to use a City-owned asset, the City recognizes a lease receivable and a deferred inflow of resources in the Government-wide Statement of Net Position pursuant to the Statement. The adoption of this Standard enhances the City's financial reporting transparency and improves both the relevance and consistency of information the City reports with respect to its leasing activities. Financial summaries, disclosures, details and other terms associated with Milford's leasing activities are described below in accordance with GASB Statement No. 87.

Water Towers

The City of Milford, as the lessor, has entered into lease agreements permitting access to City property and the use of water tower space with Cellco Partnership (three individual agreements), New Cingular Wireless PCS, AT&T, and Sprint Spectrum Realty Company. An initial lease receivable was recorded in the amount of $500,344. No additional revenue was recorded for variable and other payments not included in the measurement of the lease receivable. As of June 30, 2022, the value of the lease receivable is $379,343 and the related deferred inflow for future payments expected to be collected on the lease is $379,343. The lessees are required to make monthly expiring fixed payments of $10,961 to $2,000 through September 2026. The leases have no interest rate; therefore, the City uses its incremental borrowing rate of approximately 6.0% to discount future payments. The City of Milford recognized lease revenue and interest of $121,001 and $25,423, respectively, for the fiscal year.

Fiber-Optic Cable Network

The City of Milford, as the lessor, has entered into three lease agreements extending the availability of capacity on the City's fiber optic network to lessees Dentsply Sirona, Bayhealth Imaging MMH-DI, and Bayhealth Dickinson. An initial lease receivable was recorded in the amount of $230,185. No additional revenue was recorded for variable and other payments not included in the measurement of the lease receivable. As of June 30, 2022, the value of the lease receivable is $204,350 and the related deferred inflow for future payments expected to be collected on the lease is $204,350. The lessees are required to make monthly expiring fixed payments of $3,215 to $2,487 through April 2029. The leases have no interest rate; therefore, the City uses its incremental borrowing rate of approximately 6.0% to discount future payments. The City of Milford recognized lease revenue and interest of $25,835 and $11,567, respectively, for the fiscal year.

NOTE 16: LEASES, CONTINUED

Land & Agricultural

The City of Milford, as the lessor, has entered into a lease agreement for the agricultural use of City-owned land with Fry Farms, Inc. An initial lease receivable was recorded in the amount of $77,446. No additional revenue was recorded for variable and other payments not included in the measurement of the lease receivable. As of June 30, 2022, the value of the lease receivable is $56,652 and the related deferred inflow for future payments expected to be collected on the lease is $56,652. While the lease is subject to annual renewals, the lessee is expected to make annual payments equal to the maximum of $24,000 in fiscal year 2023 to an estimate of $12,000 by fiscal year 2025. The lease has no interest rate; therefore, the City uses its incremental borrowing rate of approximately 6.0% to discount future payments. The City of Milford recognized lease revenue and interest of $20,793 and $3,207, respectively, for the fiscal year.

Disclosure of Agreements for which GASB Statement No. 87 does not Apply

City of Milford as Lessor

The City of Milford has entered into a fiber optic agreement with an external party to provide capacity on the City's fiber optic network. This agreement does not meet the criteria of a lease under GASB Statement No. 87 as the terms and conditions specify the agreement expires within one year. Due to the short-term nature of the agreement, the City of Milford has not recorded a receivable in the financial statements for this agreement in accordance with GASB Statement No. 87.

The City of Milford has entered into three agreements permitting counterparties to access and attach equipment to City-owned utility infrastructure, such as utility poles, buildings and other fixtures. These agreements do not meet the criteria of a lease under GASB Statement No. 87 as the terms and conditions specify each agreement will expire within one year. Due to the short-term nature of the agreement, the City of Milford has not recorded a receivable in the financial statements for this agreement in accordance with GASB Statement No. 87.

[The remainder of this page was intentionally left blank]

NOTE 17: THE DELAWARE MUNICIPAL ELECTRIC CORPORATION:

The City is a member of the Delaware Municipal Electric Corporation (DEMEC). DEMEC is a public corporation constituted as Joint Action Agency and a wholesale electric utility. DEMEC was established in 1979 and represents eight municipal electric distribution utilities located in the State of Delaware and provides full requirements wholesale electric power supply service to all eight members, including the City of Milford, through the operation of owned generation assets and various wholesale supply contracts with external parties. The City purchases 100% of its electric supply requirements from DEMEC under a long-term full requirements service contract dated January 1, 2004 (the "Agreement"), which will remain in effect unless terminated upon one year's written notice by either party. The obligation of the City to purchase and pay for full requirements service, including its allocated costs under any then current forward contract for capacity and energy between DEMEC and a third party in effect as of the date of notice of termination, shall survive the termination of the Agreement. On May 1, 2001, the City entered into separate power sales agreements to purchase an interest in the capacity produced by Unit 1 of the Warren F. "Sam" Beasley Power Station located in Smyrna, Delaware (the "Facilities"). On May 1, 2011, the City entered into separate power sales agreements to purchase an interest in the capacity produced by Unit 2 of the Facilities. The City is entitled to 20.3 percent of all power supply and ancillary benefits produced from the existing nominal 45 MW and 50 MW natural gas-fired combustion turbine generators installed in connection with Units 1 & 2, respectively, for the useful life of the Facilities. Under the terms of the various agreements, DEMEC is authorized to act as agent for the City in all matters relating to the acquisition and delivery of its wholesale power supply and management of energy cost risk on behalf of the City in the energy markets.

NOTE 18: IMPACT OF CORONAVIRUS (COVID-19):

The World Health Organization declared the spread of Coronavirus Disease (COVID-19) a worldwide pandemic. The aftereffects of the pandemic continue to affect global markets, supply chains, labor, and communities, including the City of Milford. Specific to the City of Milford, COVID-19 may impact various 2023 operations and financial results, including but not limited to the City's utility and real estate tax collections, utility revenue, lodging tax revenue due to travel restrictions, Parks and Recreation activity due to safety and distancing requirements, and other events, as well as increases in expenditures for emergency preparedness. City Management has taken every appropriate action to mitigate any negative impact, including the delay or deferral of non-critical spending and the solicitation of federal and state grant proceeds to offset emergency preparedness costs and employee safety initiatives. The full impact of COVID-19 on the City's financial condition is unknown, as events continue to develop into 2024. However, no events occurring during the reporting period and no events occurring during the period from July 1, 2022 through the opinion date resulted in the need to recognize any additional expense or record any additional liabilities. Management's expectation is that the impact of the COVID-19 pandemic on the City's financial position will not reach the level of significant materiality, though Management and Council remain diligent in efforts to operate efficiently, avoid unnecessary spending, work safely, and maximize services to the community during the pandemic. Further, the City of Milford was a recipient of funding through the American Rescue Plan Act of 2021

NOTE 18: IMPACT OF CORONAVIRUS (COVID-19), CONTINUED:

("ARPA"), which provided a significant level of support to defray any emergency expenditures, meet infrastructure needs and replace revenue shortfalls. Specifically, the City of Milford is categorized as a Non-entitlement Unit of Local Government in the US Department of the Treasury Final Rule governing Coronavirus State and Local Fiscal Recovery Funds. As such, the City's ARPA funding allocation of $6,333,892, paid in two equal, annual tranches, was population-driven. The first tranche in the amount of $3,166,946 was received in June 2021 and utilized for revenue replacement by June 30, 2022. The second tranche payment of $3,166,946 was received on June 26, 2022. The second tranche balance of $3,166,946 is reported as restricted cash and unearned revenue in the special revenue fund in the governmental funds balance sheet on page 17.

NOTE 19: SUBSEQUENT EVENTS:

Police Facility Contract Awards, Financing and Construction Activity

United States Department of Agriculture (USDA) Community Facilities Loan, Series 2024 A&B

The City anticipates satisfying the general obligation BAN in full on or before the maturity date with a permanent issuance of long-term, tax-exempt general obligation bonds at a fixed rate of interest placed directly with the USDA in connection with its Community Facilities Loan Program. The City expects to close on USDA loans in successive bond series 2024 A in the amount of $8.5 million and series 2024 B in the amount of $8.0 million. City Council awarded architectural contracts totaling $1.0 million during the planning phases of the project, a construction management contract for $0.6 million in advance of the construction procurement process, and construction contracts totaling $13.7 million in April 2022 to build the Facility. Along with technology equipment, furniture, fixtures and other equipment, contingencies, and related roadwork and other improvements, the entire project is expected to cost $17.5 million, $16.5 million of which will be financed through USDA programs. As of June 30, 2022, the City had drawn $41,445 on the BAN. As of the issue date, the City incurred design, construction management and construction expenses totaling $16,203,583 on the project, of which $380,527 was withheld as retainage, $748,751 is payable, $775,546 was met through the City reserve funds targeted for the project, and $14,298,759 was satisfied through draws against the BAN.

[The remainder of this page was intentionally left blank]

The City of Milford

Required Supplementary Information

As of and for the Year Ended June 30, 2022

CITY OF MILFORD, DE
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Property Taxes	$4,770,043	$ 4,770,043	$4,749,699	$ (20,344)
Fees and Fines	74,000	74,000	165,276	91,276
Licenses and Permits	543,500	631,236	565,203	(66,033)
Franchise & Lease Revenue	397,612	397,612	387,777	(9,835)
Charges for Services	28,500	3,500	89,635	86,135
Intergovernmental	350,000	352,850	357,531	4,681
Investment Earnings	6,520	6,520	44,842	38,322
Miscellaneous	12,000	14,815	421,612	406,797
Total Revenues	6,182,175	6,250,576	6,781,575	530,998
EXPENDITURES				
Current:				
General Government	4,503,778	4,663,715	1,649,370	3,014,345
Public Safety	6,103,711	6,247,653	6,047,992	199,661
Public Works	891,519	904,547	763,705	140,842
Culture and Recreation	1,293,595	1,625,486	1,651,779	(26,293)
Capital Outlay	1,470,500	6,347,277	2,245,975	4,101,302
Total Expenditures	14,263,103	19,788,678	12,358,821	7,429,857
Deficiency of Revenues Over Expenditures	(8,080,928)	(13,538,102)	(5,577,246)	7,960,855
OTHER FINANCING SOURCES				
Real Estate Transfer Tax (from Special Revenue Fund)	400,000	400,000	400,000	-
Transfers In From Utilities	2,800,000	2,800,000	2,800,000	-
Proceeds from Sale of Assets	2,000	2,000	661,517	659,517
Proceeds from Bond Anticipation Note	-	-	41,445	41,445
Other Transfers In	463,471	1,071,546	2,366,197	1,294,651
Transfers Out	-	-	(646,602)	(646,602)
Net Change in Fund Balance	(4,415,457)	(9,264,556)	45,311	9,268,421
DEFICIENCY FUNDED BY (SURPLUS DIRECTED TO)				
General Fund Balance and Reserves	4,415,457	9,264,556	(45,311)	(9,268,421)
Net Revenues, Other Financing Sources, Prior Fund Balances and Expenditures	$ -	$ -	$ -	$ -

CITY OF MILFORD, DELAWARE
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
FOR THE LAST SEVEN FISCAL YEARS (DOLLAR AMOUNTS IN THOUSANDS)

County & Municipal Police and Firefighters' Pension Plan	2022	2021	2020	2019	2018	2017	2016
Proportion of the net pension liability (asset)	2.4627%	2.6455%	2.4289%	2.2946%	2.3779%	2.3824%	2.4964%
Proporationate share of the net pension liability (asset)	$ (3,389)	$ 407	$ 698	$ 528	$ 240	$ 379	$ (132)
Covered-employee payroll	$ 2,485	$ 2,412	$ 2,147	$ 1,906	$ 1,944	$ 1,736	N/A
Proportionate share of the net pension liability (asset) as a percentage of covered-employee payroll	136.4%	16.9%	32.5%	24.6%	12.6%	21.8%	N/A
Plan's fiduciary net position	$ 625,792	$ 446,384	$ 396,829	$ 367,470	$ 325,867	$ 284,298	$ 273,109
Plan fiduciary net positon as a percentage of the total pension liability (asset)	128.2%	96.7%	93.3%	94.1%	97.0%	94.7%	102.0%

County & Municipal Other Employees' Pension Plan	2022	2021	2020	2019	2018	2017	2016
Proportion of the net pension liability (asset)	8.7574%	9.5271%	9.4728%	10.0609%	10.3165%	10.8530%	12.1628%
Proporationate share of the net pension liability (asset)	$ (1,834)	$ 202	$ 434	$ 317	$ 668	$ 672	$ 5
Covered-employee payroll	$ 4,687	$ 4,107	$ 4,206	$ 3,476	$ 3,628	$ 3,631	N/A
Proportionate share of the net pension liability (asset) as a percentage of covered-employee payroll	39.1%	4.9%	10.3%	9.1%	18.4%	18.5%	N/A
Plan's fiduciary net position	$ 96,932	$ 67,470	$ 58,536	$ 53,122	$ 45,874	$ 39,292	$ 37,840
Plan fiduciary net positon as a percentage of the total pension liability	127.6%	96.9%	92.7%	94.4%	87.6%	86.4%	99.9%

The accompanying notes are an integral part of this schedule.

CITY OF MILFORD, DELAWARE
SCHEDULE OF EMPLOYER CONTRIBUTIONS - PENSION PLAN
FOR THE LAST SEVEN FISCAL YEARS (DOLLAR AMOUNTS IN THOUSANDS)

County & Municipal Police and Firefighters' Pension Plan	2022	2021	2020	2019	2018	2017	2016
Contractually required contribution	$ 405	$ 406	$ 358	$ 218	$ 269	$ 240	$ 251
Contributions in relation to the contractually determined contribution	405	406	358	218	269	240	251
Contribution (excess) deficiency	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-
Covered-employee payroll	$ 2,524	$ 2,485	$ 2,412	$ 2,147	$ 1,906	$ 1,944	$ 1,736
Contributions as a percentage of covered-employee payroll	16.03%	16.35%	14.85%	10.14%	14.12%	12.37%	14.48%

County & Municipal Other Employees' Pension Plan	2022	2021	2020	2019	2018	2017	2016
Contractually required contribution	$ 372	$ 340	$ 307	$ 284	$ 259	$ 225	$ 235
Contributions in relation to the contractually determined contribution	372	340	307	284	259	225	235
Contribution (excess) deficiency	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-
Covered-employee payroll	$ 5,485	$ 4,687	$ 4,107	$ 4,206	$ 3,476	$ 3,628	$ 3,631
Contributions as a percentage of covered-employee payroll	6.78%	7.25%	7.47%	6.76%	7.46%	6.21%	6.49%

The accompanying notes are an integral part of this schedule.

CITY OF MILFORD, DELAWARE
NOTES TO THE REQUIRED SUPPLEMENTARY SCHEDULES
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

NOTE 1 – GENERAL

Required supplementary information includes financial information and disclosures that are required by the Governmental Accounting Standards Board but are not considered part of the basic financial statements.

NOTE 2 – BUDGETARY BASIS

The budgetary comparison schedule is prepared on a basis that is consistent with generally accepted accounting principles (GAAP).

NOTE 3 – PENSION PLANS

The following notes pertain to both the County and Municipal Police and Firefighters Pension Plan and the County and Municipal Other Employees' Pension Plan.

Changes in Benefit Terms

None

Changes in Assumptions

The changes in assumptions used to determine total pension liability are described in Note 15 to the basic financial statements.

Method and Assumptions used in calculations of actuarially determined contributions

The actuarially determined contribution rates in the Schedule of Employers' Contributions are calculated as of June 30 two years prior to the end of the fiscal year in which the contributions are reported. Complete descriptions of the methods and assumptions used to determine the contribution rates for Fiscal Year 2022 can be found in the June 30, 2021, actuarial valuation reports. The following actuarial methods and assumptions were used to determine contribution rates reported in that schedule:

- Actuarial Cost Method – Entry Age Normal
- Amortization Method – Open 10 Year Level Percent of Payroll
- Remaining Amortization Period – 10 Years
- Asset Valuation Method: 5 Year Smoothed Market
- Actuarial Assumptions
    - Discount Rate – 7.0%
    - Amortization Growth Rate 2.5%
    - Price Inflation – 2.5%

10-year Reporting Requirements

The preceding required supplementary schedules, as related to pensions, are intended to show information for 10 years. Additional years will be displayed as they become available.

The City of Milford

Additional Information

As of and for the Year Ended June 30, 2022

Taxation

The City annually adopts an assessment listing based on its own assessments of real property, with the option to adopt the assessed values as determined by either or both Kent or Sussex Counties. Real Property was last reassessed in the City of Milford in 2012. The assessment reflected actual property sale data available in 2012. Assessments are based on a level of 100% of the 2012 values as appraised by the City of Milford. Appraisals for all classifications of property are equal to estimated replacement cost less depreciation.

Tax Assessments

The City's property tax rate was $0.48275 per $100 of assessed value throughout the FY22 reporting period. City Council approved the rate of $0.48275 per $100 of assessed value effective FY22. Milford also collects a Realty Transfer Tax (RTT) of 1.50% of the consideration of all property transfers within City limits effective July 1, 2001.

Tax Appeals

Milford City Council serves in the capacity of Board of Appeals to review assessments when appealed by property owners. There are generally few appeals of assessments each year.

Ratable Classification	2022 Assessed Value (AV)	2022 Market Value (MV)*	AV ÷ MV
Public Utilities	$5,401,952	$9,003,253	
Agriculture	878,100	$1,463,500	
Residential	633,608,900	$1,056,014,833	
Multi-Family	43,996,300	$73,327,167	
Commercial	330,290,400	$550,484,000	
Industrial	11,315,900	$18,859,833	
Exempt	345,095,600	$575,159,333	
TOTAL	**$1,370,587,152**	**$2,284,311,920**	**60%**

**Estimated based on City of Milford market sales data sampling*

Top 20 Taxpayers

2022 Assessed Value	Land Use	Parcel Owner	2022 Tax Levy
$ 33,585,000	COMMERCIAL	CLARK AVENUE REALTY	$ 162,132
18,827,600	COMMERCIAL	MILFORD PLAZA	90,890
16,426,800	COMMERCIAL	WAL-MART STORES	79,300
11,053,600	MULTI-FAMILY	WINDWARD ON THE RIVER	53,361
10,548,700	MULTI-FAMILY	WATERGATE AT MILFORD	50,924
9,447,900	MULTI-FAMILY	RESERVE AT SAW MILL	45,610
11,600,200	MULTI-FAMILY	KEY PROPERTIES GROUP	41,954
8,252,800	COMMERCIAL	MILFORD CENTER	39,840
6,869,500	COMMERCIAL	CYPRESS CAPITAL	33,163
6,780,100	COMMERCIAL	HELMICK MILFORD	32,731
6,734,300	MULTI-FAMILY	CASCADES	32,510
6,558,100	COMMERCIAL	BALTIMORE AIRCOIL COMPANY	31,659
6,547,100	COMMERCIAL	US COLD STORAGE	31,606
5,302,800	MULTI-FAMILY	CASE EDWARDS MANAGEMENT	25,599
5,158,300	INDUSTRIAL	PURDUE RE HOLDINGS	24,902
4,899,500	MULTI-FAMILY	TRAN CON BUILDERS	23,652
4,799,800	COMMERCIAL	SW ACQUISITIONS	23,171
4,763,300	COMMERCIAL	RIVERWALK CENTER AT MILFORD	22,995
4,702,200	MULTI-FAMILY	MISPILLION REALTY	22,700
4,698,800	COMMERCIAL	MILFORD MICROTEL	22,683

Tax Collections and Delinquent Taxes

	Tax Collections			Past Due
Year Ended June 30	Taxes Budgeted	Cash Collections	Collections as % of Budget	Outstanding as of June 30
2022	$ 4,741,043	$ 4,745,519	101%	$ 184,552
2021	4,296,000	4,322,838	101%	180,783
2020	4,126,385	4,074,644	99%	241,673
2019	3,902,716	3,943,184	105%	210,077
2018	3,820,560	4,038,010	106%	178,337
2017	3,732,970	3,817,534	102%	344,177
2016	3,701,000	3,720,159	101%	307,883
2015	3,746,000	3,660,900	98%	359,772
2014	3,556,965	3,518,917	99%	358,545
2013	3,483,380	3,433,254	99%	281,371

Selected Demographic Data and Corresponding Debt Ratios

	Direct Debt[1]	Population[2]	Assessed Valuation (AV)[1]
	$ 6,260,000	12,272	$ 1,370,587,152
Direct Debt per Capita		$ 510	
Direct Debt as % of AV			0.46%

[1] Debt and AV measured as of and for the period ended June 30, 2022, respectively

[2] Based on most current US Census Bureau Population Estimate as of July 1, 2021

Largest Employers

The largest employers in and around the City of Milford follow:

Employer	Description	Employee Count
Perdue Farms	Poultry Processing	1,485
Bayhealth - Sussex Campus	Healthcare	900
Milford School District	Education	558
Dentsply Sirona	Dental Equipment	525
Walmart Stores	Retail	349
Sea Watch International	Seafood Processing	210
City of Milford	Municipal Government	133
Burris Logistics	Supply Chain Logistics	110
Kent-Sussex Industries	Vocational Services	85
First State Manufacturing	Industrial Sewing	50

Employee counts based on employer-reported data and City of Milford survey data

The City of Milford

Other Supplemental Information
Single Audit

For Year Ended June 30, 2022

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

INDEPENDENT AUDITOR'S REPORT

City Council
City of Milford, Delaware

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milford (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated May 20, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet, important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2022-001 that we consider to be a material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

830 Sir Thomas Court, Suite 100, Harrisburg, PA 17109
3800 McKnight East Drive, Suite 3805, Pittsburgh, PA 15237
34745 Burbage Road, Frankford, DE 19945
2370 York Road, Suite A-5, Jamison, PA 18929
420 Chinquapin Round Road, Suite 2-i, Annapolis, MD 21401
210 Tollgate Hill Road, Greensburg, PA 15601
www.zallc.org

City Council
City of Milford, Delaware

City's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Zelenkofske Axelrod LLC

Harrisburg, Pennsylvania
May 20, 2024

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

INDEPENDENT AUDITOR'S REPORT

City Council
City of Milford, Delaware

Report on Compliance for Each Major Federal Program

Opinion on Major Federal Program

We have audited the City of Milford's ("City") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the City's major federal program for the year ended June 30, 2022. The City's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2022.

Basis for Opinion on Major Federal Program

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards, and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the City's compliance with compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit.

830 Sir Thomas Court, Suite 100, Harrisburg, PA 17109
3800 McKnight East Drive, Suite 3805, Pittsburgh, PA 15237
34745 Burbage Road, Frankford, DE 19945
2370 York Road, Suite A-5, Jamison, PA 18929
420 Chinquapin Round Road, Suite 2-i, Annapolis, MD 21401
210 Tollgate Hill Road, Greensburg, PA 15601
www.zallc.org

City Council
City of Milford, Delaware

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance.

Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Zelenkofske Axelrod LLC

ZELENKOFSKE AXELROD LLC

Harrisburg, Pennsylvania
May 20, 2024

CITY OF MILFORD, DELAWARE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2022

Federal Grantor/Pass-through Grantor/Program	Federal AL Number	Pass Through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
US Department of Agriculture				
Community Facilities Loans and Grants				
RUS Grant	10.766	n/a	$ -	$ 116,532
US Department of the Treasury				
American Rescue Plan Act	21.027	n/a	-	2,942,196 *
US Department of Justice				
Bulletproof Vest Partnership	16.607	n/a	-	3,180
Edward Byrne Memorial Justice Assistance	16.738	n/a	-	29,548
Total US Department of Justice			-	32,728
Total expenditures of federal awards			$ -	$ 3,091,456

*Denotes tested as a Major Program.

See Notes to the Schedule of Expenditures of Federal Awards which is an integral part of this Schedule.

NOTE 1 – BASIS OF PRESENTATION

The City of Milford, Delaware is the reporting entity for financial reporting purpose as defined in Note 1 to the City's basic financial statements. The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City of Milford, Delaware under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – INDIRECT COST RATE

The City of Milford did not use the 10% de minimis indirect cost rate allowed by the Uniform Guidance.

NOTE 4 – USDA COMMUNITY FACILITIES LOANS AND GRANTS

The objective of the USDA Community Facilities Program is to provide loans or grant funds for the development of essential community facilities. The City received funds in the form of both loan draws and grants for its ongoing sewer improvements project. Federal expenditures presented in the Schedule were incurred pursuant to grant 10 in the amounts of $116,532.

NOTE 5 – RISK-BASED AUDIT APPROACH

The 2022 threshold for determining Type A and Type B programs is $750,000. The following program was audited as major:

ALN	Name of Federal Program or Cluster
21.027	American Rescue Plan Act

The amounts expended under the program audited as a major federal program for the year ended June 30, 2022, totaled $2,942,196 or 95.2% of total federal awards expended.

CITY OF MILFORD, DELAWARE
SCHEDULE OF FINDINGS AND QUESTIONS COSTS
FOR THE YEAR ENDED JUNE 30, 2022

Section I – Summary of Auditor's Results:

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? __X__ yes ____ no
- Significant Deficiency(s) identified that are not considered to be material weaknesses? ____ yes __X__ none reported

Noncompliance material to financial statements noted? ___ yes __X__ no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ___ yes __X__ no
- Significant Deficiency(s) identified that are not considered to be material weaknesses? ___ yes __X__ none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?
___ yes __X__ no

Type of auditor's report issued on compliance for major programs: Unmodified

Identification of major programs:

AL Number(s)	Name of Program or Cluster
21.027	American Rescue Plan Act

Dollar threshold used to distinguish between Type A and Type B programs: $750,000

Auditee qualified as low-risk auditee? ____ yes __X__ no

Section II – Financial Statement Findings and Questioned Costs

Finding 2022-001 Accounting Records/Financial Statement Close Process

Criteria: The accounts of the City should be reconciled to ensure transactions are being presented in the period of benefit and the year-end closing should be performed in a timely manner.

Condition: During the audit, it was noted the information in the general ledger did not agree to support documents for several balance sheet accounts, which required material audit adjustments to present financial transactions in the period of benefit. There were several adjusting journal entries that were posted to the general ledger incorrectly. In addition, final closing and the preparation of trial balances were not completed until several months after the City's year-end. The lack of adequate closing procedures creates a condition that may adversely affect the City's ability to initiate, record, and process financial data reliably and could result in a misstatement in the financial statements that will not be prevented or detected.

Cause: The finance department experienced staffing issues which resulted in a delay in the closing process. This issue along with the process of training new staff resulted in oversight in the procedures to reconcile and review accounts at year-end.

Effect: Internal controls were not operating effectively and the financial records did not reflect the correct financial activity of the period resulting in material misstatements to the financial statements that required adjustments.

Questioned Costs: No known questioned costs.

Recommendation: The City should review procedures in place with responsible employees and revise procedures, as necessary, to ensure accounts are reconciled in a timely manner and financial statements are prepared accurately and timely.

Management's Response: The City is following the recommendation of its independent auditors to review accounting and reporting procedures with all staff to ensure account reconciliation is completed with timeliness and accuracy, which will promote efficient periodic closing and a more timely financial statement production process. The City recently expanded full-time staffing in the Finance Department to enable the department to carry out the process review and implement the required changes.

Section III – Federal Award Findings and Questioned Costs

None noted.

CITY OF MILFORD, DELAWARE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2022

The summary which follows indicates the current year status of findings identified in the prior year Single Audit Report.

Program	Prior Year Finding	Brief Description of Finding	Current Year Status
Financial Statement	2021-001	Accounting Records/Financial Statement Close Process	Unresolved – See 2022-001

City of Milford
Ledger Structure

Total Number of Funds	43
Total Number of Accounts	1,506

Governmental Funds		
General Fund	**Special Revenue Fund**	**Nonmajor Funds**
101 General Fund	120 ARPA	201 Parks and Recreation
121 Police Fund	122 General Government	343 Building Permit Fire Co. Fee
125 Grasscutting Fund	123 Municipal Street Aid	345 P&R Developer Fees
127 Sidewalk Fees	124 Real Estate Transfer Tax	
130 Police & GF Enhancement		
131 Stormwater Maintenance		
133 Bayhealth Project		
136 Lodging Tax		
137 Can Do Playground		
138 Fullman-Learning to Swim		
139 Economic Development		
140 General Fund Reserves		
341 Flex Benefits		

Government-Wide Accounts

700 CIP Project
800 Pooled Equity
900 General Fixed Assets
931 Stormwater Assets

GOVERNMENTAL ACTIVITIES

Proprietary Funds				
Electric	**Water**	**Sewer**	**Solid Waste**	**Internal Service**
132 Electric Impact Fees	128 Water Impact Fees	126 SE Sewer Pumping Station	204 Solid Waste Fund	221 Garage Interservice
135 Developer Fees	202 Water Fund	129 Sewer Impact Fees	214 Solid Waste Capital Reserves	222 Interservice
205 Electric Fund	212 Water Capital Reserves	203 Sewer Fund		223 Meter Department
215 Electric Capital Reserves		213 Sewer Capital Reserves		224 Billing Department
				225 City Hall Cost Allocation

BUSINESS-TYPE ACTIVITIES

Key Terminology:

- Fund: a group of related accounts used to segregate specific sources of funding or spending for a particular purpose

- General Fund: accounts for all resources not reported in another fund. This is the primary fund of a government and presents the results of day-to-day operations.

- Special Revenue Fund: accounts for specific revenue sources that are restricted or committed for expenditure for specific purposes other than debt service or capital projects. The limitations for specific purpose are imposed by external parties (grantors, contributors, or other governments) or by enabling legislation. A limitation on how the funds may be spent is not enough by itself to justify to the use of a special revenue fund.

- Capital Project Fund: used to account for and report resources that are restricted, committed or assigned to expenditures for capital outlay.

- Enterprise Fund: report activity for which a fee is charged to external users for goods or services.

- Internal Service Fund: report activity that provides goods or services to other funds, departments or agencies of the primary government or to other governments on a cost-reimbursement basis.

RESOLUTION 2024-11

Incorporates Electric Vehicle Fee Into City Comprehensive Fee Schedule

The City Council of the City of Milford hereby resolves as follows:

Whereas, Electric Vehicles (EVs) are becoming more and more popular and by the early 2030s, EVs are projected to be a majority of car and light truck sales in the US; and

The State of Delaware has passed legislation to make it easier and more convenient to own an electric vehicle, resulting in increased purchases of electric vehicles, promoting cleaner air and water, and resulting in improved health outcomes, and a reduction of greenhouse gases to curtail global warming; and

Whereas, Consumers need access to charging stations if they are to consider purchasing EVs; and

Whereas, Public charging stations bolster market acceptance of EVs by offering more flexible charging opportunities, equitable access, added convenience and ease of use; and

Whereas, with only minimal electric charging infrastructure available today, City Council had the forward thinking to support the need for publicly accessible charging units and approved the installation of two new electric vehicle (EV) charging stations in the downtown area.

The City Council finds as follows:

A. It is necessary to amend the City's Comprehensive Fee Schedule to make the charges more commensurate with the actual costs to the City.
B. The fee of $1.00 per charging session plus $0.34 per kWh, as established by Ordinance 2024-06 does not exceed the estimated reasonable cost of providing the services for which the fee is charged.
C. This fee is hereby officially adopted as of June 20, 2024 to coincide with the effective date of Ordinance 2024-06.
D. It is ordered this fee be incorporated into the City's Comprehensive Fee Schedule on the effective date of June 20, 2024.

This certifies that this is a true and correct copy of the Resolution duly adopted by the City Council of the City of Milford at its meeting on June 10, 2024.

_____
Mayor F. Todd Culotta

Attest: _____
City Clerk Teresa K. Hudson

RESOLUTION 2024-10

Schedules Board of Revision & Appeal Hearing

WHEREAS, the provisions of Article VII, Section 7.05 of the Charter of the City of Milford state that Council shall cause a copy of the General Assessment, as adjusted, to be posted in two public places in the City of Milford and there to remain for the space of ten days for public information; and

WHEREAS, attached to said copies shall be notice of the day, hour, and place that Council will sit as a Board of Revision and Appeal for said General Assessment.

NOW, THEREFORE, BE IT RESOLVED, that on Monday, July 22, 2024 at 6:00 p.m., the City Council of the City of Milford will sit as a Board of Revision and Appeal for the 2024-2025 General Assessment.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 10th day of June 2024.

_____

Mayor F. Todd Culotta

Attest:

_____

City Clerk Teresa K. Hudson

PUBLIC NOTICE

City of Milford Property Tax Appeals

Please be advised that on Monday, July 22, 2024 at 6:00 p.m., the City Council of the City of Milford will sit in the Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware, as a Board of Revision and Appeal, with regard to the 2024-2025 City of Milford General Property Assessment.

Property owners wishing to appeal the value of their property under the 2024-2025 General Assessment must submit a completed and signed appeal application to the Customer Service Department at 119 S Walnut St, Milford, DE by 4:30 p.m. on Monday, July 8, 2024. Questions can be directed to 302-422-6616.

Copies of the 2024-2025 General Assessment are posted for public information at Milford City Hall, 201 South Walnut Street, Milford, Delaware and the City of Milford Customer Service Center, 119 South Walnut Street, Milford, Delaware.

Issued this 28th day of May 2024 pursuant to Article 7 of the Charter of the City of Milford, Delaware.

s/Mark Whitfield
City Manager

Posted 05/28/2024

MILFORD REHOBOTH WALNUT CORRIDOR

May 2024 WORKING DRAFT

DOVER/KENT COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION

THE CITY of Milford DELAWARE

The report reflects the views of the authors, who are responsible for the facts and accuracy of the research. The contents do not necessarily reflect the official view of FHWA, FTA, or DelDOT.

The preparation of this document was financed in part with funds provided by the Federal Government, including the Federal Transit Administration, through the Joint Funding Simplification Program, and the Federal Highway Administration of the United States Department of Transportation.

Dover Kent County MPO is committed to Title VI compliance. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The MPO has produced a Title VI Plan to guide the assessment of projects for racial and related discrimination. The study will include a written assessment on whether the area of the project is considered an area covered by the Title VI Plan and whether the project will have a negative impact, a positive impact, or no impact.

Preface

Dover Kent MPO is pleased to provide this publication, *North Rehoboth Boulevard-North Walnut Street Corridor Study*. Funded by FHWA, FTA, DelDOT, and the City of Milford, this resource is intended to identify the areas along North Rehoboth Boulevard and North Walnut Street in Milford, Delaware that lack adequate pedestrian amenities such as sidewalks, walking paths, and crosswalks. By creating this inventory and recommending changes based on the most important findings, changes to the infrastructure in the Milford area can then be implemented.

Dover Kent MPO is responsible to ensure existing and future transportation projects are continuing, cooperative, and comprehensive and as such, appreciates continued support from FHWA, FTA, DelDOT, and our local MPO partners in order to ensure transportation policy information is shared. We are pleased to acknowledge the following collaborators on this project:

City of Milford

- Rob Pierce, Planning Director
- James Puddicombe, City Engineer

Dover Kent County MPO

- Malcolm Jacob, Transportation Planner
- Michael Petit de Mange, Principal Planner, AICP
- Marilyn J. Smith, Executive Director
- Michelle Vinson, Executive Assistant
- Mike Ward, GIS Planner
- Helen Wiles, Outreach Manager

DRAFT

Additional Support

- Anthony J. Aglio, II, Supervisor, Active Transportation and Community Connections - DelDOT Planning
- Shawn Bowman, Director of Facilities Management - Kent-Sussex Industries
- Michelle Cain, Director of Funding Opportunities & Board Relations - Kent-Sussex Industries
- Brandon L. Cohee, Senior Plant Engineer - Perdue Foods, LLC
- Lisa DiVincenzo, Executive Manager - I.G. Burton Auto Group
- Jim Greenwell, VP of Finance & Technology - Kent-Sussex Industries
- Jeff Niezgoda, Assistant Director, Active Transportation & Community Connections - DelDOT Planning
- Edgardo Torres Ortiz, Director of Operations - Perdue Foods, LLC

DRAFT

Contents

Introduction 4
Existing Conditions 4
History 4
Destinations 6
Pedestrian and Bicycle Infrastructure 6
Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street 7
North Rehoboth Boulevard 7
North Walnut Street 8
Driveway Hazards 9
Traffic Volume and Crash Data 10
DART Bus Stops 11
Environmental Factors 11
Equity Analysis 12
Upcoming Changes 13
Northwest & Northeast 10th Street / North Church Street / North Rehoboth Boulevard / North Walnut Street Intersection 13
Industrial Bypass (Milford Bicycle Master Plan) 14
South Walnut Street Traffic Calming 14
Research Process 15
Mapping and Fieldwork 15

Literature Review 15
Outreach 15
Public Workshops 15
Meetings with Stakeholders 16
Recommendations 18
Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street 18
North Rehoboth Boulevard 18
North Walnut Street 20
Additional Recommendations 21
DART Bus Stops 21
Lighting 21
Next Steps 22
Conclusion 23
Appendix A – Study Area Maps A-1
Appendix B – List of Recommendations B-1
Appendix C – Relevant Resources C-1
Appendix D – Data from Public Workshops D-1

DRAFT

Introduction

The City of Milford, Delaware is interested in studying the need for pedestrian and bicycle amenities along North Rehoboth Boulevard and North Walnut Street. To address this topic, Dover Kent MPO has completed a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor.

The study includes an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths; popular destinations in the area; the flow of pedestrian traffic, including the needs of Milford Senior High School and Milford Central Academy; and the distribution of vehicle and pedestrian crashes. Following the existing conditions is a summary of the research process and takeaways from meetings with stakeholders. Finally, the study includes a list of recommendations to enhance pedestrian and bicycle safety in the immediate area, improve the functionality of non-conforming intersections and entrances, and potentially make wider connections with other pedestrian networks. Findings from previous studies and plans are also considered during the research process.

The primary study area is the North Rehoboth Boulevard/North Walnut Street corridor in the City of Milford. This area extends as far north as the intersection with US113 and as far south as the Mispillion Bridge. Connections with adjacent locations are examined as needed; however, any recommendations outside of the corridor are treated as secondary.

Existing Conditions

History

The City of Milford was first incorporated in 1807, though settlers arrived as early as the late 17th century, and even before this the Mispillion River was used by indigenous peoples such as the Lenape and Nanticoke.[1] With the arrival of settlers the area became a hub for agriculture, lumber, shipbuilding, and other industries. The city was served by a station of the Junction & Breakwater Railroad, which was used to carry freight between Lewes and Harrington; from here, produce and other goods could then be transferred to the Delaware Railroad.[2] For most of the community's history, Walnut Street acted as the business center of Milford.

Shipbuilding was the most important industry for much of the city's history. This was due in part to the large supply of white oak in the surrounding area. At its peak there were seven shipyards along the Mispillion River, and about three quarters of the city's population was employed through the shipbuilding industry. During the First and Second World Wars, Vinyard Shipyard

[1] "History." City of Milford. https://www.cityofmilford.com/166/History.
[2] "A Guide to Milford's Historic and Notable Properties." Milford Museum, 2022. https://www.milforddemuseum.org/wp-content/uploads/2022/06/walking-tour-guide.pdf.

was contracted to build submarine-chasing vessels. The industry has declined considerably, though the Milford Shipyard Area Historic District is now included in the National Register of Historic Places.[3]

The Mispillion Bridge (or State Bridge 21A), a drawbridge that connects both sides of the Mispillion River, was first built in 1929. This allowed for the passage of motor vehicles from north to south as well as boats from east to west. According to the Delaware Historic Highway Bridge Survey, "State Bridge 21A was an important component of a project designed to relieve the congested streets of Milford's central business district by providing a bypass around the town. The new route also helped to serve the increasing traffic to beach resorts at Rehoboth." [4] These "cutoff" projects were common in the 1920s and 1930s.

The drawbridge was inoperable for some time starting in 2021, having been damaged by passing trucks on multiple occasions. This meant the bridge could not be lifted to allow the passage of boats. DelDOT efforts to repair the historic bridge were completed in August of 2023.

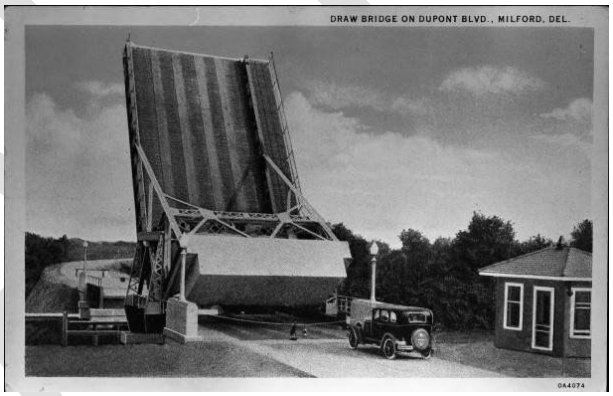


Figure 1 (l): Walnut Street in Milford, facing northward, 1906. Source: Delaware Public Archives (link).

Figure 2 (r): The drawbridge over the Mispillion River, 1935. This bridge is still in use today, making it nearly 90 years old. Source: Delaware Public Archives (link).

According to the American Community Survey from the US Census Bureau, Milford's total population in 2021 was 11,249; from the same dataset, the city's 2011 population was 9,372. This population increase, measured at approximately 16.7%, is substantially higher than the statewide average of 9.3% within the same timeframe. Much of the residential growth is taking place south of the Mispillion River, whereas the commercial growth appears to be happening primarily north of the river. Today the largest employers in Milford include Bayhealth, Perdue

[3] "Milford Shipyards." Milford Museum. https://www.milforddemuseum.org/exhibits/milford-shipyards/.
[4] "21A - Rehoboth Road over Mispillion River, Milford." *Delaware Historic Highway Bridge Survey*. Delaware Department of Transportation (DelDOT), 1988. https://deldot.gov/environmental/archaeology/historic_pres/bridges/pdf/br_21a.pdf.

Farms, Seawatch International, Kent-Sussex Industries (KSI), Milford School District, and the City's municipal departments, as well as others.[5]

Destinations

Some of the primary destinations in the study area are the Milford School District properties. These include Milford Senior High School and Milford Central Academy, which are located to the north of Northeast 10th Street and to the east of North Walnut Street. Students walk between the schools and their homes, and also between the schools and nearby businesses such as the Dairy Queen and the Wawa convenience store. Their safety is an important consideration, especially the middle school students, who are smaller than the average adult and are less likely to be seen by motorists.

Most of the destinations on North Rehoboth Boulevard are either commercial or industrial properties such as Perdue Farms, Kent-Sussex Industries (KSI), and I.G. Burton Collision Center. There are several residential properties directly along Rehoboth Boulevard, most of them being located near the intersection with Northeast Front Street, though a few are located further to the northwest. Residential areas are located on adjacent streets, such as the Sawmill Village neighborhood on General Torbert Drive.

From North Rehoboth Boulevard, the downtown part of Milford can be reached either by heading southwest on Northeast Front Street, or south on North Walnut Street. These are two of the most heavily utilized routes. The downtown is home to a large number of shops and restaurants, a riverwalk along the Mispillion River, and other destinations. Adding pedestrian and bicycle access along North Rehoboth Boulevard and connecting roads would greatly improve safety in the surrounding area, as it would give pedestrians and bicyclists a buffer against the high volume of vehicle traffic heading to and from the downtown.

Pedestrian and Bicycle Infrastructure

One of the transportation goals listed in Milford's Comprehensive Plan is to improve the city's bicycle and pedestrian network through utilization of available funding and coordination with DelDOT and other entities. Given that North Rehoboth Boulevard is a key corridor in the city for both motorized and non-motorized travel, it would naturally be an important part of achieving this goal.

The following section will explore the existing pedestrian and bicycle infrastructure on Rehoboth Boulevard and adjacent roads. Doing so will provide background that justifies the improvements recommended in the study.

[5] "Milford." Choose Central Delaware. https://www.choosecentraldelaware.com/municipalities/milford-choose-central-delaware/.

Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street

One of the most critical areas in the study area is the intersection of North Rehoboth Boulevard, North Walnut Street, Church Street, Northeast 10th Street, and Northwest 10th Street. This intersection has been cited over the years for its lack of pedestrian and bicycle infrastructure, in addition to generally hazardous conditions for motorists. Although improvements have been proposed through recently completed studies, many of the changes are scheduled for long-term implementation.

It was found during interaction with the public that this intersection is used regularly by students attending Milford Senior High School and Milford Central Academy. These students walk between the schools and nearby businesses, and it was also pointed out that the cross-country team uses the intersection during their training. This emphasizes the need for a safe crossing.

North Rehoboth Boulevard

Moving southward from this intersection on Rehoboth Boulevard, it is apparent that further amenities for pedestrians and bicyclists are needed. For example, there are very few sidewalks on the road, other than a small length of sidewalk in front of Burke Tires & Auto Repair and in a few other places. This means pedestrians are forced to walk in the road's shoulder, which puts them at risk of being struck by passing vehicles. Bicycle lanes have been designated on either side of the road's shoulder, though they do not offer separation from vehicle traffic.

There is only one crosswalk along this entire section of the road: a midblock crossing in front of Perdue Farms that connects the eastern and western sides of Rehoboth Boulevard. Discussions with Perdue Farms revealed that pedestrians frequently cross the road near Brady Drive, where there is no designated crossing.

Figure 3: (l): A pedestrian using the crosswalk in front of the Perdue facility on Rehoboth Boulevard.

Figure 4 (r): The front of the Kent-Sussex Industries property (facing northward), which lacks pedestrian amenities.

The intersection with North Washington Street lacks a crosswalk, though there are currently ADA ramps on the curbs and in the intersection's median islands. This means painting a crosswalk is the primary need for north-south connectivity in this particular location.

Another recurring problem on this road is the prevalence of driveway hazards, or wide driveway entrances with no clear path for motor vehicles to enter or exit. Based on interactions with the public, these entrances are a safety concern for pedestrians. Solutions discussed at the public workshops included either narrowing and marking the entrances, or closing off certain entrances to better manage the movement of vehicles.

At the southern extent of the study area is the intersection of North Rehoboth Boulevard and Northeast Front Street. A shared use path has recently been added to Front Street between Northeast 4th Street and North Washington Street. Unfortunately, there is still no pedestrian crossing at the intersection, and there is a remaining gap of roughly 650 feet between Rehoboth Boulevard and 4th Street.

Figure 5 (l): The intersection of Rehoboth Boulevard and Washington Street (facing southward), which does not contain crosswalks.

Figure 6 (r): The intersection of Rehoboth Boulevard and Front Street (facing westward), which does not contain crosswalks.

North Walnut Street

North Walnut Street extends northward towards US113 and southward into the downtown. Some of Walnut Street has existing pedestrian access, and there are sidewalks on both sides of the road in some places (such as in front of Senior High School). However, there are critical gaps that still exist along this road, especially between Buccaneer Street and US113. The Milford Bicycle Master Plan recommends adding a shared use path to Walnut Street to allow for safe north-south movement for pedestrians and bicyclists.

There are also many locations where the wide driveway entrances lead to hazardous conditions for pedestrians. An example of this can be found at the Milford Diner, which can be entered from both Walnut Street and US113. (The Walnut Street side in particular has no defined entrances or exits.) It may be necessary to close or reduce the size of some of the entrances, particularly where crashes have taken place.

There is one existing crossing with pedestrian signals within this section of the study area, located at the intersection of Walnut Street and Buccaneer Street. This crossing, combined with the existing sidewalks on Buccaneer Street, provides students with a safe route towards US113. Note that students may not use the designated crossing if it is faster to take another route across Walnut Street.

The posted speed limit on Walnut Street is 35 mph, and the speed limit on Northeast 10th Street is 25 mph. During school arrival and dismissal, traffic on Walnut Street and 10th Street is slowed to 20 mph; this is indicated to motorists using signs near the school entrances.

Figure 7 (l): The right-of-way in front of Dover Pools, which currently lacks sidewalks.

Figure 8 (r): The intersection of Rehoboth Boulevard, 10th Street, and Walnut Street. At this time there are no designated crosswalks or pedestrian signals.

Driveway Hazards

The following is a tally of driveway hazards that appear in each section of North Walnut Street and North Rehoboth Boulevard within the study area. These primarily include paved entrances to commercial properties, but also residential driveways (both paved and unpaved) and intersections with other roads. Note that some entrances are not marked; these can be very dangerous to pedestrians, as vehicles have no set path, and it is difficult to predict their movement to and from the property.

Driveway Hazards	Western Side of Road (Southbound)	Eastern Side of Road (Northbound)
North Walnut Street between US113 and 10th Street	11	15
North Rehoboth Boulevard between 10th Street and Perdue Entrance	16	14
North Rehoboth Boulevard between Perdue entrance and NE Front Street	11	7

Table 1: The number of driveway hazards within the study area.

Traffic Volume and Crash Data

According to traffic data collected by DelDOT in 2022, the portion of Rehoboth Boulevard located north of the Mispillion River has an average annual daily traffic (AADT) of 8,098. For comparison, Northeast Front Street has an AADT of 7,088, and North Walnut Street has an AADT of 5,398.[6] Although Rehoboth Boulevard is not as busy of a road as SR1 or US113, it is still a major thruway in the Milford area, as is shown through these traffic counts. Daily traffic is likely to increase as the area continues to grow in population.

Figure 9: A map depicting the existing conditions within the study area, including recent crashes. The intersection of North Rehoboth Boulevard and Northeast Front Street experienced the most crashes of any area. The full map is available in Appendix A.

According to crash data from DelDOT, between January of 2017 and December of 2022, there are two locations in the study area with the greatest concern. First, the intersection of North Rehoboth Boulevard, North Walnut Street, Church Street, Northeast 10th Street, and Northwest 10th Street saw 44 crashes within a six-year timeframe. The intersection of North Rehoboth Boulevard and Northeast Front Street is the second location worth mentioning; it saw 50 crashes within the same timeframe. These two intersections are shown to be the most dangerous locations in the study area, given that the number of crashes is much higher than anywhere else.

In total there were 242 crashes during this six-year timeframe. Two of the crashes involved pedestrian injuries. Fortunately, there were no fatal crashes during these years; however, the

[6] "Traffic Counts." Delaware Department of Transportation (DelDOT). https://deldot.maps.arcgis.com/apps/webappviewer/index.html?id=4f76a1fa5b5c493cb3e1fad44a50dad1.

City of Milford believes it is important to address these safety concerns, so that pedestrians, bicyclists, and motorists can safely navigate this high-traffic corridor. The full map with complete crash data is available in Appendix A.

The City of Milford's Vision Zero plan lists the goal of eliminating serious injury and death in city roadways by the year 2030.[7] The recommendations listed in this study aim to work towards this goal.

DART Bus Stops

A DART bus stop is located on both the northbound and southbound side of Rehoboth Boulevard, near the Perdue pedestrian crossing. These bus stops do not have a shelter to provide cover for riders, and the stop on the southbound side requires walking through a wide driveway entrance, which is a potential safety hazard. It was noted during meetings with Perdue that although there is room in the road's shoulder for buses to pull to the side, backups of vehicles still take place when buses come to a stop. Furthermore, motorists attempting to pass a bus or a left-turning vehicle are putting others at risk. Both the northbound and southbound bus pickup areas should be easier to access and should be clearly marked. Having a shelter would also be beneficial as it would be safer and more desirable for transit riders.

Environmental Factors

For the purposes of this study, the most important body of water is the Mispillion River, which is located at the southern extent of the study area. It flows eastward through the area and serves as the boundary between Kent County and Sussex County; thus, it also acts as the study's southern boundary. There is also one patch of wetlands within and adjacent to the study area. This is located to the west of North Rehoboth Boulevard and to the north of Northeast Front Street.

The Mispillion River and nearby wetlands are unlikely to have a significant impact on the addition of new pedestrian amenities, even if flooding were to take place. However, during public workshops it was revealed that businesses along the southern end of the study area frequently experience flooding during heavy precipitation; this is mostly due to poor drainage. Future changes to the area should consider this need.

When making changes to the area, potential harm to the watershed should be considered, and any negative impacts should be mitigated where possible. This may include pollution of the watershed or an increase in runoff from paved surfaces.

[7] *City of Milford Vision Zero Plan 2023-2030*. City of Milford, 2023. https://www.cityofmilford.com/DocumentCenter/View/4877/VisionZeroPlan.

Equity Analysis

In order to understand the locations of vulnerable populations in Kent County, the MPO used two different tools. The first was census data from the US Census Bureau, which was included in the MPO's 2023 Title VI / Environmental Justice Report. The data features topics such as racial demographics, aging populations, poverty status, disability status, Limited English Proficiency (LEP), and personal vehicle access. It was collected at the census block group level.[8] The second tool was DelDOT's Equity Analysis Tool, which was released in 2023. With a unique methodology, this tool determines Equity Focus Areas in Delaware based on how the demographics of a particular area compare to the state average.[9] Using these tools in tandem with one another provides the MPO with a more complete picture of vulnerable populations in Kent County.

There are several demographics that stand out within the study area. In the census block group surrounding Rehoboth Boulevard, about 18.1% of the population identifies as Hispanic or Latino. This is substantially higher than many of the surrounding census block groups. Given the history of racial disparities that often resulted from transportation planning in the United States, it is important to be aware of racial demographics of the study area, so that historically underserved communities can benefit from the changes taking place rather than being harmed by them.

Access to information based on understanding of the English language is also important. The census block group to the west of Walnut Street has a high Limited English Proficiency (LEP) population. LEP status was calculated using data from the US Census Bureau, specifically the number of individuals that speak English "not well" or "not at all". LEP individuals make up about 12.1% of the total population, which is higher than the surrounding census block groups. This could make it harder to convey information about upcoming changes to residents, and also harder for residents to voice their opinions on a particular topic. With this in mind, the needs of LEP individuals should be considered while addressing the transportation safety of the corridor, so that their voices are included in the process.

Finally, the census block group to the west of Walnut Street has a high proportion of residents with income below the federal poverty level. This value was surveyed to be approximately 48.2% of the census block group, which is one of the highest values in all of Kent County. Low-income communities often have unique needs, such as a higher dependence on public transportation and walking infrastructure. These needs should be part of the broader considerations when improving transportation networks along this corridor and in downtown Milford.

---

[8] *Title VI / Environmental Justice Report*. Dover/Kent County MPO, 2023. https://doverkentmpo.delaware.gov/files/2023/11/EJ-Report-2023-final-version.pdf.

[9] "Equity Focus Areas." Delaware Department of Transportation (DelDOT). https://deldot.maps.arcgis.com/apps/webappviewer/index.html?id=e051d6e4313142dfb8b03205e511f661.

DRAFT

Although Rehoboth Boulevard itself is not listed as an Equity Focus Area, the DelDOT Equity Analysis Tool highlights several adjacent areas that are disadvantaged compared to the state average. These primarily include the neighborhoods to the west of Walnut Street. It was found during engagement with businesses that Milford is where most of the Perdue employees are located, and not all of them have access to a personal vehicle. This shows that the addition of reliable pedestrian routes on Rehoboth Boulevard will benefit not just those who live on the road itself, but also those in adjacent neighborhoods who need to walk to their place of employment.

Upcoming Changes

Northwest & Northeast 10th Street / North Church Street / North Rehoboth Boulevard / North Walnut Street Intersection

In the summer of 2023, Dover Kent MPO and Century Engineering completed a study analyzing the existing conditions of the intersection of 10th Street, North Rehoboth Boulevard, North Walnut Street, and North Church Street. Research of the study area and interactions with the public helped determine the recommendations for improving the safety of the intersection and enhancing connectivity.

The solutions proposed through this study would be implemented in phases, the first of these being improved pedestrian access across North Rehoboth Boulevard and reconfiguring Church Street to connect with North Walnut Street rather than North Rehoboth Boulevard. Following these interim improvements would be additional changes (around the year 2037), which would include a protected intersection and bicycle lanes on both the northbound and southbound sides of North Rehoboth Boulevard. Crosswalks would also be added to the intersection.

Ultimately, Northwest 10th Street and Buccaneer Street would become one-way pairs (the former heading eastbound and the latter heading westbound), and left turns from Rehoboth Boulevard onto 10th Street would be prohibited. These changes would not take place until 2050, and only after determining further improvements are necessary. The expected outcome of the changes would be significantly safer and more efficient conditions for motorists, bicyclists, and pedestrians.

For more information on the proposed changes at this intersection, please refer to the *NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study*.[10]

[10] *Milford: NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study - Recommendations Report*. Dover/Kent County MPO, 2023. https://doverkentmpo.delaware.gov/files/2023/05/Milford-10th-Church-Rehoboth-Draft-Report-compressedHigh.pdf.

Industrial Bypass (Milford Bicycle Master Plan)

The 2021 Milford Bicycle Master Plan lists various projects throughout the city that, if completed, would expand the bicycle network and make conditions safer for bicyclists. The most relevant project listed in this plan is the "Industrial Bypass," which would add 4,200 feet of shared use path on the eastern side of North Rehoboth Boulevard between DE14 (Northeast Front Street) and 10th Street. According to the bicycle master plan, the addition of this path would help with transportation to work, recreation, and connection to school property. It was ranked among the most important projects in the northern section of Milford (north of the Mispillion River).

The Industrial Bypass was amended into Dover Kent MPO's Metropolitan Transportation Plan (MTP) in October of 2022, under the name "N Rehoboth Blvd, NE 10th Street to NE Front Street." It has also been submitted to DelDOT for potential inclusion in the Capital Transportation Program (CTP). The project has been given a "long-term" timeline, which means it will likely be completed after FY2035. However, this is subject to change depending on current needs and the attention given to the issue.

For more information, please refer to the Milford Bicycle Master Plan.[11]

South Walnut Street Traffic Calming

In 2023, Century Engineering completed a study that addresses traffic-calming and bicycle and pedestrian connections on South Walnut Street between McCoy Street and South Maple Avenue. The study was brought about from both crash data and reports from residents that indicate the area is known for speeding vehicles and frequent crashes. Several public workshops were held throughout the study period.

The outcomes of the study, based on research and public input, include a recommended multi-use path on Walnut Street, some intersection realignment, and traffic-calming measures. If these recommendations were implemented, this would lead to safer conditions for pedestrians and bicyclists south of the Mispillion River, which would further encourage non-motorized transportation.

For more information, please refer to the *South Walnut Street Traffic Calming and Bike/Pedestrian Improvement Project*.[12]

[11] *Milford Bicycle Master Plan*. City of Milford, 2021. https://www.cityofmilford.com/DocumentCenter/View/4299/2021-Bicycle-Master-Plan---Final-Report?bidId=.

[12] *Milford: South Walnut Street Traffic Calming and Bicycle/Pedestrian Improvement Project*. City of Milford, 2023. https://www.cityofmilford.com/DocumentCenter/View/4962/S-Walnut-Street-Traffic-Calming--BikePed-Study---Final-Report?bidId=.

Research Process

Mapping and Fieldwork

In order to analyze the study area from a spatial standpoint, Dover Kent MPO used mapping tools and created maps that were informed by the research process. Mapping was completed using ArcGIS Pro, and maps included in the study display the existing conditions around Milford and the recommended changes. To view these maps, please refer to Appendix A.

Fieldwork was conducted at different times between the fall of 2023 and the spring of 2024. General activities included making observations of pedestrian activity and taking photographs of existing infrastructure. Some of these photographs are included throughout the study.

Literature Review

The MPO reviewed existing literature that relates to the study area and to pedestrian safety in Delaware. Some of the most important documents came from the City of Milford, including the City's Comprehensive Plan, Bicycle Master Plan, and Rivertown Rebirth Plan. Other examples include previous studies relevant to the corridor and DelDOT's Pedestrian Accessibility Standards Manual. The key sources are listed in Appendix C, and others are included in footnotes throughout the study.

Outreach

Public Workshops

The initial public workshop for this study was held on October 25, 2023, at 180 Vickers Drive in Milford. The event was intended as an opportunity to share initial findings and discuss potential solutions with the public. Concerns within the study area and various other locations in Milford were discussed. The workshop was organized in an "open house" format and the public could drop in at any time.

Dover Kent MPO gathered feedback on recommended improvements at a second public workshop on February 6, 2024. As with the previous event, this workshop was held at 180 Vickers Drive.

Figure 10: A group discussion at the public workshop on February 6, 2024.

DRAFT

Recommendations were displayed on posterboards, and feedback was collected via both verbal and written comments. This workshop was also in an "open house" format.

The sign-in sheet and comments collected at the first workshop, and the "sticky note" comments from both the first and second workshops, are available in Appendix D.

Meetings with Stakeholders

Dover Kent MPO and the City of Milford held focused meetings with several businesses within the study area to discuss their current needs and upcoming improvements. Perdue, Kent-Sussex Industries (KSI), and I.G. Burton were the three businesses included in these discussions. The notes from these meetings were used to inform the study recommendations and also to gain a deeper understanding of changes that will be taking place on the business properties.

The MPO first met with KSI in November of 2023. One of the main concerns at this facility is that when vehicles stop to turn left into the property, other motorists pass on the right via the road's shoulder. Speeding vehicles are another concern within the corridor. KSI representatives noted that a center turn lane may help move turning vehicles out of the path of traffic and reduce the likelihood of a crash. In terms of larger vehicles, vans and buses arrive for employees around 8:00-8:30 AM and 2:00-2:30 PM. The latter time coincides with the afternoon rush hour experienced at the Perdue facility and dismissal at the nearby schools, and consequently, congestion is a recurring problem. Paratransit vehicles regularly arrive at the facility, usually relying on the southern entrance. Additionally, the intersection with 10th Street is not safe for pedestrians or motorists due to its design. About 65 employees work at the KSI facility.

Next, the MPO met with Perdue in December of 2023. This was an opportunity to learn about the daily schedule of Perdue's Milford facility and the flow of truck traffic to and from the property. For example, although the center lane on Rehoboth Boulevard allows trucks to make lefthand turns without blocking traffic, there are still challenges to the existing entrances. Perdue is looking into moving the facility's truck entrance to Northeast Front Street in the future to improve truck traffic flow and reduce safety concerns. (In January of 2024, the meeting attendees had a follow-up meeting with DelDOT in order to discuss moving the truck entrance and working towards other improvements.) The busiest hours for employees arriving and departing are 6:30-7:00 AM, and 3:30-4:30 PM. About 1,400 employees work at the Perdue facility.

Figure 11: One of the entrances to the Perdue facility on Rehoboth Boulevard.

In terms of pedestrian safety, the crosswalk in front of the Perdue facility has been beneficial, as Mike's Food Market is a popular destination for

DRAFT

employees. However, there are no sidewalks along Rehoboth Boulevard, and jaywalking is common to the south of the property. A crossing at the intersection with Front Street could help with this concern. Improved lighting is also needed for employees who arrive or depart when it is dark.

Finally, the MPO met with representatives of I.G. Burton in December of 2023. The facility on Rehoboth Boulevard is used as a body shop, car wash, paint shop, bus repair center, and Enterprise car rental, which means it has a wide range of uses and needs. Sidewalks are currently present along the frontage of the property, but there is no safe crossing at the intersection with 10th Street, which means the nearby businesses (such as Dairy Queen and Wawa) are largely inaccessible to I.G. Burton employees traveling on foot. The property entrances are wide and not clearly defined, which presents a potential safety hazard. It was also noted that Saleven Place, which is accessed from 10th Street, is sometimes used as a back entrance by employees and customers. About 20 employees work at the I.G. Burton facilities.

DRAFT

Recommendations

The following is a list of recommendations for improving pedestrian and bicycle safety along North Rehoboth Boulevard and North Walnut Street in Milford. Recommendations are also shown in Appendix B of the study.

Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street

For improving this intersection, it is recommended that the City of Milford and DelDOT follow the designs of the *NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study* (2023). This study involved extensive site analysis and engineering specific to the intersection. It proposed both short-term and long-term solutions that should improve the safety and overall experience for motorists, pedestrians, and bicyclists.

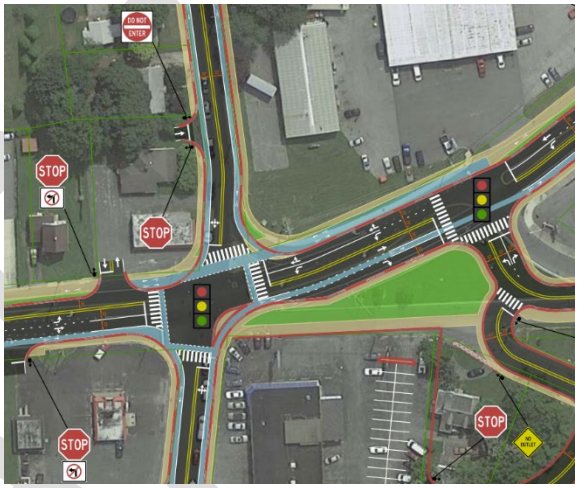


Figure 12: A proposed reconfiguration of the Rehoboth, Walnut, Church, and 10th intersection for improved safety. Source: NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study (2023) (link).

In the short-term, there is an urgent need for pedestrian crossings at this intersection to link the eastern and western sides of the road. The 2023 intersection study recommends a full set of crosswalks and a ten-foot shared use path as the final outcome for pedestrian and bicycle amenities. In the meantime, interim connections should be made across the road, as this location is used heavily by students from the nearby schools. Connections should only be added at signalized intersections, as the volume and speed of traffic create unsafe conditions for pedestrians.

North Rehoboth Boulevard

A ten-foot shared use path is the most effective means of separating pedestrian and bicycle traffic from motor vehicle traffic. Installing such a path on North Rehoboth Boulevard would provide a safe north-south connection for pedestrians and bicyclists. It would also tie into the new path on Northeast Front Street, which continues toward Milford's downtown. If a ten-foot path is not feasible in the short-term, then sidewalk connections should be made in the right-of-way for each of the properties along the corridor. Note that protected bicycle facilities are one of the goals listed in the City of Milford's Vision Zero plan.

Driveway hazards are a common problem on this part of the corridor, but they are more prevalent on the southbound side of Rehoboth Boulevard. With this in mind, a shared use path would be

better suited on the northbound side, as it would require fewer driveway crossings. This would also provide employees of Perdue, KSI, and other businesses with a direct path to their place of employment. Note that even if a shared use path is constructed on one side of the road, this does not mean the other side does not have its own connectivity needs.

Figure 13: The southbound lane of North Rehoboth Boulevard in front of Perdue, facing northward. This design includes a five-foot sidewalk, a transit shelter, and street lighting. Created using Streetmix.

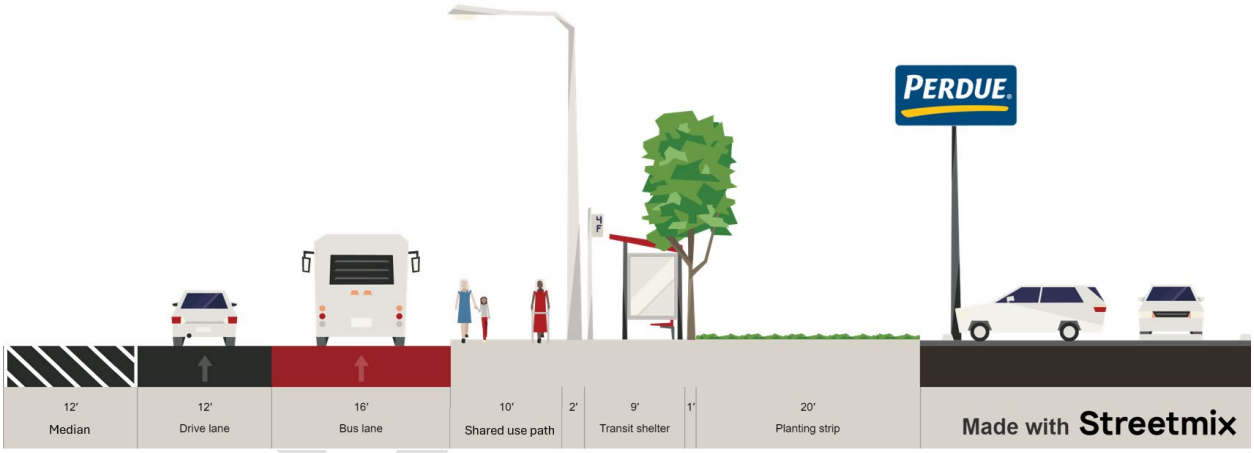


Figure 14: The northbound lane of North Rehoboth Boulevard in front of Perdue, facing northward. This design includes a ten-foot shared use path, a transit shelter, markings to indicate the bus pickup area, and street lighting. Created using Streetmix.

Many of the driveway entrances on Rehoboth Boulevard are wide and not clearly defined. As previously discussed, this is a safety concern for both motorists and pedestrians. Solutions to this hazard include adding pedestrian crosswalks across the driveway, marking the entrances and exits, and in a few cases, closing an entrance and directing vehicles towards a different entrance. Each individual property will have its own unique needs and corresponding solutions. Some of the widest driveway entrances on Rehoboth Boulevard are found at Burke Tires & Auto Repair, I.G. Burton, and Mike's Food Market.

There are two places where crosswalks are needed on Rehoboth Boulevard. The first of these is at the intersection with Washington Street, which already contains ADA ramps but has no designated crossing. It would also probably need a pedestrian signal to warn motorists. The second location is the intersection with Front Street, which is now a critical connection due to the completion of the Front Street shared use path. This intersection is already signalized but would still need a pedestrian signal.

Several things can be done to improve the DART bus stops on this road. First, shelters can be added to both the northbound and southbound stops. There should also be ADA-compliant paths leading to them; this is especially needed on the southbound side. Finally, the bus pickup areas can be marked in a way that makes others aware of the space's intended purpose.

North Walnut Street

Much of North Walnut Street lacks pedestrian connectivity, particularly to the north of Buccaneer Street. The ideal improvement would be a ten-foot shared use path that would connect with improvements on North Rehoboth Boulevard. However, at the very least, the sidewalk gaps should be filled in front of each of the properties.

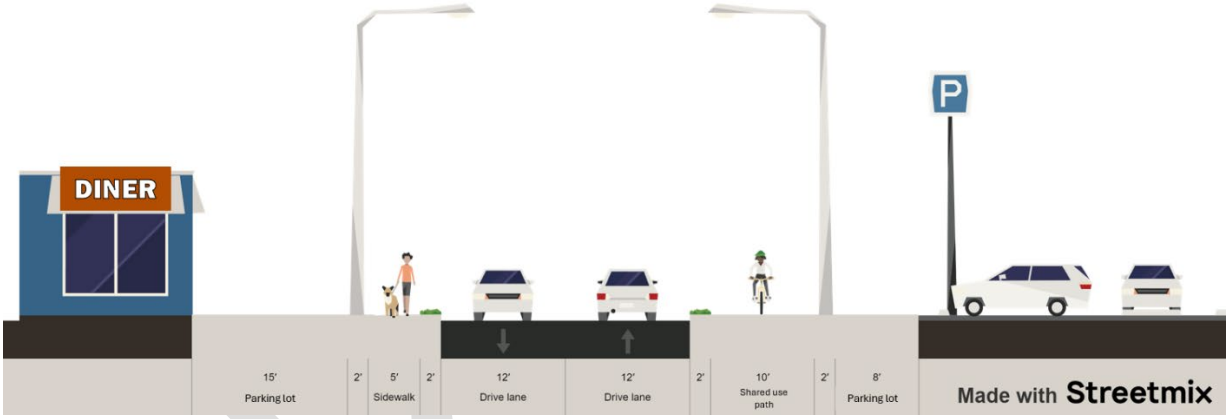


Figure 15: The northbound and southbound lanes of North Walnut Street in front of Milford Diner, facing northward. This design includes a ten-foot shared use path, a five-foot sidewalk, and adjustments to the driveway entrances along the corridor. Created using Streetmix.

Driveway hazards are also present on this part of the corridor. As previously states, solutions include adding pedestrian crosswalks across the driveway, marking the entrances and exits, and closing an entrance and directing vehicles towards a different entrance. Some of the widest driveway entrances on Walnut Street are found at Dairy Queen, Husky Auto Sales & Service, the Milford Diner and the Shang Hai restaurant. (The latter two can be accessed from both Walnut Street and US113, and there is no set path for vehicles on the Walnut Street side. This should probably be dealt with so that future crashes are avoided.)

Additional Recommendations

DART Bus Stops

Shelters should be provided at each of the bus stops on Rehoboth Boulevard. This will incentivize employees of Perdue and other businesses to ride the bus, as they will be able to wait in a place that is sheltered from wind and rain. In addition, there should be a designated path leading to the stop on the southbound side, as the only way to currently access the stop is to walk through the parking lot of Mike's Food Market.

Figure 16: An example of a complete DART shelter with seating.

Note that the DART routes and stop locations are subject to change. Delaware Transit Corporation (DTC) recently completed its *DART Reimagined* report, which examines the current future needs of public transit in Delaware. For more information, please refer to the report homepage.[13]

Lighting

Additional street lighting should be implemented in critical locations on North Rehoboth Boulevard. Employees of Perdue Farms arrive at and depart from the facility throughout the day depending on their shift; this transition also takes place at night and early in the morning. These are the hours that pedestrians are the least visible to motorists. To enhance safety around these major employment centers, street lighting should be used where people gather or regularly walk. Note that adequate lighting is one of the goals listed in the City of Milford's Vision Zero plan.

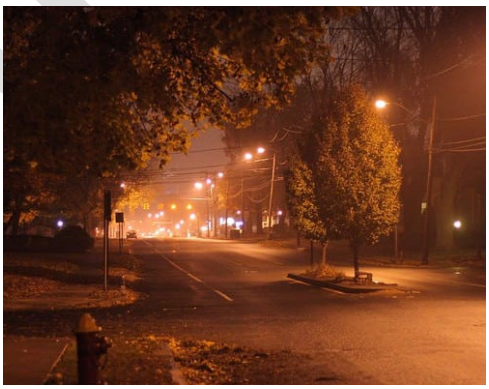


Figure 17: An example of street lighting being used to illuminate a roadway. Source: UD Delaware Center for Transportation (link).

[13] "DART Reimagined: Final Report." Delaware Transit Corporation (DTC). https://www.dartreimagined.com/.

Next Steps

To complete a north-south connection of pedestrian paths on North Rehoboth Boulevard and North Walnut Street, the City of Milford should work with DelDOT on filling in the missing gaps. The recommendations included in this study will be included in Dover Kent MPO's Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), and they will be submitted to DelDOT for inclusion in the Capital Transportation Program (CTP). Specific segments of the corridor may be eligible for funding under DelDOT's Bike/Ped Pool Statewide Project Prioritization or other programs.

A crossing at the intersection of 10th Street, Rehoboth Boulevard, Walnut Street, and Church Street should be added as soon as possible. This was a critical need identified by staff from Milford Senior High School. The intersection was studied extensively in 2023, and changes should correspond with the timeline proposed in this study. It will also be necessary to ensure the crossing is ADA-compliant and easily accessible.

Collaboration with property owners will be needed before addressing driveway entrances. Each property owner will have different thoughts on narrowing the entrances, as it could be seen as having a negative impact on property accessibility. However, there are serious safety concerns in places that have wide driveway entrances, and these conditions are not accommodating to other modes of transportation. At a minimum, when pedestrian pathways are added, driveway entrances should contain crosswalks or other markings to warn motorists of potential pedestrian traffic. The vehicle pathways can be marked with painted lines in place of more advanced solutions. (These could include median islands or midblock crossings at each of the intersections, which serve the dual purpose of giving pedestrians a safe place to cross, and delineating the path for motor vehicles.)

The changes recommended in this study do not involve the signalization of intersections or other significant changes to the roadway. This is because most of the major intersections in the study area already have signal lights. As a result, many of the study recommendations, especially those located in the right-of-way, may not require vehicle traffic counts and other measures that are typically needed when considering signalization. Further consultation with DelDOT will be required to determine these exact needs once a solution is being pursued.

DRAFT

Conclusion

The corridor of North Rehoboth Boulevard and North Walnut Street in Milford is important for several reasons. First, it serves as a primary transportation route for motorists as well as pedestrians and bicyclists (although it currently has few pedestrian amenities). It is also a destination for employment, being home to some of the largest employers in the City of Milford. Finally, the corridor is located next to several schools, which means students regularly walk across the road to reach the schools or businesses in the area.

Several key improvements are needed to improve transportation safety in the corridor. Pathways on either side of the road will facilitate north-south movement; sidewalks will be beneficial to pedestrians, but a shared use path (such as the path recently added to Front Street) will help both pedestrians and bicyclists. The existing driveway hazards should be addressed as well, and entrances should be marked with crosswalks, or possibly narrowed to direct the flow of vehicle traffic. To improve access from one side of the road to the other, crosswalks should be added at intersections where they are not already present. Other minor improvements such as bus shelters and street lighting are also needed in places.

Each of the study's recommendations are listed in Appendix B. These can be pursued through various state and federal funding opportunities, either collectively or individually. (Possible funding sources are listed in the City of Milford's Vision Zero plan.) The objective of the recommendations is to improve safety for pedestrians and bicyclists on Rehoboth Boulevard and Walnut Street; it is the hope of Dover Kent MPO and the City of Milford that the implementation of these changes will lead to not only safer conditions, but also a better experience for all roadway users.

DRAFT

Appendix A – Study Area Maps

The following maps provide different details of the North Rehoboth Boulevard pedestrian network. The first map highlights the existing conditions and recommendations within the area; it also uses clusters (symbolized using circular icons) to depict the concentrations of crashes on roadways between 2017 and 2022. The subsequent maps show the locations that are most in need of improvement based on analysis of the area. These recommendations are also listed in Appendix B.

DRAFT

OVER ALL MAP

	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1 . SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (maintenance)	2,700 ft total (1,470 ft incomplete)
B	B-1 . SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,425 ft incomplete)
C	C-1 . SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (maintenance)	2,700 ft total (2,425 ft incomplete)
D	D-1 . SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (maintenance)	2,700 ft total (1,530 ft incomplete)
E	E-1 . SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,575 ft incomplete)
F	F-1 . SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (maintenance)	2,160 ft total (1,260 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (maintenance)	950 ft total (new crosswalks)
H	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (maintenance)	NA (Cross-walks, curb-ramps exist)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (maintenance)	N/A
J	Improvements of driveway entrances (crossing paths or vehicles)	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (many exist)	Same conditions on as-is	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x2), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improve experience for users (also)	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (maintenance)	N/A
M	Compress & define the large entrances along entire Corridor study	North Rehoboth Blvd. & N. Walnut Street Extended (Study Corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (maintenance)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	North Rehoboth Blvd. at KSI	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (maintenance)	N/A

The City of Milford

Mayor's Signature

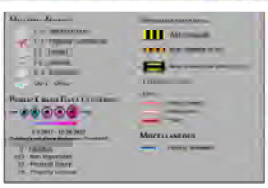
SCOPE OF WORK:

The City of Milford is committed to improving the road for pedestrian and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this issue, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic, especially as it pertains to Milford Senior High School and Milford Central Academy, and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and improving vehicle connections with other pedestrian networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St / N. Church St / N. Rehoboth Boulevard / N. Walnut Street intersection.

North Rehoboth Blvd. & North Walnut St. Corridor Study

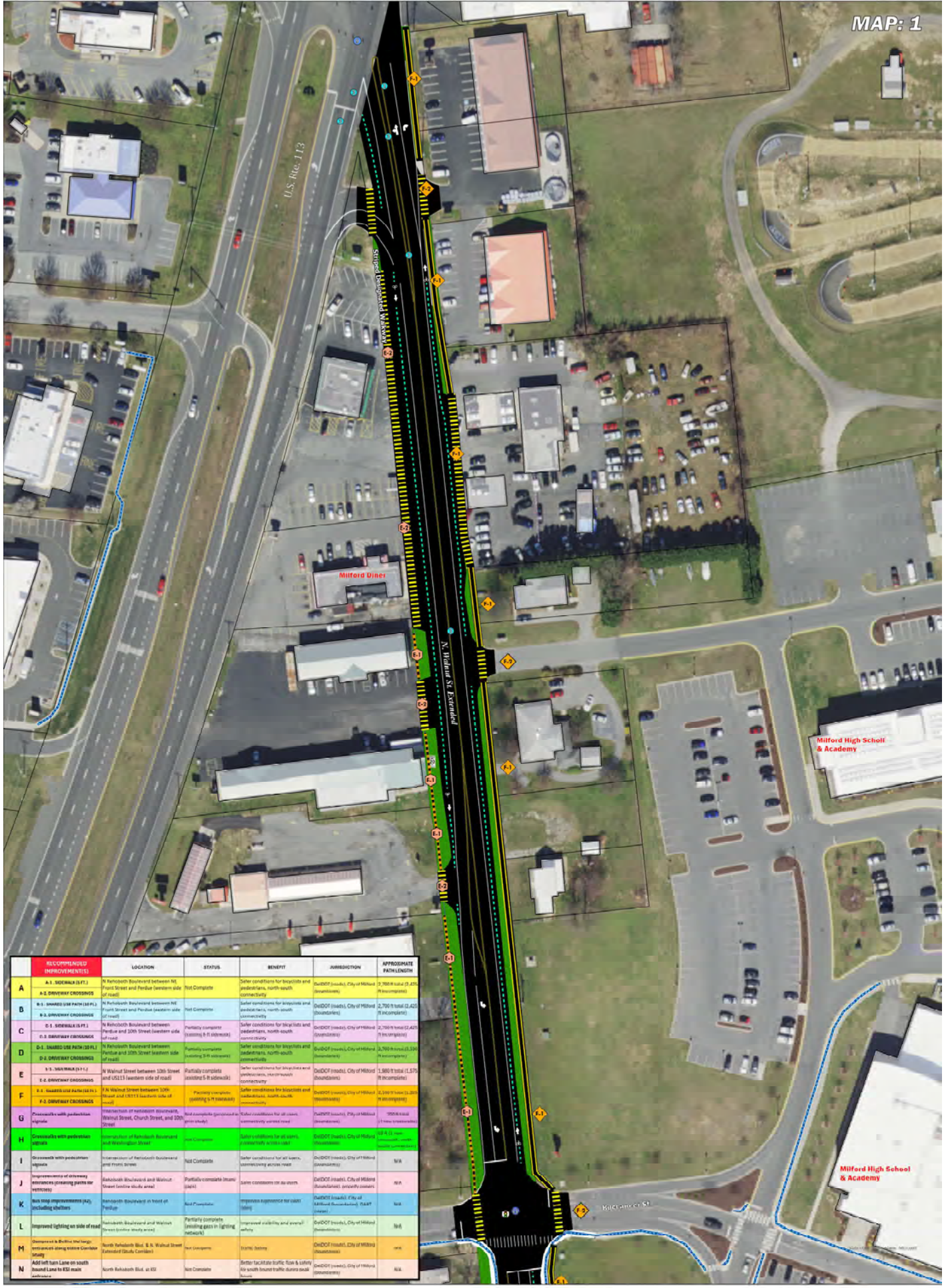
FINAL

Subject to Change without notice.



Dover / Kent County MPO

Metropolitan Planning Organization



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,530 ft incomplete)
E	E-1. SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,570 ft incomplete)
F	F-1. SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,200 ft incomplete)
G	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	350 ft total (1 new crosswalk)
H	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Now Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	120 ft (1 new crosswalk, south leside completed)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrances (crossing points for vehicles)	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x2), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improves experience for users (also)	DelDOT (roads), City of Milford (boundaries), DART (also)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Gateway & Define the large entrances along entire Corridor study	North Rehoboth Blvd. & N. Walnut Street Extended (Study Corridor)	Not Complete	Traffic Safety	DelDOT (road), City of Milford (boundaries)	n/a
N	Add left turn Lane on south bound Lane to KSI main entrance	North Rehoboth Blvd. at KSI	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A

SCOPE OF WORK:

The City of Milford is committed to upgrading the road for pedestrian and bicycle connectivity along N. Rehoboth Boulevard and N. Walnut Street. To address this task, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic, (especially as it pertains to Milford Senior High School and Milford Central Academy), and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations to enhance pedestrian and bicycle safety in the area and multimodal connections with other pedestrian networks. Findings from previous studies and plans will also be developed during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St / N. Church St. / N. Rehoboth Boulevard / N. Walnut Street intersection.

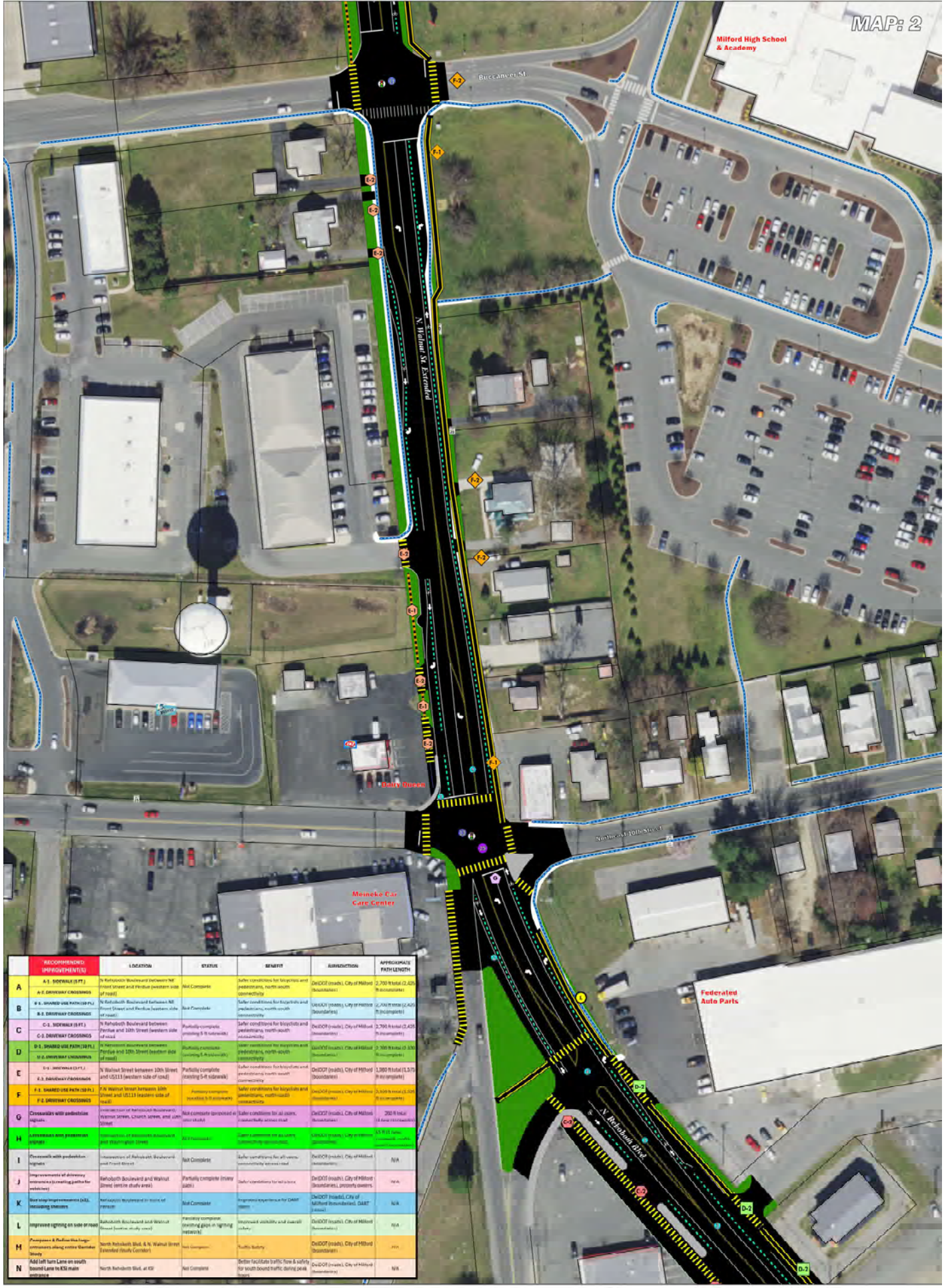
North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 25 0 50 100 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.)	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
	A-2. DRIVEWAY CROSSINGS					
B	B-1. SHARED USE PATH (10 FT.)	N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
	B-2. DRIVEWAY CROSSINGS					
C	C-1. SIDEWALK (5 FT.)	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete; existing 5 ft sidewalk	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
	C-2. DRIVEWAY CROSSINGS					
D	D-1. SHARED USE PATH (10 FT.)	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete; existing 5 ft sidewalk	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
	D-2. DRIVEWAY CROSSINGS					
E	E-1. SIDEWALK (5 FT.)	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,575 ft incomplete)
	E-2. DRIVEWAY CROSSINGS					
F	F-1. SHARED USE PATH (10 FT.)	N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	3,300 ft total (3,105 ft incomplete)
	F-2. DRIVEWAY CROSSINGS					
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in 2021 study)	Safer conditions for all users, controlled/fully access road	DelDOT (roads), City of Milford (boundaries)	250 ft total (4 new crosswalks)
H	Crosswalk and pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Not Complete	Safer conditions for all users, connectivity/operations	DelDOT (roads), City of Milford (boundaries)	65 ft (1 new crosswalk)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrances (creating paths for vehicles)	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x3), including shelters	Rehoboth Boulevard in front of Kenzie	Not Complete	Improved experience for DART users	DelDOT (roads), City of Milford Boundaries), DART (shelters)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Pedestrian & Bicyclist-level lighting fixtures along entire Corridor Study	North Rehoboth Blvd. & N. Walnut Street Extended (Study Corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	North Rehoboth Blvd. at KSI	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A

SCOPE OF WORK:

The City of Milford is interested in improving the safety for pedestrian and bicycle connectivity along N. Rehoboth Boulevard and N. Walnut Street. To address this topic, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic (especially as it pertains to Milford Senior High School and Milford Central Academy), and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and multimodal connections with other jurisdiction networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St. / N. Church St. / N. Rehoboth Boulevard / N. Walnut Street intersection.

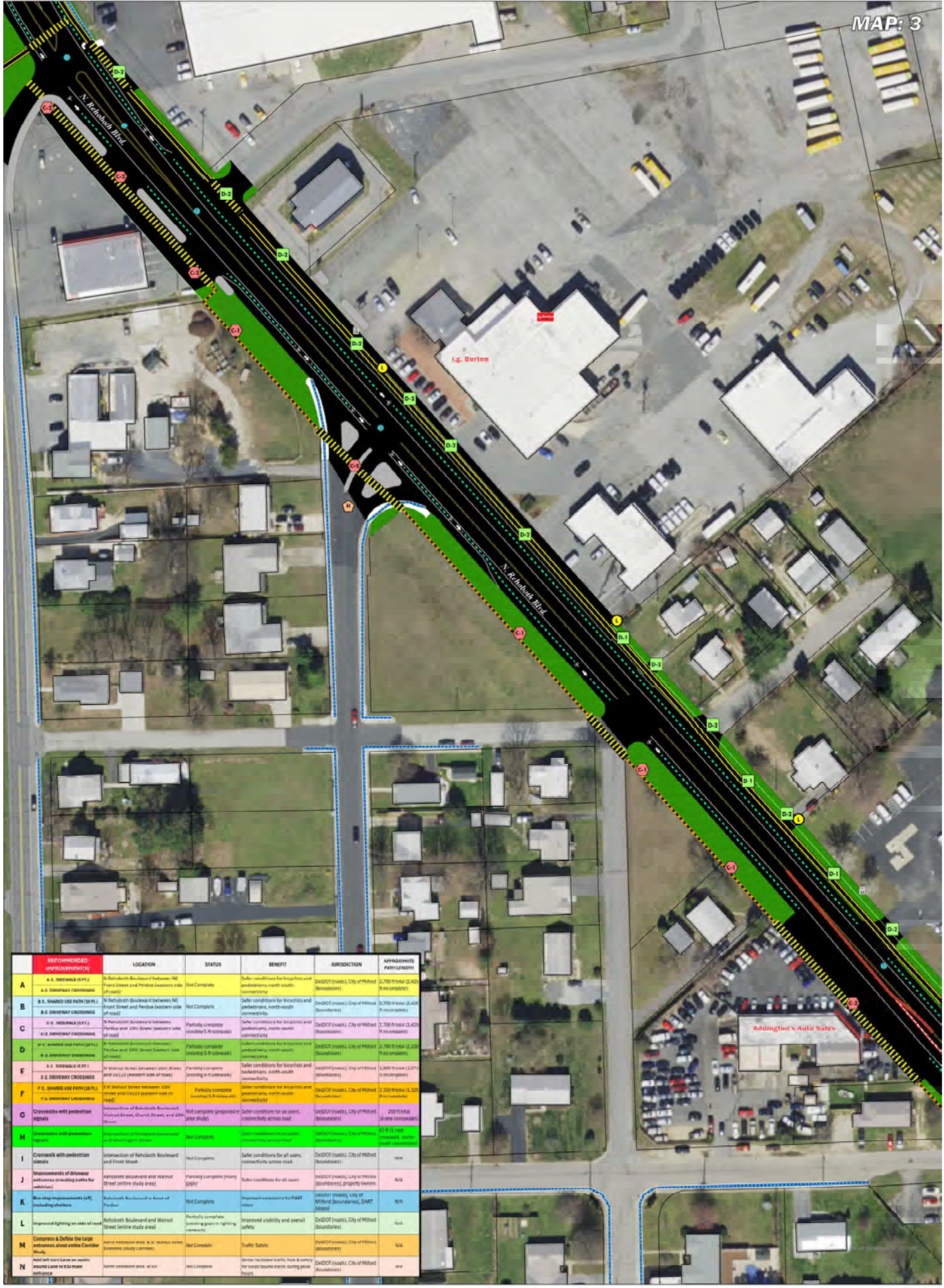
North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 20 0 40 80 120 160 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,400 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,400 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,400 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,300 ft incomplete)
F	F-1. SIDEWALK (5 FT.) F-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US 113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,300 ft total (1,075 ft incomplete)
F	F-1. SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	E/N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,325 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)
H	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	60 ft (1 new crossing across south approach)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	n/a
J	Improvements of driveway entrances (creating paths for vehicles)	Kenpoom Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x3), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improved connectivity for DART riders	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Compress & Define the large entrances along entire Corridor Study	North Kenpoom Blvd. & N. Walnut Street Extension (study corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	North Kenpoom Blvd. at KSI	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	n/a

SCOPE OF WORK:

The City of Milford is committed to improving the road for pedestrians and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this issue, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic, especially as it pertains to Milford Senior High School and Milford Central Academy, and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and improvements connections with other pedestrian networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St / N. Church St / N. Rehoboth Boulevard / N. Walnut Street intersection.

North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 25 0 50 100 150 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization

	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,320 ft incomplete)
E	E-1. SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,900 ft total (1,570 ft incomplete)
F	F-1. SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	FW Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,320 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)
H	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Walnut Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	65 ft (1 new crosswalk, north-south connection)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrances (creating paths for vehicles)	rehoboth boulevard and walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x5), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improved experience for DART riders	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Compress & Define the Large entrances along entire Corridor Study	north rehoboth blvd. & n. walnut Street (study Corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	north rehoboth blvd. at ksi	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	n/a

SCOPE OF WORK:

The City of Milford is committed to improving the road for pedestrian and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this issue, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic (especially as it pertains to Milford Senior High School and Milford Central Academy), and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhanced pedestrian and bicycle safety in the area and multimodal connections with other jurisdictions nationwide. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St / N. Church St / N. Rehoboth Boulevard / N. Walnut Street intersection.

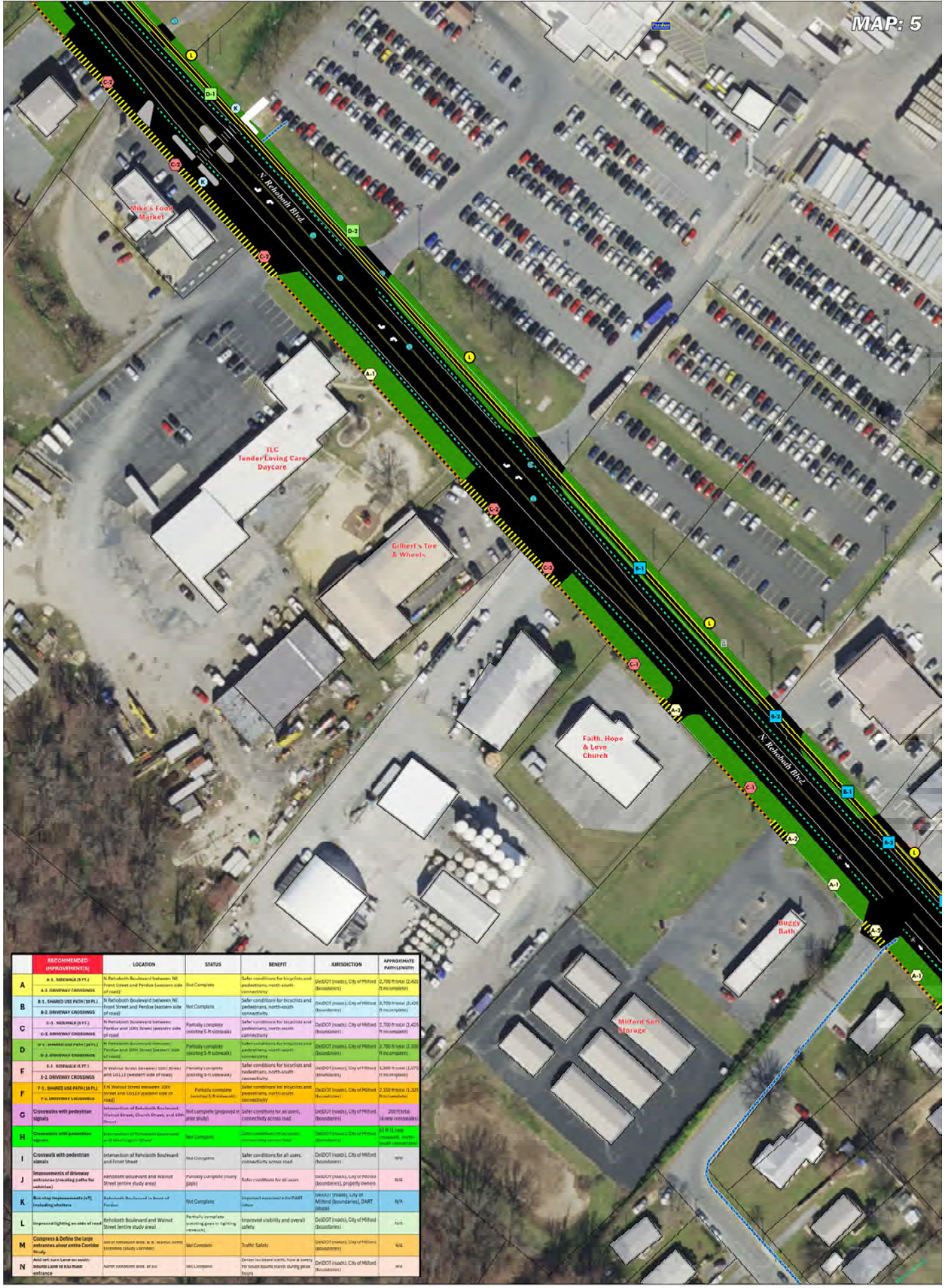
North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 25 0 50 100 150 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
F	E-1. SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US 113 (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,300 ft total (1,075 ft incomplete)
F	F-1. SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	E N Walnut Street between 10th Street and US 113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,325 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)
H	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	60 ft (1 new crosswalk across north-south connection)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrances (resulting paths for vehicles)	Kennoom Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x9), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improved experience for DART riders	DelDOT (roads), City of Milford (boundaries), DART (those)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Compress & Define the large entrances along entire Corridor Study	North Kennoom Blvd. & N. Walnut North (Kennoom (study corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSU main entrance	North Kennoom Blvd. at KSU	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	n/a

SCOPE OF WORK:

The City of Milford is interested in improving the road for pedestrian and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this topic, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic (especially as it pertains to Milford Senior High School and Milford Central Academy), and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and improvements connections with other pedestrian networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2002 study of the 10th St / N. Church St / N. Rehoboth Boulevard / N. Walnut Street intersection.

North Rehoboth Blvd. & North Walnut St. Corridor Study

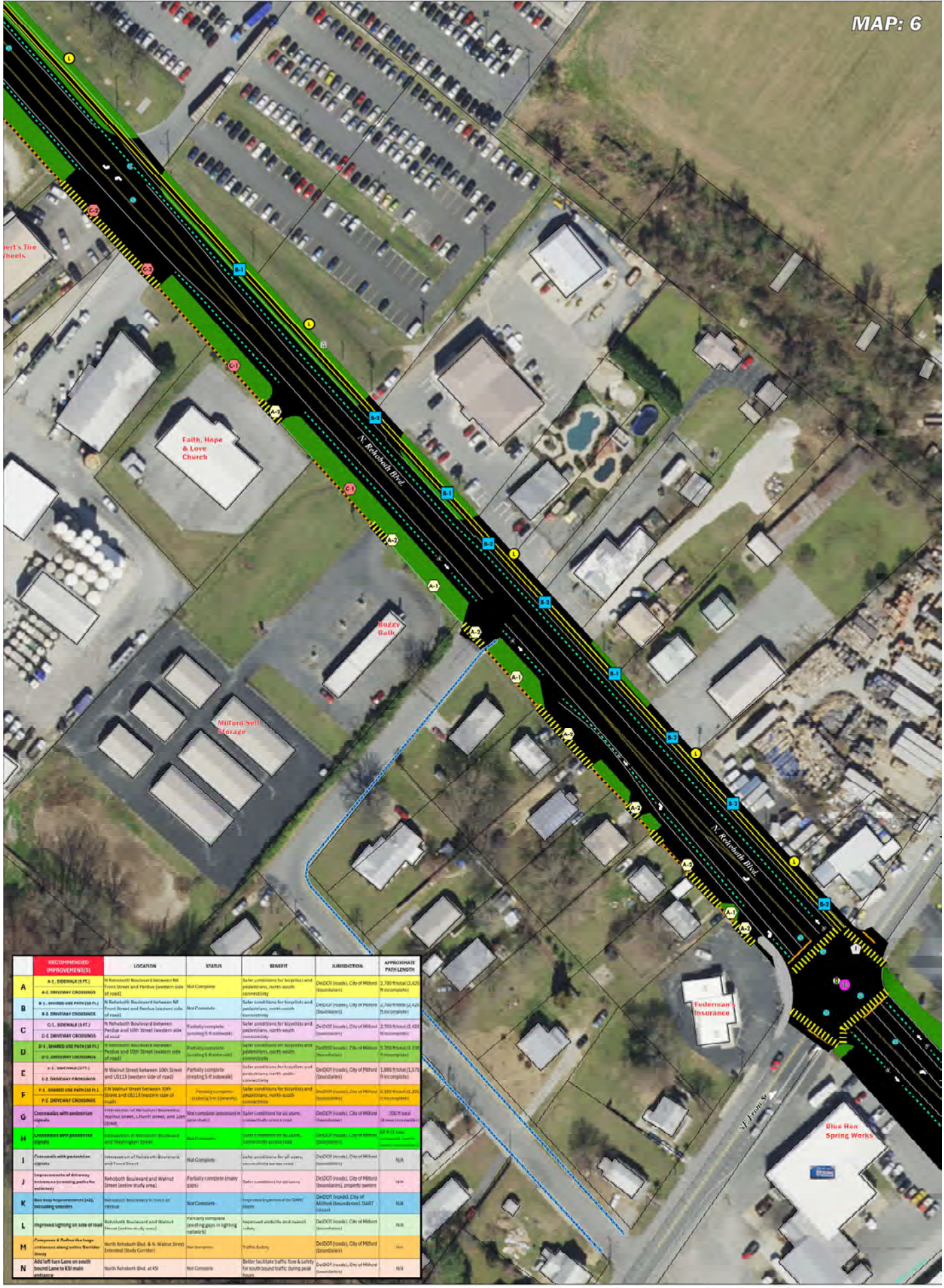
FINAL

Subject to Change without notice.

40 25 0 50 100 150 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization

MAP: 6



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Pershe (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Pershe (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Pershe and 10th Street (western side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,555 ft total (2,420 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Pershe and 10th Street (eastern side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	5,350 ft total (2,330 ft incomplete)
E	E-1. SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,080 ft total (1,075 ft incomplete)
F	F-1. SHARED USE PATH (10 ft.) F-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,300 ft total (1,295 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (crosswalk in poor shape)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total
H	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	120 ft (1 new crosswalk, north-south connectivity)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrance (crossing paths for pedestrian)	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x2), including shelters	Rehoboth Boulevard in front of Pershe	Not Complete	Improved experience for DART users	DelDOT (roads), City of Milford (boundaries), DART	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Increased visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Compress & flatten the large entrances along entire Corridor Study	North Rehoboth Blvd. & N. Walnut Street Extended (Study Corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	North Rehoboth Blvd. at KSI	Not Complete	Better facilitate traffic flow & Safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A

SCOPE OF WORK:

The City of Milford is interested in improving the road for pedestrian and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this issue, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic, especially as it pertains to Milford Senior High School and Milford Central Academy, and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and improvements connections with other pedestrian networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St. / N. Church St. / N. Rehoboth Boulevard / N. Walnut Street intersection.

North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 25 0 50 100 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization

Appendix B – List of Recommendations

The following table corresponds with the recommended pedestrian amenities listed in the study. Information provided includes the type of improvement, the status of construction, the benefits to the community, the roadway jurisdiction, the approximate length of path needed, and the estimated cost. Further information on each item may be found in the study's body. Note that the facts provided are accurate at the time of the study's completion, though at a later date the conditions at each of these locations may have been changed.

Roadway jurisdiction (in other words, responsibility for adding pedestrian amenities) was determined using the Road Maintenance Responsibility map from DelDOT, which shows the roads that are state- and town-maintained. North Walnut Street and North Rehoboth Boulevard are under state maintenance, whereas many of the adjacent streets are maintained by the City of Milford. The entire study area is located within municipal boundaries.

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
A. N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Sidewalk (5 ft), driveway crossings	Not complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,400 ft total (1,400 ft incomplete)	$250k engineering $2M-$4M construction	
B. N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Shared use path (10 ft), driveway crossings	Not complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,400 ft total (1,400 ft incomplete)	$250k engineering $2M-$4M construction	
C. N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Sidewalk (5 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,425 ft incomplete)	$250k engineering $2M-$4M construction	
D. N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Shared use path (10 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,330 ft incomplete)	$250k engineering $2M-$4M construction	

DRAFT

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
E. N Walnut Street between 10th Street and US113 (western side of road)	Sidewalk (5 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,575 ft incomplete)	$250k engineering $2M-$4M construction	
F. N Walnut Street between 10th Street and US113 (eastern side of road)	Shared use path (10 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,325 ft incomplete)	$250k engineering $2M-$4M construction	
G. Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Crosswalks with pedestrian signals	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)	$30k engineering $50-75k construction	
H. Intersection of Rehoboth Boulevard and Washington Street	Crosswalk with pedestrian signals	Not complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	65 ft (1 new crosswalk, north-south connection)	$30k engineering $50-75k construction	

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
I. Intersection of Rehoboth Boulevard and Front Street	Crosswalk with pedestrian signals	Not complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	75 ft (1 new crosswalk, east-west connection)	$30k engineering $50-75k construction	
J. Rehoboth Boulevard and Walnut Street (entire study area)	Improvements of driveway entrances (creating paths for vehicles)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A	Depends on number of driveways and type of improvement	
K. Rehoboth Boulevard in front of Perdue	Bus stop improvements (x2), including shelters	Not complete	Improved experience for DART riders	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A	$10k assuming DART provides the shelter	
L. Rehoboth Boulevard and Walnut Street (entire study area)	Improved lighting on side of road	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A	Depends on outcome of lighting study	

DRAFT

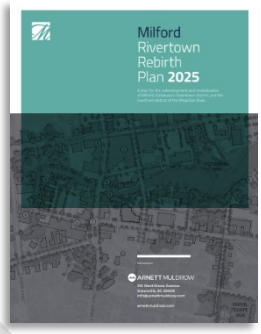
Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
M. Add left turn lane on south bound land to KSI main entrance	North Rehoboth Boulevard at KSI	Not complete	Better facilitate traffic flow and safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A	TBD	
N. Rehoboth Boulevard and Walnut Street (entire study area)	Compress and define the large entrances	Not complete	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A	Depends on number of entrances and type of improvement	

DRAFT

Appendix C – Relevant Resources

Milford Rivertown Rebirth Plan 2025 (2015)

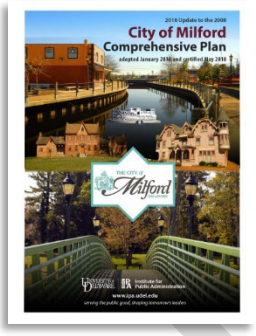
https://www.cityofmilford.com/DocumentCenter/View/2089/Rivertown-Rebirth-2025?bidId=



This downtown master plan was prepared for the City of Milford by Arnett Muldrow & Associates in 2015. Broader goals from the document involve preserving the City's historic architecture and small-town feel, while also enhancing the downtown's existing features and encouraging economic growth. Maps are provided to detail the proposed improvements, and images from other parts of the country are used as examples. Pedestrian crossings, sidewalks, and street lighting are mentioned as goals for certain areas, including Northeast Front Street. Bicycle facilities, including safe routes and available bicycle racks, is another transportation goal from the plan.

City of Milford Comprehensive Plan (2018)

https://www.cityofmilford.com/DocumentCenter/View/2884/2018-Comp-Plan?bidId=



This comprehensive plan serves as an update of the 2008 document. It was prepared by the City of Milford Planning and Zoning Commission with assistance from the Institute for Public Administration (IPA). The plan sought public input and was put through the Preliminary Land Use Service (PLUS) process in 2017. Within the document are the existing conditions throughout Milford and the City's collective goals and objectives to address various challenges. For example, a "lack of bicycle and pedestrian connectivity" was listed as one of the ongoing challenges in the northeastern part of Milford, which includes Rehoboth Boulevard. Furthermore, the City's overarching transportation goal was to "Enable the safe and efficient mobility of residents utilizing all modes of travel, be they pedestrians, cyclists, drivers, or transit riders—via a safe and interconnected transportation system."

DRAFT

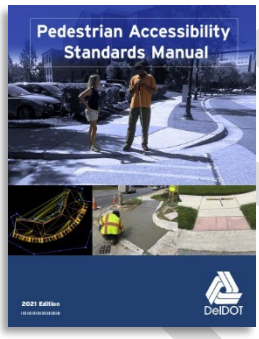
Milford Bicycle Master Plan (2021)

https://www.cityofmilford.com/DocumentCenter/View/4299/2021-Bicycle-Master-Plan---Final-Report?bidId=

The City of Milford's Bicycle Master Plan, completed in 2021 by Century Engineering, studies the existing conditions within the City and proposes different methods of improving conditions for bicyclists. The plan recommends various improvements throughout the northern section of Milford, including North Rehoboth Boulevard, North Walnut Street, and NE Front Street. The completion of these projects would create several loops that connect the downtown area, Milford Senior High School, Benjamin Banneker Elementary School, and other destinations. Also listed is the estimated cost for each segment as of 2021. The separation of projects into smaller segments ensures the City's goals are more likely to be met, as the work can be done in phases rather than all at once.

DelDOT Pedestrian Accessibility Standards Manual (2021)

https://deldot.gov/Publications/manuals/pedestrianAccessibility/pdfs/2021/Pedestrian-Accessibility-Standards-for-Facilities-in-the-Public-Right-of-Way-2021-Edition.pdf

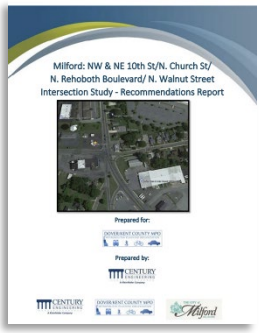


This 2021 manual is used by DelDOT as a thorough guide for creating accessible pedestrian facilities throughout the State of Delaware. Most relevant to this study are the required measurements for various pedestrian amenities. For example, the minimum width for a sidewalk is listed as 5 feet (or 6 feet when there is no buffer strip), and the minimum width for a shared use path is listed as 10 feet. Also included in the manual are requirements for turning areas, ramps, buffer strips, and other pedestrian facilities. Measurements such as these are useful to the *North Rehoboth Boulevard/North Walnut Street Corridor Study* because they give a baseline for how much space is needed for new amenities. This has guided the Dover Kent MPO when creating recommendations based on the existing constraints.

DRAFT

Milford: NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study- Recommendations Report (2023)

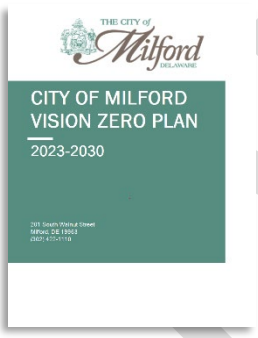
https://doverkentmpo.delaware.gov/files/2023/08/Milford-10th-Church-Rehoboth-Final-Report-WEB.pdf



This study was completed by Century Engineering on behalf of the Dover Kent MPO in 2023. Its main objective was to look into the problems associated with the intersection of North Rehoboth Boulevard, North Walnut Street, North Church Street, and 10th Street, and also to propose solutions to make the intersection more navigable. Traffic volumes and crash data were included to provide a summary of existing conditions. Public feedback was collected during two separate community workshops. Once completed, the study was given to the City of Milford and shared with DelDOT, so that the solutions may be pursued in the coming years. The solutions proposed through this study are to be implemented in several phases, leading up to the "ultimate" design around the year 2050 or as needed. The findings from Century Engineering were included in the analysis of this current study.

City of Milford Vision Zero Plan 2023-2030 (2023)

https://www.cityofmilford.com/DocumentCenter/View/4877/VisionZeroPlan

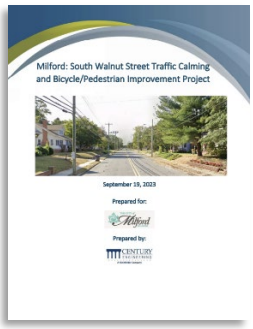


This document is the City of Milford's plan for working towards the goal of Vision Zero, which involves eliminating traffic fatalities and serious roadway injuries in the community. The document includes an analysis of relevant crash data, smaller goals that contribute to the overarching goal, and possible funding opportunities. In July of 2023, the City of Milford applied for an Implementation Grant through the Safe Streets and Roads for All (SS4A) grant opportunity, using its Vision Zero plan as a basis. It is likely the plan will be used in other ways to achieve the city's safety goals going forward.

DRAFT

South Walnut Street Traffic Calming and Bike/Pedestrian Improvement Project (2023)

https://www.cityofmilford.com/DocumentCenter/View/4962/S-Walnut-Street-Traffic-Calming--BikePed-Study---Final-Report?bidId=



This study was completed by Century Engineering on behalf of the City of Milford in 2023. Its primary goal was to find ways in which traffic could be calmed and pedestrian and bicycle access could be enhanced along South Walnut Street. The primary study area was located between McCoy Street and South Maple Avenue. Existing conditions such as crash data were analyzed, and public input was gathered via several workshops. The southern limits of the project tie into the Southeast Master Plan and the adopted Milford Southeast Neighborhood Transportation Improvement District. The final recommendations of the study include a multi-use path and other changes to the corridor. These findings are relevant to the *North Rehoboth Boulevard/North Walnut Street Corridor Study*, as the two study areas are close to one another and contribute to similar outcomes regarding pedestrian safety.

DRAFT

Appendix D – Data from Public Workshops

The following appendix includes the sign-in sheet and written comments from the public workshop held on October 25, 2023. It also includes the "sticky note" comments added to map displays during the workshops on October 25, 2023 and February 6, 2024. These comments were used to inform the recommendations included in this study. The personal information of attendees has been redacted.

DRAFT

Sticky Note Comments from Public Workshops:

- Perdue plant: dark at night, the corridor needs more lighting
- A lot of foot traffic to Mike's, cars do not stop for pedestrians
- Can there be a crossing at Church Street?
- The Rehoboth-10th-Walnut intersection is an important crossing for students (used by the cross-country team)
- Flooding regularly impacts properties across from Perdue and KSI; changes to the corridor should consider improvements to drainage
- Concern around short-term impact of construction on Rehoboth Boulevard businesses
- Important to look into changes taking place on South Walnut, so that this study's recommendations match with other improvements
- Support for anything that involves improved bike connectivity
- Painted crosswalks/paths (possibly a bright green) so they are more visible?
- Perdue crosswalk should be signalized with an RRFB
- Cut off one of the entrances to the "triangle" property between Rehoboth and Walnut? Vehicles can cut through property which is a hazard for motorists and pedestrians

DRAFT

N REHOBOTH BLVD/N WALNUT ST
PUBLIC INPUT MEETING
OCTOBER 25, 2023
SIGN IN SHEET

	NAME	ADDRESS	PHONE #	EMAIL
1	Cindy Betts	[redacted]		
2	Justin Hodges	[redacted]		
3	Casie Calhoun	[redacted]		
4	Michele Dale	[redacted]		
5	Shawn Collins + Alaena	[redacted]		
6	Rob. Kathy Clark	[redacted]		
7	Adrienne Billings	[redacted]		
8	Annette Billings	[redacted]		
9	Jason Sr + Pamela James	[redacted]		
10	PATRICK GILLON	[redacted]	958-	
11				
12				
13				
14				
15				

THE CITY of Milford DELAWARE

CITY OF MILFORD
N. REHOBOTH BOULEVARD/N. WALNUT ST
COMMENT CARD

We would like to hear your thoughts, comments or concerns:

NAME	Justin Hodges
ADDRESS	[redacted]
PHONE #	[redacted]
EMAIL	[redacted]
COMMENTS:	- Issues - Water Flowing down road through our lot - Storm drain from some where ends in front of our bldg + flows between us & neighboring bldg. - Trash always from foot traffic - Foot traffic crossing, See Reverse

Thank you for your feedback! Additional comments can be emailed to Rob Pierce at rpierce@milford-de.gov.

Ideas:

- Additional storm drain to waterways
- Roadway swell & small curb to guid water to drain ditch
- Trash receptacals placed along roadway
- Elevated bridge for Pedestrian traffic to cross over
- Rumble strip along roadway to alert drivers departing lane
- Possible turn lane down center of road
- Put all utilities under ground.

THE CITY of Milford DELAWARE

CITY OF MILFORD
N. REHOBOTH BOULEVARD/N. WALNUT ST
COMMENT CARD

We would like to hear your thoughts, comments or concerns:

NAME	Gilbert's Tires & Wheels
ADDRESS	
PHONE #	
EMAIL	
COMMENTS:	Concerns re: existing sidewalks not safe, this is a greater priority than new sidewalks. Who pays for this? already "took a hit"

Thank you for your feedback! Additional comments can be emailed to Rob Pierce at rpierce@milford-de.gov.

THE CITY of Milford DELAWARE

CITY OF MILFORD
N. REHOBOTH BOULEVARD/N. WALNUT ST
COMMENT CARD

We would like to hear your thoughts, comments or concerns:

NAME Annette Billings

ADDRESS [redacted]

PHONE # [redacted]

EMAIL

COMMENTS: There is to much traffic in this area It's not Safe for Car's let alone cyclest Pedestrians in the area — Sussex County Council has ruined our area. Why don't you provide transportation for these People — Oh, we already do. you

Thank you for your feedback! Additional comments can be emailed to Rob Pierce at rpierce@milford-de.gov.

This page intentionally left blank

DRAFT

DOVER/KENT COUNTY MPO

METROPOLITAN PLANNING ORGANIZATION

https://doverkentmpo.delaware.gov/

North Rehoboth Boulevard-North Walnut Street Corridor Study

May 2024

What is an MPO?

(Metropolitan Planning Organization)

- MPOs are federally mandated and mostly federally funded (80% federal, 20% state and local)
- All urban areas over 50,000 in population are required to have an MPO if federal funds will be spent on transportation improvements
- Transportation planning and policy-making organizations
  - We're all about transportation infrastructure planning
  - Everything that needs to be in place to get you from point A to point B, regardless of which mode of transportation you're using
  - Which projects are coming up that need federal funding
- Coordinate with DelDOT, DART and municipalities to prioritize projects and set spending levels for federal funds designated for transportation projects
- Work with partners on issues such as air quality, environmental justice, safety, economic growth, public mobility
- **Focused on public input and participation**
- **Dover Kent MPO is your transportation planning partner**

Dover Kent County MPO

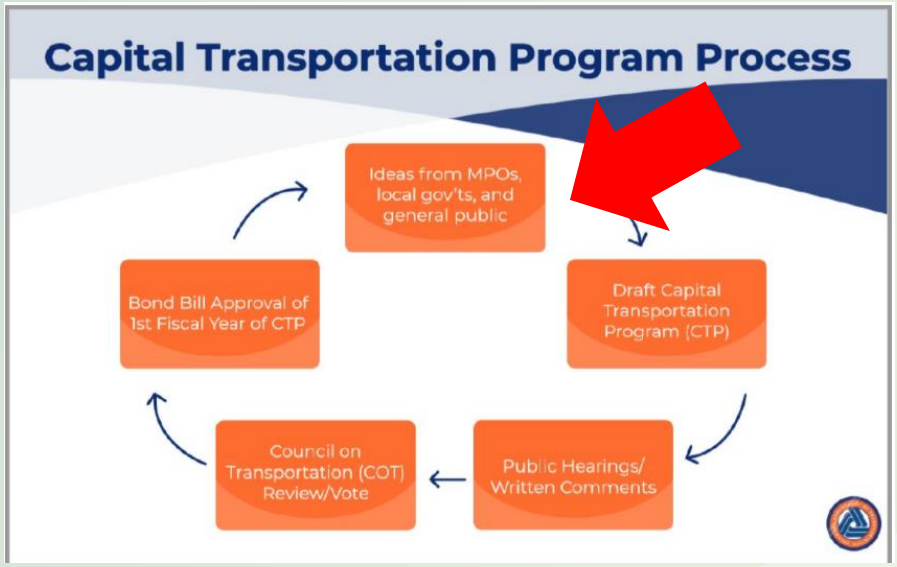
- Dover Kent MPO has existed since 1992
- Planning and programming in Kent County – 586 square miles, 3 cities and 17 towns
- Population – 181,851, 12% increase since 2010, 44% increase since 2000
- Long-range plan or MTP (Metropolitan Transportation Plan)
  - What Kent County will need over the next 20-25 years
  - "Innovation 2045" adopted January 2021 – www.doverkentmpo.org/innovation2045
  - Use the MTP to create a TIP (Transportation Improvement Plan) – goals and priorities for the immediate four years
  - Must match DelDOT priorities/plan
  - Amended as new projects are studied and recommendations are made

2021 MTP Project Count as of 13 August 2020				
	Near Term 2021-2026	Mid Term 2027-2034	Long Term 2035-2045	Apiration Project
Roadway	22	27	3	1
Studies	0	0	0	45
Multi-Modal	10	10	2	9
Bicycle	8	11	3	0
Pedestrian	9	4	2	0
Transit	3	0	0	0
Freight	5	5	0	0
Safety	4	0	0	0
Total	**61**	**57**	**10**	55
Combined Total	**183**			
	There are 12 Roadway projects which continue into another Term (10 Near into Mid and 2 Mid into Long). So, in reality, there is only **171 Projects**			

Innovation 2045 MTP Project Cost by Type and Term (as of August 13, 2020)				
Project Type	Near Term (2021-2026)	Mid Term (2027-2034)	Long Term (2035-2045)	Aspiration Projects
Roadway	$65,443,400.00	$211,396,200.00	$80,188,000.00	$2,500,000.00
Study	$0.00	$0.00	$0.00	$2,200,000.00
Multi-modal	$42,087,500.00	$18,962,000.00	$4,728,000.00	$2,550,000.00
Bike	$18,400,000.00	$23,740,000.00	$7,092,000.00	$0.00
Pedestrian	$15,740,000.00	$5,678,000.00	$1,900,000.00	$0.00
Transit	$14,921,400.00	$0.00	$0.00	$0.00
Freight	$2,875,000.00	$26,525,000.00	$0.00	$0.00
Safety projects	$58,400,000.00	$0.00	$0.00	$0.00
	$217,867,300.00	**$286,301,200.00**	**$93,908,000.00**	**$7,250,000.00**
Total	**$598,076,500.00**			**$7,250,000.00**
Total + Aspiration Projects	**$605,326,500.00**			

More about the MTP and CTP
Why they matter to municipalities in Kent County

- Every two years DelDOT develops a 6-year Capital Transportation Program (CTP) that identifies anticipated capital investments
  - This program is developed in cooperation with the MPOs
  - The program provides information on various DelDOT capital and maintenance programs and on the estimated cost expenditures for the project phasing of a capital project that are anticipated in each specific fiscal year



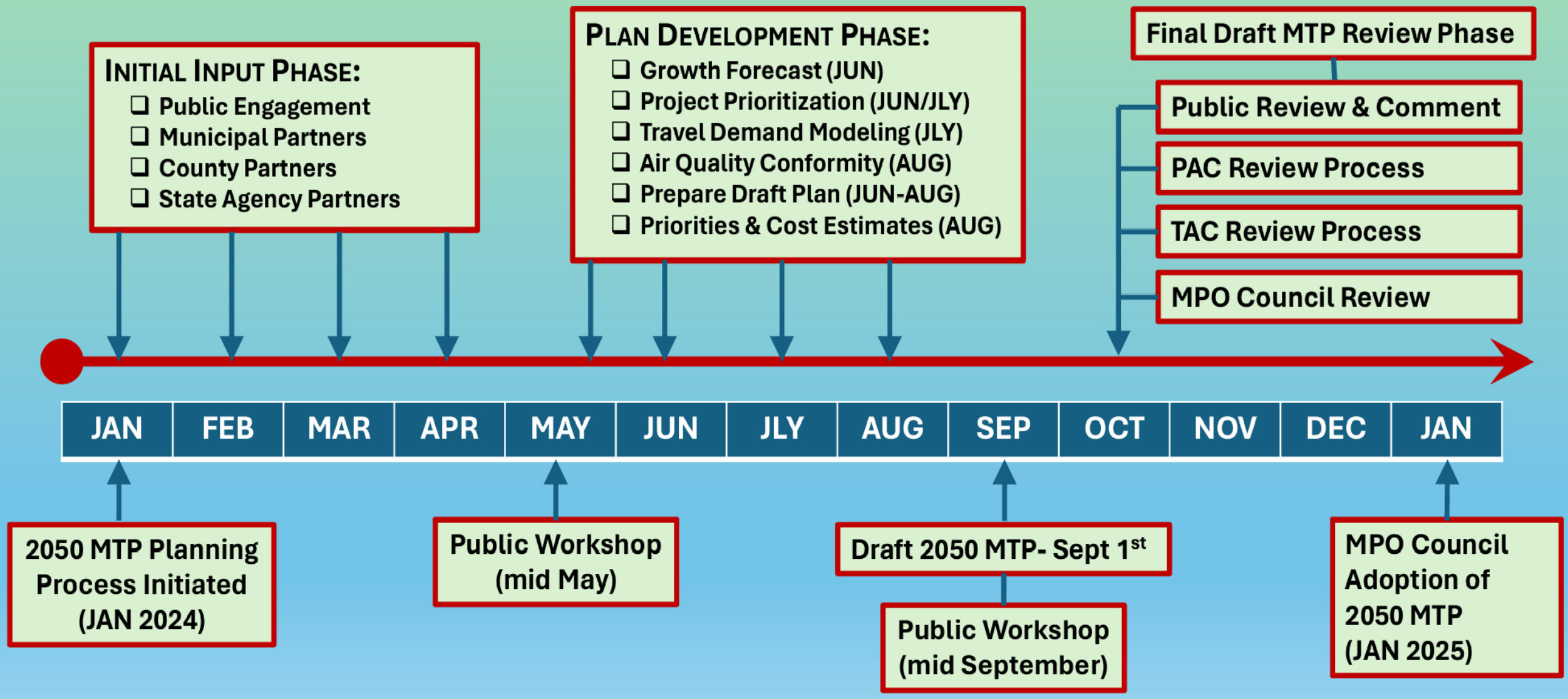
- The MPO submits recommended projects to DelDOT for inclusion in the CTP
- Project recommendations come from the MPO TIP (transportation projects for which federal funding will be sought over a three-year period) and MTP (transportation investment decisions through the year 2045)
- The TIP and MTP prioritize projects that come from studies the MPO has conducted, municipalities' comprehensive plans, regional planning documents, etc.
- Municipalities can submit potential projects to the MPO for consideration, every calendar year, usually in January

Innovations 2050 – MTP (long-rang plan)

- Vision - *"The future transportation system in the Dover Kent County Metropolitan region is safe, resilient, and sustainable, supports economic development, allows easy access and mobility for all people and goods to reach their destinations, and serves desired growth patterns in a manner that is fair and just to all people and respectful of community character and our natural environment."*
  - What's in the Plan?
    - Long Range Plan (25-year Horizon) – updated every 4 years
    - Our Vision for Transportation Services in Kent County
    - Goals and Objectives: Near- and Long-Term
    - Growth and Travel Demand Forecast
    - Operations and Management Plan
    - Financing Plan for Implementation
  - Primary Themes
    - Enhanced Mobility – Network Continuity
    - Inter-Jurisdictional Coordination and Concurrency
    - Economic Vitality
    - Social Equity
    - Resiliency and Sustainability
    - User Experience

INNOVATIONS 2050

2024 Dover Kent MPO Metropolitan Transportation Plan



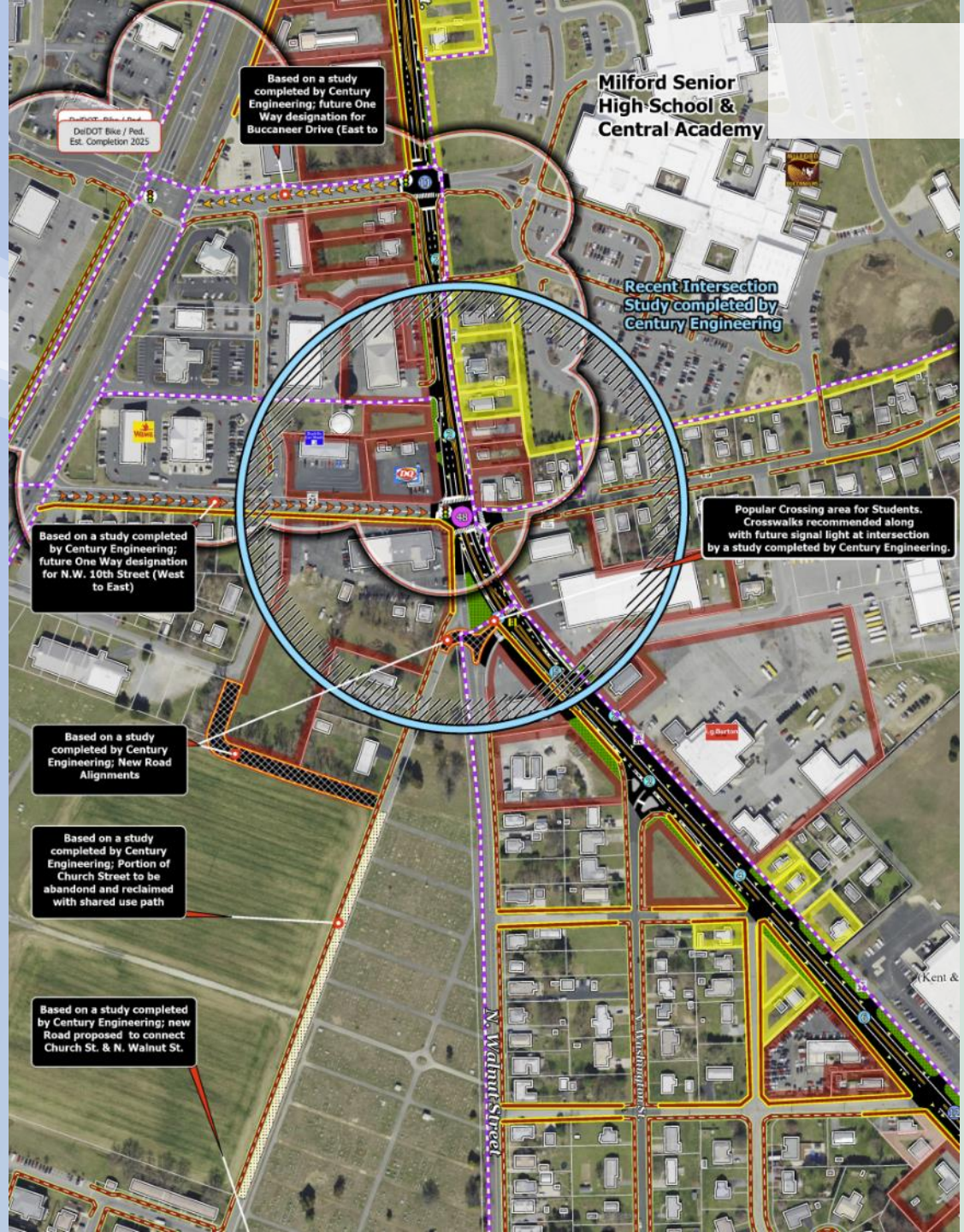
Now onto…

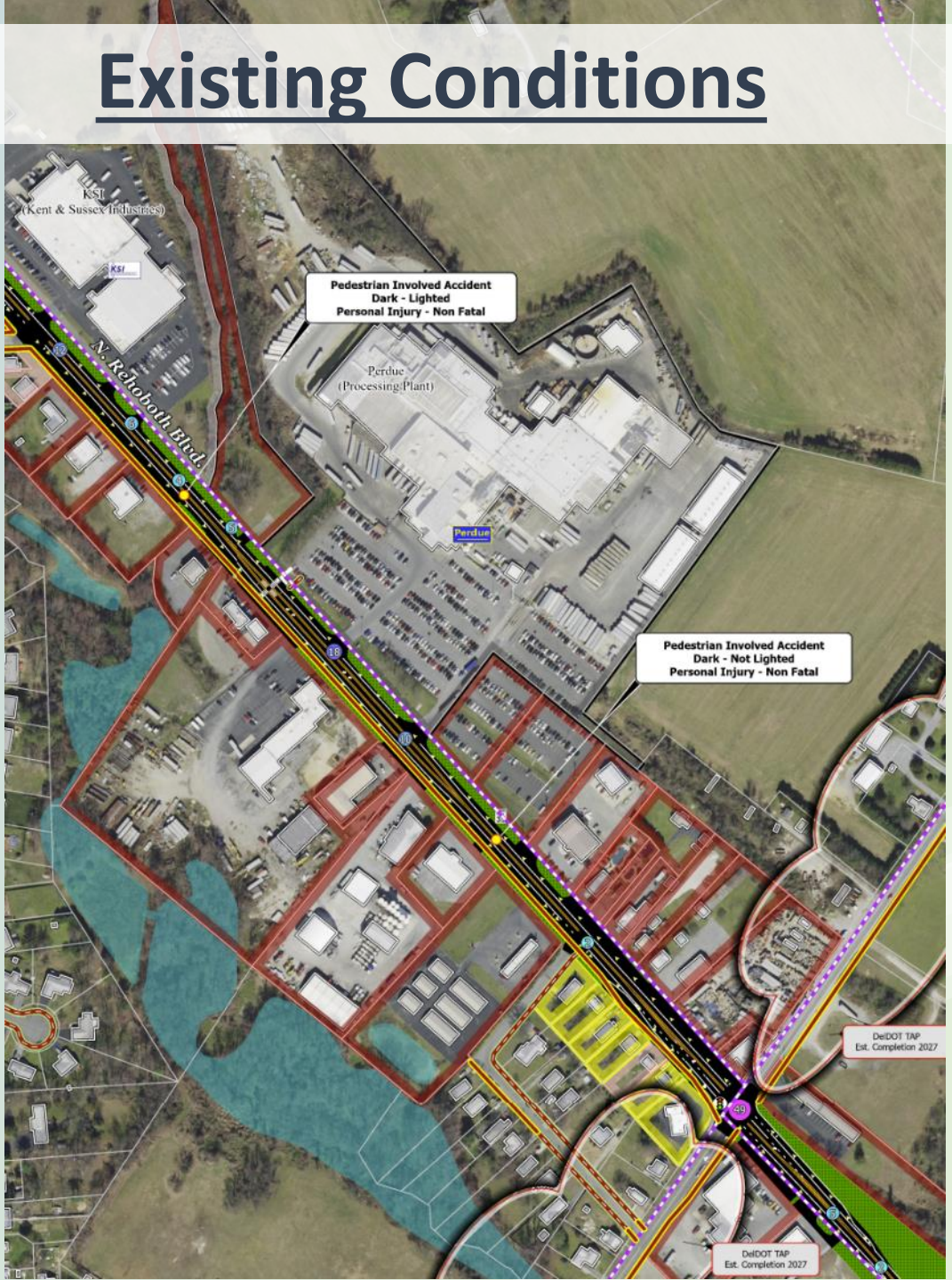
North Rehoboth Boulevard-North Walnut Street Corridor Study

Summary of Findings

- North Rehoboth Boulevard in Milford has incomplete pedestrian amenities, especially sidewalks
- Other challenges include missing crosswalks and driveway hazards
- Schools and places of employment along the corridor would benefit from better walkability
- A network of sidewalks, bicycle paths, and other improvements could greatly improve safety in the corridor

Existing Conditions





Milford Senior High School

- No existing crossing at Rehoboth-10th-Walnut intersection
- Students cannot safely cross to reach Dairy Queen, Wawa, and other businesses

Research Process

- Mapping
- Literature review
- Fieldwork
- Outreach

Outreach

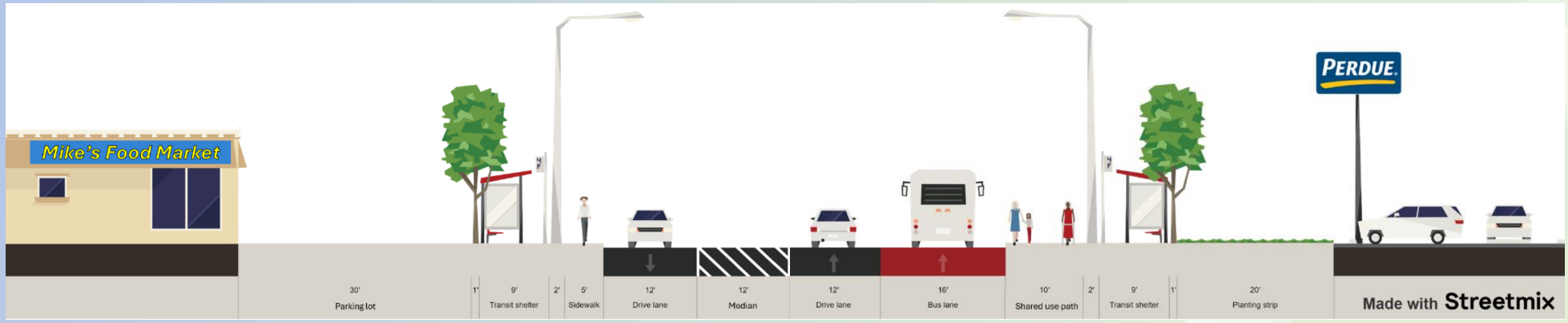
- Public workshop #1 – October 25, 2023
  - Engaged with the public at a scheduled event
  - Began collecting high-level information on study area
- Public workshop #2 – February 6, 2024
  - Collected feedback on proposed recommendations
  - Examined issues in greater detail
- Engagement with Perdue, Kent Sussex Industries, I.G. Burton

Business Engagement

Business	Employees	Meeting Dates	Logo
Perdue Foods, LLC	1,400	December 4, 2023; January 19, 2024	
Kent Sussex Industries	65	November 28, 2023	
I.G. Burton	20	December 11, 2023	

Recommendations (Summary)

- Pedestrian paths (10-foot shared use path when possible; 5-foot sidewalk as alternative)
- Crosswalks at signalized intersections
- Driveway hazards
- DART shelters
- Improved lighting



Recommended Improvements

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
A. N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Sidewalk (5 ft), driveway crossings	Not complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,400 ft total (1,400 ft incomplete)	$250k engineering $2M-$4M construction	
B. N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Shared use path (10 ft), driveway crossings	Not complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,400 ft total (1,400 ft incomplete)	$250k engineering $2M-$4M construction	
C. N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Sidewalk (5 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,425 ft incomplete)	$250k engineering $2M-$4M construction	
D. N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Shared use path (10 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,330 ft incomplete)	$250k engineering $2M-$4M construction	

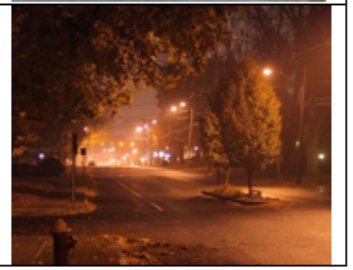
DRAFT

Recommended Improvements

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
E. N Walnut Street between 10th Street and US113 (western side of road)	Sidewalk (5 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,575 ft incomplete)	$250k engineering $2M-$4M construction	
F. N Walnut Street between 10th Street and US113 (eastern side of road)	Shared use path (10 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,325 ft incomplete)	$250k engineering $2M-$4M construction	
G. Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Crosswalks with pedestrian signals	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)	$30k engineering $50-75k construction	
H. Intersection of Rehoboth Boulevard and Washington Street	Crosswalk with pedestrian signals	Not complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	65 ft (1 new crosswalk, north-south connection)	$30k engineering $50-75k construction	

DRAFT

Recommended Improvements

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
I. Intersection of Rehoboth Boulevard and Front Street	Crosswalk with pedestrian signals	Not complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	75 ft (1 new crosswalk, east-west connection)	$30k engineering $50-75k construction	
J. Rehoboth Boulevard and Walnut Street (entire study area)	Improvements of driveway entrances (creating paths for vehicles)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A	Depends on number of driveways and type of improvement	
K. Rehoboth Boulevard in front of Perdue	Bus stop improvements (x2), including shelters	Not complete	Improved experience for DART riders	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A	$10k assuming DART provides the shelter	
L. Rehoboth Boulevard and Walnut Street (entire study area)	Improved lighting on side of road	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A	Depends on outcome of lighting study	

DRAFT

Recommended Improvements

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
M. Add left turn lane on south bound land to KSI main entrance	North Rehoboth Boulevard at KSI	Not complete	Better facilitate traffic flow and safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A	TBD	
N. Rehoboth Boulevard and Walnut Street (entire study area)	Compress and define the large entrances	Not complete	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A	Depends on number of entrances and type of improvement	

Recommended Improvements Maps

Current Timeline

- Milford City Council – May 28
- PAC recommendation – June 13
- TAC recommendation – June 18
- MPO Council approval – July 3

Questions?

Send us an email:

malcolm.jacob@doverkentmpo.org
marilyn.smith@doverkentmpo.org

Thank you!

MILFORD REHOBOTH WALNUT CORRIDOR

May 2024 WORKING DRAFT

DOVER/KENT COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION

THE CITY of Milford DELAWARE

The report reflects the views of the authors, who are responsible for the facts and accuracy of the research. The contents do not necessarily reflect the official view of FHWA, FTA, or DelDOT.

The preparation of this document was financed in part with funds provided by the Federal Government, including the Federal Transit Administration, through the Joint Funding Simplification Program, and the Federal Highway Administration of the United States Department of Transportation.

Dover Kent County MPO is committed to Title VI compliance. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The MPO has produced a Title VI Plan to guide the assessment of projects for racial and related discrimination. The study will include a written assessment on whether the area of the project is considered an area covered by the Title VI Plan and whether the project will have a negative impact, a positive impact, or no impact.

Preface

Dover Kent MPO is pleased to provide this publication, *North Rehoboth Boulevard-North Walnut Street Corridor Study*. Funded by FHWA, FTA, DelDOT, and the City of Milford, this resource is intended to identify the areas along North Rehoboth Boulevard and North Walnut Street in Milford, Delaware that lack adequate pedestrian amenities such as sidewalks, walking paths, and crosswalks. By creating this inventory and recommending changes based on the most important findings, changes to the infrastructure in the Milford area can then be implemented.

Dover Kent MPO is responsible to ensure existing and future transportation projects are continuing, cooperative, and comprehensive and as such, appreciates continued support from FHWA, FTA, DelDOT, and our local MPO partners in order to ensure transportation policy information is shared. We are pleased to acknowledge the following collaborators on this project:

City of Milford

- Rob Pierce, Planning Director
- James Puddicombe, City Engineer

Dover Kent County MPO

- Malcolm Jacob, Transportation Planner
- Michael Petit de Mange, Principal Planner, AICP
- Marilyn J. Smith, Executive Director
- Michelle Vinson, Executive Assistant
- Mike Ward, GIS Planner
- Helen Wiles, Outreach Manager

DRAFT

Additional Support

- Anthony J. Aglio, II, Supervisor, Active Transportation and Community Connections - DelDOT Planning
- Shawn Bowman, Director of Facilities Management - Kent-Sussex Industries
- Michelle Cain, Director of Funding Opportunities & Board Relations - Kent-Sussex Industries
- Brandon L. Cohee, Senior Plant Engineer - Perdue Foods, LLC
- Lisa DiVincenzo, Executive Manager - I.G. Burton Auto Group
- Jim Greenwell, VP of Finance & Technology - Kent-Sussex Industries
- Jeff Niezgoda, Assistant Director, Active Transportation & Community Connections - DelDOT Planning
- Edgardo Torres Ortiz, Director of Operations - Perdue Foods, LLC

DRAFT

Contents

Introduction 4
Existing Conditions 4
History 4
Destinations 6
Pedestrian and Bicycle Infrastructure 6
Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street 7
North Rehoboth Boulevard 7
North Walnut Street 8
Driveway Hazards 9
Traffic Volume and Crash Data 10
DART Bus Stops 11
Environmental Factors 11
Equity Analysis 12
Upcoming Changes 13
Northwest & Northeast 10th Street / North Church Street / North Rehoboth Boulevard / North Walnut Street Intersection 13
Industrial Bypass (Milford Bicycle Master Plan) 14
South Walnut Street Traffic Calming 14
Research Process 15
Mapping and Fieldwork 15

Literature Review 15
Outreach 15
Public Workshops 15
Meetings with Stakeholders 16
Recommendations 18
Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street 18
North Rehoboth Boulevard 18
North Walnut Street 20
Additional Recommendations 21
DART Bus Stops 21
Lighting 21
Next Steps 22
Conclusion 23
Appendix A – Study Area Maps A-1
Appendix B – List of Recommendations B-1
Appendix C – Relevant Resources C-1
Appendix D – Data from Public Workshops D-1

DRAFT

Introduction

The City of Milford, Delaware is interested in studying the need for pedestrian and bicycle amenities along North Rehoboth Boulevard and North Walnut Street. To address this topic, Dover Kent MPO has completed a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor.

The study includes an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths; popular destinations in the area; the flow of pedestrian traffic, including the needs of Milford Senior High School and Milford Central Academy; and the distribution of vehicle and pedestrian crashes. Following the existing conditions is a summary of the research process and takeaways from meetings with stakeholders. Finally, the study includes a list of recommendations to enhance pedestrian and bicycle safety in the immediate area, improve the functionality of non-conforming intersections and entrances, and potentially make wider connections with other pedestrian networks. Findings from previous studies and plans are also considered during the research process.

The primary study area is the North Rehoboth Boulevard/North Walnut Street corridor in the City of Milford. This area extends as far north as the intersection with US113 and as far south as the Mispillion Bridge. Connections with adjacent locations are examined as needed; however, any recommendations outside of the corridor are treated as secondary.

Existing Conditions

History

The City of Milford was first incorporated in 1807, though settlers arrived as early as the late 17th century, and even before this the Mispillion River was used by indigenous peoples such as the Lenape and Nanticoke.[1] With the arrival of settlers the area became a hub for agriculture, lumber, shipbuilding, and other industries. The city was served by a station of the Junction & Breakwater Railroad, which was used to carry freight between Lewes and Harrington; from here, produce and other goods could then be transferred to the Delaware Railroad.[2] For most of the community's history, Walnut Street acted as the business center of Milford.

Shipbuilding was the most important industry for much of the city's history. This was due in part to the large supply of white oak in the surrounding area. At its peak there were seven shipyards along the Mispillion River, and about three quarters of the city's population was employed through the shipbuilding industry. During the First and Second World Wars, Vinyard Shipyard

[1] "History." City of Milford. https://www.cityofmilford.com/166/History.
[2] "A Guide to Milford's Historic and Notable Properties." Milford Museum, 2022. https://www.milforddemuseum.org/wp-content/uploads/2022/06/walking-tour-guide.pdf.

was contracted to build submarine-chasing vessels. The industry has declined considerably, though the Milford Shipyard Area Historic District is now included in the National Register of Historic Places.[3]

The Mispillion Bridge (or State Bridge 21A), a drawbridge that connects both sides of the Mispillion River, was first built in 1929. This allowed for the passage of motor vehicles from north to south as well as boats from east to west. According to the Delaware Historic Highway Bridge Survey, "State Bridge 21A was an important component of a project designed to relieve the congested streets of Milford's central business district by providing a bypass around the town. The new route also helped to serve the increasing traffic to beach resorts at Rehoboth." [4] These "cutoff" projects were common in the 1920s and 1930s.

The drawbridge was inoperable for some time starting in 2021, having been damaged by passing trucks on multiple occasions. This meant the bridge could not be lifted to allow the passage of boats. DelDOT efforts to repair the historic bridge were completed in August of 2023.

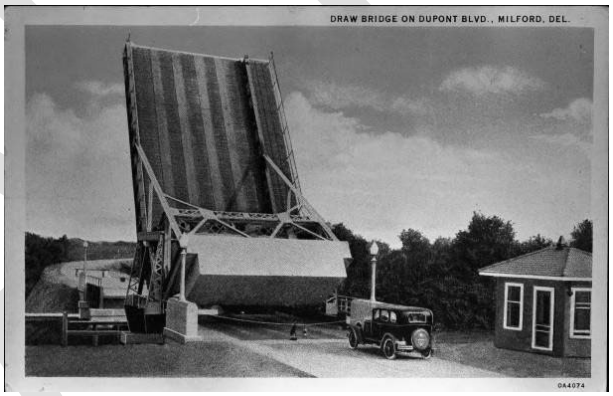


Figure 1 (l): Walnut Street in Milford, facing northward, 1906. Source: Delaware Public Archives (link).

Figure 2 (r): The drawbridge over the Mispillion River, 1935. This bridge is still in use today, making it nearly 90 years old. Source: Delaware Public Archives (link).

According to the American Community Survey from the US Census Bureau, Milford's total population in 2021 was 11,249; from the same dataset, the city's 2011 population was 9,372. This population increase, measured at approximately 16.7%, is substantially higher than the statewide average of 9.3% within the same timeframe. Much of the residential growth is taking place south of the Mispillion River, whereas the commercial growth appears to be happening primarily north of the river. Today the largest employers in Milford include Bayhealth, Perdue

[3] "Milford Shipyards." Milford Museum. https://www.milforddemuseum.org/exhibits/milford-shipyards/.
[4] "21A - Rehoboth Road over Mispillion River, Milford." *Delaware Historic Highway Bridge Survey*. Delaware Department of Transportation (DelDOT), 1988. https://deldot.gov/environmental/archaeology/historic_pres/bridges/pdf/br_21a.pdf.

Farms, Seawatch International, Kent-Sussex Industries (KSI), Milford School District, and the City's municipal departments, as well as others.[5]

Destinations

Some of the primary destinations in the study area are the Milford School District properties. These include Milford Senior High School and Milford Central Academy, which are located to the north of Northeast 10th Street and to the east of North Walnut Street. Students walk between the schools and their homes, and also between the schools and nearby businesses such as the Dairy Queen and the Wawa convenience store. Their safety is an important consideration, especially the middle school students, who are smaller than the average adult and are less likely to be seen by motorists.

Most of the destinations on North Rehoboth Boulevard are either commercial or industrial properties such as Perdue Farms, Kent-Sussex Industries (KSI), and I.G. Burton Collision Center. There are several residential properties directly along Rehoboth Boulevard, most of them being located near the intersection with Northeast Front Street, though a few are located further to the northwest. Residential areas are located on adjacent streets, such as the Sawmill Village neighborhood on General Torbert Drive.

From North Rehoboth Boulevard, the downtown part of Milford can be reached either by heading southwest on Northeast Front Street, or south on North Walnut Street. These are two of the most heavily utilized routes. The downtown is home to a large number of shops and restaurants, a riverwalk along the Mispillion River, and other destinations. Adding pedestrian and bicycle access along North Rehoboth Boulevard and connecting roads would greatly improve safety in the surrounding area, as it would give pedestrians and bicyclists a buffer against the high volume of vehicle traffic heading to and from the downtown.

Pedestrian and Bicycle Infrastructure

One of the transportation goals listed in Milford's Comprehensive Plan is to improve the city's bicycle and pedestrian network through utilization of available funding and coordination with DelDOT and other entities. Given that North Rehoboth Boulevard is a key corridor in the city for both motorized and non-motorized travel, it would naturally be an important part of achieving this goal.

The following section will explore the existing pedestrian and bicycle infrastructure on Rehoboth Boulevard and adjacent roads. Doing so will provide background that justifies the improvements recommended in the study.

[5] "Milford." Choose Central Delaware. https://www.choosecentraldelaware.com/municipalities/milford-choose-central-delaware/.

Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street

One of the most critical areas in the study area is the intersection of North Rehoboth Boulevard, North Walnut Street, Church Street, Northeast 10th Street, and Northwest 10th Street. This intersection has been cited over the years for its lack of pedestrian and bicycle infrastructure, in addition to generally hazardous conditions for motorists. Although improvements have been proposed through recently completed studies, many of the changes are scheduled for long-term implementation.

It was found during interaction with the public that this intersection is used regularly by students attending Milford Senior High School and Milford Central Academy. These students walk between the schools and nearby businesses, and it was also pointed out that the cross-country team uses the intersection during their training. This emphasizes the need for a safe crossing.

North Rehoboth Boulevard

Moving southward from this intersection on Rehoboth Boulevard, it is apparent that further amenities for pedestrians and bicyclists are needed. For example, there are very few sidewalks on the road, other than a small length of sidewalk in front of Burke Tires & Auto Repair and in a few other places. This means pedestrians are forced to walk in the road's shoulder, which puts them at risk of being struck by passing vehicles. Bicycle lanes have been designated on either side of the road's shoulder, though they do not offer separation from vehicle traffic.

There is only one crosswalk along this entire section of the road: a midblock crossing in front of Perdue Farms that connects the eastern and western sides of Rehoboth Boulevard. Discussions with Perdue Farms revealed that pedestrians frequently cross the road near Brady Drive, where there is no designated crossing.

Figure 3: (l): A pedestrian using the crosswalk in front of the Perdue facility on Rehoboth Boulevard.

Figure 4 (r): The front of the Kent-Sussex Industries property (facing northward), which lacks pedestrian amenities.

The intersection with North Washington Street lacks a crosswalk, though there are currently ADA ramps on the curbs and in the intersection's median islands. This means painting a crosswalk is the primary need for north-south connectivity in this particular location.

Another recurring problem on this road is the prevalence of driveway hazards, or wide driveway entrances with no clear path for motor vehicles to enter or exit. Based on interactions with the public, these entrances are a safety concern for pedestrians. Solutions discussed at the public workshops included either narrowing and marking the entrances, or closing off certain entrances to better manage the movement of vehicles.

At the southern extent of the study area is the intersection of North Rehoboth Boulevard and Northeast Front Street. A shared use path has recently been added to Front Street between Northeast 4th Street and North Washington Street. Unfortunately, there is still no pedestrian crossing at the intersection, and there is a remaining gap of roughly 650 feet between Rehoboth Boulevard and 4th Street.

Figure 5 (l): The intersection of Rehoboth Boulevard and Washington Street (facing southward), which does not contain crosswalks.

Figure 6 (r): The intersection of Rehoboth Boulevard and Front Street (facing westward), which does not contain crosswalks.

North Walnut Street

North Walnut Street extends northward towards US113 and southward into the downtown. Some of Walnut Street has existing pedestrian access, and there are sidewalks on both sides of the road in some places (such as in front of Senior High School). However, there are critical gaps that still exist along this road, especially between Buccaneer Street and US113. The Milford Bicycle Master Plan recommends adding a shared use path to Walnut Street to allow for safe north-south movement for pedestrians and bicyclists.

There are also many locations where the wide driveway entrances lead to hazardous conditions for pedestrians. An example of this can be found at the Milford Diner, which can be entered from both Walnut Street and US113. (The Walnut Street side in particular has no defined entrances or exits.) It may be necessary to close or reduce the size of some of the entrances, particularly where crashes have taken place.

There is one existing crossing with pedestrian signals within this section of the study area, located at the intersection of Walnut Street and Buccaneer Street. This crossing, combined with the existing sidewalks on Buccaneer Street, provides students with a safe route towards US113. Note that students may not use the designated crossing if it is faster to take another route across Walnut Street.

The posted speed limit on Walnut Street is 35 mph, and the speed limit on Northeast 10th Street is 25 mph. During school arrival and dismissal, traffic on Walnut Street and 10th Street is slowed to 20 mph; this is indicated to motorists using signs near the school entrances.

Figure 7 (l): The right-of-way in front of Dover Pools, which currently lacks sidewalks.

Figure 8 (r): The intersection of Rehoboth Boulevard, 10th Street, and Walnut Street. At this time there are no designated crosswalks or pedestrian signals.

Driveway Hazards

The following is a tally of driveway hazards that appear in each section of North Walnut Street and North Rehoboth Boulevard within the study area. These primarily include paved entrances to commercial properties, but also residential driveways (both paved and unpaved) and intersections with other roads. Note that some entrances are not marked; these can be very dangerous to pedestrians, as vehicles have no set path, and it is difficult to predict their movement to and from the property.

Driveway Hazards	Western Side of Road (Southbound)	Eastern Side of Road (Northbound)
North Walnut Street between US113 and 10th Street	11	15
North Rehoboth Boulevard between 10th Street and Perdue Entrance	16	14
North Rehoboth Boulevard between Perdue entrance and NE Front Street	11	7

Table 1: The number of driveway hazards within the study area.

Traffic Volume and Crash Data

According to traffic data collected by DelDOT in 2022, the portion of Rehoboth Boulevard located north of the Mispillion River has an average annual daily traffic (AADT) of 8,098. For comparison, Northeast Front Street has an AADT of 7,088, and North Walnut Street has an AADT of 5,398.[6] Although Rehoboth Boulevard is not as busy of a road as SR1 or US113, it is still a major thruway in the Milford area, as is shown through these traffic counts. Daily traffic is likely to increase as the area continues to grow in population.

Figure 9: A map depicting the existing conditions within the study area, including recent crashes. The intersection of North Rehoboth Boulevard and Northeast Front Street experienced the most crashes of any area. The full map is available in Appendix A.

According to crash data from DelDOT, between January of 2017 and December of 2022, there are two locations in the study area with the greatest concern. First, the intersection of North Rehoboth Boulevard, North Walnut Street, Church Street, Northeast 10th Street, and Northwest 10th Street saw 44 crashes within a six-year timeframe. The intersection of North Rehoboth Boulevard and Northeast Front Street is the second location worth mentioning; it saw 50 crashes within the same timeframe. These two intersections are shown to be the most dangerous locations in the study area, given that the number of crashes is much higher than anywhere else.

In total there were 242 crashes during this six-year timeframe. Two of the crashes involved pedestrian injuries. Fortunately, there were no fatal crashes during these years; however, the

[6] "Traffic Counts." Delaware Department of Transportation (DelDOT). https://deldot.maps.arcgis.com/apps/webappviewer/index.html?id=4f76a1fa5b5c493cb3e1fad44a50dad1.

City of Milford believes it is important to address these safety concerns, so that pedestrians, bicyclists, and motorists can safely navigate this high-traffic corridor. The full map with complete crash data is available in Appendix A.

The City of Milford's Vision Zero plan lists the goal of eliminating serious injury and death in city roadways by the year 2030.[7] The recommendations listed in this study aim to work towards this goal.

DART Bus Stops

A DART bus stop is located on both the northbound and southbound side of Rehoboth Boulevard, near the Perdue pedestrian crossing. These bus stops do not have a shelter to provide cover for riders, and the stop on the southbound side requires walking through a wide driveway entrance, which is a potential safety hazard. It was noted during meetings with Perdue that although there is room in the road's shoulder for buses to pull to the side, backups of vehicles still take place when buses come to a stop. Furthermore, motorists attempting to pass a bus or a left-turning vehicle are putting others at risk. Both the northbound and southbound bus pickup areas should be easier to access and should be clearly marked. Having a shelter would also be beneficial as it would be safer and more desirable for transit riders.

Environmental Factors

For the purposes of this study, the most important body of water is the Mispillion River, which is located at the southern extent of the study area. It flows eastward through the area and serves as the boundary between Kent County and Sussex County; thus, it also acts as the study's southern boundary. There is also one patch of wetlands within and adjacent to the study area. This is located to the west of North Rehoboth Boulevard and to the north of Northeast Front Street.

The Mispillion River and nearby wetlands are unlikely to have a significant impact on the addition of new pedestrian amenities, even if flooding were to take place. However, during public workshops it was revealed that businesses along the southern end of the study area frequently experience flooding during heavy precipitation; this is mostly due to poor drainage. Future changes to the area should consider this need.

When making changes to the area, potential harm to the watershed should be considered, and any negative impacts should be mitigated where possible. This may include pollution of the watershed or an increase in runoff from paved surfaces.

[7] *City of Milford Vision Zero Plan 2023-2030*. City of Milford, 2023. https://www.cityofmilford.com/DocumentCenter/View/4877/VisionZeroPlan.

Equity Analysis

In order to understand the locations of vulnerable populations in Kent County, the MPO used two different tools. The first was census data from the US Census Bureau, which was included in the MPO's 2023 Title VI / Environmental Justice Report. The data features topics such as racial demographics, aging populations, poverty status, disability status, Limited English Proficiency (LEP), and personal vehicle access. It was collected at the census block group level.[8] The second tool was DelDOT's Equity Analysis Tool, which was released in 2023. With a unique methodology, this tool determines Equity Focus Areas in Delaware based on how the demographics of a particular area compare to the state average.[9] Using these tools in tandem with one another provides the MPO with a more complete picture of vulnerable populations in Kent County.

There are several demographics that stand out within the study area. In the census block group surrounding Rehoboth Boulevard, about 18.1% of the population identifies as Hispanic or Latino. This is substantially higher than many of the surrounding census block groups. Given the history of racial disparities that often resulted from transportation planning in the United States, it is important to be aware of racial demographics of the study area, so that historically underserved communities can benefit from the changes taking place rather than being harmed by them.

Access to information based on understanding of the English language is also important. The census block group to the west of Walnut Street has a high Limited English Proficiency (LEP) population. LEP status was calculated using data from the US Census Bureau, specifically the number of individuals that speak English "not well" or "not at all". LEP individuals make up about 12.1% of the total population, which is higher than the surrounding census block groups. This could make it harder to convey information about upcoming changes to residents, and also harder for residents to voice their opinions on a particular topic. With this in mind, the needs of LEP individuals should be considered while addressing the transportation safety of the corridor, so that their voices are included in the process.

Finally, the census block group to the west of Walnut Street has a high proportion of residents with income below the federal poverty level. This value was surveyed to be approximately 48.2% of the census block group, which is one of the highest values in all of Kent County. Low-income communities often have unique needs, such as a higher dependence on public transportation and walking infrastructure. These needs should be part of the broader considerations when improving transportation networks along this corridor and in downtown Milford.

---

[8] *Title VI / Environmental Justice Report*. Dover/Kent County MPO, 2023. https://doverkentmpo.delaware.gov/files/2023/11/EJ-Report-2023-final-version.pdf.

[9] "Equity Focus Areas." Delaware Department of Transportation (DelDOT). https://deldot.maps.arcgis.com/apps/webappviewer/index.html?id=e051d6e4313142dfb8b03205e511f661.

DRAFT

Although Rehoboth Boulevard itself is not listed as an Equity Focus Area, the DelDOT Equity Analysis Tool highlights several adjacent areas that are disadvantaged compared to the state average. These primarily include the neighborhoods to the west of Walnut Street. It was found during engagement with businesses that Milford is where most of the Perdue employees are located, and not all of them have access to a personal vehicle. This shows that the addition of reliable pedestrian routes on Rehoboth Boulevard will benefit not just those who live on the road itself, but also those in adjacent neighborhoods who need to walk to their place of employment.

Upcoming Changes

Northwest & Northeast 10th Street / North Church Street / North Rehoboth Boulevard / North Walnut Street Intersection

In the summer of 2023, Dover Kent MPO and Century Engineering completed a study analyzing the existing conditions of the intersection of 10th Street, North Rehoboth Boulevard, North Walnut Street, and North Church Street. Research of the study area and interactions with the public helped determine the recommendations for improving the safety of the intersection and enhancing connectivity.

The solutions proposed through this study would be implemented in phases, the first of these being improved pedestrian access across North Rehoboth Boulevard and reconfiguring Church Street to connect with North Walnut Street rather than North Rehoboth Boulevard. Following these interim improvements would be additional changes (around the year 2037), which would include a protected intersection and bicycle lanes on both the northbound and southbound sides of North Rehoboth Boulevard. Crosswalks would also be added to the intersection.

Ultimately, Northwest 10th Street and Buccaneer Street would become one-way pairs (the former heading eastbound and the latter heading westbound), and left turns from Rehoboth Boulevard onto 10th Street would be prohibited. These changes would not take place until 2050, and only after determining further improvements are necessary. The expected outcome of the changes would be significantly safer and more efficient conditions for motorists, bicyclists, and pedestrians.

For more information on the proposed changes at this intersection, please refer to the *NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study*.[10]

[10] *Milford: NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study - Recommendations Report*. Dover/Kent County MPO, 2023. https://doverkentmpo.delaware.gov/files/2023/05/Milford-10th-Church-Rehoboth-Draft-Report-compressedHigh.pdf.

Industrial Bypass (Milford Bicycle Master Plan)

The 2021 Milford Bicycle Master Plan lists various projects throughout the city that, if completed, would expand the bicycle network and make conditions safer for bicyclists. The most relevant project listed in this plan is the "Industrial Bypass," which would add 4,200 feet of shared use path on the eastern side of North Rehoboth Boulevard between DE14 (Northeast Front Street) and 10th Street. According to the bicycle master plan, the addition of this path would help with transportation to work, recreation, and connection to school property. It was ranked among the most important projects in the northern section of Milford (north of the Mispillion River).

The Industrial Bypass was amended into Dover Kent MPO's Metropolitan Transportation Plan (MTP) in October of 2022, under the name "N Rehoboth Blvd, NE 10th Street to NE Front Street." It has also been submitted to DelDOT for potential inclusion in the Capital Transportation Program (CTP). The project has been given a "long-term" timeline, which means it will likely be completed after FY2035. However, this is subject to change depending on current needs and the attention given to the issue.

For more information, please refer to the Milford Bicycle Master Plan.[11]

South Walnut Street Traffic Calming

In 2023, Century Engineering completed a study that addresses traffic-calming and bicycle and pedestrian connections on South Walnut Street between McCoy Street and South Maple Avenue. The study was brought about from both crash data and reports from residents that indicate the area is known for speeding vehicles and frequent crashes. Several public workshops were held throughout the study period.

The outcomes of the study, based on research and public input, include a recommended multi-use path on Walnut Street, some intersection realignment, and traffic-calming measures. If these recommendations were implemented, this would lead to safer conditions for pedestrians and bicyclists south of the Mispillion River, which would further encourage non-motorized transportation.

For more information, please refer to the *South Walnut Street Traffic Calming and Bike/Pedestrian Improvement Project*.[12]

[11] *Milford Bicycle Master Plan*. City of Milford, 2021. https://www.cityofmilford.com/DocumentCenter/View/4299/2021-Bicycle-Master-Plan---Final-Report?bidId=.

[12] *Milford: South Walnut Street Traffic Calming and Bicycle/Pedestrian Improvement Project*. City of Milford, 2023. https://www.cityofmilford.com/DocumentCenter/View/4962/S-Walnut-Street-Traffic-Calming--BikePed-Study---Final-Report?bidId=.

Research Process

Mapping and Fieldwork

In order to analyze the study area from a spatial standpoint, Dover Kent MPO used mapping tools and created maps that were informed by the research process. Mapping was completed using ArcGIS Pro, and maps included in the study display the existing conditions around Milford and the recommended changes. To view these maps, please refer to Appendix A.

Fieldwork was conducted at different times between the fall of 2023 and the spring of 2024. General activities included making observations of pedestrian activity and taking photographs of existing infrastructure. Some of these photographs are included throughout the study.

Literature Review

The MPO reviewed existing literature that relates to the study area and to pedestrian safety in Delaware. Some of the most important documents came from the City of Milford, including the City's Comprehensive Plan, Bicycle Master Plan, and Rivertown Rebirth Plan. Other examples include previous studies relevant to the corridor and DelDOT's Pedestrian Accessibility Standards Manual. The key sources are listed in Appendix C, and others are included in footnotes throughout the study.

Outreach

Public Workshops

The initial public workshop for this study was held on October 25, 2023, at 180 Vickers Drive in Milford. The event was intended as an opportunity to share initial findings and discuss potential solutions with the public. Concerns within the study area and various other locations in Milford were discussed. The workshop was organized in an "open house" format and the public could drop in at any time.

Dover Kent MPO gathered feedback on recommended improvements at a second public workshop on February 6, 2024. As with the previous event, this workshop was held at 180 Vickers Drive.

Figure 10: A group discussion at the public workshop on February 6, 2024.

DRAFT

Recommendations were displayed on posterboards, and feedback was collected via both verbal and written comments. This workshop was also in an "open house" format.

The sign-in sheet and comments collected at the first workshop, and the "sticky note" comments from both the first and second workshops, are available in Appendix D.

Meetings with Stakeholders

Dover Kent MPO and the City of Milford held focused meetings with several businesses within the study area to discuss their current needs and upcoming improvements. Perdue, Kent-Sussex Industries (KSI), and I.G. Burton were the three businesses included in these discussions. The notes from these meetings were used to inform the study recommendations and also to gain a deeper understanding of changes that will be taking place on the business properties.

The MPO first met with KSI in November of 2023. One of the main concerns at this facility is that when vehicles stop to turn left into the property, other motorists pass on the right via the road's shoulder. Speeding vehicles are another concern within the corridor. KSI representatives noted that a center turn lane may help move turning vehicles out of the path of traffic and reduce the likelihood of a crash. In terms of larger vehicles, vans and buses arrive for employees around 8:00-8:30 AM and 2:00-2:30 PM. The latter time coincides with the afternoon rush hour experienced at the Perdue facility and dismissal at the nearby schools, and consequently, congestion is a recurring problem. Paratransit vehicles regularly arrive at the facility, usually relying on the southern entrance. Additionally, the intersection with 10th Street is not safe for pedestrians or motorists due to its design. About 65 employees work at the KSI facility.

Next, the MPO met with Perdue in December of 2023. This was an opportunity to learn about the daily schedule of Perdue's Milford facility and the flow of truck traffic to and from the property. For example, although the center lane on Rehoboth Boulevard allows trucks to make lefthand turns without blocking traffic, there are still challenges to the existing entrances. Perdue is looking into moving the facility's truck entrance to Northeast Front Street in the future to improve truck traffic flow and reduce safety concerns. (In January of 2024, the meeting attendees had a follow-up meeting with DelDOT in order to discuss moving the truck entrance and working towards other improvements.) The busiest hours for employees arriving and departing are 6:30-7:00 AM, and 3:30-4:30 PM. About 1,400 employees work at the Perdue facility.

Figure 11: One of the entrances to the Perdue facility on Rehoboth Boulevard.

In terms of pedestrian safety, the crosswalk in front of the Perdue facility has been beneficial, as Mike's Food Market is a popular destination for

DRAFT

employees. However, there are no sidewalks along Rehoboth Boulevard, and jaywalking is common to the south of the property. A crossing at the intersection with Front Street could help with this concern. Improved lighting is also needed for employees who arrive or depart when it is dark.

Finally, the MPO met with representatives of I.G. Burton in December of 2023. The facility on Rehoboth Boulevard is used as a body shop, car wash, paint shop, bus repair center, and Enterprise car rental, which means it has a wide range of uses and needs. Sidewalks are currently present along the frontage of the property, but there is no safe crossing at the intersection with 10th Street, which means the nearby businesses (such as Dairy Queen and Wawa) are largely inaccessible to I.G. Burton employees traveling on foot. The property entrances are wide and not clearly defined, which presents a potential safety hazard. It was also noted that Saleven Place, which is accessed from 10th Street, is sometimes used as a back entrance by employees and customers. About 20 employees work at the I.G. Burton facilities.

DRAFT

Recommendations

The following is a list of recommendations for improving pedestrian and bicycle safety along North Rehoboth Boulevard and North Walnut Street in Milford. Recommendations are also shown in Appendix B of the study.

Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street

For improving this intersection, it is recommended that the City of Milford and DelDOT follow the designs of the *NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study* (2023). This study involved extensive site analysis and engineering specific to the intersection. It proposed both short-term and long-term solutions that should improve the safety and overall experience for motorists, pedestrians, and bicyclists.

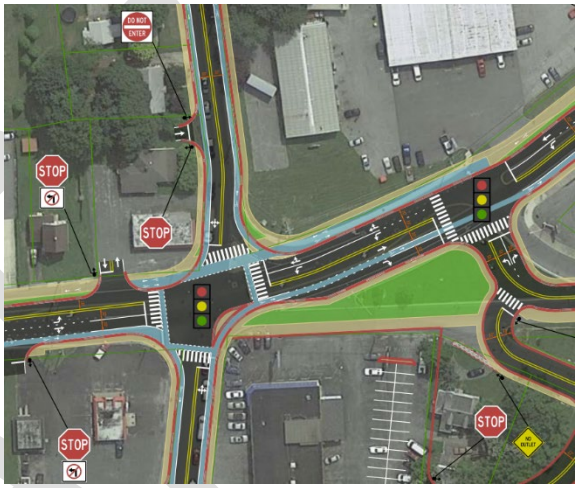


Figure 12: A proposed reconfiguration of the Rehoboth, Walnut, Church, and 10th intersection for improved safety. Source: NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study (2023) (link).

In the short-term, there is an urgent need for pedestrian crossings at this intersection to link the eastern and western sides of the road. The 2023 intersection study recommends a full set of crosswalks and a ten-foot shared use path as the final outcome for pedestrian and bicycle amenities. In the meantime, interim connections should be made across the road, as this location is used heavily by students from the nearby schools. Connections should only be added at signalized intersections, as the volume and speed of traffic create unsafe conditions for pedestrians.

North Rehoboth Boulevard

A ten-foot shared use path is the most effective means of separating pedestrian and bicycle traffic from motor vehicle traffic. Installing such a path on North Rehoboth Boulevard would provide a safe north-south connection for pedestrians and bicyclists. It would also tie into the new path on Northeast Front Street, which continues toward Milford's downtown. If a ten-foot path is not feasible in the short-term, then sidewalk connections should be made in the right-of-way for each of the properties along the corridor. Note that protected bicycle facilities are one of the goals listed in the City of Milford's Vision Zero plan.

Driveway hazards are a common problem on this part of the corridor, but they are more prevalent on the southbound side of Rehoboth Boulevard. With this in mind, a shared use path would be

better suited on the northbound side, as it would require fewer driveway crossings. This would also provide employees of Perdue, KSI, and other businesses with a direct path to their place of employment. Note that even if a shared use path is constructed on one side of the road, this does not mean the other side does not have its own connectivity needs.

Figure 13: The southbound lane of North Rehoboth Boulevard in front of Perdue, facing northward. This design includes a five-foot sidewalk, a transit shelter, and street lighting. Created using Streetmix.

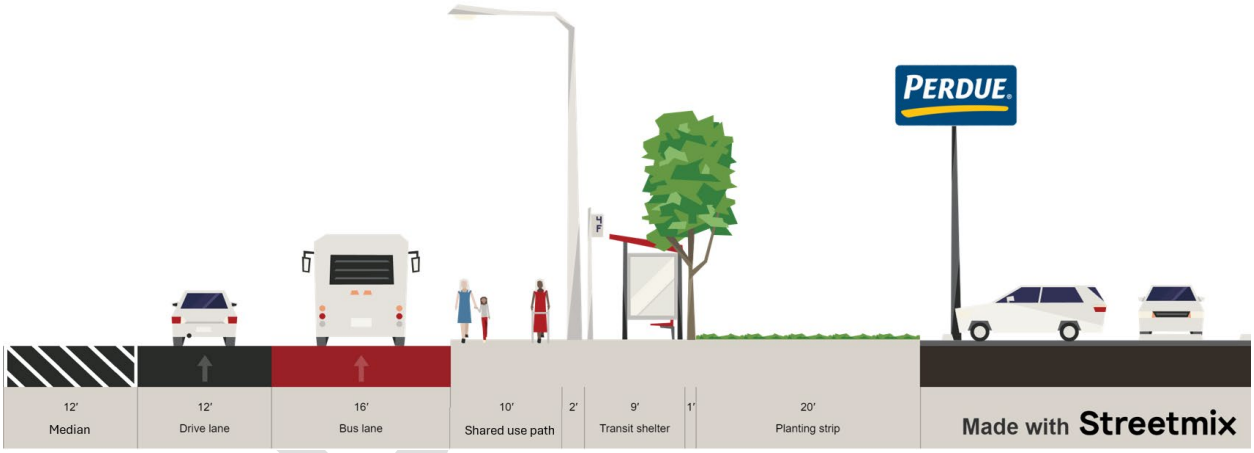


Figure 14: The northbound lane of North Rehoboth Boulevard in front of Perdue, facing northward. This design includes a ten-foot shared use path, a transit shelter, markings to indicate the bus pickup area, and street lighting. Created using Streetmix.

Many of the driveway entrances on Rehoboth Boulevard are wide and not clearly defined. As previously discussed, this is a safety concern for both motorists and pedestrians. Solutions to this hazard include adding pedestrian crosswalks across the driveway, marking the entrances and exits, and in a few cases, closing an entrance and directing vehicles towards a different entrance. Each individual property will have its own unique needs and corresponding solutions. Some of the widest driveway entrances on Rehoboth Boulevard are found at Burke Tires & Auto Repair, I.G. Burton, and Mike's Food Market.

There are two places where crosswalks are needed on Rehoboth Boulevard. The first of these is at the intersection with Washington Street, which already contains ADA ramps but has no designated crossing. It would also probably need a pedestrian signal to warn motorists. The second location is the intersection with Front Street, which is now a critical connection due to the completion of the Front Street shared use path. This intersection is already signalized but would still need a pedestrian signal.

Several things can be done to improve the DART bus stops on this road. First, shelters can be added to both the northbound and southbound stops. There should also be ADA-compliant paths leading to them; this is especially needed on the southbound side. Finally, the bus pickup areas can be marked in a way that makes others aware of the space's intended purpose.

North Walnut Street

Much of North Walnut Street lacks pedestrian connectivity, particularly to the north of Buccaneer Street. The ideal improvement would be a ten-foot shared use path that would connect with improvements on North Rehoboth Boulevard. However, at the very least, the sidewalk gaps should be filled in front of each of the properties.

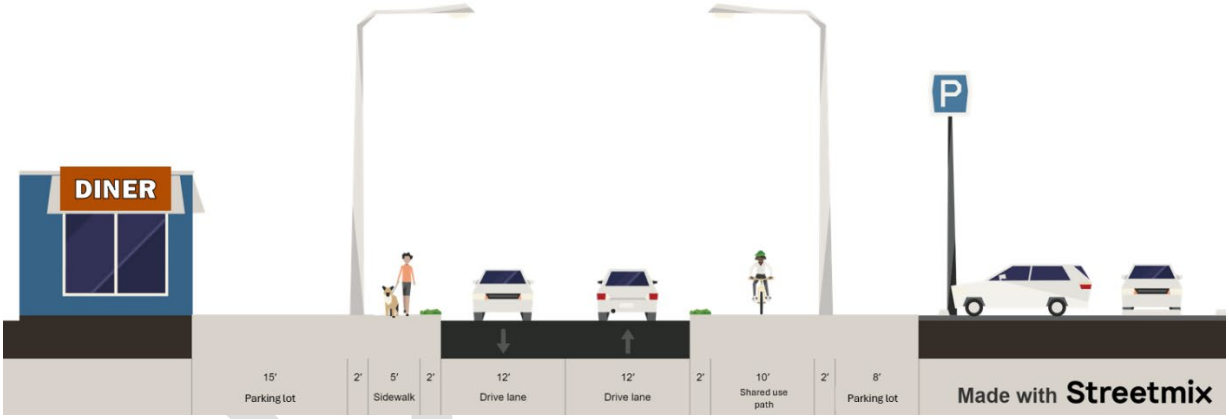


Figure 15: The northbound and southbound lanes of North Walnut Street in front of Milford Diner, facing northward. This design includes a ten-foot shared use path, a five-foot sidewalk, and adjustments to the driveway entrances along the corridor. Created using Streetmix.

Driveway hazards are also present on this part of the corridor. As previously states, solutions include adding pedestrian crosswalks across the driveway, marking the entrances and exits, and closing an entrance and directing vehicles towards a different entrance. Some of the widest driveway entrances on Walnut Street are found at Dairy Queen, Husky Auto Sales & Service, the Milford Diner and the Shang Hai restaurant. (The latter two can be accessed from both Walnut Street and US113, and there is no set path for vehicles on the Walnut Street side. This should probably be dealt with so that future crashes are avoided.)

Additional Recommendations

DART Bus Stops

Shelters should be provided at each of the bus stops on Rehoboth Boulevard. This will incentivize employees of Perdue and other businesses to ride the bus, as they will be able to wait in a place that is sheltered from wind and rain. In addition, there should be a designated path leading to the stop on the southbound side, as the only way to currently access the stop is to walk through the parking lot of Mike's Food Market.

Figure 16: An example of a complete DART shelter with seating.

Note that the DART routes and stop locations are subject to change. Delaware Transit Corporation (DTC) recently completed its *DART Reimagined* report, which examines the current future needs of public transit in Delaware. For more information, please refer to the report homepage.[13]

Lighting

Additional street lighting should be implemented in critical locations on North Rehoboth Boulevard. Employees of Perdue Farms arrive at and depart from the facility throughout the day depending on their shift; this transition also takes place at night and early in the morning. These are the hours that pedestrians are the least visible to motorists. To enhance safety around these major employment centers, street lighting should be used where people gather or regularly walk. Note that adequate lighting is one of the goals listed in the City of Milford's Vision Zero plan.

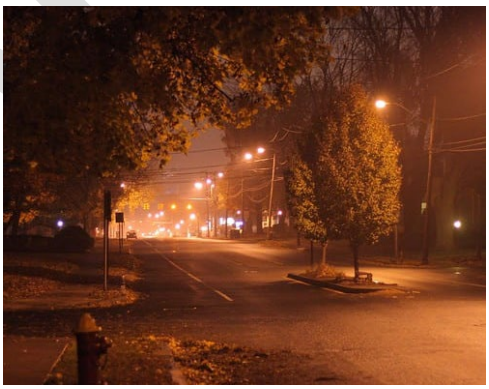


Figure 17: An example of street lighting being used to illuminate a roadway. Source: UD Delaware Center for Transportation (link).

[13] "DART Reimagined: Final Report." Delaware Transit Corporation (DTC). https://www.dartreimagined.com/.

Next Steps

To complete a north-south connection of pedestrian paths on North Rehoboth Boulevard and North Walnut Street, the City of Milford should work with DelDOT on filling in the missing gaps. The recommendations included in this study will be included in Dover Kent MPO's Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), and they will be submitted to DelDOT for inclusion in the Capital Transportation Program (CTP). Specific segments of the corridor may be eligible for funding under DelDOT's Bike/Ped Pool Statewide Project Prioritization or other programs.

A crossing at the intersection of 10th Street, Rehoboth Boulevard, Walnut Street, and Church Street should be added as soon as possible. This was a critical need identified by staff from Milford Senior High School. The intersection was studied extensively in 2023, and changes should correspond with the timeline proposed in this study. It will also be necessary to ensure the crossing is ADA-compliant and easily accessible.

Collaboration with property owners will be needed before addressing driveway entrances. Each property owner will have different thoughts on narrowing the entrances, as it could be seen as having a negative impact on property accessibility. However, there are serious safety concerns in places that have wide driveway entrances, and these conditions are not accommodating to other modes of transportation. At a minimum, when pedestrian pathways are added, driveway entrances should contain crosswalks or other markings to warn motorists of potential pedestrian traffic. The vehicle pathways can be marked with painted lines in place of more advanced solutions. (These could include median islands or midblock crossings at each of the intersections, which serve the dual purpose of giving pedestrians a safe place to cross, and delineating the path for motor vehicles.)

The changes recommended in this study do not involve the signalization of intersections or other significant changes to the roadway. This is because most of the major intersections in the study area already have signal lights. As a result, many of the study recommendations, especially those located in the right-of-way, may not require vehicle traffic counts and other measures that are typically needed when considering signalization. Further consultation with DelDOT will be required to determine these exact needs once a solution is being pursued.

DRAFT

Conclusion

The corridor of North Rehoboth Boulevard and North Walnut Street in Milford is important for several reasons. First, it serves as a primary transportation route for motorists as well as pedestrians and bicyclists (although it currently has few pedestrian amenities). It is also a destination for employment, being home to some of the largest employers in the City of Milford. Finally, the corridor is located next to several schools, which means students regularly walk across the road to reach the schools or businesses in the area.

Several key improvements are needed to improve transportation safety in the corridor. Pathways on either side of the road will facilitate north-south movement; sidewalks will be beneficial to pedestrians, but a shared use path (such as the path recently added to Front Street) will help both pedestrians and bicyclists. The existing driveway hazards should be addressed as well, and entrances should be marked with crosswalks, or possibly narrowed to direct the flow of vehicle traffic. To improve access from one side of the road to the other, crosswalks should be added at intersections where they are not already present. Other minor improvements such as bus shelters and street lighting are also needed in places.

Each of the study's recommendations are listed in Appendix B. These can be pursued through various state and federal funding opportunities, either collectively or individually. (Possible funding sources are listed in the City of Milford's Vision Zero plan.) The objective of the recommendations is to improve safety for pedestrians and bicyclists on Rehoboth Boulevard and Walnut Street; it is the hope of Dover Kent MPO and the City of Milford that the implementation of these changes will lead to not only safer conditions, but also a better experience for all roadway users.

DRAFT

Appendix A – Study Area Maps

The following maps provide different details of the North Rehoboth Boulevard pedestrian network. The first map highlights the existing conditions and recommendations within the area; it also uses clusters (symbolized using circular icons) to depict the concentrations of crashes on roadways between 2017 and 2022. The subsequent maps show the locations that are most in need of improvement based on analysis of the area. These recommendations are also listed in Appendix B.

DRAFT

OVER ALL MAP

	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1 . SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (maintenance)	2,700 ft total (1,470 ft incomplete)
B	B-1 . SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,425 ft incomplete)
C	C-1 . SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (maintenance)	2,700 ft total (2,425 ft incomplete)
D	D-1 . SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (maintenance)	2,700 ft total (1,530 ft incomplete)
E	E-1 . SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,575 ft incomplete)
F	F-1 . SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (maintenance)	2,160 ft total (1,260 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (maintenance)	950 ft total (new crosswalks)
H	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (maintenance)	NA (Cross-walks, curb-ramps exist)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (maintenance)	N/A
J	Improvements of driveway entrances (crossing paths or vehicles)	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (many exist)	Same conditions on as-is	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x2), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improve experience for users (also)	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (maintenance)	N/A
M	Compress & define the large entrances along entire Corridor study	North Rehoboth Blvd. & N. Walnut Street Extended (Study Corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (maintenance)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	North Rehoboth Blvd. at KSI	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (maintenance)	N/A

The City of Milford

Mayor's Signature

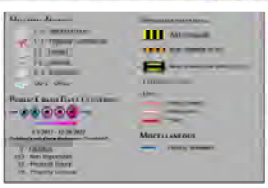
SCOPE OF WORK:

The City of Milford is committed to improving the road for pedestrian and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this issue, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic, especially as it pertains to Milford Senior High School and Milford Central Academy, and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and improving vehicle connections with other pedestrian networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St / N. Church St / N. Rehoboth Boulevard / N. Walnut Street intersection.

North Rehoboth Blvd. & North Walnut St. Corridor Study

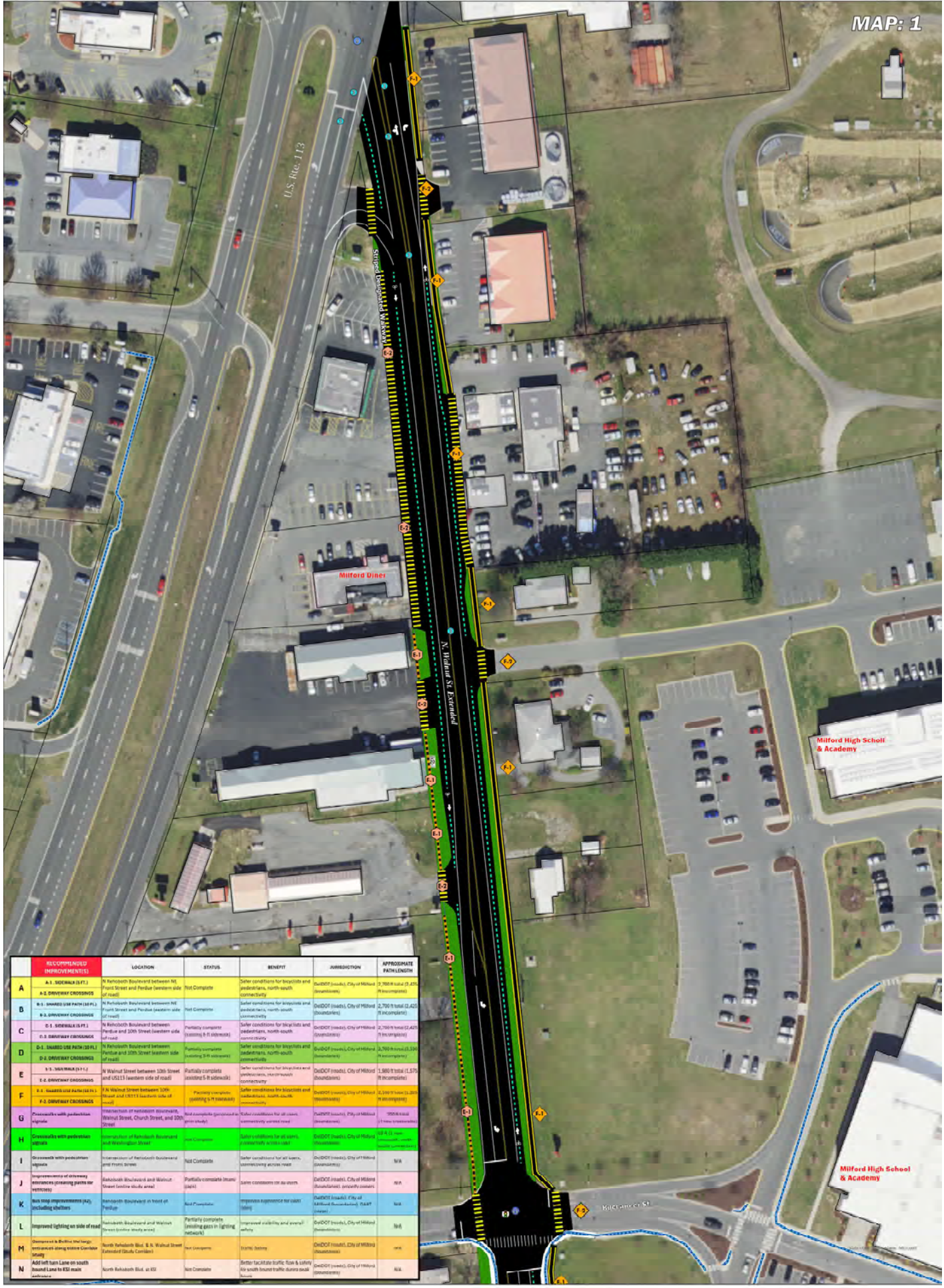
FINAL

Subject to Change without notice.



Dover / Kent County MPO

Metropolitan Planning Organization



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,530 ft incomplete)
E	E-1. SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,570 ft incomplete)
F	F-1. SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,200 ft incomplete)
G	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	350 ft total (1 new crosswalk)
H	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Now Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	120 ft (1 new crosswalk, south leside completed)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrances (crossing points for vehicles)	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x2), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improves experience for users (also)	DelDOT (roads), City of Milford (boundaries), DART (also)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Gateway & Define the large entrances along entire Corridor study	North Rehoboth Blvd. & N. Walnut Street Extended (Study Corridor)	Not Complete	Traffic Safety	DelDOT (road), City of Milford (boundaries)	n/a
N	Add left turn Lane on south bound Lane to KSI main entrance	North Rehoboth Blvd. at KSI	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A

SCOPE OF WORK:

The City of Milford is committed to upgrading the road for pedestrian and bicycle connectivity along N. Rehoboth Boulevard and N. Walnut Street. To address this task, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic, (especially as it pertains to Milford Senior High School and Milford Central Academy), and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations to enhance pedestrian and bicycle safety in the area and multimodal connections with other pedestrian networks. Findings from previous studies and plans will also be developed during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St / N. Church St. / N. Rehoboth Boulevard / N. Walnut Street intersection.

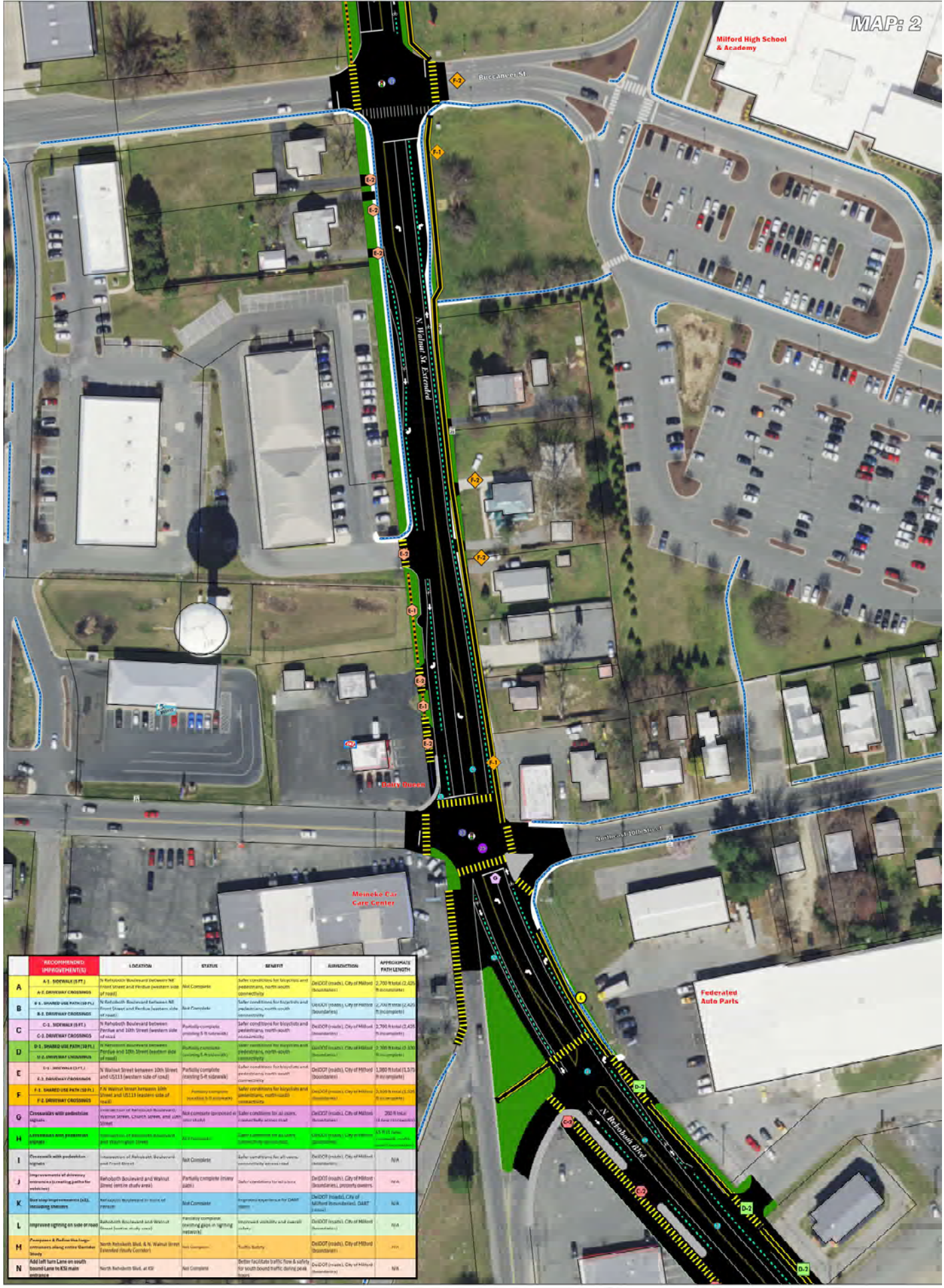
North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 25 0 50 100 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.)	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
	A-2. DRIVEWAY CROSSINGS					
B	B-1. SHARED USE PATH (10 FT.)	N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
	B-2. DRIVEWAY CROSSINGS					
C	C-1. SIDEWALK (5 FT.)	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete; existing 5 ft sidewalk	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
	C-2. DRIVEWAY CROSSINGS					
D	D-1. SHARED USE PATH (10 FT.)	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete; existing 5 ft sidewalk	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
	D-2. DRIVEWAY CROSSINGS					
E	E-1. SIDEWALK (5 FT.)	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,575 ft incomplete)
	E-2. DRIVEWAY CROSSINGS					
F	F-1. SHARED USE PATH (10 FT.)	N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	3,300 ft total (3,105 ft incomplete)
	F-2. DRIVEWAY CROSSINGS					
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in 2021 study)	Safer conditions for all users, controlled/fully access road	DelDOT (roads), City of Milford (boundaries)	250 ft total (4 new crosswalks)
H	Crosswalk and pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Not Complete	Safer conditions for all users, connectivity/operations	DelDOT (roads), City of Milford (boundaries)	65 ft (1 new crosswalk)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrances (creating paths for vehicles)	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x3), including shelters	Rehoboth Boulevard in front of Kenzie	Not Complete	Improved experience for DART users	DelDOT (roads), City of Milford Boundaries), DART (shelters)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Pedestrian & Bicyclist-level lighting fixtures along entire Corridor Study	North Rehoboth Blvd. & N. Walnut Street Extended (Study Corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	North Rehoboth Blvd. at KSI	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A

SCOPE OF WORK:

The City of Milford is interested in improving the safety for pedestrian and bicycle connectivity along N. Rehoboth Boulevard and N. Walnut Street. To address this topic, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic (especially as it pertains to Milford Senior High School and Milford Central Academy), and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and multimodal connections with other jurisdiction networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St. / N. Church St. / N. Rehoboth Boulevard / N. Walnut Street intersection.

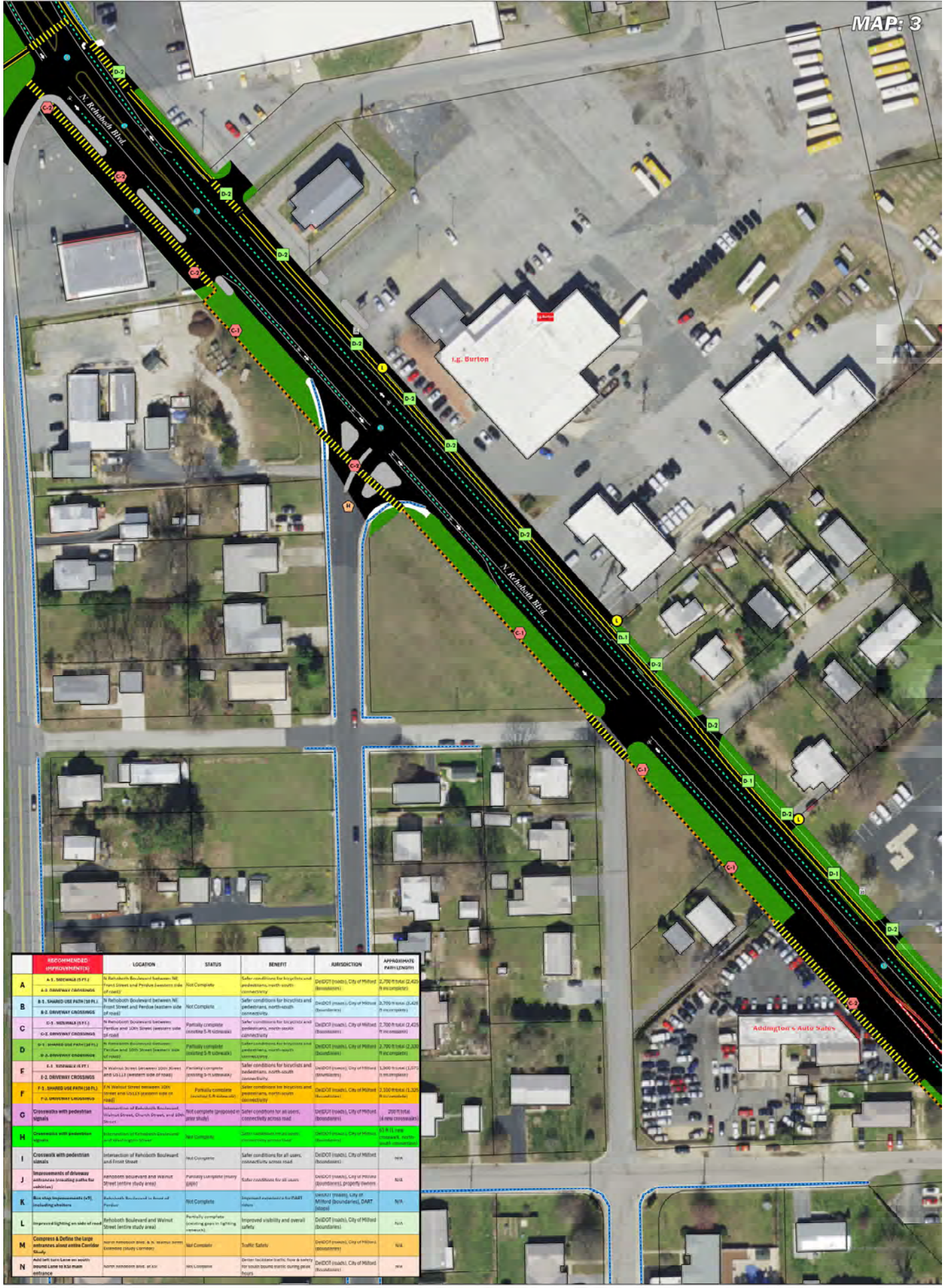
North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 20 0 40 80 120 160 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,400 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,400 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,400 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,300 ft incomplete)
F	F-1. SIDEWALK (5 FT.) F-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US 113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,300 ft total (1,075 ft incomplete)
F	F-1. SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	E/N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,325 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)
H	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	60 ft (1 new crossing across south approach)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	n/a
J	Improvements of driveway entrances (creating paths for vehicles)	Kenpoom Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x3), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improved connectivity for DART riders	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Compress & Define the large entrances along entire Corridor Study	North Kenpoom Blvd. & N. Walnut Street Extension (study corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	North Kenpoom Blvd. at KSI	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	n/a

SCOPE OF WORK:

The City of Milford is committed to improving the road for pedestrians and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this issue, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic, especially as it pertains to Milford Senior High School and Milford Central Academy, and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and improvements connections with other pedestrian networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St / N. Church St / N. Rehoboth Boulevard / N. Walnut Street intersection.

North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 25 0 50 100 150 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization

	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,320 ft incomplete)
E	E-1. SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,900 ft total (1,570 ft incomplete)
F	F-1. SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	FW Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,320 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)
H	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Walnut Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	65 ft (1 new crosswalk, north-south connection)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrances (creating paths for vehicles)	rehoboth boulevard and walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x5), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improved experience for DART riders	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Compress & Define the Large entrances along entire Corridor Study	north rehoboth blvd. & n. walnut Street (study Corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	north rehoboth blvd. at ksi	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	n/a

SCOPE OF WORK:

The City of Milford is committed to improving the road for pedestrian and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this issue, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic (especially as it pertains to Milford Senior High School and Milford Central Academy), and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhanced pedestrian and bicycle safety in the area and multimodal connections with other jurisdictions nationwide. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St / N. Church St / N. Rehoboth Boulevard / N. Walnut Street intersection.

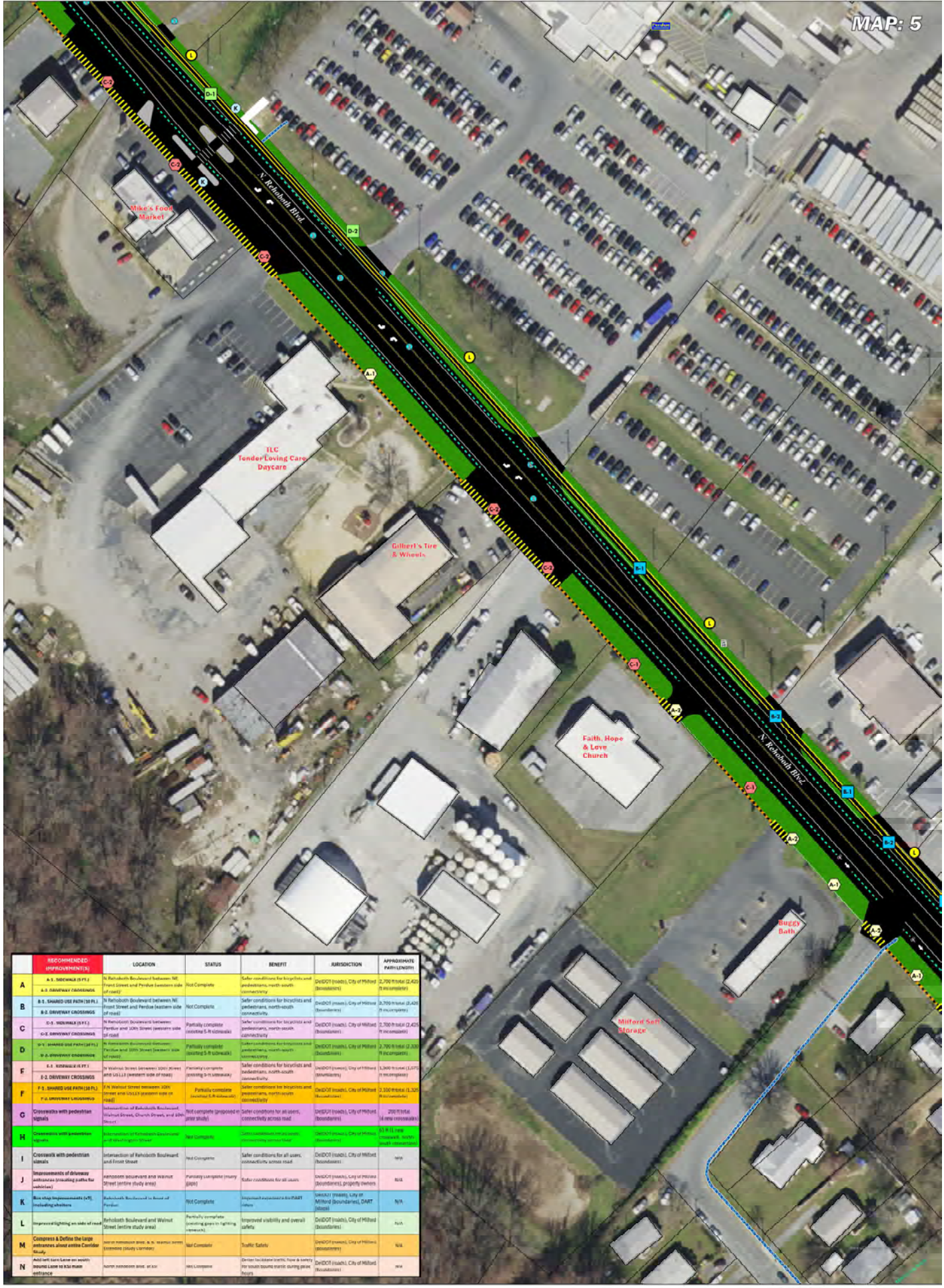
North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 25 0 50 100 150 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
F	E-1. SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US 113 (western side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,300 ft total (1,075 ft incomplete)
F	F-1. SHARED USE PATH (10 FT.) F-2. DRIVEWAY CROSSINGS	E N Walnut Street between 10th Street and US 113 (eastern side of road)	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,325 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)
H	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	60 ft (1 new crosswalk across north-south connection)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrances (resulting paths for vehicles)	Kennoom Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x9), including shelters	Rehoboth Boulevard in front of Perdue	Not Complete	Improved experience for DART riders	DelDOT (roads), City of Milford (boundaries), DART (those)	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Compress & Define the large entrances along entire Corridor Study	North Kennoom Blvd. & N. Walnut North (Kennoom (study corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSU main entrance	North Kennoom Blvd. at KSU	Not Complete	Better facilitate traffic flow & safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	n/a

SCOPE OF WORK:

The City of Milford is interested in improving the road for pedestrian and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this topic, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic (especially as it pertains to Milford Senior High School and Milford Central Academy), and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and improvements connections with other pedestrian networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2002 study of the 10th St / N. Church St / N. Rehoboth Boulevard / N. Walnut Street intersection.

North Rehoboth Blvd. & North Walnut St. Corridor Study

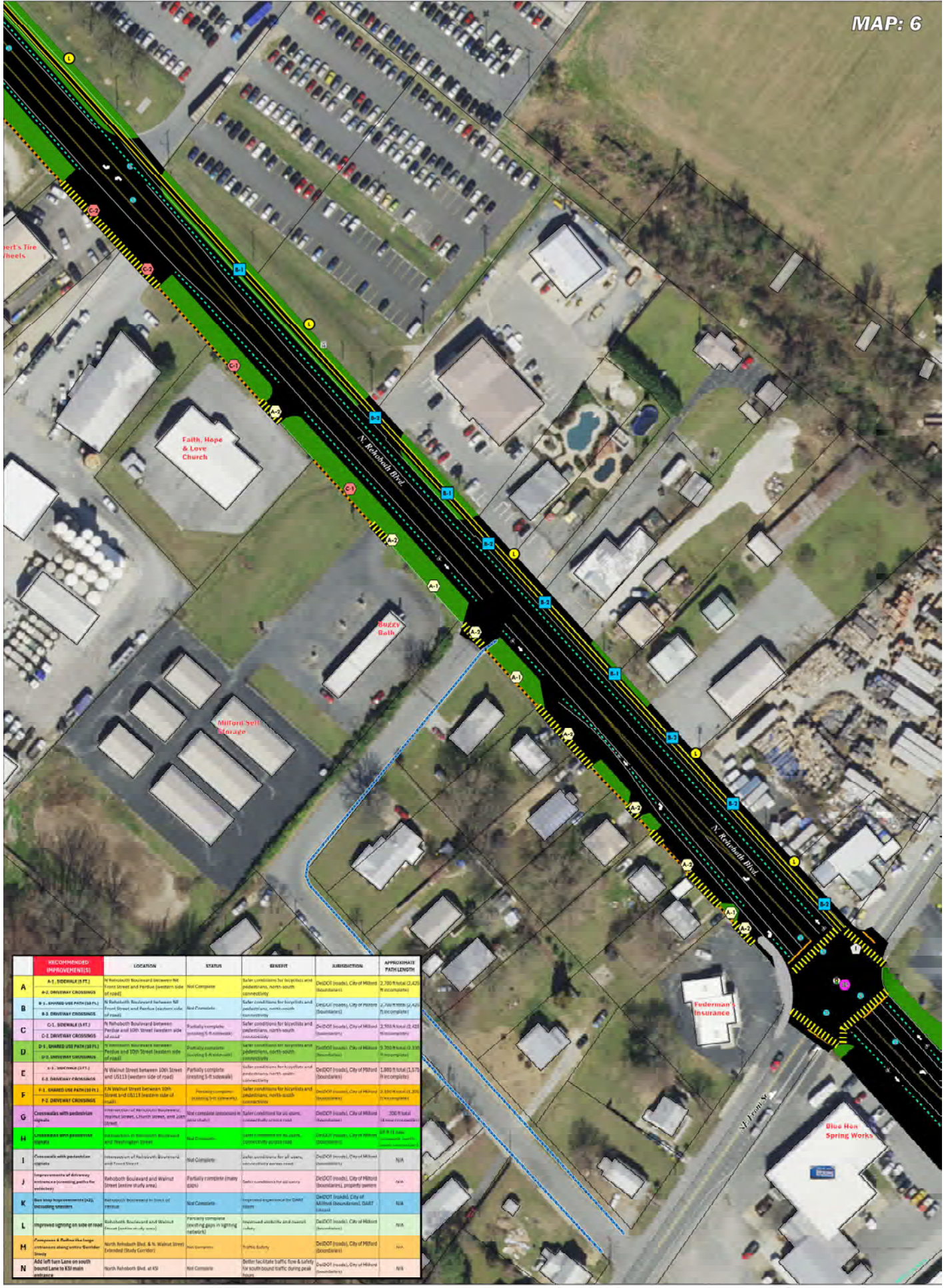
FINAL

Subject to Change without notice.

40 25 0 50 100 150 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization

MAP: 6



	RECOMMENDED IMPROVEMENT(S)	LOCATION	STATUS	BENEFIT	JURISDICTION	APPROXIMATE PATH LENGTH
A	A-1. SIDEWALK (5 FT.) A-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Pershe (western side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
B	B-1. SHARED USE PATH (10 FT.) B-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between NE Front Street and Pershe (eastern side of road)	Not Complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,420 ft incomplete)
C	C-1. SIDEWALK (5 FT.) C-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Pershe and 10th Street (western side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,555 ft total (2,420 ft incomplete)
D	D-1. SHARED USE PATH (10 FT.) D-2. DRIVEWAY CROSSINGS	N Rehoboth Boulevard between Pershe and 10th Street (eastern side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	5,350 ft total (2,330 ft incomplete)
E	E-1. SIDEWALK (5 FT.) E-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (western side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,080 ft total (1,075 ft incomplete)
F	F-1. SHARED USE PATH (10 ft.) F-2. DRIVEWAY CROSSINGS	N Walnut Street between 10th Street and US113 (eastern side of road)	Partially complete (existing 5 ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,300 ft total (1,295 ft incomplete)
G	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Not complete (crosswalk in poor shape)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total
H	Crosswalks with pedestrian signals	Intersection of Rehoboth Boulevard and Washington Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	120 ft (1 new crosswalk, north-south connectivity)
I	Crosswalk with pedestrian signals	Intersection of Rehoboth Boulevard and Front Street	Not Complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	N/A
J	Improvements of driveway entrance (crossing paths for pedestrian)	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A
K	Bus stop improvements (x2), including shelters	Rehoboth Boulevard in front of Pershe	Not Complete	Improved experience for DART users	DelDOT (roads), City of Milford (boundaries), DART	N/A
L	Improved lighting on side of road	Rehoboth Boulevard and Walnut Street (entire study area)	Partially complete (existing gaps in lighting network)	Increased visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A
M	Compress & flatten the large entrances along entire Corridor Study	North Rehoboth Blvd. & N. Walnut Street Extended (Study Corridor)	Not Complete	Traffic Safety	DelDOT (roads), City of Milford (boundaries)	N/A
N	Add left turn Lane on south bound Lane to KSI main entrance	North Rehoboth Blvd. at KSI	Not Complete	Better facilitate traffic flow & Safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A

SCOPE OF WORK:

The City of Milford is interested in improving the road for pedestrian and bicycle connection along N. Rehoboth Boulevard and N. Walnut Street. To address this issue, Dover Kent MPO will complete a study that explores some of the potential options for improving pedestrian and bicycle access within the corridor. The study will include an inventory of existing conditions such as current sidewalks, crosswalks, and bicycle paths, popular destinations in the area, the flow of pedestrian traffic, especially as it pertains to Milford Senior High School and Milford Central Academy, and the distribution of vehicle and pedestrian crashes. Following the existing conditions will be a list of recommendations for enhancing pedestrian and bicycle safety in the area and improvements connections with other pedestrian networks. Findings from previous studies and plans will also be considered during the research process; these include the 2021 Milford Bicycle Master plan and the 2022 study of the 10th St. / N. Church St. / N. Rehoboth Boulevard / N. Walnut Street intersection.

North Rehoboth Blvd. & North Walnut St. Corridor Study

FINAL

Subject to Change without notice.

40 25 0 50 100 200 US Feet

Dover / Kent County MPO
Metropolitan Planning Organization

Appendix B – List of Recommendations

The following table corresponds with the recommended pedestrian amenities listed in the study. Information provided includes the type of improvement, the status of construction, the benefits to the community, the roadway jurisdiction, the approximate length of path needed, and the estimated cost. Further information on each item may be found in the study's body. Note that the facts provided are accurate at the time of the study's completion, though at a later date the conditions at each of these locations may have been changed.

Roadway jurisdiction (in other words, responsibility for adding pedestrian amenities) was determined using the Road Maintenance Responsibility map from DelDOT, which shows the roads that are state- and town-maintained. North Walnut Street and North Rehoboth Boulevard are under state maintenance, whereas many of the adjacent streets are maintained by the City of Milford. The entire study area is located within municipal boundaries.

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
A. N Rehoboth Boulevard between NE Front Street and Perdue (western side of road)	Sidewalk (5 ft), driveway crossings	Not complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,400 ft total (1,400 ft incomplete)	$250k engineering $2M-$4M construction	
B. N Rehoboth Boulevard between NE Front Street and Perdue (eastern side of road)	Shared use path (10 ft), driveway crossings	Not complete	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,400 ft total (1,400 ft incomplete)	$250k engineering $2M-$4M construction	
C. N Rehoboth Boulevard between Perdue and 10th Street (western side of road)	Sidewalk (5 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,425 ft incomplete)	$250k engineering $2M-$4M construction	
D. N Rehoboth Boulevard between Perdue and 10th Street (eastern side of road)	Shared use path (10 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,700 ft total (2,330 ft incomplete)	$250k engineering $2M-$4M construction	

DRAFT

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
E. N Walnut Street between 10th Street and US113 (western side of road)	Sidewalk (5 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	1,980 ft total (1,575 ft incomplete)	$250k engineering $2M-$4M construction	
F. N Walnut Street between 10th Street and US113 (eastern side of road)	Shared use path (10 ft), driveway crossings	Partially complete (existing 5-ft sidewalk)	Safer conditions for bicyclists and pedestrians, north-south connectivity	DelDOT (roads), City of Milford (boundaries)	2,100 ft total (1,325 ft incomplete)	$250k engineering $2M-$4M construction	
G. Intersection of Rehoboth Boulevard, Walnut Street, Church Street, and 10th Street	Crosswalks with pedestrian signals	Not complete (proposed in prior study)	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	200 ft total (4 new crosswalks)	$30k engineering $50-75k construction	
H. Intersection of Rehoboth Boulevard and Washington Street	Crosswalk with pedestrian signals	Not complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	65 ft (1 new crosswalk, north-south connection)	$30k engineering $50-75k construction	

Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
I. Intersection of Rehoboth Boulevard and Front Street	Crosswalk with pedestrian signals	Not complete	Safer conditions for all users, connectivity across road	DelDOT (roads), City of Milford (boundaries)	75 ft (1 new crosswalk, east-west connection)	$30k engineering $50-75k construction	
J. Rehoboth Boulevard and Walnut Street (entire study area)	Improvements of driveway entrances (creating paths for vehicles)	Partially complete (many gaps)	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A	Depends on number of driveways and type of improvement	
K. Rehoboth Boulevard in front of Perdue	Bus stop improvements (x2), including shelters	Not complete	Improved experience for DART riders	DelDOT (roads), City of Milford (boundaries), DART (stops)	N/A	$10k assuming DART provides the shelter	
L. Rehoboth Boulevard and Walnut Street (entire study area)	Improved lighting on side of road	Partially complete (existing gaps in lighting network)	Improved visibility and overall safety	DelDOT (roads), City of Milford (boundaries)	N/A	Depends on outcome of lighting study	

DRAFT

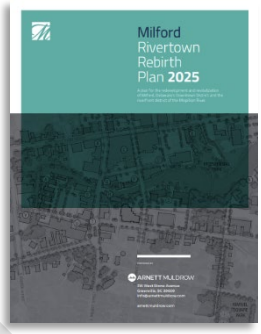
Location	Type of Improvement	Status	Benefit	Jurisdiction	Approximate Path Length	Cost Estimate	Image
M. Add left turn lane on south bound land to KSI main entrance	North Rehoboth Boulevard at KSI	Not complete	Better facilitate traffic flow and safety for south bound traffic during peak hours	DelDOT (roads), City of Milford (boundaries)	N/A	TBD	
N. Rehoboth Boulevard and Walnut Street (entire study area)	Compress and define the large entrances	Not complete	Safer conditions for all users	DelDOT (roads), City of Milford (boundaries), property owners	N/A	Depends on number of entrances and type of improvement	

DRAFT

Appendix C – Relevant Resources

Milford Rivertown Rebirth Plan 2025 (2015)

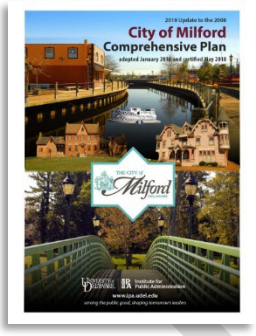
https://www.cityofmilford.com/DocumentCenter/View/2089/Rivertown-Rebirth-2025?bidId=



This downtown master plan was prepared for the City of Milford by Arnett Muldrow & Associates in 2015. Broader goals from the document involve preserving the City's historic architecture and small-town feel, while also enhancing the downtown's existing features and encouraging economic growth. Maps are provided to detail the proposed improvements, and images from other parts of the country are used as examples. Pedestrian crossings, sidewalks, and street lighting are mentioned as goals for certain areas, including Northeast Front Street. Bicycle facilities, including safe routes and available bicycle racks, is another transportation goal from the plan.

City of Milford Comprehensive Plan (2018)

https://www.cityofmilford.com/DocumentCenter/View/2884/2018-Comp-Plan?bidId=



This comprehensive plan serves as an update of the 2008 document. It was prepared by the City of Milford Planning and Zoning Commission with assistance from the Institute for Public Administration (IPA). The plan sought public input and was put through the Preliminary Land Use Service (PLUS) process in 2017. Within the document are the existing conditions throughout Milford and the City's collective goals and objectives to address various challenges. For example, a "lack of bicycle and pedestrian connectivity" was listed as one of the ongoing challenges in the northeastern part of Milford, which includes Rehoboth Boulevard. Furthermore, the City's overarching transportation goal was to "Enable the safe and efficient mobility of residents utilizing all modes of travel, be they pedestrians, cyclists, drivers, or transit riders—via a safe and interconnected transportation system."

DRAFT

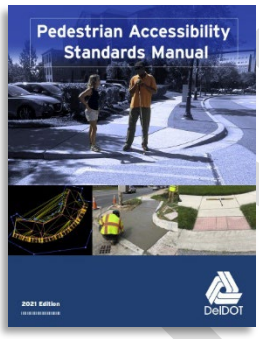
Milford Bicycle Master Plan (2021)

https://www.cityofmilford.com/DocumentCenter/View/4299/2021-Bicycle-Master-Plan---Final-Report?bidId=

The City of Milford's Bicycle Master Plan, completed in 2021 by Century Engineering, studies the existing conditions within the City and proposes different methods of improving conditions for bicyclists. The plan recommends various improvements throughout the northern section of Milford, including North Rehoboth Boulevard, North Walnut Street, and NE Front Street. The completion of these projects would create several loops that connect the downtown area, Milford Senior High School, Benjamin Banneker Elementary School, and other destinations. Also listed is the estimated cost for each segment as of 2021. The separation of projects into smaller segments ensures the City's goals are more likely to be met, as the work can be done in phases rather than all at once.

DelDOT Pedestrian Accessibility Standards Manual (2021)

https://deldot.gov/Publications/manuals/pedestrianAccessibility/pdfs/2021/Pedestrian-Accessibility-Standards-for-Facilities-in-the-Public-Right-of-Way-2021-Edition.pdf

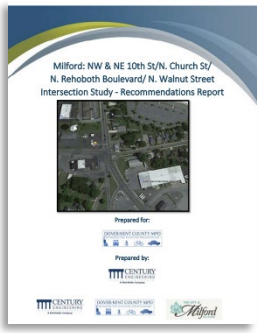


This 2021 manual is used by DelDOT as a thorough guide for creating accessible pedestrian facilities throughout the State of Delaware. Most relevant to this study are the required measurements for various pedestrian amenities. For example, the minimum width for a sidewalk is listed as 5 feet (or 6 feet when there is no buffer strip), and the minimum width for a shared use path is listed as 10 feet. Also included in the manual are requirements for turning areas, ramps, buffer strips, and other pedestrian facilities. Measurements such as these are useful to the *North Rehoboth Boulevard/North Walnut Street Corridor Study* because they give a baseline for how much space is needed for new amenities. This has guided the Dover Kent MPO when creating recommendations based on the existing constraints.

DRAFT

Milford: NW & NE 10th St/N. Church St/ N. Rehoboth Boulevard/ N. Walnut Street Intersection Study- Recommendations Report (2023)

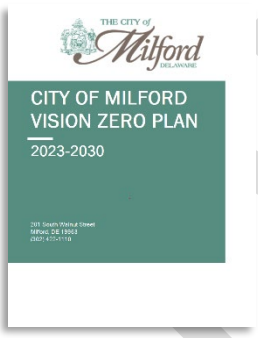
https://doverkentmpo.delaware.gov/files/2023/08/Milford-10th-Church-Rehoboth-Final-Report-WEB.pdf



This study was completed by Century Engineering on behalf of the Dover Kent MPO in 2023. Its main objective was to look into the problems associated with the intersection of North Rehoboth Boulevard, North Walnut Street, North Church Street, and 10th Street, and also to propose solutions to make the intersection more navigable. Traffic volumes and crash data were included to provide a summary of existing conditions. Public feedback was collected during two separate community workshops. Once completed, the study was given to the City of Milford and shared with DelDOT, so that the solutions may be pursued in the coming years. The solutions proposed through this study are to be implemented in several phases, leading up to the "ultimate" design around the year 2050 or as needed. The findings from Century Engineering were included in the analysis of this current study.

City of Milford Vision Zero Plan 2023-2030 (2023)

https://www.cityofmilford.com/DocumentCenter/View/4877/VisionZeroPlan

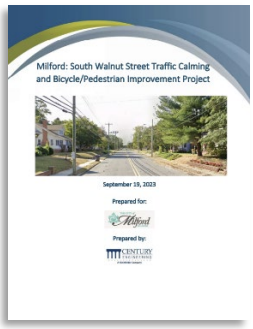


This document is the City of Milford's plan for working towards the goal of Vision Zero, which involves eliminating traffic fatalities and serious roadway injuries in the community. The document includes an analysis of relevant crash data, smaller goals that contribute to the overarching goal, and possible funding opportunities. In July of 2023, the City of Milford applied for an Implementation Grant through the Safe Streets and Roads for All (SS4A) grant opportunity, using its Vision Zero plan as a basis. It is likely the plan will be used in other ways to achieve the city's safety goals going forward.

DRAFT

South Walnut Street Traffic Calming and Bike/Pedestrian Improvement Project (2023)

https://www.cityofmilford.com/DocumentCenter/View/4962/S-Walnut-Street-Traffic-Calming--BikePed-Study---Final-Report?bidId=



This study was completed by Century Engineering on behalf of the City of Milford in 2023. Its primary goal was to find ways in which traffic could be calmed and pedestrian and bicycle access could be enhanced along South Walnut Street. The primary study area was located between McCoy Street and South Maple Avenue. Existing conditions such as crash data were analyzed, and public input was gathered via several workshops. The southern limits of the project tie into the Southeast Master Plan and the adopted Milford Southeast Neighborhood Transportation Improvement District. The final recommendations of the study include a multi-use path and other changes to the corridor. These findings are relevant to the *North Rehoboth Boulevard/North Walnut Street Corridor Study*, as the two study areas are close to one another and contribute to similar outcomes regarding pedestrian safety.

DRAFT

Appendix D – Data from Public Workshops

The following appendix includes the sign-in sheet and written comments from the public workshop held on October 25, 2023. It also includes the "sticky note" comments added to map displays during the workshops on October 25, 2023 and February 6, 2024. These comments were used to inform the recommendations included in this study. The personal information of attendees has been redacted.

DRAFT

Sticky Note Comments from Public Workshops:

- Perdue plant: dark at night, the corridor needs more lighting
- A lot of foot traffic to Mike's, cars do not stop for pedestrians
- Can there be a crossing at Church Street?
- The Rehoboth-10th-Walnut intersection is an important crossing for students (used by the cross-country team)
- Flooding regularly impacts properties across from Perdue and KSI; changes to the corridor should consider improvements to drainage
- Concern around short-term impact of construction on Rehoboth Boulevard businesses
- Important to look into changes taking place on South Walnut, so that this study's recommendations match with other improvements
- Support for anything that involves improved bike connectivity
- Painted crosswalks/paths (possibly a bright green) so they are more visible?
- Perdue crosswalk should be signalized with an RRFB
- Cut off one of the entrances to the "triangle" property between Rehoboth and Walnut? Vehicles can cut through property which is a hazard for motorists and pedestrians

DRAFT

N REHOBOTH BLVD/N WALNUT ST
PUBLIC INPUT MEETING
OCTOBER 25, 2023
SIGN IN SHEET

	NAME	ADDRESS	PHONE #	EMAIL
1	Cindy Betts	[redacted]		
2	Justin Hodges	[redacted]		
3	Casie Calhoun	[redacted]		
4	Michele Dale	[redacted]		
5	Shawn Collins + Alaena	[redacted]		
6	Rob. Kathy Clark	[redacted]		
7	Adrienne Billings	[redacted]		
8	Annette Billings	[redacted]		
9	Jason Sr + Pamela James	[redacted]		
10	PATRICK GILLON	[redacted]	958-	
11				
12				
13				
14				
15				

THE CITY of Milford DELAWARE

CITY OF MILFORD
N. REHOBOTH BOULEVARD/N. WALNUT ST
COMMENT CARD

We would like to hear your thoughts, comments or concerns:

NAME	Justin Hodges
ADDRESS	[redacted]
PHONE #	[redacted]
EMAIL	[redacted]
COMMENTS:	- Issues - Water Flowing down road through our lot - Storm drain from some where ends in front of our bldg + flows between us & neighboring bldg. - Trash always from foot traffic - Foot traffic crossing, See Reverse

Thank you for your feedback! Additional comments can be emailed to Rob Pierce at rpierce@milford-de.gov.

Ideas:

- Additional storm drain to waterways
- Roadway swell & small curb to guid water to drain ditch
- Trash receptacals placed along roadway
- Elevated bridge for Pedestrian traffic to cross over
- Rumble strip along roadway to alert drivers departing lane
- Possible turn lane down center of road
- Put all utilities under ground.

THE CITY of Milford DELAWARE

CITY OF MILFORD
N. REHOBOTH BOULEVARD/N. WALNUT ST
COMMENT CARD

We would like to hear your thoughts, comments or concerns:

NAME	Gilbert's Tires & Wheels
ADDRESS	
PHONE #	
EMAIL	
COMMENTS:	Concerns re: existing sidewalks not safe, this is a greater priority than new sidewalks. Who pays for this? already "took a hit"

Thank you for your feedback! Additional comments can be emailed to Rob Pierce at rpierce@milford-de.gov.

THE CITY of Milford DELAWARE

CITY OF MILFORD
N. REHOBOTH BOULEVARD/N. WALNUT ST
COMMENT CARD

We would like to hear your thoughts, comments or concerns:

NAME	Annette Billings
ADDRESS	[redacted]
PHONE #	[redacted]
EMAIL	
COMMENTS:	There is to much traffic in this area It's not Safe for Car's let alone cyclest Pedestrians in the area — Sussex County Council has ruined our area. Why don't you provide transportation for these People — Oh, we already do.

Thank you for your feedback! Additional comments can be emailed to Rob Pierce at rpierce@milford-de.gov.

This page intentionally left blank

DRAFT

DOVER/KENT COUNTY MPO

METROPOLITAN PLANNING ORGANIZATION

Pay Scale

July 1, 2023 - June 30, 2024

Grade	1	2	3	4	5	6	7	8	9
101	$34,848.55	$35,894.00	$36,970.82	$38,079.95	$39,222.35	$40,399.02	$41,610.99	$42,859.32	$44,145.10
102	$38,333.40	$39,483.40	$40,667.91	$41,887.94	$43,144.58	$44,438.92	$45,772.09	$47,145.25	$48,559.61
103	$42,166.74	$43,431.74	$44,734.70	$46,076.74	$47,459.04	$48,882.81	$50,349.29	$51,859.77	$53,415.57
104	$46,383.42	$47,774.92	$49,208.17	$50,684.41	$52,204.94	$53,771.09	$55,384.22	$57,045.75	$58,757.12
105	$51,021.76	$52,552.41	$54,128.98	$55,752.85	$57,425.44	$59,148.20	$60,922.65	$62,750.33	$64,632.83
106	$56,123.93	$57,807.65	$59,541.88	$61,328.14	$63,167.98	$65,063.02	$67,014.91	$69,025.36	$71,096.12
107	$61,736.33	$63,588.42	$65,496.07	$67,460.95	$69,484.78	$71,569.32	$73,716.40	$75,927.89	$78,205.73
108	$67,909.96	$69,947.26	$72,045.67	$74,207.04	$76,433.26	$78,726.25	$81,088.04	$83,520.68	$86,026.30
109	$74,700.95	$76,941.98	$79,250.24	$81,627.75	$84,076.58	$86,598.88	$89,196.85	$91,872.75	$94,628.93
110	$82,171.05	$84,636.18	$87,175.27	$89,790.52	$92,484.24	$95,258.77	$98,116.53	$101,060.03	$104,091.83
111	$90,388.15	$93,099.80	$95,892.79	$98,769.58	$101,732.66	$104,784.64	$107,928.18	$111,166.03	$114,501.01
112	$99,426.97	$102,409.78	$105,482.07	$108,646.53	$111,905.93	$115,263.11	$118,721.00	$122,282.63	$125,951.11
113	$109,369.67	$112,650.76	$116,030.28	$119,511.19	$123,096.52	$126,789.42	$130,593.10	$134,510.89	$138,546.22
114	$120,306.63	$123,915.83	$127,633.31	$131,462.31	$135,406.18	$139,468.36	$143,652.41	$147,961.98	$152,400.84
115	$132,337.30	$136,307.42	$140,396.64	$144,608.54	$148,946.79	$153,415.20	$158,017.65	$162,758.18	$167,640.93
116	$145,571.03	$149,938.16	$154,436.30	$159,069.39	$163,841.47	$168,756.72	$173,819.42	$179,034.00	$184,405.02

Grade	10	11	12	13	14	15	16	17	18
101	$45,469.45	$46,833.53	$48,238.54	$49,685.69	$51,176.27	$52,711.55	$54,292.90	$55,921.69	$57,599.34
102	$50,016.39	$51,516.89	$53,062.39	$54,654.26	$56,293.89	$57,982.71	$59,722.19	$61,513.86	$63,359.27
103	$55,018.03	$56,668.57	$58,368.63	$60,119.69	$61,923.28	$63,780.98	$65,694.41	$67,665.24	$69,695.20
104	$60,519.84	$62,335.43	$64,205.49	$66,131.66	$68,115.61	$70,159.08	$72,263.85	$74,431.76	$76,664.72
105	$66,571.82	$68,568.97	$70,626.04	$72,744.83	$74,927.17	$77,174.98	$79,490.23	$81,874.94	$84,331.19
106	$73,229.00	$75,425.87	$77,688.65	$80,019.31	$82,419.89	$84,892.48	$87,439.26	$90,062.44	$92,764.31
107	$80,551.90	$82,968.46	$85,457.51	$88,021.24	$90,661.88	$93,381.73	$96,183.18	$99,068.68	$102,040.74
108	$88,607.09	$91,265.31	$94,003.26	$96,823.36	$99,728.06	$102,719.90	$105,801.50	$108,975.55	$112,244.81
109	$97,467.80	$100,391.84	$103,403.59	$106,505.70	$109,700.87	$112,991.90	$116,381.65	$119,873.10	$123,469.29
110	$107,214.58	$110,431.02	$113,743.95	$117,156.27	$120,670.96	$124,291.08	$128,019.82	$131,860.41	$135,816.22
111	$117,936.04	$121,474.12	$125,118.34	$128,871.89	$132,738.05	$136,720.19	$140,821.80	$145,046.45	$149,397.85
112	$129,729.64	$133,621.53	$137,630.18	$141,759.08	$146,011.86	$150,392.21	$154,903.98	$159,551.10	$164,337.63
113	$142,702.61	$146,983.69	$151,393.20	$155,934.99	$160,613.04	$165,431.43	$170,394.38	$175,506.21	$180,771.39
114	$156,972.87	$161,682.05	$166,532.52	$171,528.49	$176,674.35	$181,974.58	$187,433.81	$193,056.83	$198,848.53
115	$172,670.16	$177,850.26	$183,185.77	$188,681.34	$194,341.78	$200,172.04	$206,177.20	$212,362.51	$218,733.39
116	$189,937.17	$195,635.29	$201,504.35	$207,549.48	$213,775.96	$220,189.24	$226,794.92	$233,598.76	$240,606.73

NOTE: An employee's salary will be capped once they reach the top of the pay range specific to their job pay grade.

Job Title	Pay Grade
Accountant	110
Accounts Payable Coordinator	105
Administrative Assistant-Parks and Recreation	103
Administrative Assistant-Public Works	103
Arborist Ground Helper	***104***
Arborist/Urban Forestry Coordinator	***106***
Associate Engineer	***105***
Billing Clerk I	103
Billing Clerk II	102
Building Code Official	108
Building Operations & Refuse Supervisor	109
Cash Operations & Revenue Manager	110
Cash Operations Clerk I	103
Cash Operations Clerk II	102
Chief Of Police	113
City Clerk	109
City Engineer	111
City Manager	115
Code Enforcement Official I	107
Code Enforcement Official II	106
Deputy City Clerk	105
Economic Development & Community Engagement Administrator	110
Electric Director	113
Electric Lead Line Technician	110
Electric Line Supervisor	111
Engineering Technician	105
Executive Assistant-City Manager	***105***
Executive Assistant-Police	105
Finance Director	113
GIS Analyst	105
Head Mechanic	107
Horticulturist	***104***
Human Resources Director	112
Information Technology Director	112
Information Technology Systems and Enterprise Resource Planning Specialist	109
Infrastructure Coordinator	105
Mechanic	***106***
Mental Health Clinician	108
Network Technician	108
Parks and Recreation Director	111
Parks Maintenance Coordinator	103
Parks Superintendent	108
Payroll Coordinator	108
Permit Technician I	105
Permit Technician II	102
Photographer-Videographer Intern	101

Planning Director	112
Police Captain	112
Police Lieutenant	111
Police Maintenance & Custodial Technician	101
Police Records Clerk	104
Police Terminal Agency Coordinator & Evidence Technician	104
Public Services Superintendent	110
Public Works Coordinator	105
Public Works Director	113
Public Works Equipment Operator II-Solid Waste	104
Public Works Equipment Operator II-Streets & Utilities	104
Public Works Equipment Operator I-Solid Waste	105
Public Works Equipment Operator I-Streets & Utilities	105
Public Works Intern	101
Public Works Operations Supervisor	108
Recreation Coordinator	106
Senior Deputy City Clerk	***107***
Streets & Utilities Supervisor	109
Technical Support Specialist I-Police	107
Technical Services Supervisor	109
Technical Support Specialist I	107
Technical Support Specialist II	106
Warehouse Coordinator	107
Water & Wastewater Technician I	105
Water & Wastewater Technician II	104

*****New graded job positions from 2022-Present are highlighted in bold and italic*****

Pay Scale

July 1, 2023 - June 30, 2024

Grade	1	2	3	4	5	6	7	8	9
101	$34,848.55	$35,894.00	$36,970.82	$38,079.95	$39,222.35	$40,399.02	$41,610.99	$42,859.32	$44,145.10
102	$38,333.40	$39,483.40	$40,667.91	$41,887.94	$43,144.58	$44,438.92	$45,772.09	$47,145.25	$48,559.61
103	$42,166.74	$43,431.74	$44,734.70	$46,076.74	$47,459.04	$48,882.81	$50,349.29	$51,859.77	$53,415.57
104	$46,383.42	$47,774.92	$49,208.17	$50,684.41	$52,204.94	$53,771.09	$55,384.22	$57,045.75	$58,757.12
105	$51,021.76	$52,552.41	$54,128.98	$55,752.85	$57,425.44	$59,148.20	$60,922.65	$62,750.33	$64,632.83
106	$56,123.93	$57,807.65	$59,541.88	$61,328.14	$63,167.98	$65,063.02	$67,014.91	$69,025.36	$71,096.12
107	$61,736.33	$63,588.42	$65,496.07	$67,460.95	$69,484.78	$71,569.32	$73,716.40	$75,927.89	$78,205.73
108	$67,909.96	$69,947.26	$72,045.67	$74,207.04	$76,433.26	$78,726.25	$81,088.04	$83,520.68	$86,026.30
109	$74,700.95	$76,941.98	$79,250.24	$81,627.75	$84,076.58	$86,598.88	$89,196.85	$91,872.75	$94,628.93
110	$82,171.05	$84,636.18	$87,175.27	$89,790.52	$92,484.24	$95,258.77	$98,116.53	$101,060.03	$104,091.83
111	$90,388.15	$93,099.80	$95,892.79	$98,769.58	$101,732.66	$104,784.64	$107,928.18	$111,166.03	$114,501.01
112	$99,426.97	$102,409.78	$105,482.07	$108,646.53	$111,905.93	$115,263.11	$118,721.00	$122,282.63	$125,951.11
113	$109,369.67	$112,650.76	$116,030.28	$119,511.19	$123,096.52	$126,789.42	$130,593.10	$134,510.89	$138,546.22
114	$120,306.63	$123,915.83	$127,633.31	$131,462.31	$135,406.18	$139,468.36	$143,652.41	$147,961.98	$152,400.84
115	$132,337.30	$136,307.42	$140,396.64	$144,608.54	$148,946.79	$153,415.20	$158,017.65	$162,758.18	$167,640.93
116	$145,571.03	$149,938.16	$154,436.30	$159,069.39	$163,841.47	$168,756.72	$173,819.42	$179,034.00	$184,405.02
Grade	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**
101	$45,469.45	$46,833.53	$48,238.54	$49,685.69	$51,176.27	$52,711.55	$54,292.90	$55,921.69	$57,599.34
102	$50,016.39	$51,516.89	$53,062.39	$54,654.26	$56,293.89	$57,982.71	$59,722.19	$61,513.86	$63,359.27
103	$55,018.03	$56,668.57	$58,368.63	$60,119.69	$61,923.28	$63,780.98	$65,694.41	$67,665.24	$69,695.20
104	$60,519.84	$62,335.43	$64,205.49	$66,131.66	$68,115.61	$70,159.08	$72,263.85	$74,431.76	$76,664.72
105	$66,571.82	$68,568.97	$70,626.04	$72,744.83	$74,927.17	$77,174.98	$79,490.23	$81,874.94	$84,331.19
106	$73,229.00	$75,425.87	$77,688.65	$80,019.31	$82,419.89	$84,892.48	$87,439.26	$90,062.44	$92,764.31
107	$80,551.90	$82,968.46	$85,457.51	$88,021.24	$90,661.88	$93,381.73	$96,183.18	$99,068.68	$102,040.74
108	$88,607.09	$91,265.31	$94,003.26	$96,823.36	$99,728.06	$102,719.90	$105,801.50	$108,975.55	$112,244.81
109	$97,467.80	$100,391.84	$103,403.59	$106,505.70	$109,700.87	$112,991.90	$116,381.65	$119,873.10	$123,469.29
110	$107,214.58	$110,431.02	$113,743.95	$117,156.27	$120,670.96	$124,291.08	$128,019.82	$131,860.41	$135,816.22
111	$117,936.04	$121,474.12	$125,118.34	$128,871.89	$132,738.05	$136,720.19	$140,821.80	$145,046.45	$149,397.85
112	$129,729.64	$133,621.53	$137,630.18	$141,759.08	$146,011.86	$150,392.21	$154,903.98	$159,551.10	$164,337.63
113	$142,702.61	$146,983.69	$151,393.20	$155,934.99	$160,613.04	$165,431.43	$170,394.38	$175,506.21	$180,771.39
114	$156,972.87	$161,682.05	$166,532.52	$171,528.49	$176,674.35	$181,974.58	$187,433.81	$193,056.83	$198,848.53
115	$172,670.16	$177,850.26	$183,185.77	$188,681.34	$194,341.78	$200,172.04	$206,177.20	$212,362.51	$218,733.39
116	$189,937.17	$195,635.29	$201,504.35	$207,549.48	$213,775.96	$220,189.24	$226,794.92	$233,598.76	$240,606.73

NOTE: No employee will exceed Step 18 of the pay scale. Wages will be capped once the employee reaches the top of the pay range specific to their job pay grade.

Pay Scale

July 1, 2024 - June 30, 2025

Grade	1	2	3	4	5	6	7	8	9
101	$36,416.73	$37,509.23	$38,634.51	$39,793.55	$40,987.35	$42,216.97	$43,483.48	$44,787.99	$46,131.63
102	$40,058.40	$41,260.16	$42,497.96	$43,772.90	$45,086.09	$46,438.67	$47,831.83	$49,266.78	$50,744.79
103	$44,064.24	$45,386.17	$46,747.76	$48,150.19	$49,594.70	$51,082.54	$52,615.01	$54,193.46	$55,819.27
104	$48,470.67	$49,924.79	$51,422.53	$52,965.21	$54,554.16	$56,190.79	$57,876.51	$59,612.81	$61,401.19
105	$53,317.74	$54,917.27	$56,564.79	$58,261.73	$60,009.58	$61,809.87	$63,664.16	$65,574.09	$67,541.31
106	$58,649.51	$60,408.99	$62,221.26	$64,087.90	$66,010.54	$67,990.86	$70,030.58	$72,131.50	$74,295.44
107	$64,514.46	$66,449.89	$68,443.39	$70,496.69	$72,611.59	$74,789.94	$77,033.64	$79,344.65	$81,724.99
108	$70,965.91	$73,094.88	$75,287.73	$77,546.36	$79,872.75	$82,268.94	$84,737.00	$87,279.11	$89,897.49
109	$78,062.50	$80,404.37	$82,816.50	$85,301.00	$87,860.03	$90,495.83	$93,210.70	$96,007.02	$98,887.24
110	$85,868.75	$88,444.81	$91,098.15	$93,831.10	$96,646.03	$99,545.41	$102,531.77	$105,607.73	$108,775.96
111	$94,455.62	$97,289.29	$100,207.97	$103,214.21	$106,310.63	$109,499.95	$112,784.95	$116,168.50	$119,653.55
112	$103,901.18	$107,018.22	$110,228.77	$113,535.63	$116,941.70	$120,449.95	$124,063.45	$127,785.35	$131,618.91
113	$114,291.30	$117,720.04	$121,251.64	$124,889.19	$128,635.87	$132,494.94	$136,469.79	$140,563.88	$144,780.80
114	$125,720.43	$129,492.04	$133,376.81	$137,378.11	$141,499.45	$145,744.44	$150,116.77	$154,620.27	$159,258.88
115	$138,292.47	$142,441.25	$146,714.49	$151,115.92	$155,649.40	$160,318.88	$165,128.45	$170,082.30	$175,184.77
116	$152,121.72	$156,685.37	$161,385.94	$166,227.51	$171,214.34	$176,350.77	$181,641.29	$187,090.53	$192,703.25
Grade	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**
101	$47,515.57	$48,941.04	$50,409.27	$51,921.55	$53,479.20	$55,083.57	$56,736.08	$58,438.16	$60,191.31
102	$52,267.13	$53,835.15	$55,450.20	$57,113.71	$58,827.12	$60,591.93	$62,409.69	$64,281.98	$66,210.44
103	$57,493.84	$59,218.66	$60,995.22	$62,825.08	$64,709.83	$66,651.12	$68,650.66	$70,710.18	$72,831.48
104	$63,243.23	$65,140.53	$67,094.74	$69,107.58	$71,180.81	$73,316.24	$75,515.72	$77,781.19	$80,114.63
105	$69,567.55	$71,654.58	$73,804.22	$76,018.34	$78,298.89	$80,647.86	$83,067.29	$85,559.31	$88,126.09
106	$76,524.31	$78,820.04	$81,184.64	$83,620.18	$86,128.78	$88,712.65	$91,374.02	$94,115.25	$96,938.70
107	$84,176.74	$86,702.04	$89,303.10	$91,982.19	$94,741.66	$97,583.91	$100,511.43	$103,526.77	$106,632.57
108	$92,594.41	$95,372.24	$98,233.41	$101,180.41	$104,215.83	$107,342.30	$110,562.57	$113,879.45	$117,295.83
109	$101,853.85	$104,909.47	$108,056.75	$111,298.45	$114,637.41	$118,076.53	$121,618.83	$125,267.39	$129,025.41
110	$112,039.24	$115,400.41	$118,862.43	$122,428.30	$126,101.15	$129,884.18	$133,780.71	$137,794.13	$141,927.95
111	$123,243.16	$126,940.46	$130,748.67	$134,671.13	$138,711.26	$142,872.60	$147,158.78	$151,573.54	$156,120.75
112	$135,567.48	$139,634.50	$143,823.54	$148,138.24	$152,582.39	$157,159.86	$161,874.66	$166,730.90	$171,732.82
113	$149,124.23	$153,597.95	$158,205.89	$162,952.07	$167,840.63	$172,875.85	$178,062.12	$183,403.99	$188,906.11
114	$164,036.65	$168,957.75	$174,026.48	$179,247.27	$184,624.69	$190,163.43	$195,868.34	$201,744.39	$207,796.72
115	$180,440.31	$185,853.52	$191,429.13	$197,172.00	$203,087.16	$209,179.78	$215,455.17	$221,918.83	$228,576.39
116	$198,484.34	$204,438.87	$210,572.04	$216,889.20	$223,395.88	$230,097.75	$237,000.69	$244,110.71	$251,434.03

NOTE: No employee will exceed Step 18 of the pay scale. Wages will be capped once the employee reaches the top of the pay range specific to their job pay grade.

Job Title FY25	Pay Grade
Accountant	110
Accounts Payable Coordinator	105
Administrative Assistant-Parks and Recreation	103
Administrative Assistant-Public Works	103
Arborist/Horticulturist	106
Arborist Ground Helper	104
Associate Engineer	105
Billing Clerk I	105
Billing Clerk II	103
Building Code Official	108
Cash Operations & Revenue Manager	110
Cash Operations Clerk I	103
Cash Operations Clerk II	102
Chief Of Police	113
City Clerk	109
City Engineer	111
Civil Engineer I	106
City Manager	115
Code Enforcement Official I	107
Code Enforcement Official II	106
Crime Analyst	109
Deputy City Clerk	105
Finance Director	113
Human Resources Director	112
Information Technology Director	112
Infrastructure Coordinator	105
Parks and Recreation Director	111
Planning Director	112
Public Works Director	113
Economic Development & Community Engagement Administrator	110
Electric Lead Line Technician	110
Electric Line Supervisor	111
Electric Director	113
Engineering Technician	105
Photographer-Videographer Intern	101
Public Works Equipment Operator I-Streets & Utilities	105
Public Works Equipment Operator II-Streets & Utilities	104
Public Works Equipment Operator I-Solid Waste	105
Public Works Equipment Operator II-Solid Waste	104
Executive Assistant-Police	105
Executive Assistant-City Manager	105
Information Technology Systems and Enterprise Resource Planning Specialist	109
Building Operations & Refuse Supervisor	109
GIS Analyst	105
Head Mechanic	107
Mechanic	106
Police Captain	112
Police Lieutenant	111
Police Maintenance & Custodial Technician	101
Mental Health Clinician	108
Network Technician	108
Parks Maintenance Coordinator	103
Parks Superintendent	108
Payroll Coordinator	108
Permit Technician I	105
Permit Technician II	102
Public Services Superintendent	110
Public Works Intern	101
Public Works Coordinator	105
Public Works Operations Supervisor	108
Police Records Clerk	104
Recreation Coordinator	106
Senior Deputy City Clerk	107
Streets & Utilities Supervisor	109
Technical Services Supervisor	109
Technical Support Specialist I	107
Technical Support Specialist I-Police	107

Technical Support Specialist II	106
Police Terminal Agency Coordinator & Evidence Technician	104
Warehouse Coordinator	107
Water & Wastewater Technician II	104
Water & Wastewater Technician I	105

Job Title FY25	Pay Grade
Accountant	110
Accounts Payable Coordinator	105
Administrative Assistant-Parks and Recreation	103
Administrative Assistant-Public Works	103
Arborist/Horticulturist	106
Arborist Ground Helper	104
Associate Engineer	105
Billing Clerk I	105
Billing Clerk II	103
Building Code Official	108
Cash Operations & Revenue Manager	110
Cash Operations Clerk I	103
Cash Operations Clerk II	102
Chief Of Police	113
City Clerk	109
City Engineer	111
Civil Engineer I	106
City Manager	115
Code Enforcement Official I	107
Code Enforcement Official II	106
Crime Analyst	109
Deputy City Clerk	105
Finance Director	113
Human Resources Director	112
Information Technology Director	112
Infrastructure Coordinator	105
Parks and Recreation Director	111
Planning Director	112
Public Works Director	113
Economic Development & Community Engagement Administrator	110
Electric Lead Line Technician	110
Electric Line Supervisor	111
Electric Director	113
Engineering Technician	105
Photographer-Videographer Intern	101
Public Works Equipment Operator I-Streets & Utilities	105
Public Works Equipment Operator II-Streets & Utilities	104
Public Works Equipment Operator I-Solid Waste	105
Public Works Equipment Operator II-Solid Waste	104
Executive Assistant-Police	105
Executive Assistant-City Manager	105
Information Technology Systems and Enterprise Resource Planning Specialist	109
Building Operations & Refuse Supervisor	109
GIS Analyst	105
Head Mechanic	107
Mechanic	106
Police Captain	112
Police Lieutenant	111
Police Maintenance & Custodial Technician	101
Mental Health Clinician	108
Network Technician	108
Parks Maintenance Coordinator	103
Parks Superintendent	108
Payroll Coordinator	108
Permit Technician I	105
Permit Technician II	102
Public Services Superintendent	110
Public Works Intern	101
Public Works Coordinator	105
Public Works Operations Supervisor	108
Police Records Clerk	104
Recreation Coordinator	106
Senior Deputy City Clerk	107
Streets & Utilities Supervisor	109
Technical Services Supervisor	109
Technical Support Specialist I	107
Technical Support Specialist I-Police	107

Technical Support Specialist II	106
Police Terminal Agency Coordinator & Evidence Technician	104
Warehouse Coordinator	107
Water & Wastewater Technician II	104
Water & Wastewater Technician I	105

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Director

CC: Mark Whitfield, City Manager

DATE: May 13, 2024

RE: Nuevo Amanecer Spanish Church of God Prophecy, Inc.
Water Utility Agreement – Outside City Limits
Sussex County Tax Parcels 3-30-11.00-044.02 & 044.04

The City received a request from Pennoni Associates, Inc. on behalf of Nuevo Amanecer Spanish Church of God Prophecy, Inc.to allow connection to the City's water system for a proposed church located on a property outside City limits. The request includes two parcels located in Sussex County along the east side of S. Rehoboth Boulevard south of the Marshals Pond identified as parcel numbers 3-30-11.00-044.02 & 044.04 (see enclosed exhibit). The properties are not contiguous to City limits but only have two parcels between the current municipal boundary and subject parcels.

The City owns and operates a 10" water main along the west side of S. Rehoboth Bouelvard from the Southern Delaware Golf Course to the entrance of Windward on the River. The church is requesting access to the City's water utility for fire suppression and drinking water.

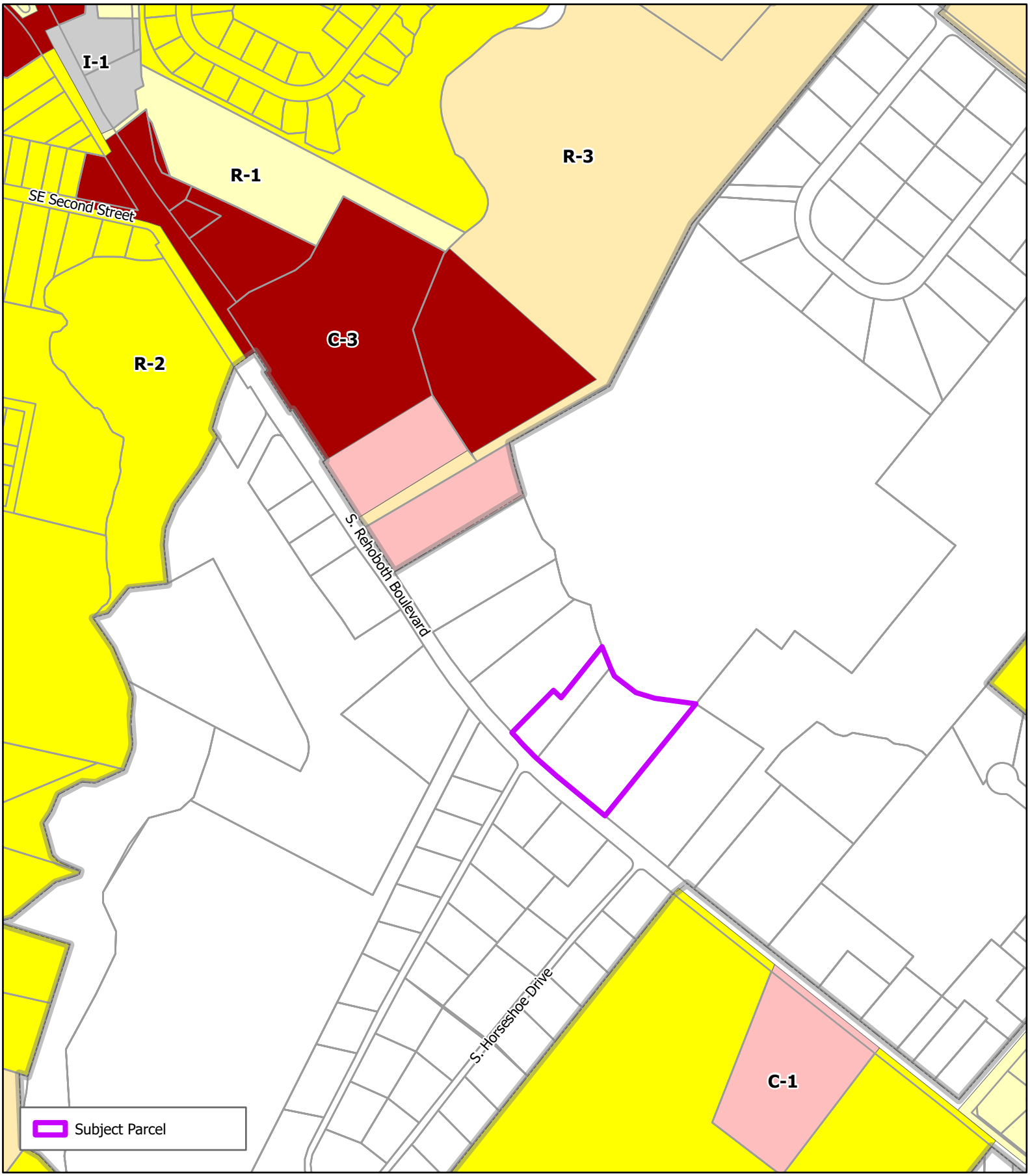
Sewer is not currently available in the general area and the owner would need to install an onsite septic system to serve the project.

The subject parcels are considered Low Density Residential in the City's 2018 Comprehensive Plan Future Land Use map, which would permit annexation of the property as an R-1, R-2, OB-1 or C-1 zoned property. The proposed use is a conditional use within the R-1 and R-2 zoning districts; therefore, consistent with the City's future land use plan for the area.

Staff is seeking guidance from City Council on whether to allow this property to connect to the City's water utility. If permitted, the City would require the property owner to sign a utility agreement which would require the properties to annex into the City of Milford if and when the properties become contiguous to City limits. Staff would also recommend adding language to any agreement that the use of the property has to be consistent with the City's Comprehensive Plan and any change of use would need to be approved by the City.

Enclosed is a draft agreement for review.

If City Council so desires, the motion would be to authorize the Mayor to sign the Water Agreement with Nuevo Amanecer to provide water utility service to the property located outside City limits, with the condition that if and when the properties become contiguous to the City boundary, the owner would be required to annex.



THE CITY of Milford DELAWARE

Scale: 0 200 400 Feet

Drawn by: WRP

Date: 04/26/24

Filepath: UtilityAgreement_NuevoAmanecer.aprx

Title:

Water Service Agreement

Nuevo Amanecer Spanish Church of God Prophecy, Inc.

Location & Zoning Map

SITE DATA:

1. TAX MAP NUMBER: 330-11.00-44.02 DEED BOOK 4799, PG 194; 330-11.00-44.04 DEED BOOK 4799, PG 194
2. OWNER NAME: NUEVO AMANECER SPANISH. CHURCH OF GOD PROPHECY INC 20333 CUBBAGE POND RD LINCOLN,DE 19960
3. SITE ADDRESS: SOUTH REHOBOTH BLVD MILFORD, DE 19963
4. HUNDRED: CEDAR CREEK
5. CURRENT ZONING: AR-1
6. PRESENT USE: VACANT LOTS
7. PROPOSED USE: CHURCH (S-23-33) PHASE 1 = 7,539 S.F. PHASE 2 = 5,200 S.F. TOTAL = 12,739 S.F.
8. LOT BREAKDOWN: EXISTING LOTS: 2 LOTS PROPOSED LOTS: 1 LOT
9. BUILDING HEIGHT: 42 FEET ALLOWED MAX
10. SETBACKS: FRONT: 40 FEET SIDE: MIN. 15 FEET REAR: 20 FEET
11. REQUIRED LOT AREAS (115-82) MINIMUM LOT WIDTH: 100 FEET MINIMUM LOT DEPTH: 100 FEET MINIMUM AREA: 32,670 S.F.
12. REQUIRED PARKING: 1 SPACE PER 4 SEATS X 324 SEATS = 81 SPACES PROPOSED ADA SPACES: 4 SPACES PARKING PROVIDED: 87 SPACES
13. SPACES REQUIRED: 1 LOADING SPACE
THE OPERATIONAL USE OF A CHURCH DOES NOT REQUIRE A LOADING SPACE, THE FACILITY IS IN USE ON SUNDAY ALONG WITH VARYING TIMEFRAMES THROUGH THE WEEK, THE PARKING LOT WILL BE EMPTY AND CAN BE USED IF DELIVERIES HAPPEN. WE DO NOT RECOMMEND A DESIGNATED LOADING SPACE FOR THIS USE.
PROVIDED: [WHERE IN THE JUDGEMENT OF THE PLANNING AND ZONING COMMISSION, THE LOADING SPACE REQUIREMENTS (AS THEY APPEAR IN THE BELOW MENTIONED SECTION OF THE CODE) ARE CLEARLY EXCESSIVE AND UNREASONABLE, THE COMMISSION MAY MODIFY THESE REQUIREMENTS.]
14. POSTED SPEED LIMIT SOUTH REHOBETH BLVD 40 MPH
15. WATER SUPPLY: PUBLIC - CITY OF MILFORD
16. SECTION 89 - SOURCE WATER PROTECTION:
A. SUBJECT PROPERTY IS WITHIN AN AREA OF "FAIR" GROUNDWATER RECHARGE
B. SUBJECT PROPERTY IS NOT LOCATED IN WELLHEAD PROTECTION AREA
17. SEWER SUPPLY: PRIVATE ON-SITE SEPTIC
18. LATITUDE AND LONGITUDE (PROPOSED ENTRANCE) STATE PLAN COORDINATES: LATITUDE: N 38°54'15" LONGITUDE: W 75° 24' 30"
19. NET DEVELOPMENT AREA: 2.42 ± AC.
20. FEDERALLY REGULATED NON-TIDAL WETLAND AREA: 0.41± AC. IMPACTED WETLAND AREA = 0.00AC
21. WATERSHED: MIDDLE MISPILLION RIVER
22. PROPOSED DISCHARGE LOCATION: DEEP BRANCH
23. PROPOSED TOTAL LIMIT OF DISTURBANCE PER DISCHARGE LOCATION: 1.90 ± AC.
24. 2019 FUTURE LAND USE MAP: TOWN CENTER
25. FIRE DISTRICT: 42- CARLISLE
26. 2020 STATE STRATEGIES & INVESTMENT LEVELS: LEVEL 1 & 2
27. SITE CALCULATIONS:

BUILDING AREA:	EX. = 0.00 ± AC. (0.00 %)	PR. = 0.29 ± AC. (8.9 %)
IMPERVIOUS AREA:	EX. = 0.00 ± AC. (0.00 %)	PR. = 0.95± AC. (29.4 %)
GRASS AREA:	EX. = 1.71 ± AC. (52.78 %)	PR. = 1.18 ± AC. (36.4 %)
WOODS AREA:	EX. = 1.53 ± AC. (47.22 %)	PR. = 0.82 ± AC. (25.3%)
TOTAL	EX. = 3.24 ± AC.	PR. = 3.24 ± AC.

28. FORESTED AREA
EXISTING FORESTED AREA: 1.53 ± AC.
EXISTING FORESTED AREA TO BE REMOVED: 0.71 ± AC.
EXISTING FORESTED AREA TO REMAIN: 0.82 ± AC.
29. LOCAL GOVERNMENT RESPONSIBLE FOR LAND USE APPROVAL: SUSSEX COUNTY
30. DATUM: HORZONTAL = NAD83 VERTICAL = NAD88
31. FLOOD MAP: BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NUMBER 10005C0043K EFFECTIVE DATE MARCH 16, 2015, THE PROPERTY IS LOCATED IN AN AREA DESIGNATED AS FLOOD ZONE "X" (UNSHADED) AND FLOOD ZONE "AE" EL. 9 (SHADED BLUE).
32. SOUTH MILFORD TID PARTICIPATION NOT REQUIRED
33. STATE TAX DITCH AREAS AND RIGHT OF WAY LIMITS: NOT INCLUDED

CHURCH OF GOD PROPHECY

(S-23-33)

RECORD PLAN

TAX MAP: 330-11.00-44.02 & 44.04

CEDAR CREEK HUNDRED, SUSSEX COUNTY, DE

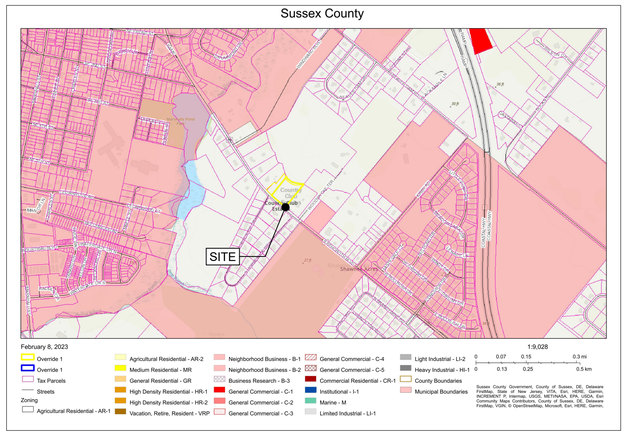
PREPARED FOR:

OWNER/DEVELOPER

NUEVO AMANECER SPANISH
CHURCH OF GOD PROPHECY INC.

20333 CUBBAGE POND ROAD

LINCOLN, DE 19960



OWNER
NUEVO AMANECER SPAINISH
CHURCH OF GOD PROPHECY INC
20333 CUBBAGE POND RD
LINCOLN, DE 19960

ENGINEER/ PLANNER
PENNONI ASSOCIATES INC.
18072 DAVIDSON DRIVE
MILTON, DE 19968
(302) 684-8030

SURVEYOR
PENNONI ASSOCIATES, INC.

ENVIRONMENTAL CONSULTANT
PENNONI ASSOCIATES INC.
18072 DAVIDSON DRIVE
MILTON, DE 19968
(302) 684-8030

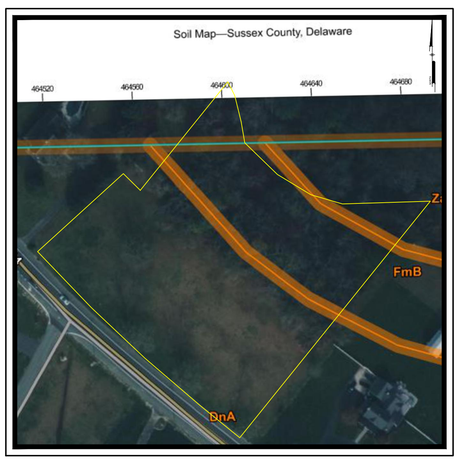
SCHOOL DISTRICT
MILFORD

FIRE DISTRICT
CARLISLE

POSTAL DISTRICT
MILFORD

WATER UTILITY
CITY OF MILFORD

SEWER UTILITY
ON-SITE (FUTURE CITY OF MILFORD)



SOILS MAP
Scale: 1" = 100'

LOCATION MAP
Scale: 1" = 300'

CALL BEFORE YOU DIG
Call Miss Utility of Delmarva
800-282-8555
Ticket Number(s): #
#

LEGEND

EXISTING	PROPOSED	DESCRIPTION
		BUILDING
		FULL DEPTH PAVEMENT
		CURB
		EDGE OF PAVEMENT
		EDGE OF GRAVEL
		EASEMENT
		FENCE
		POWER, UTILITY POLE
		PROPERTY, LINE
		LEGAL RIGHT-OF-WAY
		PROPERTY, CORNER FOUND
		PROPERTY, ADJOINING LINED
		SITE, MAIL BOX
		SITE, TRAFFIC SIGN
		SOIL BOUNDARY
WaC		SOIL LABEL
		STORM SEWER, INLET
		STORM SEWER,HEADWALL
		STORM SEWER, MANHOLE
		STORM SEWER, UNDERGROUND
101	101	MINOR CONTOUR
100	100	MAJOR CONTOUR
X 100.5	35.00	SPOT ELEVATION
		BUILDING RESTRICTION LINE
		SWALE/DITCH
		TREE LINE
		VEGETATION BRUSH LINE
		FENCE
		CONCRETE SIDEWALK
		WETLAND AREA
		WETLAND BUFFER AREA
		WETLAND BUFFER AVERAGING

SHEET INDEX

SHEET #	DRAWING #	SHEET TITLE
1	RP0001	COVER SHEET
2	RP1001	RECORD PLAN

SOILS

TYPE	DESCRIPTION	HYDROLOGIC SOIL
DnA	DOWNER LOAMY SAND, 0 TO 2 PERCENT SLOPES	A
FmB	FORT MOTT LOAMY SAND, 2 TO 5 PERCENT SLOPES	A
Za	ZEKIAH SANDY LOAM, FREQUENTLY FLOODED	B/D

LIMIT OF DISTURBANCE: 2.67± ACRES

WETLANDS CERTIFICATION:
I, MICHAEL A. MARRA, PWS, DO HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THE INFORMATION CONTAINED IN THE PLANS SPECIFICATIONS AND REPORTS HAVE BEEN PREPARED IN ACCORDANCE WITH ACCEPTED ENVIRONMENTAL PRACTICES, IS TRUE AND CORRECT, AND IS IN CONFORMANCE WITH THE BOUNDARIES OF WATERS OF THE UNITED STATES INCLUDING WETLANDS SUBJECT TO THE CORPS OF ENGINEERS REGULATORY PROGRAM.

SIGNATURE DATE

MICHAEL A. MARRA, PWS NO. 3557
PENNONI ASSOCIATES, INC
18072 DAVIDSON DRIVE
MILTON, DE 19968
OFFICE (302) 684-8030 - FAX (302) 684-8054
(717) 620-5991 / EMAIL.MMARRA@PENNONI.COM

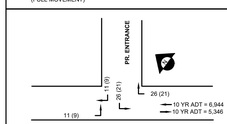
ENGINEER CERTIFICATION:
IT IS HEREBY CERTIFIED THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION, AND TO MY BEST KNOWLEDGE COMPLIES WITH APPLICABLE STATE AND LOCAL REGULATIONS AND ORDINANCES. THE DESIGN REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

SIGNATURE DATE
ALAN DECKTOR, PE (DE PE#17771)
PENNONI ASSOCIATES, INC
18072 DAVIDSON DRIVE
MILTON, DE 19968
OFFICE (302) 684-8030 - FAX (302) 684-8054
ADECKTOR@PENNONI.COM

OWNER'S CERTIFICATION:
IT IS HEREBY CERTIFIED THAT I AM THE OWNER/DEVELOPER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN. THE PLAN WAS MADE AT MY DIRECTION, THAT I ACKNOWLEDGE THE SAME TO BE MY ACT. IT IS MY DESIRE TO HAVE THE PLAN RECORDED AS SHOWN AND IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

NUEVO AMANECER SPANISH DATE
CHURCH OF GOD PROPHECY
20333 CUBBAGE POND ROAD
LINCOLN, DE 19960
302-265-8077
MENDOZACRISTOBAL403@GMAIL.COM

TRAFFIC GENERATION - S. REHOBOTH BLVD (SCR014)
(FULL MOVEMENT)



TRAFFIC GENERATION DIAGRAM
ADT PEAK HOUR (SUN AM),
[1] DIRECTIONAL DISTRIBUTION PROVIDED BY DELDOT
[2] DIRECTIONAL DISTRIBUTION PROVIDED BY ITE MANUAL
DESIGN VEHICLE - SU-40

ROAD TRAFFIC DATA:
FUNCTIONAL CLASSIFICATION - (SCR 014 - S. REHOBOTH BLVD MINOR ARTERIAL
POSTED SPEED LIMIT - 40 MPH
AADT = 10,595 TRIPS (FROM 2021 DELDOT TRAFFIC SUMMARY)
10 YEAR PROJECTED AADT= 1.16 x 10,595 = 12,290 TRIPS
TRAFFIC PATTERN GROUP = 8 (FROM 2021 DELDOT TRAFFIC SUMMARY)
PEAK HOUR - 12.40%
TRUCK VOLUME - 1.30%
DISTRIBUTION % (56.50 / 43.50)

SITE TRAFFIC DATA:
SOURCE: SITE TRAFFIC COUNTS
EXISTING LAND USE - VACANT
PROPOSED LAND USE:
12,700 SF - CHURCH (ITE 560)
EXISTING TRAFFIC BASED ON COUNTS AT THEIR CURRENT LOCATION
74+/- TRIPS (37+/- IN / 37+/- OUT)
PEAK HOUR OF ADJACENT STREET TRAFFIC:
SUN PEAK: 30+/- TRIPS (SUNDAY) PER TRAFFIC COUNT DATA
DIRECTIONAL DISTRIBUTION / ENTRANCE UTILIZATION:
30% TO AND FROM THE NORTH = 22 TRIPS (9 ENTER) [9 EXIT]
70% TO AND FROM THE SOUTH = 52 TRIPS (21 ENTER) [21 EXIT]
TOTAL NEW ADT= 74+/- TRIPS
SITE TRUCK TRAFFIC = 4 TRIPS (5%)

PENNONI ASSOCIATES INC.
18072 Davidson Drive
Milton, DE 19968
T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

CHURCH OF GOD PROPHECY
TAX MAP: 330-11.00-44.02 & 44.04
SOUTH REHOBOTH BLVD
MILFORD, DE 19963

COVER SHEET

NUEVO AMANECER SPANISH
CHURCH OF GOD PROPHECY INC.
20333 CUBBAGE POND
LINCOLN,DE 19960

BY	NO.	REVISIONS	DATE

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	SCGOP22001
DATE	2023-06-22
DRAWING SCALE	AS SHOWN
DRAWN BY	LET
APPROVED BY	AMD

RP0001

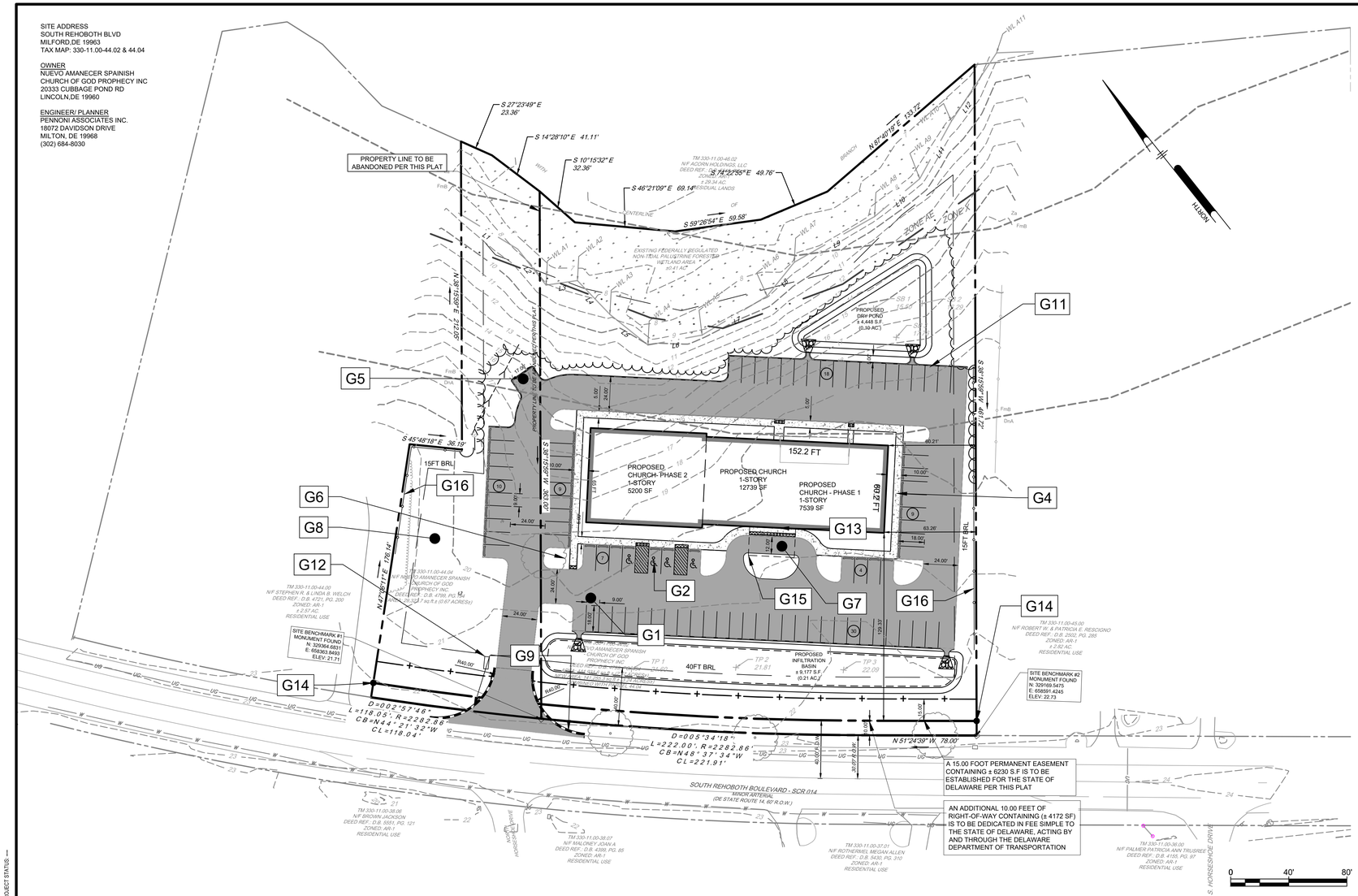
SHEET 1 OF 2

U:\Accounts\SCGOP\SCGOP22001 - Proposed Spanish Church\DESIGN_SHEET\RP0001.dwg PLOTTED: 3/29/2024 9:54 AM BY Ryan Sneed PLOTSTYLE: Pennoni-MCG.ctb PROJECT STATUS: —

SITE ADDRESS
SOUTH REHOBOTH BLVD
MILFORD,DE 19963
TAX MAP: 330-11.00-44.02 & 44.04

OWNER
NUEVO AMANECER SPAINISH
CHURCH OF GOD PROPHECY INC
20333 CUBBAGE POND RD
LINCOLN,DE 19960

ENGINEER/ PLANNER
PENNONI ASSOCIATES INC.
18072 DAVIDSON DRIVE
MILTON, DE 19968
(302) 684-8030



KEYED NOTES

G1	PROPOSED LIGHT DUTY PAVEMENT (TYP.), SEE DETAIL
G2	PROPOSED ADA ACCESSIBLE SPACE WITH SIGN MOUNTED ON POST (TYP. OF 4)
G3	PROPOSED BUFFER AVERAGING
G4	PROPOSED 5' WIDE CONCRETE SIDEWALK (TYP.), SEE DETAIL
G5	PROPOSED CONCRETE DUMPSTER PAD TO BE ENCLOSED W/ 8' HIGH SCREENING, COLOR AND STYLE TO BE DETERMINED
G6	TREE TO BE REMOVED
G7	PROPOSED MAIN ENTRANCE DROP OFF AREA
G8	PROPOSED ONSITE SEPTIC AREA
G9	PROPOSED DELDOT PCC TYPE 2
G10	NOT USED
G11	PARKING BUMPER (TYP. OF 87) SEE DETAIL
G12	PROPOSED DOUBLE SIDED BUSINESS SIGN
G13	PROPOSED BUILDING MAIN ENTRANCE
G14	PROPOSED DELDOT MONUMENTATION MARKER
G15	PROPOSED BUILDING OVERHANG
G16	PROPOSED 6' HIGH PRIVACY FENCE

GENERAL NOTES:

1. ALL WORK SHALL COMPLY WITH ALL APPLICABLE STATE, FEDERAL AND LOCAL CODES. ALL NECESSARY LICENSES AND PERMITS SHALL BE OBTAINED BY THE CONTRACTOR AT HIS EXPENSE UNLESS PREVIOUSLY OBTAINED BY OWNER. THE CONTRACTOR SHALL ERECT AND MAINTAIN, AS REQUIRED BY THE CONDITIONS AND PROGRESS OF THE WORK, ALL NECESSARY SAFEGUARDS FOR SAFETY AND PROTECTION.
2. THIS PLAN DOES NOT VERIFY THE EXISTENCE, OR NONEXISTENCE, OF EASEMENT OR RIGHT OF WAYS CROSSING THE SUBJECT PROPERTY.
3. THE CONTRACTOR SHALL IMMEDIATELY INFORM THE ENGINEER OF ANY DISCREPANCIES OR ERRORS THEY DISCOVER IN THE PLAN.
4. FINAL SET OF APPROVED CONSTRUCTION PLANS AND SPECIFICATIONS SHALL BE MAINTAINED ON THE JOB SITE AT ALL TIMES. FAILURE TO COMPLY WITH THIS PROVISION SHALL BE CONSIDERED CAUSE TO STOP THE WORK.
5. DEVIATION FROM THESE PLANS AND NOTES WITHOUT THE PRIOR CONSENT OF THE OWNER OR HIS REPRESENTATIVE OR THE ENGINEER MAY BE CAUSE FOR THE WORK TO BE REJECTED.
6. ALL MATERIALS SHALL BE NEW AND SHALL BE ASBESTOS AND VERMICULITE FREE. ALL MATERIALS SHALL BE STORED SO AS TO ASSURE THE PRESERVATION OF THEIR QUALITY AND FITNESS FOR THE INTENDED WORK.
7. DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL WORK TO BE PERFORMED. IT MUST BE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
8. PRIOR TO CONSTRUCTION, CONTRACTOR TO FIELD LOCATE AND RECORD ANY DAMAGE TO EXISTING PAVING, SIDEWALK, CURB OR STRUCTURES NOT TO BE REMOVED OR REPLACED, ENGINEER TO VERIFY LOCATION AND EXTENT OF DAMAGE.
9. THE CONTRACTOR SHALL MAINTAIN ONE COMPLETE SET OF CONTRACT DRAWINGS ON WHICH HE SHALL NOTE, IN RED, THE ALIGNMENTS AND INVERTS OF ALL UNDERGROUND UTILITIES INSTALLED OR ENCOUNTERED DURING THE PROSECUTION OF THE WORK. ALL DISCREPANCIES BETWEEN THE PLAN LOCATIONS AND ELEVATIONS OF BOTH THE EXISTING AND PROPOSED UTILITIES SHALL BE SHOWN ON THE AS-BUILT DRAWINGS TO BE MAINTAINED BY THE CONTRACTOR IN THE FIELD.
10. THE CONTRACTOR SHALL OPEN ONLY THAT SECTION OF TRENCH OR ACCESS PITS WHICH CAN BE BACKFILLED AND STABILIZED AT THE END OF EACH WORKING DAY. STEEL PLATES SHALL BE USED ON ANY TRENCH OR ACCESS PITS WHICH MUST REMAIN OPEN OVERNIGHT. THIS REQUIREMENT DOES NOT APPLY TO AREAS COMPLETELY CLOSED AND SECURE FROM VEHICULAR OR PEDESTRIAN TRAFFIC.
11. DAMAGE TO EXISTING PAVING, SIDEWALK, CURB OR STRUCTURES NOT TO BE REPLACED OR REMOVED DURING CONSTRUCTION SHALL BE IMMEDIATELY REPORTED TO ENGINEER, CONTRACTOR SHALL REPAIR OR REPLACE ALL DAMAGED WORK WITHOUT CHARGE TO THE OWNER.
12. BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NUMBER 10005C0043K EFFECTIVE DATE MARCH 16, 2015, THE PROPERTY IS LOCATED IN AN AREA DESIGNATED AS FLOOD ZONE "X" (UNSHADED) AND FLOOD ZONE "AE" EL. 9 (SHADED BLUE).
13. SUBJECT PROPERTY IS CURRENTLY 'AR-1' (AGRICULTURAL RESIDENTIAL).
14. THE SUBJECT SITE WILL BE CONSTRUCTED IN TWO PHASES.
15. TOTAL AREA FOR SUBJECT SITE IS 3.24 ACRES.
16. THE BOUNDARY INFORMATION & TOPOGRAPHY SHOWN ON THIS PLAN WAS TAKEN FROM DOCUMENTS OF PUBLIC RECORD AND IS ALSO THE RESULT OF AN ACTUAL FIELD SURVEY BY PENNONI ASSOCIATES, INC. DATED FEBRUARY 2022.
17. ALL PROPOSED LIGHTING WILL BE SUPPLIED BY BUILDING WALL PACKS AND PARKING LOT LIGHTS.
18. ALL SECURITY LIGHTING (IF NECESSARY) SHALL BE DOWNWARD SCREENED SO THAT IT DOES NOT SHINE ON NEIGHBORING PROPERTIES OR ROADWAYS.
19. THE SITE DOES INCLUDE APPROX 0.41± ACRES OF FEDERALLY REGULATED NON TIDAL PALUSTRINE FORESTED WETLANDS PER DELINEATION BY PENNONI ASSOCIATES, INC. IN JUNE 2023
20. STORMWATER IS CONVEYED THROUGH PIPE SYSTEM TO PROPOSED DRY DETENTION BASINS.
21. ALL FIRE LANES, FIRE HYDRANTS, EXITS, STANDPIPE, FIRE DEPARTMENT CONNECTIONS AND SPRINKLER CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS. BUILDING CONSTRUCTION TO BE WOOD, STEEL, AND CONCRETE, AND WILL HAVE SPRINKLERS.
22. FIRE ALARM REQUIRED - THE FIRE ALARM SIGNALING SYSTEM SHALL BE AUTOMATIC, SUPERVISED OFF-SITE, AND SHALL CONSIST OF FULL COVERAGE BY SMOKE DETECTION AND ALARM NOTIFICATION. WHERE SMOKE DETECTION DEVICES WILL NOT FUNCTION BY REASON OF DEVICE LIMITATION, HEAT DETECTION SHALL BE PROVIDED IN THOSE SPECIFIC LOCATIONS FIRE ALARM SIGNALING SYSTEM PLANS AND SPECIFICATIONS SHALL BE SUBMITTED FOR REVIEW.
23. LOCK BOX REQUIRED - CONTACT LOCAL FIRE CHIEF FOR ORDERING INFORMATION AND LOCATION OF BOX ON THE BUILDING.
24. MISS UTILITY SHALL BE NOTIFIED THREE (3) DAYS PRIOR TO EXCAVATION.
25. ALL DISTURBED AREAS WITHIN THE LIMIT OF DISTURBANCE, BUT NOT IN PAVEMENT, SHALL BE TOP-SOILED (6" MINIMUM), SEEDED AND MULCHED. IF THE ENGINEER DETERMINES THAT A SATISFACTORY STAND OF GRASS DOES NOT EXIST AT THE TIME OF FINAL INSPECTION, ALL COSTS ASSOCIATED WITH RE-ESTABLISHING A SATISFACTORY STAND OF GRASS SHALL BE AT THE CONTRACTOR'S EXPENSE.
26. A 72 HOUR (MINIMUM) NOTICE SHALL BE GIVEN TO THE DISTRICT PERMIT SUPERVISOR PRIOR TO STARTING ROADWAY CONSTRUCTION.
27. THE SUSSEX CONSERVATION DISTRICT RESERVES THE RIGHT TO ADD, DELETE OR MODIFY ANY EROSION AND SEDIMENT CONTROL MEASURES AS THEY DEEM NECESSARY.
28. THE ENTRANCES / EXITS ARE PROPOSED ONLY, AND ARE SUBJECT TO REVIEW AND APPROVAL BY THE DELAWARE DEPARTMENT OF TRANSPORTATION BEFORE A CONSTRUCTION PERMIT IS ISSUED.
29. THE CONTRACTOR SHALL NOTIFY THE FOLLOWING, TWO (2) WEEKS PRIOR TO THE START OF CONSTRUCTION:
    THE OWNER, SUSSEX CONSERVATION DISTRICT, & DELDOT
30. THE CONTRACTOR SHALL MAINTAIN PUBLIC ROADS AND STREETS IN A BROOM SWEPT CONDITION AT ALL TIMES.
31. ROUTINE PERIODIC INSPECTIONS DURING CONSTRUCTION WILL BE PROVIDED BY THE OWNER. THESE INSPECTIONS DO NOT RELIEVE THE CONTRACTOR FROM HIS OBLIGATION AND RESPONSIBILITY FOR CONSTRUCTING ALL WORK IN STRICT ACCORDANCE WITH ALL STANDARDS AND SPECIFICATIONS AND CONSTRUCTION DOCUMENTS.
32. THE CONTRACTOR SHALL PROVIDE SEDIMENT CONTROL MEASURES TO PROTECT STOCKPILE AREAS AND STORAGE AREAS. ALL AREAS USED BY THE CONTRACTOR FOR STAGING OPERATIONS SHALL BE FULLY RESTORED BY THE CONTRACTOR FOR STAGING OPERATIONS SHALL BE FULLY RESTORED BY THE CONTRACTOR UPON COMPLETION OF THE PROJECT. IF THE STAGING AREA IS PAVED, IT SHALL BE RESTORED TO ITS ORIGINAL CONDITION. IF THE STAGING AREA IS UNPAVED, IT SHALL BE RE-GRADED, TOPSOILED, SEEDED AND MULCHED TO THE SATISFACTION OF THE ENGINEER. ALL COSTS ASSOCIATED WITH RESTORATION OF THE STAGING AREA SHALL BE AT THE CONTRACTOR'S EXPENSE. IF THE ENGINEER DETERMINES THAT A SATISFACTORY STAND OF GRASS DOES NOT EXIST AT THE TIME OF FINAL INSPECTION, ALL COSTS ASSOCIATED WITH RE-ESTABLISHING A SATISFACTORY STAND OF GRASS SHALL BE AT THE CONTRACTOR'S EXPENSE.
33. 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 CONTRACTOR.
34. THE CONTRACTOR SHALL TAKE PRECAUTIONS TO LOCATE PROPERTY LINES AND RIGHT OF WAY LINES PRIOR TO CONSTRUCTION AND AVOID CONSTRUCTION ACTIVITIES ON PRIVATE PROPERTY AND/ OR RIGHTS OF WAYS WHERE SAID CONSTRUCTION IS PROHIBITED. THE CONTRACTOR MAY CONDUCT CONSTRUCTION ACTIVITIES ON PRIVATE PROPERTY PROVIDED IF HE HAS OBTAINED PRIOR WRITTEN PERMISSION FROM THE PROPERTY OWNER AND HAS SUBMITTED A COPY OF SAID WRITTEN PERMISSION TO THE OWNER.
35. 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 MAN-MADE OBSTRUCTIONS. TRAFFIC CONTROL REGULATORY, WARNING AND INFORMATION SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE.
36. ALL PROPOSED SIGNAGE AND STRUCTURES (INCLUDING WALL, FENCES, ACCESSORY STRUCTURES, ECT.) ARE NOT APPROVED AS PART OF THIS SITE PLAN. SEPARATE SUSSEX COUNTY PERMIT IS REQUIRED

DELDOT RECORD PLAN NOTES (REVISED 3/21/2019):

1. ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL AND SHALL BE SUBJECT TO ITS APPROVAL.
2. NO LANDSCAPING SHALL BE ALLOWED WITHIN THE RIGHT-OF-WAY UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL.
3. 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.
4. DRIVEWAYS WILL NOT BE PERMITTED TO BE PLACED AT CATCH BASIN LOCATIONS.
5. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS IN ACCORDANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL.
6. 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 HIGHER 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.

FIRE MARSHAL NOTES:

1. ALL FIRE LANES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE STATE FIRE PREVENTION REGULATIONS.

PENNONI ASSOCIATES INC.
18072 Davidson Drive
Milton, DE 19968
T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

CHURCH OF GOD PROPHECY
TAX MAP: 330-11.00-44.02 & 44.04
SOUTH REHOBOTH BLVD
MILFORD, DE 19963

RECORD PLAN

NUEVO AMANECER SPANISH
CHURCH OF GOD PROPHECY INC.
20333 CUBBAGE POND
LINCOLN,DE 19960

NO.	DATE	REVISIONS	BY

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATES; AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	SCGOP22001
DATE	2023-06-22
DRAWING SCALE	1" = 40'
DRAWN BY	LET
APPROVED BY	AMD

RP1001

SHEET 2 OF 2

PLOTTED: 3/26/2024 9:54 AM, BY: Ryan Sweet PLOTSTYLE: Pennoni NCS.ctb PROJECT STATUS: —
U:\Accounts\SCGOP\SCGOP22001 - Proposed Spanish Church\DESIGN_SHEETS\RP1001.dwg

Tax Parcel No. 3-30-11.00-044.02
3-30-11.00-044.04
Prepared by: City of Milford
201 S. Walnut St.
Milford, DE 19963
Return to: City Clerk
City of Milford, 201 S. Walnut St.
Milford, DE 19963

WATER SERVICE AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2024, by and between NUEVO AMANECER SPANISH CHURCH OF GOD PROPHECY, INC. (hereinafter "OWNER") whose principal location is located at 20333 CUBBAGE POND ROAD, LINCOLN, DE 19960, and the City of Milford, a municipal corporation of the State of Delaware, with its principal offices located at 201 South Walnut Street, Milford Delaware, 19963 (hereinafter "CITY").

RECITALS

WHEREAS, the OWNER is the record title owner of a parcel of land consisting of 3.24 acres, more or less, lying near but not contiguous to the City of Milford, said tracts identified on the Sussex County, Delaware tax maps as Tax Parcel No(s). 3-30-11.00-044.02 and 3-30-11.00-044.04, said tracts hereinafter referred to as the "PROPERTY"; and

WHEREAS the OWNER desires to have the City exercise exclusive authority to provide water service for all buildings located on the PROPERTY pursuant to the rules, regulations and rates established from time to time by the CITY and the State of Delaware.

NOW THEREFORE, in consideration of the OWNER'S request to receive CITY water service and in consideration of charges to be paid by the OWNER through the City's Utility Permit application, the parties hereto, intending to be legally bound, hereby covenant and agree as follows:

1. Permits. The OWNER shall be responsible for obtaining a Utility Permit from the City of Milford and pay all applicable impact fees and inspection fees as required by the City Code and adopted fee schedule.

2. Costs. The OWNER shall be responsible for all costs associated with connecting to the water system.

DRAFT

3. Annexation. The OWNER acknowledges, if and when the PROPERTY becomes contiguous with the CITY municipal boundary, the OWNER shall annex the entire PROPERTY into the City limits. The OWNER must file a petition to annex with the City Planning Department within 90 days of when the property becomes contiguous with the City.

4. Sewer Utility. The OWNER acknowledges, if and when sewer becomes technically available to the PROPERTY, the OWNER shall abandon the onsite septic system and make connection to the City sewer system within 90 days of written notice by the CITY. Technically available is defined as the sewer utility being directly adjacent to the PROPERTY. The OWNER shall be responsible for all costs associated with connecting to the CITY sewer system and abandonment of the onsite septic system.

5. Future Land Use. The proposed future use of the property is a church, which is consistent with the City's 2018 Comprehensive Future Land Use plan, as amended, which identifies the properties as Low Density Residential. The OWNER acknowledges that the proposed future use of the property shall be a church and any change in use of the property shall be approved by the CITY in writing.

6. Governing Law. This Agreement shall be governed by the laws of the State of Delaware (notwithstanding the fact that one or more parties may now or later become a resident of another state) and the parties hereto agree that the courts of the State of Delaware shall have jurisdiction over any case or controversy and hereby consent to such jurisdiction.

7. Separability. If any section, paragraph, sentence or clause of this Agreement is determined or declared to be invalid or unenforceable by any court of competent jurisdiction, the remainder hereof shall remain in full force and effect.

8. Entire Agreement. This Agreement constitutes the entire understanding of the parties. It supersedes any and all prior agreements between them. There are no representations or warranties other than those herein contained.

9. Amendments. This Agreement shall not be amended except in writing executed by all parties hereto.

10. Binding Effect. This Agreement shall be binding upon the parties hereto, their administrators, successors, successors in interest and assigns.

11. Contra Proferentum. The fact that one party has drafted this Agreement shall in no way be used against that party in construing the terms, condition, and obligations hereunder.

12. Headings. Headings and captions used herein are solely for the convenience of the parties and shall have no legal significance in construing the terms of this Agreement.

DRAFT

13. Non-Waiver. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

14. Enforcement. In the event of a breach, this Agreement shall be enforced through a decree of specific performance, the parties agreeing that monetary damages would not provide an adequate remedy.

15. Recording. This agreement, duly executed by the City and OWNER, shall be recorded in the office of the Recorder of Deeds, in and for Sussex County, Delaware. The cost of recording shall be paid by OWNER. The utility permit will be withheld until this agreement is recorded.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

NUEVO AMANECER SPANISH CHURCH OF GOD PROPHECY, INC.

Attest: _____ By: _____
, President

CITY OF MILFORD

Attest: _____ By: _____ (Seal)
City Clerk F. Todd Culotta, Mayor

STATE OF DELAWARE :
:
COUNTY OF :

Signed and sworn to before me this _____ day of _____, 2024, by XX.

_____
Signature of Notary Public

STATE OF DELAWARE :
:
COUNTY OF SUSSEX :

DRAFT

Signed and sworn to before me this _____ day of _____, 2024, by F. Todd Culotta, Mayor of the City of Milford.

_____
Signature of Notary Public

DRAFT

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
Through: Mark A. Whitfield, City Manager
From: Louis C. Vitola, Finance Director
Date: June 6, 2024
Re: Budget Adjustment – FY24 Electric Transfer to General Fund

EXECUTIVE SUMMARY

Staff recommend that City Council amend the FY24 Operating Budget to increase the electric fund transfer to the general fund from $3.25 million (11.7% of budget) to $3.75 million (12.5% of projection), which will raise $0.5 million in general fund operating support that will carry into FY25 to help close the general fund operating deficit for the coming fiscal year.

BACKGROUND

As we approached the FY25 Operating Budget Process, personnel costs – particularly salaries and wages across bargaining units and the State of Delaware's 28% medical insurance premium increase – combined with inflationary operating cost pressure to push the preliminary operating budget deficit to $2.3 million. Aside from the programmed property taxes supporting the PD Facility and scheduled rate adjustments tied to the City's utility rate studies, no other tax or rate increases were considered in the adjudication of the deficit. Instead, staff are looking to the application of appropriate reserve balances, an unencumbered carry-forward of realty transfer taxes (RTT), cost savings, project deferrals, recruitment delays, FY25 utility transfers, and other creative ways to balance the budget. One such recommendation includes the retroactive application of the FY24 electric fund transfer, which requires Council approval in the form of a FY24 budget amendment. The incremental transfer amount will be carried into FY25 to help mitigate the deficit without relying on tax or rate action.

RECOMMENDATION

Staff recommend that City Council approve a retroactive increase in the FY24 electric fund transfer to the general fund of $0.5 million to be carried forward into FY25 in support of general fund operations.

OFFICE OF THE CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and Council
From: Mark Whitfield, City Manager
Subject: 2025 City of Milford Operating Budget
Date: June 3, 2024

[Updated 5/31/24 - See Version with Changes Tracked Below]

[Document Updated 6/6/24 to add Overall Page Numbers]

We are pleased to present you with the recommended 2025 Operating & Capital Budget for the City of Milford that covers the general fund and the various enterprise funds for July 1, 2024 through June 30, 2025 totaling $64,988,439. The Fiscal Year 2025 budget was prepared in conjunction with department and division heads from all departments. A special thanks to Accountant Sandra Peck for compiling all the information and Finance Director Lou Vitola for finalizing the budget.

The budget provides the citizens of Milford with information regarding the operations of the City government and details on how public funds will be utilized throughout the community. The budget also serves as a roadmap for the City Council and City Manager to achieve the City's priorities for both now and in the future. As staff prepared this year's budget, priorities and requests were aligned with the 2023-2028 Strategic Plan.

The annual budget is used as a managerial tool by the City Manager, Police Chief, City Clerk and the City's department heads/division supervisors. The annual spending plan serves as a monitoring tool of revenues and expenses for the various departments and divisions and is also a means of ensuring public resources are used in the most effective and efficient manner.

Background and Summary

As we prepare to start the new fiscal year, changes are in large part driven by requirements of the organization related to growth, associated demands on staff and operations, inflation, and recruiting challenges experienced over the past three years. As agreed upon by Council with the adoption of the FY2022 budget, a $0.01 real estate assessment tax increase is included in this year's budget. In conjunction with the increase, use of Realty Transfer Tax (RTT) for operating expenses will be reduced to $100,000 for 2025, which is down $100,000 each year for the last four years from $500,000 in FY2021. This will help achieve the goal of using RTT exclusively for capital improvement project funding by FY2026 and thereafter. Additionally, as per the voter referendum, the second $8 million in USDA funded bonds will close this year, requiring the City to phase in the second half of the property tax increase required to support the debt service associated with the new police facility. The second half of the debt service equates to approximately $0.034, bringing the FY2025 property tax rate to $0.59 per $100 of assessed value. The overall tax increase of $0.044 results in an increase of 8.1% in the property tax rate for 2025.

Based on staff's projections, the FY2025 general fund deficit exceeded $2.3 million *after* accounting for the tax increase to offset the PD Facility debt service but *before* capital spending. The $2.3 million was offset with position deferrals throughout FY2025 (about $125,000), FY2025 utility transfers ($722,000), FY2024 electric transfer rollforward ($500,000), FY2024 RTT surplus

rollforward ($400,000), application of FY2025 investment earnings on RTT and general enhancement funds ($300,000), application of economic development reserves ($288,000), and rolling forward staff's estimated $56,000 of underspent FY2024 general fund operating budget.

Staff and Council made significant changes in FY2022 to help strengthen the City's financial position. An Equipment Replacement Reserve (ERR) was established with ongoing funding through an annual depreciation schedule. Capital expenditures were consolidated into a single budget with identified funding sources. A Reserve Fund policy was established to ensure adequate operating cash and reserves were maintained in each utility and the general fund. Council's approval of the annual $0.01 real estate tax increase with offsetting realty transfer tax reduction represented a meaningful step toward structural balance in the City's operating budget, which is a specific goal in the strategic plan. Annual contributions of $300,000 from the water and sewer funds were established in FY2022 and FY2024, respectively, which further supported structural balance. In FY2025, staff recommends each fund contribute $315,000 to help address the widening general fund budget gap. In FY2024, Council approved Staff's recommendation to adjust the electric fund transfer from a flat $2.5 million per year to a maximum transfer amount of 12.5% of gross electric revenue. For FY2025, a transfer of 12.5% is recommended to help balance the general fund. In addition, staff recommend the FY2024 transfer of 11.3% of gross electric revenue be retroactively increased to the same 12.5% threshold and carried forward to FY2025. Last year's increase in the electric fund transfer – even if adjusted retroactively to support FY2025 – leaves the City's relative position among peers unchanged with respect to general fund transfers as a percentage of revenue and average residential rates.

The American Rescue Plan Act of 2021 (ARPA) was used primarily to defray existing capital project commitments, thereby preserving millions in utility reserves. At the same time, ARPA funds indirectly made new projects possible, such as the Milford Corporate Center, or directly assisted in funding specialized programs and projects, such as the assigned police vehicle program. The ARPA funding represented the City's largest known single grant award to date, but staff continued to solicit millions in grant funding for dozens of projects in various stages of approval throughout the City's Capital Improvement Plan (CIP). A $0.5 million grant from Sussex County was secured to augment the cost of assigned police vehicles. Delaware Bond Bill funding in excess of $2.0 million was leveraged for parks & recreation, streets, sidewalks and open space development, while $6.1 million in infrastructure funding was secured for the benefit of Milford Corporate Center through FY2024. Grants through DNREC's ORPT Program provided $0.3 million in recreational funding, while DelDOT committed nearly $2.8 million for two bridge projects in the City and assumed responsibility for about $0.7 million in projects listed in the CIP. Along with the $1.0 million USDA sewer grants received in FY2022 and FY2023 and a three-year, $0.4 million operating grant secured by the police department in FY2024, the City's combined grant revenue and grant awards exceed $20 million over the last four years.

Revenue Overview

The FY2025 revenue budget totals $65 million, representing an increase of $5.4 million, or 9.1% over the FY2024 budget, including application of reserve funding required for capital spending. Operating and capital budgets likewise total $65 million, constituting an increase of the same $5.4 million and 9.1% over the prior fiscal year. The proposed budget represents the third consecutive year with ambitious capital investments, particularly in parks, streets, water and sewer. Current revenue in FY2025 exceeds that of FY2024 by $5.7 million, driven primarily by organic growth and rate impacts in the utility funds ($2.9 million), stronger investment returns ($0.9 million citywide), organic assessment growth and tax rate increase in the general fund ($0.6 million) and utility transfer increases ($0.9 million). Excluding the application of reserves that will be required for capital funding, current revenue represents 95.6% of total revenue. In other words, the City's structural deficit is about 4.3% before considering capital needs, which is up from about

2.6% in FY2024 before capital. The growth in this imbalance must be evaluated in future budget cycles.

No portion of the property tax increase is unscheduled or emerging suddenly from the inflationary operating cost environment. Rather, the proposed movement in the property tax rate from $0.546 to $0.590 per $100 of assessed value is rooted in City Council's push for a structurally balanced budget as outlined in the strategic plan along with the voter-approved referendum to construct the new police facility. In FY2025, the second half of the debt service will be phased in, requiring an increase of $0.034 per $100 of AV. For the average Milford home with an assessed value of $147,600, the total increase is $5.41 more per month, or just under $65 annually.

Staff recommends continuing the annual contributions from the water and sewer funds to the general fund akin to the existing transfer from the electric fund. Often referred to as franchise fees or PILOTs (payment in lieu of taxes), the water and sewer transfers are recommended to increase to $315,000 each to help curtail the growing structural imbalance. The electric is recommended to remain capped at 12.5% for FY2025 and going forward. For 2025, the transfers total $4.57 million, with $0.63 million between water and sewer and $3.94 million from electric funds.

Electric, water and sewer enterprise revenues continue to post strong, stable results driven by a healthy combination of small, programmed rate adjustments and growth in the City's customer base. After completing an in-depth Cost of Services Study for electric, water, sewer, and solid waste in 2020, rate increases for water and sewer were recommended and approved through FY2026, solid waste through FY2025, and electric rates were approved through FY2023 & 2026.

For FY2025, water rates will increase 4.0% in accordance with the studies, while the City component of the sewer rates will increase 4.9%. Kent County plans to increase sewer treatment rates by 10% for the second year in a row, or about $0.28 to $3.12 per 1,000 gallons, for FY2025. The average household using 3,800 gallons of water a month will see a monthly increase of $0.53 for water and $2.08 for sewer (about $1.06 of which is attributable to Kent County Sewer Treatment).

Early in 2023, an update to our electric rate study was completed, and in April, Council adopted updated electric rates for the next three years (FY2024, FY2025, & FY2026). Based on the adopted rates, the customer charge for electric service will increase $0.25 in July 2025, and the kilowatt hour charge will increase by $0.00126 per kwh. The average home using 975 kwh per month will see a monthly increase of $1.48, or just under 1%, in their electric bill. To be clear, the City's wholesale electric provider, the Delaware Municipal Electric Corporation (DEMEC), has experienced a series of market-driven and regulatory events that have pushed up the wholesale cost of power by an average of 6.6% per year since FY21; increases that the City has been forced to pass through to all Milford residents and businesses via the power cost adjustment. Neither the City nor the power users welcome the rate increases, but the underlying causes are systemic, sparing none of the millions connected to the power grid across the Delmarva Peninsula. Accordingly, despite the increases, the City of Milford's electric rates remain among the lowest in the state and are backed by fundamental rate design and analysis. Further, the ability to keep pace with the volatile wholesale power market dampens the urgency of the City's need to increase property taxes to address the structural imbalance.

As part of the utility rate study done in 2020, solid waste rates were also established for five years based on historical data. The recent inflationary environment was not predicted as part of the rate study. Combined with a near $0 fund balance in 2020 and again in 2024 following the most recent truck purchase, solid waste fees are not providing enough revenue to maintain the fund, even with the additional $1.00 per month increase adopted effective July 1, 2023. Projected

revenue again falls short of projected expenses in 2025. For this reason, staff initiated the solid waste cost of service update with in FY2024 to yield a recommendation during FY2025 that is likely to result in a midyear increase in solid waste rates. In the meantime, solid waste rates are scheduled to increase by $1.25 to $32.75 per month effective July 1, 2024 for residential households, which remains below most benchmarked local services.

The City is making strides to achieve utility rates that provide full cost recovery in total, by cost classification (i.e. fixed vs variable costs), and by user classification (to avoid cross-subsidization of ratepayers). At the same time, staff recognize the challenge in meeting all full cost recovery and rate restructuring all at once. For that reason, we embraced a multiyear phase-in of utility rate adjustments to gradually arrive at responsible rates while reducing the impact to all Milford residents and business operators.

Budget Overview / Highlights

The individual fund changes, excluding capital and debt service, are as follows:

	FY2024-25 Budget	Change from FY2023-24	Pct Chg
General Fund	$ 15,128,920	$ 1,533,457	11.3%
Water Fund	2,675,852	175,436	7.0%
Sewer Fund	5,147,313	(18,068)	(0.3%)
Solid Waste Fund	1,859,923	146,382	8.5%
Electric Fund	33,390,495	4,826,535	16.9%
	$ 58,202,503	$ 6,663,742	12.9%

For the fourth year in a row, the general fund will benefit from accumulated prior-year surplus funding generated as a result of staffing challenges and strong internal spending control. However, with just $56,000 estimated to carry into FY2025, the general fund required the scheduled property tax rate increase, more than $1 million in retroactive and supplemental utility fund transfers, the use of various reserves and interest thereon, and the deferral of approved positions to overcome the deficit driven by operating expenses and debt service alone. It will take significant amounts of additional reserves and heavy grant funding to support general governmental capital needs. Further, this year's general fund budget continues to utilize a transfer from the RTT fund to support public safety ($100,000), while Economic Development funding budgeted in FY2024 ($105,860) will more than double in FY2025 to help defray contributions to Downtown Milford, Inc (DMI), the Milford Museum, personnel, community festivals, advertising and other economic development expenses.

Personnel

In March 2024, we were informed by the State of a 27% increase in healthcare premiums for FY 2025 and they expect another double-digit increase in FY2026. Because of the increase, staff is investigating alternative healthcare coverage options for FY2026. In order to reduce the total financial impact to the City in FY2025, employee contributions toward healthcare costs will increase from 15% to 20%.

The recommended FY2025 budget includes an overall 4.5% increase in base pay for non-union employees (except Police Lieutenants) and ½ step merit increase (1.5%) in lieu of a full step 3% increase due to the overall budget pressures. An updated wage and compensation study is proposed for FY2025, and once complete, staff will recommend a new merit pay increase based on the results. It was important to maximize employees' pay on July 1 in order to offset the

significant increase in their healthcare contributions, rather than having employees digest the cost increase until their service anniversaries.

We will also continue to expand employee recognition initiatives, including the Safety Incentive program, wellness program and recognition of Special Performance of individuals or teams.

In accordance with the Police Teamsters Agreement for ranks Sergeant and below, these officers will receive a 14% increase on July 1, 2024 and a 1.5% increase on their anniversary date. Additionally, a market rate increase of 27% will also be given to non-union Police Lieutenants. Contract negotiations remain ongoing for Electric employees covered under the IBEW Agreement, which expires on June 30, 2024. The Teamsters Dispatcher contract expires on July 1, 2026; the current contract calls for dispatchers to receive an approximate 6.2% increase on July 1, 2024 and a 1.5% increase on their anniversary date.

In July 2024, the City had authorization for 138.3 full-time equivalent (FTE) employees. In January 2024, Council authorized five (5) additional FTEs for the Police Department – two (2) dispatchers and one (1) crime analyst for FY2024 and two (2) additional dispatchers for FY2025, funded in part through the elimination of one (1) FTE in the City Clerk's office and one (1) FTE Horticulturist position for Parks and Recreation. Again, due to the inflationary environment, contractual obligations and insurance cost pressure emerging in FY2025, staff recommends not filling the following positions in FY2025: Arborist and Arborist Ground Helper (Electric), two Dispatchers (Police), and Operations Supervisor (Public Works). Accordingly, 137.3 total FTEs are budgeted in FY2025. New personnel requested in FY2025 include a part-time clerk for the City Clerk's Department and a part-time Electric Lead Line Technician for the Electric Department.

Vehicle and Equipment Replacment Reserve Fund

As described earlier, an Equipment Replacement Reserve Fund was created in 2022. Funding for the fund comes from annual equipment depreciation expensed within each budget. This accounting practice alleviates wide swings in annual budgets and provides funding for replacement at the end of vehicle life. A full listing of all vehicles and equipment to be replaced is included in the budget. New pieces of equipment or vehicles (not replacements) are included in Capital Expenditures. By the end of FY2025, a cumulative total of $2.8 million will have been incorporated into the operating budget, supplying stable funding for the replacement of more than $2 million in vehicles the last four years, including the City's newest refuse vehicle.

Capital Expenditures

The following is a partial list of capital equipment and projects. Please review the CIP sections of the budget document for line-item detail of the capital purchases and projects recommended for funding in this year's capital program as part of the broader FY2025 operating budget. The CIP document also features various summary-level presentations of the initiatives on the horizon aimed at improving the City of Milford now and for generations to come.

General Fund:

Police – Continued design of the maintenance building, ballistics upgrades, and upgrades in body and fleet camera systems.

Parks & Recreation – Building improvements to both the main office and the recreation office, upgrades to the Can Do Playground, a professional recreation program needs evaluation, Riverwalk lighting and path upgrades, continued development of the Sharp property, gateway signage improvements, the construction of a beach volleyball court, and annual basketball court rehab.

Streets – Continued work toward the annual street rehab program, ADA compliance and sidewalk connectivity, bike path projects, streetscape projects, as well as the NW Front Street TAP Project Phase II and parking lot improvements.

Admin / General – Grant-funded improvements to the Armory building and the ongoing ERP implementation.

Capital Expenses for Enterprise and Interdepartmental Service Funds: Building improvements at both the Customer Service and City Hall offices, the public plaza at City Hall, a trailer-mounted attenuator and a regulator refurbishment program in Public Works, as well as design work for the public works expansion plans and new equipment in the garage.

Capital Improvement Projects/Repairs:

Electric Fund – Testing and upgrades within the City's substations, ongoing pole inspection and LED streetlight upgrades, DelDOT traffic signal evaluation and potential removal, fiber-optic network backup to the public works facility, the development of a fiber network map & GIS module.

Water Fund – Chlorine scrubber at the water treatment facilities that currently utilize solid chlorine treatment, ongoing water line replacement, including the cost to restore disturbances to streets, sidewalks, curbs, and ADA improvements, water valve blowoff, valve and hydrant replacements, Kent Place line extension, design/engineering for the NW area water tower, wells and treatment infrastructure, and ongoing planning and design for the Milford Corporate Center water infrastructure.

Sewer Fund – Addition of an 8" bypass pump to improve redundancy, pump station improvements and relocation projects, pump station construction and line extension projects, Kent Place sewer improvements, and ongoing planning and design for the Milford Corporate Center sewer infrastructure.

Solid Waste Fund – refuse vehicle fleet expansion from four to five vehicles

Budget Considerations

In moving forward in the next fiscal year, Council needs to be aware of the following on-going budget issues that need to be addressed:

1. Healthcare cost increases have necessitated the investigation into other alternatives for health insurance. It is possible a change in healthcare providers could lead to a $1,000,000 savings in FY2026. However, that decision must be made by February 28, 2025. The State of Delaware requires a 4-month notification to opt out of their coverage for FY2026. Additionally, if the City opts out of the State healthcare plan, it would not be able to rejoin for three years.
2. As per Council's request, the capital budget includes funds for sidewalk replacement, including a reimbursement to homeowners who previously paid for sidewalk replacement. Without any additional funding, this added annual expense will result in less capital funding available for other projects.
3. The budget is balanced using additional transfers from utility accounts. While the transfers are defensible, continuing to rely on utility accounts will result in increases in utility rates, making it financially less attractive to reside or maintain a business in the City. Council should consider setting limits on the transfer amounts.
4. No general fund money is used to fund the Customer Service Department. Approximately 13% of Customer Service expenses are attributed to tax collection

services. Allocating these costs to the general fund has been delayed due to inadequate general fund revenue year after year.

5. Utilizing Real Estate Transfer Tax to fund the general police expenses is not sustainable. Staff recommends Council complete the course of increasing the real estate tax assessment by $0.01 per year, while reducing the use of RTT by $100,000 each year over five years, culminating with the elimination of RTT in the operating budget in FY2026.
6. Interdepartmental transfers from water, sewer, electric and solid waste are rational and standardized to the best ability of City staff. However, the allocation process has not been reviewed or established by an independent professional consultant. An Allocation Study is being completed this year in order to justify the transfers. This most likely will put additional pressure on the general fund.
7. The budget uses Real Estate Transfer Tax revenue and Municipal Street Aid for funding street improvements. The present level of income from those sources is not sufficient to fund the needed improvements in the future, given the other funding pressures being relieved by Real Estate Transfer Taxes.
8. The full payment on the bonds for the Police Facility will be realized in FY2025, which equates to an additional $0.034 per $100 AV tax increase.
9. Inflation is presently running at about 4.0% annually, which will have an impact on personnel costs as well as the cost of goods and services during the upcoming year.
10. Solid waste continues to be a challenge in terms of equipment, manpower and costs. A rate study is presently being completed, and we anticipate a mid-year rate increase to cover the expected deficit in the solid waste fund. Council may want to revisit using contract services for the refuse, recycling, yard waste, and bulk waste collection.
11. Both Kent and Sussex Counties plan to utilize the new tax assessments in FY2026. The City should do the same. Consideration should be given in FY2026 to look at low annual tax increases to sustain a growing operating budget.
12. The development of a two-year budget starting with FY2026 (with FY2026 formally approved and FY2027 representing a plan year) as well as the development of long-term operating plans will assist City Council in long-range planning and decision-making.

Conclusion

The real estate tax increase, and increases in water, sewer, electric and trash rates will result in a monthly increase for the average resident of $10.75/month or $129/year. More than half of the $129 is attributed to payments on the bond for the police building. Without the $4.57 million transfer of utility funds to the general fund, real estate taxes would need to increase by nearly 80% – by about $0.43 per $100 of AV – just to operate through June 30, 2025. The City is fortunate for its diversity of operations and multiple income streams in order to keep real estate taxes at an attractive rate for businesses and residents, while providing competitive rates for utilities and services.

The current fiscal condition of the City is stable, and the proposed budget is balanced. The water and electric reserve funds are healthy and building permit revenues are growing. The proposed tax increase will enable the City to make bond payments on the police station and reduce reliance on RTT to fund operating costs of the Police Department, preserving RTT income for capital projects now and in the future.

In the past three years, the Council adopted policies for fund balances, vehicle and equipment replacement reserves, and updated the investment policy, which have combined to put

the City in a better financial position for the future. Staying the course on the proposed tax increase and the codified utility increases will go a long way – and are likely even more important – in maintaining the City's financial stability.

Milford is a great place to live, work and play. Keeping Milford a great place means adequately funding public safety, infrastructure, parks, recreation opportunities, and reliable public services. Just as our forefathers and foremothers left us this great City, today, it is our opportunity to impact the future of the City for the better.

OFFICE OF THE CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and Council
From: Mark Whitfield, City Manager
Subject: 2025 City of Milford Operating Budget
Date: ~~May 23, 2024~~June 3, 2024

[Updated 5/31/24 with Changes Tracked; See Clean Version on p. 1-8]

We are pleased to present you with the recommended 2025 Operating & Capital Budget for the City of Milford that covers the general fund and the various enterprise funds for July 1, 2024 through June 30, 2025 totaling $~~60,529,288~~64,988,439~~, excluding capital expenditures~~. The Fiscal Year 2025 budget was prepared in conjunction with department and division heads from all departments. A special thanks to Accountant Sandra Peck for compiling all the information and Finance Director Lou Vitola for finalizing the budget.

The budget provides the citizens of Milford with information regarding the operations of the City government and details on how public funds will be utilized throughout the community. The budget also serves as a roadmap for the City Council and City Manager to achieve the City's priorities for both now and in the future. As staff prepared this year's budget, priorities and requests were aligned with the 2023-2028 Strategic Plan.

The annual budget is used as a managerial tool by the City Manager, Police Chief, City Clerk and the City's department heads/division supervisors. The annual spending plan serves as a monitoring tool of revenues and expenses for the various departments and divisions and is also a means of ensuring public resources are used in the most effective and efficient manner.

Background and Summary

As we prepare to start the new fiscal year, changes are in large part driven by requirements of the organization related to growth, associated demands on staff and operations, inflation, and recruiting challenges experienced over the past three years. As agreed upon by Council with the adoption of the FY2022 budget, a $0.01 real estate assessment tax increase is included in this year's budget. In conjunction with the increase, use of Realty Transfer Tax (RTT) for operating expenses will be reduced to $100,000 for 2025, which is down $100,000 each year for the last four years from $500,000 in FY2021. This will help achieve the goal of using RTT exclusively for capital improvement project funding by FY2026 and thereafter. Additionally, as per the voter referendum, the second $8 million in USDA funded bonds will close this year, requiring the City to phase in the second half of the property tax increase required to support the debt service associated with the new police facility. The second half of the debt service equates to approximately $0.034, bringing the FY2025 property tax rate to $0.59 per $100 of assessed value. The overall tax increase of $0.044 results in an increase of 8.1% in the property tax rate for 2025.

Based on staff's projections, the FY2025 general fund deficit exceeded $2.3 million *after* accounting for the tax increase to offset the PD Facility debt service but *before* capital spending. The $2.3 million was offset with position deferrals throughout FY2025 (about $125,000), FY2025 utility transfers ($722,000), FY2024 electric transfer rollforward ($500,000), FY2024 RTT surplus

rollforward ($400,000), application of FY2025 investment earnings on RTT and general enhancement funds ($300,000), application of economic development reserves ($~~212,000~~288,000), and rolling forward staff's estimated $56,000 of underspent FY2024 general fund operating budget.

Staff and Council made significant changes in FY2022 to help strengthen the City's financial position. An Equipment Replacement Reserve (ERR) was established with ongoing funding through an annual depreciation schedule. Capital expenditures were consolidated into a single budget with identified funding sources. A Reserve Fund policy was established to ensure adequate operating cash and reserves were maintained in each utility and the general fund. Council's approval of the annual $0.01 real estate tax increase with offsetting realty transfer tax reduction represented a meaningful step toward structural balance in the City's operating budget, which is a specific goal in the strategic plan. Annual contributions of $300,000 from the water and sewer funds were established in FY2022 and FY2024, respectively, which further supported structural balance. In FY2025, staff recommends each fund contribute $315,000 to help address the widening general fund budget gap. In FY2024, Council approved Staff's recommendation to adjust the electric fund transfer from a flat $2.5 million per year to a maximum transfer amount of 12.5% of gross electric revenue. For FY2025, a transfer of 12.5% is recommended to help balance the general fund. In addition, staff recommend the FY2024 transfer of 11.3% of gross electric revenue be retroactively increased to the same 12.5% threshold and carried forward to FY2025. Last year's increase in the electric fund transfer – even if adjusted retroactively to support FY2025 – leaves the City's relative position among peers unchanged with respect to general fund transfers as a percentage of revenue and average residential rates.

The American Rescue Plan Act of 2021 (ARPA) was used primarily to defray existing capital project commitments, thereby preserving millions in utility reserves. At the same time, ARPA funds indirectly made new projects possible, such as the Milford Corporate Center, or directly assisted in funding specialized programs and projects, such as the assigned police vehicle program. The ARPA funding represented the City's largest known single grant award to date, but staff continued to solicit millions in grant funding for dozens of projects in various stages of approval throughout the City's Capital Improvement Plan (CIP). A $0.5 million grant from Sussex County was secured to augment the cost of assigned police vehicles. Delaware Bond Bill funding in excess of $2.0 million was leveraged for parks & recreation, streets, sidewalks and open space development, while $6.1 million in infrastructure funding was secured for the benefit of Milford Corporate Center through FY2024. Grants through DNREC's ORPT Program provided $0.3 million in recreational funding, while DelDOT committed nearly $2.8 million for two bridge projects in the City and assumed responsibility for about $0.7 million in projects listed in the CIP. Along with the $1.0 million USDA sewer grants received in FY2022 and FY2023 and a three-year, $0.4 million operating grant secured by the police department in FY2024, the City's combined grant revenue and grant awards exceed $~~19.7~~20 million over the last four years.

Revenue Overview

The FY2025 revenue budget totals $~~60.5~~65 million, representing an increase of $~~6.6~~5.4 million, or ~~12.2~~9.1% over the FY2024 budget, ~~excluding~~ including application of reserve funding required for capital spending. Operating and capital budgets likewise ~~(excluding capital)~~ total $~~59.5~~65 million, constituting an increase of the same $~~6.5~~5.4 million ~~or 13.3~~and 9.1% over the prior fiscal year. The proposed budget represents the third consecutive year with ambitious capital investments, particularly in parks, streets, water and sewer. Current revenue in FY2025 exceeds that of FY2024 by $5.~~4~~ 7 million, driven primarily by organic growth and rate impacts in the utility funds ($2.9 million), stronger investment returns ($0.9 million citywide), organic assessment growth and tax rate increase in the general fund ($0.6 million) and utility transfer increases ($0.~~7~~ 9 million). Excluding the application of reserves that will be required for capital funding, current

revenue represents 95.6% of total revenue. In other words, the City's structural deficit is about 4.3% before considering capital needs, which is up from about 2.6% in FY2024 before capital. The growth in this imbalance must be evaluated in future budget cycles.

No portion of the property tax increase is unscheduled or emerging suddenly from the inflationary operating cost environment. Rather, the proposed movement in the property tax rate from $0.546 to $0.590 per $100 of assessed value is rooted in City Council's push for a structurally balanced budget as outlined in the strategic plan along with the voter-approved referendum to construct the new police facility. In FY2025, the second half of the debt service will be phased in, requiring an increase of $0.034 per $100 of AV. For the average Milford home with an assessed value of $147,600, the total increase is $5.41 more per month, or just under $65 annually.

Staff recommends continuing the annual contributions from the water and sewer funds to the general fund akin to the existing transfer from the electric fund. Often referred to as franchise fees or PILOTs (payment in lieu of taxes), the water and sewer transfers are recommended to increase to $315,000 each to help curtail the growing structural imbalance. The electric is recommended to remain capped at 12.5% for FY2025 and going forward. For 2025, the transfers total $4.57 million, with $0.63 million between water and sewer and $3.94 million from electric funds.

Electric, water and sewer enterprise revenues continue to post strong, stable results driven by a healthy combination of small, programmed rate adjustments and growth in the City's customer base. After completing an in-depth Cost of Services Study for electric, water, sewer, and solid waste in 2020, rate increases for water and sewer were recommended and approved through FY2026, solid waste through FY2025, and electric rates were approved through FY2023 & 2026.

For FY2025, water rates will increase 4.0% in accordance with the studies, while the City component of the sewer rates will increase 4.9%. Kent County plans to increase sewer treatment rates by 10% for the second year in a row, or about $0.28 to $3.12 per 1,000 gallons, for FY2025. The average household using 3,800 gallons of water a month will see a monthly increase of $0.53 for water and $2.08 for sewer (about $1.06 of which is attributable to Kent County Sewer Treatment).

Early in 2023, an update to our electric rate study was completed, and in April, Council adopted updated electric rates for the next three years (FY2024, FY2025, & FY2026). Based on the adopted rates, the customer charge for electric service will increase $0.25 in July 2025, and the kilowatt hour charge will increase by $0.00126 per kwh. The average home using 975 kwh per month will see a monthly increase of $1.48, or just under 1%, in their electric bill. To be clear, the City's wholesale electric provider, the Delaware Municipal Electric Corporation (DEMEC), has experienced a series of market-driven and regulatory events that have pushed up the wholesale cost of power by an average of 6.6% per year since FY21; increases that the City has been forced to pass through to all Milford residents and businesses via the power cost adjustment. Neither the City nor the power users welcome the rate increases, but the underlying causes are systemic, sparing none of the millions connected to the power grid across the Delmarva Peninsula. Accordingly, despite the increases, the City of Milford's electric rates remain among the lowest in the state and are backed by fundamental rate design and analysis. Further, the ability to keep pace with the volatile wholesale power market dampens the urgency of the City's need to increase property taxes to address the structural imbalance.

As part of the utility rate study done in 2020, solid waste rates were also established for five years based on historical data. The recent inflationary environment was not predicted as part of the rate study. Combined with a near $0 fund balance in 2020 and again in 2024 following the

most recent truck purchase, solid waste fees are not providing enough revenue to maintain the fund, even with the additional $1.00 per month increase adopted effective July 1, 2023. Projected revenue again falls short of projected expenses in 2025. For this reason, staff initiated the solid waste cost of service update with in FY2024 to yield a recommendation during FY2025 that is likely to result in a midyear increase in solid waste rates. In the meantime, solid waste rates are scheduled to increase by $1.25 to $32.75 per month effective July 1, 2024 for residential households, which remains below most benchmarked local services.

The City is making strides to achieve utility rates that provide full cost recovery in total, by cost classification (i.e. fixed vs variable costs), and by user classification (to avoid cross-subsidization of ratepayers). At the same time, staff recognize the challenge in meeting all full cost recovery and rate restructuring all at once. For that reason, we embraced a multiyear phase-in of utility rate adjustments to gradually arrive at responsible rates while reducing the impact to all Milford residents and business operators.

Budget Overview / Highlights

The individual fund changes, excluding capital and debt service, are as follows:

	FY2024-25 Budget	Change from FY2023-24	Pct Chg
General Fund	$ 15,128,920	$ 1,533,457	11.3%
Water Fund	2,675,852	175,436	7.0%
Sewer Fund	5,147,313	(18,068)	(0.3%)
Solid Waste Fund	1,859,923	146,382	8.5%
Electric Fund	33,390,495	4,826,535	16.9%
	$ 58,202,503	$ 6,663,742	12.9%

For the fourth year in a row, the general fund will benefit from accumulated prior-year surplus funding generated as a result of staffing challenges and strong internal spending control. However, with just $56,000 estimated to carry into FY2025, the general fund required the scheduled property tax rate increase, more than $1 million in retroactive and supplemental utility fund transfers, the use of various reserves and interest thereon, and the deferral of approved positions to overcome the deficit driven by operating expenses and debt service alone. It will take significant amounts of additional reserves and heavy grant funding to support general governmental capital needs. Further, this year's general fund budget continues to utilize a transfer from the RTT fund to support public safety ($100,000), while Economic Development funding budgeted in FY2024 ($105,860) will more than double in FY2025 to help defray contributions to Downtown Milford, Inc (DMI), the Milford Museum~~, Kent Economic Partnership~~, personnel, community festivals, advertising and other economic development expenses.

Personnel

In March 2024, we were informed by the State of a 27% increase in healthcare premiums for FY 2025 and they expect another double-digit increase in FY2026. Because of the increase, staff is investigating alternative healthcare coverage options for FY2026. In order to reduce the total financial impact to the City in FY2025, employee contributions toward healthcare costs will increase from 15% to 20%.

The recommended FY2025 budget includes an overall 4.5% increase in base pay for non-union employees (except Police Lieutenants) and ½ step merit increase (1.5%) in lieu of a full step 3% increase due to the overall budget pressures. An updated wage and compensation study is

proposed for FY2025, and once complete, staff will recommend a new merit pay increase based on the results. It was important to maximize employees' pay on July 1 in order to offset the significant increase in their healthcare contributions, rather than having employees digest the cost increase until their service anniversaries.

We will also continue to expand employee recognition initiatives, including the Safety Incentive program, wellness program and recognition of Special Performance of individuals or teams.

In accordance with the Police Teamsters Agreement for ranks Sergeant and below, these officers will receive a 14% increase on July 1, 2024 and a 1.5% increase on their anniversary date. Additionally, a market rate increase of 27% will also be given to non-union Police Lieutenants. Contract negotiations remain ongoing for Electric employees covered under the IBEW Agreement, which expires on June 30, 2024. The Teamsters Dispatcher contract expires on July 1, 2026; the current contract calls for dispatchers to receive an approximate 6.2% increase on July 1, 2024 and a 1.5% increase on their anniversary date.

In July 2024, the City had authorization for 138.3 full-time equivalent (FTE) employees. In January 2024, Council authorized five (5) additional FTEs for the Police Department – two (2) dispatchers and one (1) crime analyst for FY2024 and two (2) additional dispatchers for FY2025, funded in part through the elimination of one (1) FTE in the City Clerk's office and one (1) FTE Horticulturist position for Parks and Recreation. Again, due to the inflationary environment, contractual obligations and insurance cost pressure emerging in FY2025, staff recommends not filling the following positions in FY2025: ~~Economic Development/Community Engagement Administrator (Administration),~~ Arborist and Arborist Ground Helper (Electric), two Dispatchers (Police), and Operations Supervisor (Public Works). Accordingly, 13~~7~~6.3 total FTEs are budgeted in FY2025. New personnel requested in FY2025 include a part-time clerk for the City Clerk's Department and a part-time Electric Lead Line Technician for the Electric Department.

Vehicle and Equipment Replacment Reserve Fund

As described earlier, an Equipment Replacement Reserve Fund was created in 2022. Funding for the fund comes from annual equipment depreciation expensed within each budget. This accounting practice alleviates wide swings in annual budgets and provides funding for replacement at the end of vehicle life. A full listing of all vehicles and equipment to be replaced is included in the budget. New pieces of equipment or vehicles (not replacements) are included in Capital Expenditures. By the end of FY2025, a cumulative total of $2.8 million will have been incorporated into the operating budget, supplying stable funding for the replacement of more than $2 million in vehicles the last four years, including the City's newest refuse vehicle.

Capital Expenditures

The following is a partial list of capital equipment and projects. Please review the CIP sections of the budget document for line-item detail of the capital purchases and projects recommended for funding in this year's capital program as part of the broader FY2025 operating budget. The CIP document also features various summary-level presentations of the initiatives on the horizon aimed at improving the City of Milford now and for generations to come.

General Fund:

Police – Continued design of the maintenance building, ballistics upgrades, and upgrades in body and fleet camera systems.

Parks & Recreation – Building improvements to both the main office and the recreation office, upgrades to the Can Do Playground, a professional recreation program needs evaluation, Riverwalk

lighting and path upgrades, continued development of the Sharp property, gateway signage improvements, the construction of a beach volleyball court, and annual basketball court rehab.

Streets – Continued work toward the annual street rehab program, ADA compliance and sidewalk connectivity, bike path projects, streetscape projects, as well as the NW Front Street TAP Project Phase II and parking lot improvements.

Admin / General – Grant-funded improvements to the Armory building and the ongoing ERP implementation.

Capital Expenses for Enterprise and Interdepartmental Service Funds: Building improvements at both the Customer Service and City Hall offices, the public plaza at City Hall, a trailer-mounted attenuator and a regulator refurbishment program in Public Works, as well as design work for the public works expansion plans and new equipment in the garage.

Capital Improvements Projects/Repairs:

Electric Fund – Testing and upgrades within the City's substations, ongoing pole inspection and LED streetlight upgrades, DelDOT traffic signal evaluation and potential removal, fiber-optic network backup to the public works facility, the development of a fiber network map & GIS module.

Water Fund – Chlorine scrubber at the water treatment facilities that currently utilize solid chlorine treatment, ongoing water line replacement, including the cost to restore disturbances to streets, sidewalks, curbs, and ADA improvements, water valve blowoff, valve and hydrant replacements, Kent Place line extension, design/engineering for the NW area water tower, wells and treatment infrastructure, and ongoing planning and design for the Milford Corporate Center water infrastructure.

Sewer Fund – Addition of an 8" bypass pump to improve redundancy, pump station improvements and relocation projects, pump station construction and line extension projects, Kent Place sewer improvements, and ongoing planning and design for the Milford Corporate Center sewer infrastructure.

Solid Waste Fund – refuse vehicle fleet expansion from four to five vehicles

Budget Considerations

In moving forward in the next fiscal year, Council needs to be aware of the following on-going budget issues that need to be addressed:

1. Healthcare cost increases have necessitated the investigation into other alternatives for health insurance. It is possible a change in healthcare providers could lead to a $1,000,000 savings in FY2026. However, that decision must be made by February 28, 2025. The State of Delaware requires a 4-month notification to opt out of their coverage for FY2026. Additionally, if the City opts out of the State healthcare plan, it would not be able to rejoin for three years.
2. As per Council's request, the capital budget includes funds for sidewalk replacement, including a reimbursement to homeowners who previously paid for sidewalk replacement. Without any additional funding, this added annual expense will result in less capital funding available for other projects.
3. The budget is balanced using additional transfers from utility accounts. While the transfers are defensible, continuing to rely on utility accounts will result in increases in utility rates, making it financially less attractive to reside or maintain a business in the City. Council should consider setting limits on the transfer amounts.

4. No general fund money is used to fund the Customer Service Department. Approximately 13% of Customer Service expenses are attributed to tax collection services. Allocating these costs to the general fund has been delayed due to inadequate general fund revenue year after year.
5. Utilizing Real Estate Transfer Tax to fund the general police expenses is not sustainable. Staff recommends Council complete the course of increasing the real estate tax assessment by $0.01 per year, while reducing the use of RTT by $100,000 each year over five years, culminating with the elimination of RTT in the operating budget in FY2026.
6. Interdepartmental transfers from water, sewer, electric and solid waste are rational and standardized to the best ability of City staff. However, the allocation process has not been reviewed or established by an independent professional consultant. An Allocation Study is being completed this year in order to justify the transfers. This most likely will put additional pressure on the general fund.
7. The budget uses Real Estate Transfer Tax revenue and Municipal Street Aid for funding street improvements. The present level of income from those sources is not sufficient to fund the needed improvements in the future, given the other funding pressures being relieved by Real Estate Transfer Taxes.
8. The full payment on the bonds for the Police Facility will be realized in FY2025, which equates to an additional $0.034 per $100 AV tax increase.
9. Inflation is presently running at about 4.0% annually, which will have an impact on personnel costs as well as the cost of goods and services during the upcoming year.
10. Solid waste continues to be a challenge in terms of equipment, manpower and costs. A rate study is presently being completed, and we anticipate a mid-year rate increase to cover the expected deficit in the solid waste fund. Council may want to revisit using contract services for the refuse, recycling, yard waste, and bulk waste collection.
11. Both Kent and Sussex Counties plan to utilize the new tax assessments in FY2026. The City should do the same. Consideration should be given in FY2026 to look at low annual tax increases to sustain a growing operating budget.
12. The development of a two-year budget starting with FY2026 (with FY2026 formally approved and FY2027 representing a plan year) as well as the development of long-term operating plans will assist City Council in long-range planning and decision-making.

Conclusion

The real estate tax increase, and increases in water, sewer, electric and trash rates will result in a monthly increase for the average resident of $10.75/month or $129/year. More than half of the $129 is attributed to payments on the bond for the police building. Without the $4.57 million transfer of utility funds to the general fund, real estate taxes would need to increase by nearly 80% – by about $0.43 per $100 of AV – just to operate through June 30, 2025. The City is fortunate for its diversity of operations and multiple income streams in order to keep real estate taxes at an attractive rate for businesses and residents, while providing competitive rates for utilities and services.

The current fiscal condition of the City is stable, and the proposed budget is balanced. The water and electric reserve funds are healthy and building permit revenues are growing. The proposed tax increase will enable the City to make bond payments on the police station and reduce reliance on RTT to fund operating costs of the Police Department, preserving RTT income for capital projects now and in the future.

In the past three years, the Council adopted policies for fund balances, vehicle and equipment replacement reserves, and updated the investment policy, which have combined to put the City in a better financial position for the future. Staying the course on the proposed tax increase and the codified utility increases will go a long way – and are likely even more important – in maintaining the City's financial stability.

Milford is a great place to live, work and play. Keeping Milford a great place means adequately funding public safety, infrastructure, parks, recreation opportunities, and reliable public services. Just as our forefathers and foremothers left us this great City, today, it is our opportunity to impact the future of the City for the better.

Annual Operating Budget Proposal

For the Fiscal Year Ending June 30, 2025 (FY2025)

Consolidated Summary (Including FY25 Capital)

General Funds | Enterprise Funds | Internal Svc Funds

CITY OF MILFORD
FISCAL YEAR 2024-25
CONSOLIDATED BUDGET RECOMMENDATION

FY25 OPERATING & CAPITAL BUDGET SUMMARY DRAFT
v3 - ADDITION OF CAPITAL (UPDATED 5/31/2024)

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	13,215,822	1,292,661	14,508,483	831,629	-	48,800	880,429
PLANNING	446,000	-	446,000	929,502	-	-	929,502
FINANCE	-	-	-	778,965	-	-	778,965
INFORMATION TECHNOLOGY	-	-	-	942,046	-	-	942,046
POLICE	570,285	197,260	767,545	8,034,830	640,048	97,260	8,772,138
STREETS	-	385,000	385,000	1,026,797	-	275,000	1,301,797
PARKS & RECREATION	83,000	446,851	529,851	1,484,430	-	446,851	1,931,281
CITY CLERKS	-	-	-	372,009	-	-	372,009
COUNCIL	-	-	-	728,712	-	-	728,712
TOTAL GENERAL FUND	**$ 14,315,107**	**$ 2,321,772**	**$ 16,636,879**	**$ 15,128,920**	**$ 640,048**	**$ 867,911**	**$ 16,636,879**
WATER	3,707,513	-	3,707,513	2,675,852	365,275	666,386	3,707,513
SEWER	5,640,969	2,427,694	8,068,663	5,147,313	416,977	2,504,373	8,068,663
SOLID WASTE	1,737,223	718,011	2,455,234	1,859,923	-	595,311	2,455,234
ELECTRIC	32,820,079	1,300,071	34,120,150	33,390,495	320,315	409,340	34,120,150
TOTAL BUDGET	**$ 58,220,891**	**$ 6,767,548**	**$ 64,988,439**	**$ 58,202,503**	**$ 1,742,615**	**$ 5,043,321**	**$ 64,988,439**

FY25 Budget Draft

Sources and Uses of Funds

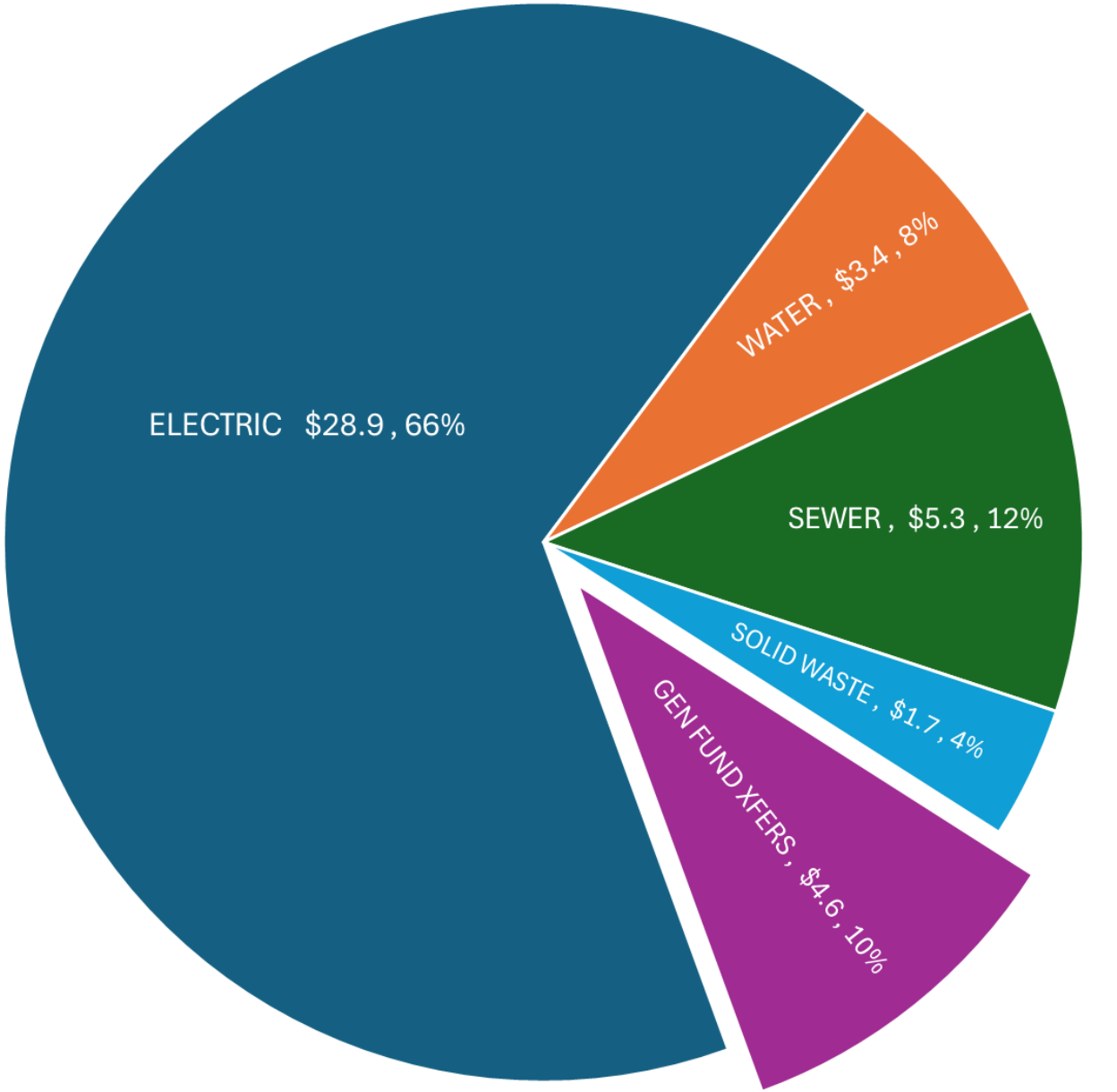
FY25 Budget Draft
Utility Fund
Current Revenue*

$48.4mm gross

($ 4.4mm) capital reserves

($ 4.6mm) transfers

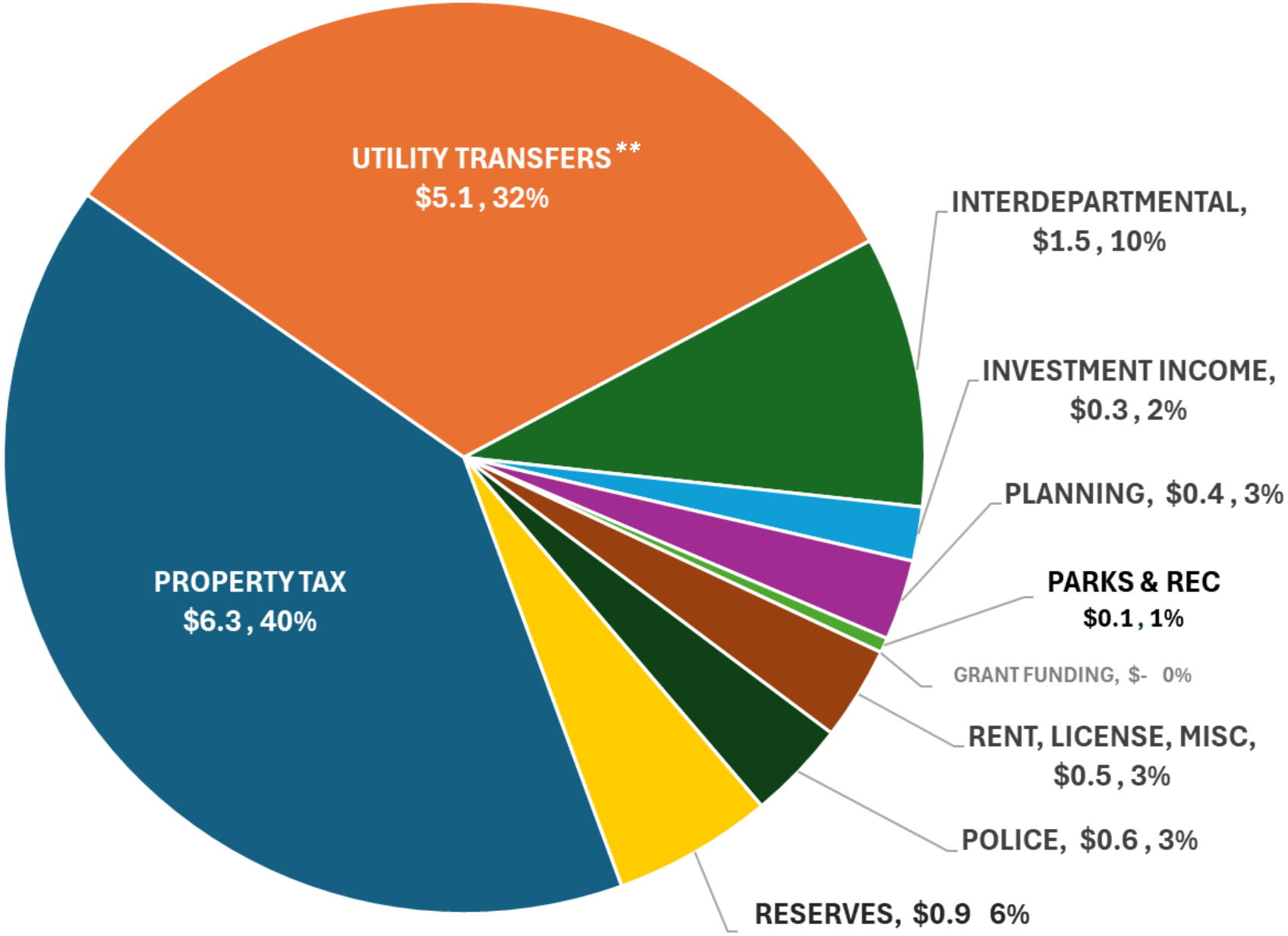
$ 39.3mm net of transfers



In $ millions, net of reserves & transfers

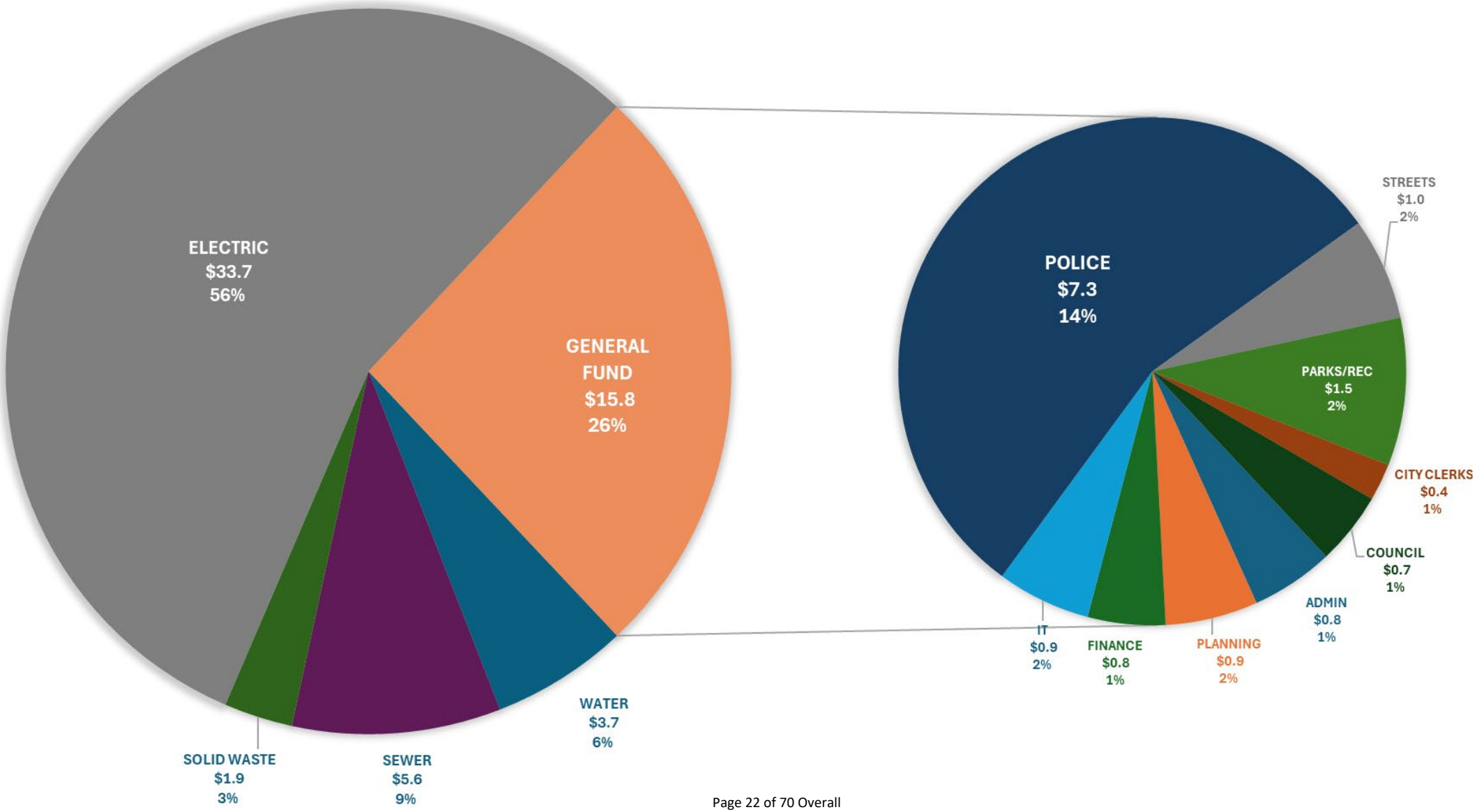
FY25 Budget Draft
General Fund Current Revenue*

$ 16.6mm gross
($ 0.9mm) capital res
$ 15.7mm net



In millions, net of capital reserves
***Transfers include FY25 recommendation of $4.6mm & supplemental FY24 electric fund transfer of $0.5mm*

FY25 Budget Draft – Citywide Operating Expense by Fund



FY25 Budget Draft

Citywide Personnel

(Updated 5/31/2024)

City of Milford Personnel Count

FUND	DEPARTMENT	FY25 PROPOSED	FY24 APPROVED	INCREASE/ (DECREASE)	PCT INC (DEC)	CHANGE
GENERAL FUND	POLICE	54.4	50.8	3.6	7.1%	Crime Analyst, 2 Dispatch and other postions no longer vacant/full year budget
GENERAL FUND	PARKS & RECREATION	7.4	8.1	(0.8)	-9.2%	Reduced by Horticulturist
GENERAL FUND	PLANNING	7.0	6.8	0.2	2.4%	No new positions; Increase due to position filled all year FY25
GENERAL FUND	FINANCE	5.0	5.0	0.0	0.0%	
GENERAL FUND	STREETS	4.8	4.8	0.0	0.0%	
GENERAL FUND	IT	4.3	4.3	0.0	0.0%	
GENERAL FUND	CITY ADMIN	4.0	4.2	**(0.2)**	**-3.8%**	Reduced by Videographer; Economic Development position restored in 5/29/2024 Draft
GENERAL FUND	CLERKS	2.6	2.8	**(0.2)**	**-8.2%**	Reduced by transfer of Deputy Clerk funding to PD (-0.8); Added back a part-time position (+0.6)
GENERAL FUND	CITY HALL	0.0	0.0	0.0	0.0%	
INTERNAL SERVICE	CUSTOMER SERVICE	10.0	10.0	0.0	0.0%	
INTERNAL SERVICE	PUBLIC WORKS	8.2	9.2	(1.0)	-10.8%	Reduced by PW Operations Supervisor
INTERNAL SERVICE	TECH SERVICES	3.0	3.5	(0.5)	-13.5%	Reduced by Videographer
INTERNAL SERVICE	GARAGE	2.0	2.0	0.0	0.0%	
UTILITY FUND	ELECTRIC	12.1	13.5	(1.4)	-10.2%	Reduced by Arborist & Asst Arborist; Increased by PT Training Position
UTILITY FUND	SOLID WASTE	4.8	4.6	0.2	3.3%	Related to supervion distribution
UTILITY FUND	WATER	4.5	4.3	0.2	5.8%	1/2 year W/S position now budgetd full year
UTILITY FUND	SEWER	4.5	4.3	0.2	5.8%	1/2 year W/S position now budgetd full year
TOTAL (FTE COUNT)		**138.7**	**138.3**	**0.4**	**0.3%**	
Citywide Salary & Wage Expense		*$ 11,587,394*	*$ 10,469,985*	*$ 1,117,409*	*10.7%*	
Citywide Payroll Tax & Benefits		*4,997,832*	*4,232,862*	*764,970*	*18.1%*	*$536k of this increase, or 70%, is driven by health insurance*
Total Citywide Payroll		*$ 16,585,226*	*$ 14,702,847*	*$ 1,882,379*	*12.8%*	

(Updated 5/31/2024 to restore both PT City Clerk and Economic Development/Community Engagement)

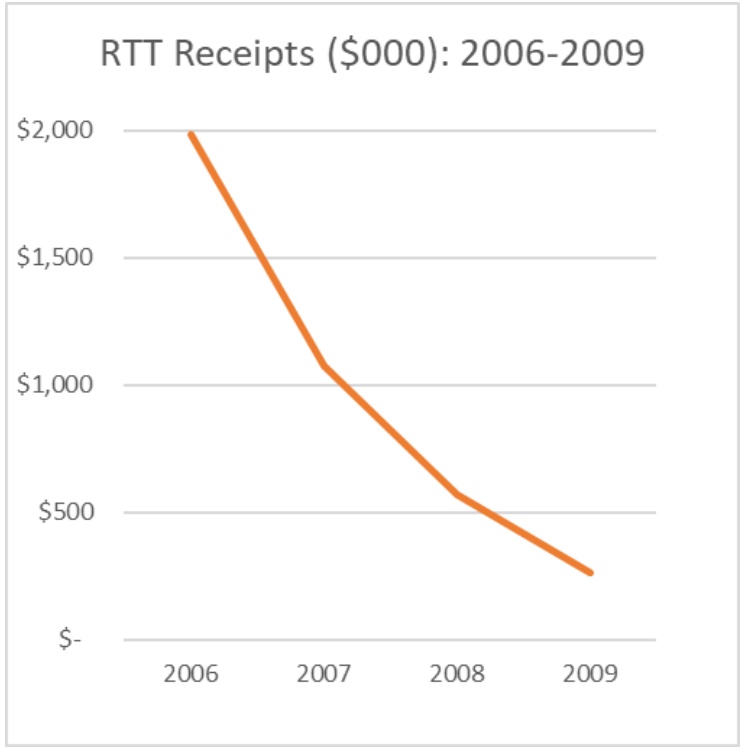
THE CITY of Milford DELAWARE

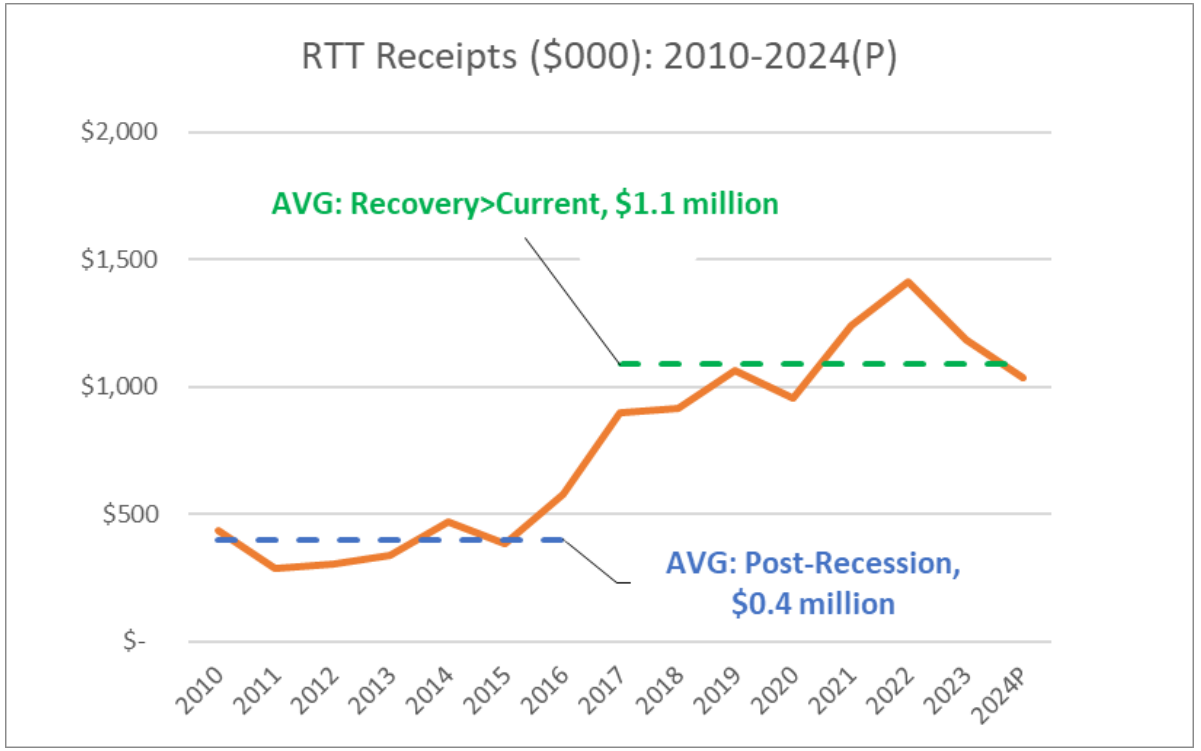
FY25 Budget Draft

Special Revenue Funds
Realty Transfer Taxes (RTT)

FY25 Budget Draft – Realty Transfer Taxes (RTT)

- FY21–FY26 Structural Balance Initiative: Swap $100k in RTT for $0.01 in Prop Tax/Yr
  - RTT O&M Support $500k in FY21 to $100k in FY25; $0 in FY26
  - Retain RTT Funding for Capital, Improve Structural Balance, *Adjust Capital Spending as Needed*
  - FY24 RTT Expectations were $600k, Projection is $1 million; *Leverage Difference in O&M Budget*
  - FY25 Budget Adjusts O&M/Capital Spending Mix *as Needed*





FY25 Budget Draft

Special Revenue Funds
Police and General Enhancement Funds

FY25 Budget Draft – Enhancement Funds

§ 26-2.B. Police and General Government Facilities

(1) The surcharge, to be used by City Police and General Government, shall be known as "Police and General Government Facilities Enhancement Fund".

(2) The surcharge for the "Police and General Government" shall be billed at the rate of 0.75% in accordance with Section 26-1.

- First receipts under §26-2.B. received June 12, 2019

- $1 million support of PD Facility Design is the only Council-approved use of funds to date
- All general government facilities are eligible for the use of these funds

POLICE & GENERAL GOVERNMENT FACILITIES

RECEIPTS & EXPENDITURES BY FISCAL YEAR - LIFE TO DATE

Fiscal Year	Receipts	Expenditures	Avg Mthly Recpts
2019	$ 17,776	$ -	$ 17,776
2020	220,843	4,591	18,404
2021	404,354	2,716	33,696
2022	95,573	651,533	7,964
2023	585,197	245,849	48,766
2024	222,181	93,507	22,218
Grand Total	**$ 1,545,925**	**$ 998,196**	**$ 26,202**
BALANCE, APRIL 30, 2024		***$ 547,729***	

FY25 Budget Draft

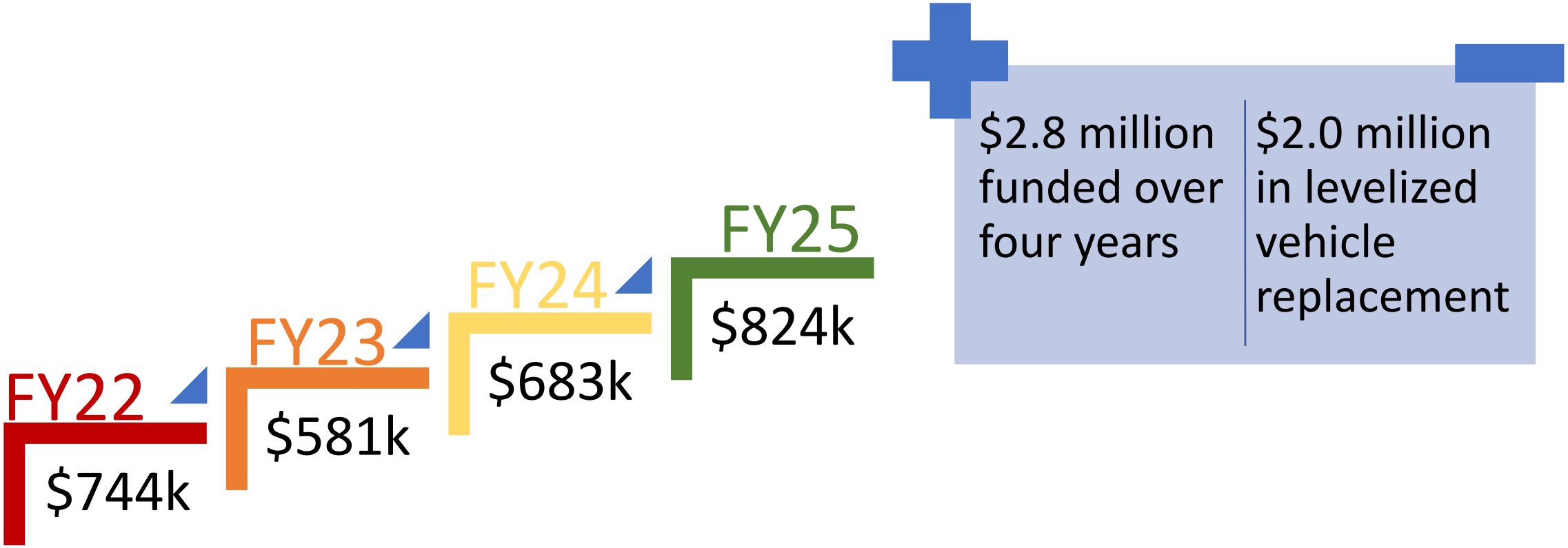
Special Revenue Funds
Vehicle & Equipment Replacement

FY2025 BUDGET – VEHICLE & EQUIPMENT REPLACEMENT

[Updated May 29, 2024 -LCV]

Year	Make/Manufacturer	Model/Body Style	Gross Weight	Inventory Number	Department	Expected Useful Life	Replacement Year	Estimated Cost New
2014	*Ford*	*Econoline Van*	*9,000*	*PR-006*	*Parks & Rec*	*10*	*2024-Ordered*	*$ 50,762*
1998	*Chevrolet*	*Pickup, Utility*	*10,000*	*PR-041*	*Parks & Rec*	*10*	*2024-Ordered*	*$ 64,661*
2012	*Ford*	*F250 Pickup*	*10,000*	*S-002*	*PW-Streets*	*12*	*2024-Ordered*	*$ 69,924*
2011	*Ford*	*F450 Dump Truck*	*16,500*	*W-008*	*PW-Water*	*10*	*2024-Ordered*	*$ 71,927*
1999	Statesman	Utility Trailer	5,000	PR-007	Parks & Rec	15	2025	$ 5,000
2011	Kubota	Riding Mower		PR-035	Parks & Rec	5	2025	$ 21,000
2004	Kubota	Riding Mower		PR-018	Parks & Rec	5	2025	$ 21,000
2015	Kubota	Riding Mower		PR-020	Parks & Rec	5	2025	$ 21,000
2004	John Deere	UTV		PR-013	Parks & Rec	15	2025	$ 11,000
2007	John Deere	UTV		PR-029	Parks & Rec	15	2025	$ 11,000
2006	Ford	F350 Pickup	10,000	PR-016	Parks & Rec	15	2025	$ 77,545
2013	Ford	Explorer		PD-5115	Police	8	2025	$ 73,889
2014	Ford	Explorer		PD-5120	Police	8	2025	$ 73,889
2015	Ford	Explorer		PD-5121	Police	8	2025	$ 73,889
2015	Ford	Explorer		PD-5122	Police	8	2025	$ 73,889
2017	Dodge	Ram 1500 Pickup Quadcab	6,800	E-101	PW-Electric	10	2025	$ 60,000
1992	Krueger	Trailer	10,000	E-121	PW-Electric	15	2025	$ 25,000
2002	Towmaster	Trailer	15,000	E-126	PW-Electric	15	2025	$ 25,000
2006	Ford	F350 Service Body		SE-002	PW-Sewer	15	2025	$ 76,944
2013	MGS	Trailer	6,600	SE-027	PW-Sewer	10	2025	$ 25,000
2011	John Deere	Backhoe Loader		S-006	PW-Streets	12	2025	$ 185,000
2006	Dodge	Sprinter 3500 Cargo Van		W-029	PW-Water	12	2025	$ 85,000
2006	Ford	F350 Pickup		W-015	PW-Water	15	2025	$ 48,966
2011	Toyota	Camry		C-001	Customer Service	12	2025	$ 50,000

FY2025 BUDGET – VEHICLE & EQUIPMENT REPLACEMENT FUNDING ROLLFORWARD



FY25 Budget Draft – Changes vs Opening Presentation

- Restoration of Economic Development / Community Relations Position
  - Additional 1.0 FTE in General Fund
  - Funded with the following changes:
    - $75k Increase in Application of Economic Development Reserves
    - Removal of $20k Kent Economic Partnership Funding
    - Reallocation of $20k in Grant-Funded Expenditures
    - Reduction of $5k in Armory Expenditures Line (Typically Under Budget)
  - The 0.6 FTE part-time support in the City Clerks Division remains in the budget
- Added Reserve-Funded FY25 Capital Budget Totaling $5.1 million

THE CITY of Milford DELAWARE

Annual Operating Budget Proposal

For the Fiscal Year Ending June 30, 2025 (FY2025)

Operating Budget Summaries by Fund Groups & Account Type

General Funds | Enterprise Funds | Internal Svc Funds

FY2025 BUDGET PROPOSAL
GENERAL FUND

Divisions & Account Categories	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
General Fund						
Revenue						
Tax Receipts	(4,749,699)	(5,021,258)	(5,732,358)	(5,745,470)	(6,319,516)	10.0%
Utility Transfers	(2,800,000)	(2,800,000)	(3,856,130)	(3,856,130)	(4,572,000)	18.6%
Allocations	(1,136,159)	(1,246,907)	(1,371,976)	(1,371,976)	(1,506,923)	9.8%
Application of Reserves	(437,482)	(300,000)	(545,660)	(545,660)	(1,453,861)	166.4%
Police	(531,828)	(594,432)	(523,905)	(707,377)	(570,285)	-19.4%
Permits & Licenses	(475,978)	(663,593)	(607,000)	(509,397)	(446,000)	-12.4%
Leases & Franchise Fees	(424,267)	(427,967)	(430,069)	(499,906)	(441,814)	-11.6%
Interest Income	(7,851)	(97,810)	(10,500)	(11,313)	(335,569)	2866.1%
Parks & Rec	(67,015)	(82,139)	(70,000)	(70,000)	(83,000)	18.6%
Miscellaneous	(595,715)	(328,213)	(35,400)	(818,239)	(40,000)	-95.1%
Revenue Total	**(11,225,995)**	**(11,562,318)**	**(13,182,998)**	**(14,135,470)**	**(15,768,968)**	**11.6%**
City Council						
O&M	444,979	541,268	587,811	553,865	611,592	10.4%
Transfers	-	-	50,240	50,240	48,200	-4.1%
Personnel	31,413	34,023	54,990	43,908	54,990	25.2%
City Council Total	**476,392**	**575,291**	**693,041**	**648,014**	**714,782**	**10.3%**
City Clerks						
O&M	-	-	88,171	68,602	86,846	26.6%
Personnel	-	-	335,411	283,051	285,163	0.7%
City Clerks Total	**-**	**-**	**423,582**	**351,653**	**372,009**	**5.8%**
Elections						
O&M	2,901	2,815	8,000	8,897	8,000	-10.1%
Personnel	2,727	720	5,500	3,444	5,930	72.2%
Elections Total	**5,628**	**3,535**	**13,500**	**12,341**	**13,930**	**12.9%**
City Admin						
O&M	191,587	254,615	163,596	141,412	188,916	33.6%
Personnel	720,217	769,639	602,820	614,348	642,713	4.6%
City Admin Total	**911,804**	**1,024,254**	**766,416**	**755,760**	**831,629**	**10.0%**

FY2025 BUDGET PROPOSAL
GENERAL FUND

Divisions & Account Categories	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Finance						
O&M	43,445	47,440	64,520	44,897	57,705	28.5%
Personnel	427,876	484,998	643,770	655,880	721,260	10.0%
Finance Total	**471,322**	**532,438**	**708,290**	**700,777**	**778,965**	**11.2%**
IT						
O&M	216,048	325,431	571,505	407,092	405,476	-0.4%
Personnel	319,289	333,251	482,545	497,036	536,570	8.0%
IT Total	**535,337**	**658,682**	**1,054,050**	**904,129**	**942,046**	**4.2%**
Parks & Rec						
O&M	512,263	499,342	769,610	672,532	709,070	5.4%
Personnel	585,101	637,471	775,970	768,139	775,360	0.9%
Parks & Rec Total	**1,097,365**	**1,136,813**	**1,545,580**	**1,440,671**	**1,484,430**	**3.0%**
Planning & Code						
O&M	224,354	225,895	281,862	164,315	165,112	0.5%
Personnel	508,023	570,592	676,580	685,560	764,390	11.5%
Planning & Code Total	**732,377**	**796,486**	**958,442**	**849,875**	**929,502**	**9.4%**
Police						
O&M	807,842	958,153	1,111,931	1,044,182	1,301,310	24.6%
Personnel	5,130,968	5,198,543	5,520,216	6,032,143	6,733,520	11.6%
Debt Service	-	-	296,750	296,750	640,048	115.7%
Police Total	**5,938,810**	**6,156,696**	**6,928,897**	**7,373,075**	**8,674,878**	**17.7%**
Street Maintenance						
O&M	419,846	429,248	483,408	402,356	475,177	18.1%
Personnel	323,902	368,318	425,400	445,112	441,620	-0.8%
Stormwater	48	22	80,000	78,500	110,000	40.1%
Street Maintenance Total	**743,796**	**797,588**	**988,809**	**925,969**	**1,026,797**	**10.9%**
Grand Total	**$ (313,164)**	**$ 119,467**	**$ 897,608**	**$ (173,206)**	**$ 0**	**-100.0%**

FY2025 BUDGET PROPOSAL
UTILITY FUNDS

Funds & Account Categories	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Electric Fund						
Revenue						
Utility Revenue	$ (25,438,198)	$ (27,687,097)	$ (28,385,260)	$ (33,133,604)	$ (31,856,491)	-3.9%
Utility Fees	(42,411)	(75,028)	(59,400)	(78,654)	(62,940)	-20.0%
Investment Income	(25,025)	(390,471)	(437,933)	(503,623)	(892,648)	77.2%
Miscellaneous	(31,172)	(16,549)	(17,238)	(8,156)	(8,000)	-1.9%
Application of Reserves	-	-	7,119	-	(890,731)	-100.0%
Revenue Total	**(25,536,805)**	**(28,169,144)**	**(28,892,712)**	**(33,724,036)**	**(33,710,810)**	**0.0%**
Expense						
Cost of Service	17,774,161	20,170,221	20,543,523	23,796,804	24,137,632	1.4%
O&M	2,375,428	2,927,642	3,217,349	3,169,618	3,379,183	6.6%
Personnel	1,210,393	1,540,690	1,753,070	1,728,471	1,931,680	11.8%
Transfers	2,500,000	2,500,000	3,250,000	3,750,000	3,942,000	5.1%
Debt Service	90,966	322,340	322,640	322,215	320,315	-0.6%
Expense Total	**23,950,949**	**27,460,893**	**29,086,582**	**32,767,108**	**33,710,810**	**2.9%**
Electric Fund Total	**(1,585,856)**	**(708,251)**	**193,870**	**(956,928)**	**-**	**-100.0%**
Sewer Fund						
Revenue						
Utility Revenue	(4,811,620)	(5,159,861)	(5,676,080)	(5,366,127)	(5,380,869)	0.3%
Utility Fees	(4,738)	(12,542)	(10,100)	(15,872)	(10,600)	-33.2%
Investment Income	(6,073)	(135,957)	(114,205)	(19,731)	(249,500)	1164.5%
Miscellaneous	(54,103)	(8,209)	(5,400)	(750)	-	-100.0%
Revenue Total	**(4,876,535)**	**(5,316,569)**	**(5,805,785)**	**(5,402,480)**	**(5,640,969)**	**4.4%**
Expense						
Cost of Service	2,459,554	2,470,260	3,012,005	2,596,297	2,863,851	10.3%
O&M	1,106,472	1,013,439	1,448,756	1,216,226	1,511,092	24.2%
Personnel	329,592	345,172	402,430	334,376	457,370	36.8%
Transfers	-	-	300,000	300,000	315,000	5.0%
Debt Service	103,960	412,850	408,878	408,878	416,977	2.0%
Expense Total	**3,999,577**	**4,241,720**	**5,572,068**	**4,855,776**	**5,564,290**	**14.6%**
Sewer Fund Total	**(876,957)**	**(1,074,849)**	**(233,717)**	**(546,703)**	**(76,679)**	**-86.0%**

FY2025 BUDGET PROPOSAL
UTILITY FUNDS

Funds & Account Categories	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Water Fund						
Revenue						
Utility Revenue	(3,123,200)	(3,480,030)	(3,521,373)	(3,523,322)	(3,456,963)	-1.9%
Utility Fees	(2,870)	(7,614)	(4,900)	(9,202)	(6,300)	-31.5%
Investment Income	(14,462)	(200,991)	(73,204)	(13,445)	(231,000)	1618.1%
Miscellaneous	(7,575)	(24,000)	(1,750)	(24,000)	(13,250)	-44.8%
Revenue Total	**(3,148,107)**	**(3,712,635)**	**(3,601,227)**	**(3,569,969)**	**(3,707,513)**	**3.9%**
Expense						
Cost of Service	319,915	345,521	357,330	387,703	392,730	1.3%
O&M	1,020,763	1,111,458	1,428,556	1,230,784	1,500,782	21.9%
Personnel	339,916	353,257	412,460	342,308	467,340	36.5%
Transfers	300,000	300,000	301,790	300,000	315,000	5.0%
Debt Service	106,934	365,274	365,275	357,820	365,275	2.1%
Expense Total	**2,087,528**	**2,475,510**	**2,865,411**	**2,618,614**	**3,041,127**	**16.1%**
Water Fund Total	**(1,060,579)**	**(1,237,125)**	**(735,816)**	**(951,355)**	**(666,386)**	**-30.0%**
Solid Waste Fund						
Revenue						
Utility Revenue	(1,465,703)	(1,552,248)	(1,699,244)	(1,714,465)	(1,716,223)	0.1%
Utility Fees	(2,808)	(4,454)	(4,000)	(4,356)	(3,600)	-17.4%
Investment Income	(869)	(11,139)	(6,250)	(21,636)	(17,400)	-19.6%
Application of Reserves	-	-	-	-	(122,700)	100.0%
Revenue Total	**(1,469,380)**	**(1,567,841)**	**(1,709,494)**	**(1,740,457)**	**(1,859,923)**	**6.9%**
Expense						
Cost of Service	331,790	349,935	369,012	371,114	396,505	6.8%
O&M	848,931	1,315,995	935,127	864,196	1,023,288	18.4%
Personnel	244,086	308,454	380,842	442,537	440,130	-0.5%
Expense Total	**1,424,807**	**1,974,384**	**1,684,981**	**1,677,847**	**1,859,923**	**10.9%**
Solid Waste Fund Total	**(44,572)**	**406,543**	**(24,512)**	**(62,610)**	**-**	**-100.0%**
Grand Total	**$ (3,567,965)**	**$ (2,613,682)**	**$ (800,175)**	**$ (2,517,597)**	**$ (743,065)**	**-70.5%**

FY2025 BUDGET PROPOSAL
INTERNAL SERVICE FUNDS

Funds & Expense Categories	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
City Hall (ISF)						
O&M	$ 53,587	$ 79,688	$ 93,583	$ 85,679	$ 81,540	-4.8%
Personnel	-	2,476	1,756	1,820	1,900	4.4%
Customer Svc (ISF)						
O&M	276,345	319,473	413,910	358,557	423,510	18.1%
Personnel	581,788	672,165	800,480	828,613	917,260	10.7%
Garage (ISF)						
O&M	93,594	99,399	133,380	108,766	126,444	16.3%
Personnel	91,595	111,208	178,430	177,144	194,220	9.6%
Public Works (ISF)						
O&M	229,734	212,224	283,920	253,117	296,460	17.1%
Personnel	735,157	776,205	921,530	863,138	877,190	1.6%
Tech Services (ISF)						
O&M	416,537	393,138	508,276	496,789	501,615	1.0%
Personnel	294,813	293,804	328,647	299,312	336,620	12.5%
Grand Total	**$ 2,773,149**	**$ 2,959,781**	**$ 3,663,912**	**$ 3,472,936**	**$ 3,756,759**	**8.2%**

THE CITY of Milford DELAWARE

Annual Operating Budget Proposal

For the Fiscal Year Ending June 30, 2025 (FY2025)

General Fund Revenue & Expense Detail by Department

Administration City Clerks Planning Finance IT
Police Parks & Recreation Street Maint City Council

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	Revenue	100	401020	INTRAFUND TRANSFER IN-ECON DEV	-	-	(111,660)	(111,660)	(287,801)	157.7%
General Fund	Revenue	100	401030	TRANSFERS IN / STORMWTR MAINT	-	-	(70,000)	(70,000)	(110,000)	57.1%
General Fund	Revenue	100	499996	TRANSFERS IN / PY GEN FUND RES	-	-	(100,000)	(100,000)	(56,060)	-43.9%
General Fund	Revenue	100	499997	TRANSFERS IN / PY ELEC XFER IN	-	-	-	-	(500,000)	0.0%
General Fund	Revenue	100	411000	INTEREST INCOME-POOLED CASH	(7,923)	(97,810)	(10,500)	(11,313)	(35,269)	211.7%
General Fund	Revenue	100	411051	INTRAFUND TRANSFER IN-WATER	(300,000)	(300,000)	(300,000)	(300,000)	(315,000)	5.0%
General Fund	Revenue	100	411052	ELECTRIC MARGIN ELIMINATN	-	-	(47,360)	(47,360)	(50,000)	5.6%
General Fund	Revenue	100	411053	WS MARGIN ELIMINATION	-	-	(11,550)	(11,550)	(12,550)	8.7%
General Fund	Revenue	100	411054	INTRAFUND TRANSFER IN-SEWER	-	-	(300,000)	(300,000)	(315,000)	5.0%
General Fund	Revenue	100	411101	TAX REVENUE-REAL PROPERTY	(4,719,802)	(4,992,936)	(5,707,358)	(5,720,211)	(6,290,516)	10.0%
General Fund	Revenue	100	411103	TAX REVENUE-PENALTIES	(29,897)	(28,322)	(25,000)	(25,259)	(29,000)	14.8%
General Fund	Revenue	100	412020	INTEREST INCOME / INVESTMENTS	72	-	-	-	(300,300)	0.0%
General Fund	Revenue	100	412030	LATE PENALTIES	(5,355)	(2,992)	-	(1,497)	(2,000)	33.6%
General Fund	Revenue	100	421000	PERMIT REV-BUILDING PERMITS	(130,993)	(306,810)	(250,000)	(233,475)	(250,000)	7.1%
General Fund	Revenue	100	421020	PD REVENUE-SPECIAL DUTY	(66,636)	(71,348)	-	(92,060)	-	-100.0%
General Fund	Revenue	100	421050	PD REVENUE-SUMMONS	(4,050)	(6,950)	-	-	-	0.0%
General Fund	Revenue	100	421060	PD REVENUE-MISC	-	(2,500)	(3,225)	(33,895)	(22,285)	-34.3%
General Fund	Revenue	100	421070	PD REVENUE-STATE PENSION FUNDS	(232,531)	(255,002)	(270,180)	(267,049)	(270,000)	1.1%
General Fund	Revenue	100	421090	PD REV-PRINTING & COPYING FEES	(22,182)	(19,005)	(15,000)	(16,944)	(17,000)	0.3%
General Fund	Revenue	100	421092	SALE OF PROPERTY & EQUIP.	(750)	(413)	(3,000)	(29,832)	(1,000)	-96.6%
General Fund	Revenue	100	421098	PD REV-SPECIAL DUTY OVERHEAD	(8,330)	(8,880)	(5,000)	-	-	0.0%
General Fund	Revenue	100	421099	PD REV-SRO SCHOOL FUNDING	(125,000)	(150,000)	(157,500)	(157,500)	(165,000)	4.8%
General Fund	Revenue	100	421100	PERMIT REVENUE-EXPIRED PERMIT	(710)	(397)	-	(150)	-	-100.0%
General Fund	Revenue	100	421101	LICENSE FEES-CONTRACTOR	(67,490)	(71,035)	(67,000)	(67,000)	(67,000)	0.0%
General Fund	Revenue	100	421102	LICENSE FEES-RENTAL	(122,150)	(127,500)	(120,000)	(120,060)	(120,000)	0.0%
General Fund	Revenue	100	421200	PERMIT REVENUE-BUILDING VIOLTN	(5,410)	(4,435)	-	(1,935)	-	-100.0%
General Fund	Revenue	100	421500	PERMIT REV-CONSOLIDATED BUDGET	-	-	(65,000)	-	-	0.0%
General Fund	Revenue	100	422000	DEVPMNT FEES-BOARD OF ADJSTMT	(9,000)	(6,300)	-	(5,100)	(3,000)	-41.2%
General Fund	Revenue	100	422010	SALE PROCEEDS-INDCOM/GRMLF	(530,975)	(266,972)	-	(755,470)	-	-100.0%
General Fund	Revenue	100	423000	DEVPMNT FEES-CONDITIONAL USE	(9,100)	(7,700)	-	(1,400)	(3,000)	114.3%
General Fund	Revenue	100	424000	PLANNING / REZONING APP REV	-	(4,376)	-	(3,545)	(3,000)	-15.4%
General Fund	Revenue	100	425000	DEVPMNT FEES-SUB DIVISION	(65,280)	(52,220)	-	(25,015)	-	-100.0%
General Fund	Revenue	100	426000	FEES-SITE PLAN APPLICATION	(29,717)	(57,856)	-	(49,717)	-	-100.0%
General Fund	Revenue	100	428103	CODE VIOLATION-GRASSCUTTING	-	(16,000)	(20,000)	(20,000)	(24,000)	20.0%
General Fund	Revenue	100	429020	FEES-ZONING VERIFICATION	(300)	(220)	-	(240)	-	-100.0%
General Fund	Revenue	100	429050	FEES-LAND USE PLANNING REVIEW	(34,411)	(19,660)	(105,000)	(955)	-	-100.0%
General Fund	Revenue	100	442101	PD REVENUE-POLICE FINES	(72,349)	(80,334)	(70,000)	(110,097)	(95,000)	-13.7%
General Fund	Revenue	100	451080	TRANSFER IN FROM RTT	(37,482)	-	(64,000)	(64,000)	(400,000)	525.0%
General Fund	Revenue	100	471010	REVENUE-RECREATION FEES	(67,015)	(82,139)	(70,000)	(70,000)	(83,000)	18.6%
General Fund	Revenue	100	481030	CODE ENFORCEMENT	(36,241)	(29,388)	-	(15,224)	-	-100.0%

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	Revenue	100	481040	PROPERTY CLEAN UP	(1,417)	(5,085)	-	(805)	-	-100.0%
General Fund	Revenue	100	491020	TOWER RENTAL-SPRINT PCS	(18,172)	(18,172)	(18,170)	(18,170)	(29,733)	63.6%
General Fund	Revenue	100	491021	TOWER RENTAL-TMOBILE	-	-	-	-	(7,200)	0.0%
General Fund	Revenue	100	491025	TOWER RENTAL-VERIZON	(27,381)	(28,661)	(28,660)	(28,660)	(29,517)	3.0%
General Fund	Revenue	100	491030	TOWER RENTAL-AT&T	(16,800)	(16,800)	(16,800)	(16,800)	(19,320)	15.0%
General Fund	Revenue	100	491035	TOWER RENTAL-VERIZON-S.E TOWER	(26,947)	(27,755)	(28,590)	(28,590)	(29,964)	4.8%
General Fund	Revenue	100	491038	TOWER RENTAL-VERIZON-10TH ST	(29,915)	(30,513)	(31,130)	(31,130)	(31,798)	2.1%
General Fund	Revenue	100	491039	TOWER RENTAL-AT&T S.WASH TOWER	(27,210)	(28,026)	(28,870)	(28,870)	(29,733)	3.0%
General Fund	Revenue	100	491040	FRANCHISE FEE-CHESAPEAKE GAS	(46,620)	(46,750)	(46,750)	(44,950)	(44,950)	0.0%
General Fund	Revenue	100	491045	FRANCHISE FEE-PROPANE	-	-	-	(402)	(400)	-0.6%
General Fund	Revenue	100	491050	FRANCHISE FEE-CATV	(185,785)	(185,152)	(185,000)	(256,234)	(173,000)	-32.5%
General Fund	Revenue	100	491055	POLE AGREEMENTS-CATV	(6,839)	(7,539)	(7,500)	(7,500)	(7,600)	1.3%
General Fund	Revenue	100	491060	LEASE REV-FIBER OPTIC RENTAL	(38,599)	(38,599)	(38,599)	(38,599)	(38,600)	0.0%
General Fund	Revenue	100	491090	SALE OF EQUIPMENT	(5,712)	(11,263)	-	(17,349)	(2,000)	-88.5%
General Fund	Revenue	100	491092	FEES-COPY	(49)	(162)	-	-	-	0.0%
General Fund	Revenue	100	491099	REVENUE-MISCELLANEOUS	(17,383)	(1,436)	(15,400)	(8,699)	(12,000)	37.9%
General Fund	Revenue	100	491101	INTERDEPARTMENTAL TRFS	(1,136,159)	(1,246,907)	(1,313,066)	(1,313,066)	(1,444,373)	10.0%
General Fund	Revenue	100	491105	INTRAFUND TRANSFER IN-ELECTRIC	(2,500,000)	(2,500,000)	(3,256,130)	(3,256,130)	(3,942,000)	21.1%
General Fund	Revenue	100	492015	TRANSFER IN-RTT POLICE	(400,000)	(300,000)	(200,000)	(200,000)	(100,000)	-50.0%
	Revenue Total				**(11,225,995)**	**(11,562,318)**	**(13,182,998)**	**(14,135,470)**	**(15,768,968)**	**11.6%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	City Admin	10101010	511010	REGULAR SALARY	522,452	550,991	454,620	465,694	485,169	4.2%
General Fund	City Admin	10101010	511020	TEMPORARY WAGES	5,187	6,154	-	1,802	-	-100.0%
General Fund	City Admin	10101010	511030	OVERTIME	4,535	6,214	-	47	-	-100.0%
General Fund	City Admin	10101010	511045	VACATION REDEMPTION	2,261	2,362	-	-	-	0.0%
General Fund	City Admin	10101010	522020	SOCIAL SECURITY	41,382	41,725	36,150	34,105	38,345	12.4%
General Fund	City Admin	10101010	522030	PENSION	60,998	59,725	49,050	49,812	55,754	11.9%
General Fund	City Admin	10101010	522050	UNEMPLOYMENT	2,183	1,464	620	732	725	-1.0%
General Fund	City Admin	10101010	532010	MEDICAL INSURANCE	68,400	86,875	47,490	47,488	55,720	17.3%
General Fund	City Admin	10101010	532060	WORKERS COMP. PREMIUMS	1,494	1,634	1,450	1,789	1,514	-15.4%
General Fund	City Admin	10101010	532070	LIFE INSURANCE	3,594	3,361	3,050	3,018	3,189	5.7%
General Fund	City Admin	10101010	532075	VISION CARE	309	334	250	235	247	5.2%
General Fund	City Admin	10101010	532080	RETIREE MEDICAL BENEFITS	7,423	8,799	10,140	9,627	2,050	-78.7%
General Fund	City Admin	10101020	533090	O&M - TRAINING	12,765	15,148	16,000	12,000	16,000	33.3%
General Fund	City Admin	10101021	533016	O&M-TUITION REIMBURSEMENT	5,421	12,998	5,250	5,250	10,500	100.0%
General Fund	City Admin	10104022	516814	EMPLOYEE RECOGNITION	-	-	29,000	28,905	29,000	0.3%
General Fund	City Admin	10104040	535030	O&M-TELEPHONE	2,245	3,025	3,615	3,841	3,500	-8.9%
General Fund	City Admin	10104042	536013	O&M-COPIER	4,127	3,751	3,660	3,111	-	-100.0%
General Fund	City Admin	10104043	535040	O&M-ADVERTISING & PRINTING	19,272	26,444	-	-	-	0.0%
General Fund	City Admin	10104043	535041	O&M-MARKETING	17,525	19,337	21,860	21,524	20,340	-5.5%
General Fund	City Admin	10104044	536010	O&M-SUPPLIES	3,431	5,520	2,000	832	950	14.2%
General Fund	City Admin	10104045	536920	OFFICE FURNITURE	-	7,642	1,500	1,500	-	-100.0%
General Fund	City Admin	10104047	536980	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	-	-	-	0.0%
General Fund	City Admin	10104051	536012	O&M-COMPUTER	2,986	4,035	-	-	4,500	0.0%
General Fund	City Admin	10104051	536015	O&M-POSTAGE	(48)	373	100	85	50	-41.2%
General Fund	City Admin	10104051	536711	DISCRETIONARY FUNDS	5,700	6,194	7,500	1,920	7,500	290.6%
General Fund	City Admin	10104051	556011	O&M-GENERAL EXPENSE	5,993	7,897	9,695	7,510	7,800	3.9%
General Fund	City Admin	10104080	539080	COST ALLOC-CITY HALL TO ADMIN	21,756	35,810	19,481	19,481	17,731	-9.0%
General Fund	City Admin	10104643	533012	O&M-COMPENSATION STUDY	5,625	-	5,625	5,625	30,000	433.3%
General Fund	City Admin	10104742	535061	O&M-WEBSITE MAINTENANCE	4,496	-	-	-	-	0.0%
General Fund	City Admin	10104743	533010	O&M-CONTRACT SERVICES	35,686	28,966	10,120	6,630	7,000	5.6%
General Fund	City Admin	10104743	533020	O&M-LEGAL SERVICES	22,204	14,003	13,480	8,489	12,175	43.4%
General Fund	City Admin	10104743	533021	O&M-LEGAL-HR	1,628	533	-	-	-	0.0%
General Fund	City Admin	10104743	533060	RECORDS RETENTION	-	-	-	-	-	0.0%
General Fund	City Admin	10104942	535060	O&M-SOFTWARE MAINTENANCE	635	8,720	7,000	7,000	7,630	9.0%
General Fund	City Admin	10104943	533030	O&M-AUDITING	945	201	1,910	1,910	6,820	257.1%
General Fund	City Admin	10104943	535020	O&M-INSURANCE	7,558	8,718	5,800	5,800	7,420	27.9%
General Fund	City Admin	10109080	539081	COST ALLOC-BILLING	10,136	43,800	-	-	-	0.0%
	City Admin Total				**911,804**	**1,024,254**	**766,416**	**755,760**	**831,629**	**10.0%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	City Clerks	10161010	511010	REGULAR SALARY	-	-	198,720	194,274	200,245	3.1%
General Fund	City Clerks	10161010	511020	TEMPORARY WAGES	-	-	20,000	8,541	9,500	11.2%
General Fund	City Clerks	10161010	511030	OVERTIME	-	-	20,000	4,268	5,200	21.8%
General Fund	City Clerks	10161010	522020	SOCIAL SECURITY	-	-	19,160	15,913	15,508	-2.5%
General Fund	City Clerks	10161010	522030	PENSION	-	-	25,621	20,722	15,780	-23.8%
General Fund	City Clerks	10161010	522050	UNEMPLOYMENT	-	-	730	458	870	89.9%
General Fund	City Clerks	10161010	532010	MEDICAL INSURANCE	-	-	48,820	36,608	36,240	-1.0%
General Fund	City Clerks	10161010	532060	WORKERS COMP. PREMIUMS	-	-	320	675	250	-63.0%
General Fund	City Clerks	10161010	532070	LIFE INSURANCE	-	-	1,860	1,438	1,440	0.1%
General Fund	City Clerks	10161010	532075	VISION CARE	-	-	180	153	130	-15.0%
General Fund	City Clerks	10161020	533090	O&M - TRAINING	-	-	19,850	13,944	12,000	-13.9%
General Fund	City Clerks	10164040	535030	O&M-TELEPHONE	-	-	1,920	1,647	1,070	-35.0%
General Fund	City Clerks	10164043	535040	O&M-ADVERTISING & PRINTING	-	-	24,940	13,753	20,000	45.4%
General Fund	City Clerks	10164044	536010	O&M-SUPPLIES	-	-	2,500	1,868	2,500	33.8%
General Fund	City Clerks	10164051	536012	O&M-COMPUTER	-	-	-	-	2,000	0.0%
General Fund	City Clerks	10164051	536015	O&M-POSTAGE	-	-	400	270	400	48.2%
General Fund	City Clerks	10164051	556011	O&M-GENERAL EXPENSE	-	-	2,500	2,789	3,500	25.5%
General Fund	City Clerks	10164080	539080	COST ALLOC-CITY HALL TO ADMIN	-	-	19,481	19,481	17,731	-9.0%
General Fund	City Clerks	10164743	533020	O&M-LEGAL SERVICES	-	-	8,480	6,975	6,975	0.0%
General Fund	City Clerks	10164743	533060	RECORDS RETENTION	-	-	1,500	1,275	2,000	56.9%
General Fund	City Clerks	10164942	535060	O&M-SOFTWARE MAINTENANCE	-	-	2,550	2,550	12,530	391.4%
General Fund	City Clerks	10164943	533030	O&M-AUDITING	-	-	1,150	1,150	2,430	111.3%
General Fund	City Clerks	10164943	535020	O&M-INSURANCE	-	-	2,900	2,900	3,710	27.9%
	City Clerks Total				**-**	**-**	**423,582**	**351,653**	**372,009**	**5.8%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	City Council	10111010	511010	REGULAR SALARY	29,180	31,605	51,080	40,788	51,080	25.2%
General Fund	City Council	10111010	522020	SOCIAL SECURITY	2,233	2,418	3,910	3,120	3,910	25.3%
General Fund	City Council	10114040	545030	O&M-TELEPHONE	-	201	1,290	1,370	600	-56.2%
General Fund	City Council	10114042	511601	O&M-COMPUTER EXPENSE	2,248	-	-	-	4,500	0.0%
General Fund	City Council	10114042	515061	O&M-WEBSITE MAINTENANCE	5,772	-	-	-	-	0.0%
General Fund	City Council	10114042	535060	O&M-SOFTWARE MAINTENANCE	-	5,508	5,730	5,730	6,240	8.9%
General Fund	City Council	10114043	513020	O&M-LEGAL SERVICES	27,679	30,816	47,650	47,650	35,150	-26.2%
General Fund	City Council	10114043	516811	PUBLIC OFFICIAL INSURANCE	12,681	14,897	17,650	17,650	18,290	3.6%
General Fund	City Council	10114043	516815	CODIFICATION	5,123	11,028	18,000	12,714	18,000	41.6%
General Fund	City Council	10114043	516837	ARMORY EXPENSES	22,065	9,780	17,900	17,900	20,000	11.7%
General Fund	City Council	10114043	516839	RESIDENT SURVEY	17,300	-	-	-	25,000	0.0%
General Fund	City Council	10114043	516840	STRATEGIC PLAN	-	16,081	-	-	-	0.0%
General Fund	City Council	10114047	516980	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	-	-	-	0.0%
General Fund	City Council	10114050	511908	CITY HALL COST ALLOCATION	21,756	35,810	38,961	38,961	35,462	-9.0%
General Fund	City Council	10114051	516813	COUNCIL EXPENSE	23,759	28,169	42,240	40,000	40,000	0.0%
General Fund	City Council	10114052	516812	CHRISTMAS DECORATIONS	4,236	2,728	600	600	3,500	483.3%
General Fund	City Council	10114052	516816	CARLISLE FIRE COMPANY	140,000	205,000	205,000	205,000	205,000	0.0%
General Fund	City Council	10114052	516817	MUSEUM	30,000	35,500	40,000	40,000	40,000	0.0%
General Fund	City Council	10114052	516818	CARLISLE FIRE INCENTIVE	-	-	12,500	11,000	12,000	9.1%
General Fund	City Council	10114052	516819	DOWNTOWN MILFORD INC.	45,860	47,500	50,000	50,000	50,000	0.0%
General Fund	City Council	10114052	516820	MILFORD LIBRARY	25,000	26,750	28,000	28,000	28,000	0.0%
General Fund	City Council	10114052	516845	COMMUNITY FESTIVALS	60,000	70,000	60,000	35,000	65,000	85.7%
General Fund	City Council	10114053	516841	KENT ECONOMIC PARTNERSHIP	-	-	-	-	-	0.0%
General Fund	City Council	10114943	533030	O&M-AUDITING	-	-	2,290	2,290	4,850	111.8%
General Fund	City Council	10119090	529081	XFER TO CUSTOMER SVC (TAX)	-	-	50,240	50,240	48,200	-4.1%
	City Council Total				**476,392**	**575,291**	**693,041**	**648,014**	**714,782**	**10.3%**
General Fund	Elections	10121010	511010	REGULAR SALARY	2,727	720	5,500	3,444	5,930	72.2%
General Fund	Elections	10124043	545040	ADVERTISING & PRINTING	-	2,305	5,200	6,097	5,000	-18.0%
General Fund	Elections	10124052	514601	O&M-ELECTION SUPPLIES	2,901	511	2,800	2,800	3,000	7.1%
	Elections Total				**5,628**	**3,535**	**13,500**	**12,341**	**13,930**	**12.9%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	Police	10601010	511012	HOLIDAY "SELL BACK"	1,996	-	-	75,815	-	-100.0%
General Fund	Police	10601010	511013	HOLIDAY BANK 2 PAYOFF	27,090	47,870	34,500	52,429	45,500	-13.2%
General Fund	Police	10601010	511030	OVERTIME	138,625	180,247	148,000	231,751	185,000	-20.2%
General Fund	Police	10601010	511031	DOJ & HIGHWAY SAFETY OT	-	6,637	-	6,357	-	-100.0%
General Fund	Police	10601010	511034	SPECIAL DUTY PAY	66,116	69,788	-	95,253	-	-100.0%
General Fund	Police	10601010	511035	COURT STANDBY PAY	7,155	17,494	32,000	18,965	20,000	5.5%
General Fund	Police	10601010	511040	SICK & VACATION PAY	129,334	97,199	-	-	-	0.0%
General Fund	Police	10601010	511045	VACATION REDEMPTION	14,595	14,369	10,900	13,225	12,890	-2.5%
General Fund	Police	10601010	511050	ON CALL PAY	35,453	35,331	37,800	39,614	41,200	4.0%
General Fund	Police	10601010	511055	SHIFT DIFFERENTIAL	17,844	17,737	19,200	18,998	18,000	-5.3%
General Fund	Police	10601010	511110	SALARIES & WAGES	602,213	681,558	732,620	772,255	962,450	24.6%
General Fund	Police	10601010	511111	VACATION "SELL BACK"	3,249	3,435	2,520	3,068	2,730	-11.0%
General Fund	Police	10601010	511113	HOLIDAY BANK 2 PAYOFF	4,206	7,135	5,800	9,951	7,500	-24.6%
General Fund	Police	10601010	511130	OVERTIME	54,903	62,707	64,000	61,797	65,500	6.0%
General Fund	Police	10601010	511155	SHIFT DIFFERENTIAL	6,461	5,943	6,900	6,929	6,400	-7.6%
General Fund	Police	10601010	511210	SALARIES & WAGES	8,573	10,118	11,066	10,139	10,240	1.0%
General Fund	Police	10601010	521100	POLICE DEPT SALARY	2,459,718	2,406,517	2,724,160	2,873,780	3,142,840	9.4%
General Fund	Police	10601010	522020	SOCIAL SECURITY	289,185	287,556	292,330	337,546	339,950	0.7%
General Fund	Police	10601010	522030	PENSION	554,620	443,750	515,660	554,513	704,000	27.0%
General Fund	Police	10601010	522050	UNEMPLOYMENT	16,607	10,937	8,550	9,810	9,260	-5.6%
General Fund	Police	10601010	532010	MEDICAL INSURANCE	546,098	628,944	723,370	678,222	979,550	44.4%
General Fund	Police	10601010	532070	LIFE INSURANCE	24,091	23,594	27,610	27,508	32,460	18.0%
General Fund	Police	10601010	532075	VISION CARE	2,714	2,791	3,060	2,812	3,270	16.3%
General Fund	Police	10601010	532080	RETIREE MEDICAL BENEFITS	-	8,495	10,140	10,136	12,220	20.6%
General Fund	Police	10601011	511140	SICK & VACATION PAY	6,247	29,156	-	-	-	0.0%
General Fund	Police	10601020	533090	O&M - TRAINING	52,658	47,383	40,000	36,529	40,000	9.5%
General Fund	Police	10604040	515030	O&M-TELEPHONE	10,232	10,185	15,000	15,287	19,900	30.2%
General Fund	Police	10604040	515031	O&M-CELLPHONE	11,754	13,359	20,200	21,656	23,050	6.4%
General Fund	Police	10604040	516017	O&M-VEHICLE GAS	80,301	81,460	85,000	71,831	120,000	67.1%
General Fund	Police	10604040	516021	O&M-NATURAL GAS	-	-	2,020	12,500	12,500	0.0%
General Fund	Police	10604040	516022	O&M-UTILITIES-POWER	18,553	19,025	35,750	33,618	38,400	14.2%
General Fund	Police	10604040	516023	O&M-UTILITIES-WATER	3,225	2,928	4,600	4,283	5,400	26.1%
General Fund	Police	10604040	521024	O&M-FUEL OIL & DIESEL	8,769	7,726	5,975	7,167	10,400	45.1%
General Fund	Police	10604042	516012	O&M-COMPUTERS	8,164	11,914	12,356	7,211	12,400	72.0%
General Fund	Police	10604042	516013	O&M-COPIER	5,075	6,348	7,000	6,767	7,000	3.4%
General Fund	Police	10604043	512060	WORKERS COMPENSATION	113,875	99,236	110,030	121,273	132,560	9.3%
General Fund	Police	10604043	513010	O&M-CONTRACT SERVICES	113,062	253,517	147,225	152,748	164,327	7.6%
General Fund	Police	10604043	513012	O&M-BEHAVIORAL HEALTH UNIT	47,771	48,137	50,000	49,374	50,000	1.3%
General Fund	Police	10604043	513020	O&M-LEGAL SERVICES	93,296	51,864	67,200	35,581	12,400	-65.1%
General Fund	Police	10604043	513030	O&M-AUDITING	4,725	1,006	29,970	29,970	28,610	-4.5%
General Fund	Police	10604043	515020	O&M-INSURANCE	46,632	51,288	56,040	56,040	61,850	10.4%
General Fund	Police	10604043	515021	O&M-INSURANCE-AUTO	32,584	32,792	43,390	43,390	56,500	30.2%
General Fund	Police	10604043	515040	O&M-ADVERTISING & PRINTING	4,541	6,691	8,000	1,859	8,000	330.3%
General Fund	Police	10604044	516010	O&M-SUPPLIES	16,552	18,931	21,200	23,597	19,000	-19.5%

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	Police	10604044	516520	ANNUNITION & WEAPONRY	-	-	41,600	42,974	47,343	10.2%
General Fund	Police	10604044	521618	O&M-UNIFORMS & ACCESSORIES	45,660	49,956	46,800	42,783	49,800	16.4%
General Fund	Police	10604046	524029	O&M-VEHICLE GARAGE LABOR	56,173	71,247	74,000	57,444	104,000	81.0%
General Fund	Police	10604047	516980	O&M-VEH & EQUIP REPLACEMENT	54,050	54,050	146,600	146,600	215,300	46.9%
General Fund	Police	10604047	524030	O&M-VEHICLE MAINTENANCE	43,066	60,275	65,000	73,279	90,000	22.8%
General Fund	Police	10604048	514032	O&M-EQUIPMENT REPAIR & MAINT.	4,615	17,256	16,500	7,562	20,900	176.4%
General Fund	Police	10604049	514031	O&M-BUILDING MAINT & REPAIR	8,319	4,546	14,825	13,103	15,000	14.5%
General Fund	Police	10604051	516015	O&M-POSTAGE	1,668	1,860	2,900	1,819	2,900	59.5%
General Fund	Police	10604051	556011	O&M-GENERAL EXPENSE	7,725	15,683	7,500	7,754	8,500	9.6%
General Fund	Police	10604054	516513	O&M-CRIMINAL INVESTIGATIONS	355	2,002	2,700	2,780	2,000	-28.0%
General Fund	Police	10604054	516514	O&M-COMMUNITY POLICING	4,752	4,621	7,000	3,136	7,000	123.2%
General Fund	Police	10604054	516516	O&M-K-9	20,567	9,263	7,100	8,380	10,600	26.5%
General Fund	Police	10604054	516517	O&M-SPECIAL OPS UNIT EXPENSE	3,000	2,840	8,000	6,681	8,000	19.7%
General Fund	Police	10607060	5XXXXX	PD FACILITY DEBT SERVICE	-	-	296,750	296,750	640,048	115.7%
General Fund	Police	10604942	535060	O&M-SOFTWARE MAINTENANCE	-	-	20,480	20,480	30,230	47.6%
	Police Total				**5,938,810**	**6,156,696**	**6,928,897**	**7,373,075**	**8,674,878**	**17.7%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	Parks & Rec	10191010	511010	REGULAR SALARY	422,290	457,286	531,402	549,381	549,640	0.0%
General Fund	Parks & Rec	10191010	511020	TEMPORARY WAGES	1,477	852	7,660	2,263	1,500	-33.7%
General Fund	Parks & Rec	10191010	511030	OVERTIME	5,022	5,251	-	4,517	5,100	12.9%
General Fund	Parks & Rec	10191010	511040	SICK & VACATION PAY	3,263	6,233	3,630	4,449	4,010	-9.9%
General Fund	Parks & Rec	10191010	511045	VACATION REDEMPTION	-	-	-	-	-	0.0%
General Fund	Parks & Rec	10191010	522020	SOCIAL SECURITY	33,842	35,622	43,588	42,545	46,490	9.3%
General Fund	Parks & Rec	10191010	522030	PENSION	42,224	40,531	49,107	46,563	54,350	16.7%
General Fund	Parks & Rec	10191010	522050	UNEMPLOYMENT	3,170	2,234	1,664	1,687	1,740	3.2%
General Fund	Parks & Rec	10191010	532010	MEDICAL INSURANCE	57,794	74,021	93,904	73,780	66,380	-10.0%
General Fund	Parks & Rec	10191010	532070	LIFE INSURANCE	3,172	2,637	4,280	3,604	4,350	20.7%
General Fund	Parks & Rec	10191010	532075	VISION CARE	402	381	510	355	460	29.7%
General Fund	Parks & Rec	10191011	511015	SUMMER PLAYGROUND WAGES	-	-	24,575	24,575	25,000	1.7%
General Fund	Parks & Rec	10191020	533090	O&M - TRAINING	1,391	3,490	5,000	1,878	5,600	198.2%
General Fund	Parks & Rec	10194032	516910	O&M-P&R ENTERPRISE EXPENSES	31,917	28,400	51,380	55,585	65,000	16.9%
General Fund	Parks & Rec	10194040	515030	O&M-TELEPHONE	1,451	1,782	3,000	3,282	3,130	-4.6%
General Fund	Parks & Rec	10194040	515031	O&M-CELLPHONE	960	960	1,400	817	1,000	22.4%
General Fund	Parks & Rec	10194040	516017	O&M-VEHICLE GAS	17,412	16,307	17,500	10,780	17,000	57.7%
General Fund	Parks & Rec	10194040	516022	O&M-UTILITIES-POWER	10,417	11,577	12,500	10,705	12,250	14.4%
General Fund	Parks & Rec	10194040	516023	O&M-UTILITIES-WATER	12,154	11,485	15,300	13,011	16,500	26.8%
General Fund	Parks & Rec	10194040	516024	O&M-FUEL OIL	8,250	3,890	9,900	10,839	9,500	-12.4%
General Fund	Parks & Rec	10194042	515060	O&M-SOFTWARE MAINTENANCE	4,058	10,311	12,540	12,540	13,980	11.5%
General Fund	Parks & Rec	10194042	516013	O&M-COPIER	3,907	3,220	2,730	2,895	4,305	48.7%
General Fund	Parks & Rec	10194043	512060	WORKERS COMPENSATION	12,446	12,424	15,650	14,421	16,340	13.3%
General Fund	Parks & Rec	10194043	513010	O&M-CONTRACT SERVICES	175,345	201,253	373,000	299,862	292,000	-2.6%
General Fund	Parks & Rec	10194043	513020	O&M-LEGAL SERVICES	105	53	200	170	-	-100.0%
General Fund	Parks & Rec	10194043	513030	O&M-AUDITING	2,835	604	6,860	6,860	14,540	112.0%
General Fund	Parks & Rec	10194043	513050	O&M-ENGINEERING	-	-	2,000	1,700	1,000	-41.2%
General Fund	Parks & Rec	10194043	515020	O&M-INSURANCE	19,127	18,824	22,550	22,550	28,850	27.9%
General Fund	Parks & Rec	10194043	515040	O&M-ADVERTISING & PRINTING	1,041	1,760	2,000	1,700	2,000	17.6%
General Fund	Parks & Rec	10194044	516010	O&M-SUPPLIES	2,819	3,899	4,000	1,597	4,000	150.4%
General Fund	Parks & Rec	10194044	516025	O&M-UNIFORMS	2,495	3,000	-	-	5,000	0.0%
General Fund	Parks & Rec	10194045	516920	O&M-OFFICE FURNITURE	529	1,322	2,000	410	1,740	324.0%
General Fund	Parks & Rec	10194046	524029	O&M-VEHICLE GARAGE LABOR	21,154	21,070	18,000	15,960	18,000	12.8%
General Fund	Parks & Rec	10194047	516980	O&M-VEH & EQUIP REPLACEMENT	46,287	46,287	34,500	34,500	34,500	0.0%
General Fund	Parks & Rec	10194047	524030	O&M-VEHICLE MAINTENANCE	5,144	7,749	10,000	9,850	15,000	52.3%
General Fund	Parks & Rec	10194049	513011	O&M-BOYS AND GIRLS CLUB RENT	18,750	18,750	18,750	16,875	20,625	22.2%
General Fund	Parks & Rec	10194049	513015	O&M-CLEANING SERVICE	6,841	7,521	15,500	10,670	16,500	54.6%
General Fund	Parks & Rec	10194049	514031	O&M-BUILDING MAINT & REPAIR	49,817	1,969	18,000	11,026	17,000	54.2%
General Fund	Parks & Rec	10194049	514034	O&M-FACILITY MAINTENANCE	64,539	73,303	109,100	115,036	85,000	-26.1%
General Fund	Parks & Rec	10194051	516015	O&M-POSTAGE	16	4	100	4	50	1222.8%
General Fund	Parks & Rec	10194051	551612	O&M-COMPUTER	2,747	-	-	-	3,500	0.0%
General Fund	Parks & Rec	10194051	556011	O&M-GENERAL EXPENSE	755	552	1,800	1,428	1,500	5.1%
	Parks & Rec Total				**1,097,365**	**1,136,813**	**1,545,580**	**1,440,671**	**1,484,430**	**3.0%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	IT	10151010	511010	REGULAR SALARY	247,800	241,793	357,645	372,357	391,330	5.1%
General Fund	IT	10151010	511030	OVERTIME	127	6,102	7,500	2,572	5,000	94.4%
General Fund	IT	10151010	511040	SICK & VACATION PAY	2,259	8,925	-	-	-	0.0%
General Fund	IT	10151010	522020	SOCIAL SECURITY	19,027	19,352	28,530	29,233	29,990	2.6%
General Fund	IT	10151010	522030	PENSION	19,719	16,898	34,530	37,939	39,180	3.3%
General Fund	IT	10151010	522050	UNEMPLOYMENT	1,700	905	720	680	780	14.6%
General Fund	IT	10151010	532010	MEDICAL INSURANCE	26,216	37,274	50,160	50,155	66,620	32.8%
General Fund	IT	10151010	532070	LIFE INSURANCE	1,937	1,427	2,730	2,777	2,970	7.0%
General Fund	IT	10151010	532075	VISION CARE	185	180	250	247	250	1.1%
General Fund	IT	10151020	533090	O&M - TRAINING	3,014	4,604	39,600	8,145	25,000	206.9%
General Fund	IT	10154040	585030	O&M-TELEPHONE	545	652	2,215	2,325	1,730	-25.6%
General Fund	IT	10154040	585031	O&M-CELLPHONE	(37)	916	2,360	2,457	2,400	-2.3%
General Fund	IT	10154040	586017	O&M-VEHICLE GAS	92	92	150	69	200	190.9%
General Fund	IT	10154042	536013	O&M-COPIER	-	-	445	445	850	91.0%
General Fund	IT	10154042	585060	O&M-SOFTWARE MAINTENANCE	149,789	188,820	235,600	235,600	190,580	-19.1%
General Fund	IT	10154042	585061	WEBSITE MAINTENANCE	-	11,247	15,300	15,361	15,050	-2.0%
General Fund	IT	10154042	585065	O&M-IT SECURITY & DR	2,376	16,146	94,100	18,638	68,310	266.5%
General Fund	IT	10154042	585066	HARDWARE MAINTENANCE	-	-	22,500	666	24,000	3503.6%
General Fund	IT	10154043	582060	WORKERS COMPENSATION	318	395	480	1,076	450	-58.2%
General Fund	IT	10154043	583010	O&M-CONTRACT SERVICES	3,852	64,263	47,170	27,740	31,500	13.6%
General Fund	IT	10154043	583030	O&M-AUDITING	945	201	2,290	2,290	4,850	111.8%
General Fund	IT	10154043	585020	O&M-AUTO INSURANCE	1,189	615	1,240	1,240	1,390	12.1%
General Fund	IT	10154044	586010	O&M-SUPPLIES	4,737	3,598	3,900	3,315	5,000	50.8%
General Fund	IT	10154046	524029	O&M-VEHICLE GARAGE LABOR	375	255	1,000	2,070	2,500	20.8%
General Fund	IT	10154047	524030	O&M-VEHICLE MAINTENANCE	200	-	900	66	900	1268.9%
General Fund	IT	10154047	586980	O&M-VEH & EQUIP REPLACEMENT	5,000	5,000	2,700	2,700	2,700	0.0%
General Fund	IT	10154051	556011	O&M-GENERAL EXPENSE	185	104	8,940	451	10,000	2116.7%
General Fund	IT	10154051	586012	O&M-COMPUTER	36,108	16,279	77,344	69,763	6,000	-91.4%
General Fund	IT	10154080	589080	COST ALLOC-CITY HALL TO IT	7,679	12,639	13,751	13,751	12,516	-9.0%
	IT Total				**535,337**	**658,682**	**1,054,050**	**904,129**	**942,046**	**4.2%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	Finance	10131010	511010	REGULAR SALARY	316,014	358,880	474,620	487,271	520,270	6.8%
General Fund	Finance	10131010	511030	OVERTIME	1,291	494	3,500	377	3,500	827.2%
General Fund	Finance	10131010	511045	VACATION REDEMPTION	1,195	1,286	1,380	1,630	1,520	-6.7%
General Fund	Finance	10131010	522020	SOCIAL SECURITY	25,405	28,052	37,330	37,615	40,680	8.1%
General Fund	Finance	10131010	522030	PENSION	38,424	38,777	47,350	48,497	57,910	19.4%
General Fund	Finance	10131010	522050	UNEMPLOYMENT	1,249	883	880	1,023	930	-9.1%
General Fund	Finance	10131010	532010	MEDICAL INSURANCE	41,237	53,202	74,210	74,115	91,660	23.7%
General Fund	Finance	10131010	532070	LIFE INSURANCE	2,439	2,597	3,530	3,636	3,830	5.3%
General Fund	Finance	10131010	532075	VISION CARE	216	248	310	298	310	4.2%
General Fund	Finance	10131020	533090	O&M - TRAINING	3,758	1,574	4,500	1,732	4,415	155.0%
General Fund	Finance	10134040	515602	O&M-UTILITIES-POWER	3,004	2,855	4,750	3,300	3,700	12.1%
General Fund	Finance	10134040	555030	O&M-TELEPHONE	1,110	1,601	2,970	3,362	3,210	-4.5%
General Fund	Finance	10134040	555031	O&M-CELLPHONE	89	480	900	577	500	-13.3%
General Fund	Finance	10134040	556023	O&M-UTILITIES-WATER	943	619	1,100	600	800	33.4%
General Fund	Finance	10134042	535060	O&M-SOFTWARE MAINTENANCE	-	3,912	3,820	3,820	4,850	27.0%
General Fund	Finance	10134042	556013	O&M-COPIER	1,554	2,224	3,380	3,583	3,650	1.9%
General Fund	Finance	10134043	552060	WORKERS COMPENSATION	405	578	660	1,418	650	-54.2%
General Fund	Finance	10134043	553010	O&M-CONTRACT SERVICES	8,929	12,153	14,410	8,194	3,000	-63.4%
General Fund	Finance	10134043	553030	O&M-AUDITING	945	201	2,290	2,290	4,850	111.8%
General Fund	Finance	10134043	555020	O&M-INSURANCE	1,079	1,245	1,400	1,400	1,780	27.1%
General Fund	Finance	10134044	556010	O&M-SUPPLIES	5,256	5,545	5,200	4,156	4,500	8.3%
General Fund	Finance	10134045	551692	O&M-OFFICE FURNITURE	2,269	1,375	3,900	96	3,900	3963.5%
General Fund	Finance	10134047	556980	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	-	-	-	0.0%
General Fund	Finance	10134049	515153	O&M-CLEANING SERVICE	4,659	4,574	6,500	4,778	5,500	15.1%
General Fund	Finance	10134049	554031	O&M-BUILDING MAINTENANCE	2,479	3,773	5,500	3,721	4,700	26.3%
General Fund	Finance	10134051	556011	O&M-GENERAL EXPENSE	414	592	1,200	480	1,000	108.4%
General Fund	Finance	10134051	556012	O&M-COMPUTER	2,469	-	-	-	5,000	0.0%
General Fund	Finance	10134051	556015	O&M-POSTAGE	2,989	3,218	2,700	2,808	2,350	-16.3%
	Finance Total				**471,322**	**532,438**	**708,290**	**700,777**	**778,965**	**11.2%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	Planning & Code	10171010	511010	REGULAR SALARY	348,652	394,000	471,930	484,185	522,980	8.0%
General Fund	Planning & Code	10171010	511020	TEMPORARY WAGES	1,430	-	-	-	-	0.0%
General Fund	Planning & Code	10171010	511030	OVERTIME	4,590	1,869	2,500	1,869	2,500	33.8%
General Fund	Planning & Code	10171010	522020	SOCIAL SECURITY	27,361	29,452	35,760	36,103	38,690	7.2%
General Fund	Planning & Code	10171010	522030	PENSION	38,471	35,081	43,110	42,539	49,240	15.8%
General Fund	Planning & Code	10171010	522050	UNEMPLOYMENT	2,127	1,163	1,160	1,296	1,220	-5.8%
General Fund	Planning & Code	10171010	532010	MEDICAL INSURANCE	80,883	104,039	116,120	113,271	143,140	26.4%
General Fund	Planning & Code	10171010	532070	LIFE INSURANCE	2,784	3,059	3,790	3,735	4,160	11.4%
General Fund	Planning & Code	10171010	532075	VISION CARE	330	371	430	402	440	9.5%
General Fund	Planning & Code	10171020	533090	O&M - TRAINING	4,858	5,353	6,000	4,729	7,500	58.6%
General Fund	Planning & Code	10174032	596930	O&M-CREDIT CARD FEES	31	1,287	2,100	108	2,100	1850.9%
General Fund	Planning & Code	10174040	595030	O&M-TELEPHONE	682	1,353	3,000	2,400	2,760	15.0%
General Fund	Planning & Code	10174040	595031	O&M-CELLPHONE	1,455	1,452	4,500	2,256	4,250	88.4%
General Fund	Planning & Code	10174040	596017	O&M-VEHICLE GAS	1,964	2,036	2,500	1,343	2,500	86.1%
General Fund	Planning & Code	10174042	595060	O&M-SOFTWARE MAINTENANCE	3,149	7,009	12,370	12,370	8,940	-27.7%
General Fund	Planning & Code	10174042	596013	O&M-COPIER	2,506	2,731	2,730	2,908	2,730	-6.1%
General Fund	Planning & Code	10174043	592060	WORKERS COMPENSATION	1,395	1,558	1,780	2,163	2,020	-6.6%
General Fund	Planning & Code	10174043	593010	O&M-CONTRACT SERVICES	26,517	11,969	15,000	4,002	12,000	199.9%
General Fund	Planning & Code	10174043	593020	O&M-LEGAL SERVICES	24,783	31,230	30,650	30,660	30,600	-0.2%
General Fund	Planning & Code	10174043	593030	O&M-AUDITING SERVICE	945	201	2,290	2,290	4,850	111.8%
General Fund	Planning & Code	10174043	593050	ENGINEERING	-	-	1,000	850	1,000	17.6%
General Fund	Planning & Code	10174043	595020	O&M-INSURANCE	3,785	3,987	4,420	4,420	6,170	39.6%
General Fund	Planning & Code	10174043	595610	REIMBURSABLE PLAN REV FEES	84,880	94,128	105,000	7,704	-	-100.0%
General Fund	Planning & Code	10174044	596010	O&M-SUPPLIES	3,025	2,635	4,000	2,720	4,000	47.1%
General Fund	Planning & Code	10174044	596018	O&M-UNIFORMS	986	1,107	1,000	504	1,200	138.1%
General Fund	Planning & Code	10174046	524029	O&M-VEHICLE GARAGE LABOR	938	2,144	1,800	4,485	7,000	56.1%
General Fund	Planning & Code	10174047	524030	O&M-VEHICLE MAINTENANCE	3,968	299	1,200	1,477	3,000	103.1%
General Fund	Planning & Code	10174047	596980	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	11,200	11,200	11,200	0.0%
General Fund	Planning & Code	10174049	596820	O&M-PROPERTY MAINTENANCE	15,343	30,232	20,000	21,744	25,000	15.0%
General Fund	Planning & Code	10174051	556011	O&M-GENERAL EXPENSE	2,628	1,150	4,950	4,075	5,000	22.7%
General Fund	Planning & Code	10174051	596012	O&M-COMPUTER	2,666	4,618	-	-	4,000	0.0%
General Fund	Planning & Code	10174051	596015	O&M-POSTAGE	7,603	8,492	9,000	7,419	8,000	7.8%
General Fund	Planning & Code	10174051	596810	O&M-DEMOLITIONS	19,500	-	25,500	23,000	-	-100.0%
General Fund	Planning & Code	10179080	599081	COST ALLOC-PUB WORKS	10,644	10,984	11,652	11,652	11,312	-2.9%
	Planning & Code Total				**732,377**	**796,486**	**958,442**	**849,875**	**929,502**	**9.4%**

FY2025 BUDGET PROPOSAL - GENERAL FUND DETAIL - UPDATED 5/31/2024

Fund	Division	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs
General Fund	Street Maintenance	10181010	511010	REGULAR SALARY	188,967	233,197	269,650	275,390	278,550	1.1%
General Fund	Street Maintenance	10181010	511030	OVERTIME	17,560	5,629	5,500	11,509	9,000	-21.8%
General Fund	Street Maintenance	10181010	511050	ON CALL PAY	10,890	6,879	10,800	10,248	9,700	-5.4%
General Fund	Street Maintenance	10181010	522020	SOCIAL SECURITY	17,734	19,486	20,750	24,679	21,600	-12.5%
General Fund	Street Maintenance	10181010	522030	PENSION	23,188	20,414	22,120	23,706	24,230	2.2%
General Fund	Street Maintenance	10181010	522050	UNEMPLOYMENT	1,186	1,552	700	1,244	790	-36.5%
General Fund	Street Maintenance	10181010	532010	MEDICAL INSURANCE	48,313	70,210	84,910	85,938	85,990	0.1%
General Fund	Street Maintenance	10181010	532070	LIFE INSURANCE	1,590	1,881	1,890	2,381	2,270	-4.7%
General Fund	Street Maintenance	10181010	532075	VISION CARE	214	281	180	337	300	-10.9%
General Fund	Street Maintenance	10181020	533090	O&M - TRAINING	5,206	1,379	6,000	4,506	7,200	59.8%
General Fund	Street Maintenance	10184040	515030	O&M-TELEPHONE	350	360	550	396	330	-16.6%
General Fund	Street Maintenance	10184040	515031	O&M-CELLPHONE	2,386	2,728	2,850	3,001	2,850	-5.0%
General Fund	Street Maintenance	10184040	516017	O&M-VEHICLE GAS	16,748	16,979	18,000	15,523	17,000	9.5%
General Fund	Street Maintenance	10184040	516021	O&M-NATURAL GAS	904	672	1,200	1,033	960	-7.0%
General Fund	Street Maintenance	10184042	515060	O&M-SOFTWARE MAINTENANCE	135	3,773	3,180	3,180	2,780	-12.6%
General Fund	Street Maintenance	10184042	516019	O&M-RADIO GF	-	-	1,500	1,275	500	-60.8%
General Fund	Street Maintenance	10184043	512060	WORKERS COMPENSATION	7,488	7,718	8,900	9,679	9,190	-5.1%
General Fund	Street Maintenance	10184043	513010	O&M-CONTRACT SERVICES	3,617	1,940	10,000	1,195	2,500	109.2%
General Fund	Street Maintenance	10184043	513020	O&M-LEGAL SERVICES	1,538	990	990	990	990	0.0%
General Fund	Street Maintenance	10184043	513030	O&M-AUDITING	2,835	604	6,860	6,860	14,540	112.0%
General Fund	Street Maintenance	10184043	515013	O&M-ENVIRONMENTAL COMPLIANCE	1,800	1,800	14,000	1,890	2,000	5.8%
General Fund	Street Maintenance	10184043	515020	O&M-INSURANCE	18,507	20,098	22,160	22,160	23,520	6.1%
General Fund	Street Maintenance	10184043	515040	O&M-ADVERTISING & PRINTING	505	28	1,200	711	1,200	68.8%
General Fund	Street Maintenance	10184044	516010	O&M-SUPPLIES	1,419	1,946	2,000	1,674	3,000	79.2%
General Fund	Street Maintenance	10184044	516018	O&M-UNIFORMS	2,128	2,474	4,000	1,693	3,000	77.2%
General Fund	Street Maintenance	10184044	516070	O&M-STREET SIGNS & MARKERS	17,262	18,965	23,000	11,942	26,000	117.7%
General Fund	Street Maintenance	10184044	516071	O&M-STREET MATERIALS	3,086	6,734	15,000	13,315	20,000	50.2%
General Fund	Street Maintenance	10184046	514029	O&M-VEHICLE GARAGE LABOR	16,942	19,289	20,000	19,594	20,000	2.1%
General Fund	Street Maintenance	10184047	516980	O&M-VEH & EQUIP REPLACEMENT	93,518	93,518	65,300	65,300	65,300	0.0%
General Fund	Street Maintenance	10184047	524030	O&M-VEHICLE MAINTENANCE	22,585	32,025	35,000	13,988	25,000	78.7%
General Fund	Street Maintenance	10184050	516072	O&M-SNOW & ICE REMOVAL	19,838	780	10,000	9,129	10,000	9.5%
General Fund	Street Maintenance	10184050	516073	O&M-STORM DRAINS	48	22	80,000	78,500	110,000	40.1%
General Fund	Street Maintenance	10184050	516075	O&M-SIDEWALKS & CURBS	456	7,320	20,000	3,749	20,000	433.4%
General Fund	Street Maintenance	10184050	516076	O&M-STREET LIGHTS	92,118	93,395	95,000	93,771	103,200	10.1%
General Fund	Street Maintenance	10184051	556011	O&M-GENERAL EXPENSE	171	2,596	750	614	1,000	62.8%
General Fund	Street Maintenance	10184080	519080	COST ALLOC-PW TO STREET	95,794	98,858	104,868	104,868	101,807	-2.9%
General Fund	Street Maintenance	10184451	531612	O&M-COMPUTER	-	-	-	-	500	0.0%
	Street Maintenance Total				**743,796**	**797,588**	**988,809**	**925,969**	**1,026,797**	**10.9%**
	Grand Total				**$ (313,164)**	**$ 119,467**	**$ 897,608**	**$ (173,206)**	**$ 0**	**-100.0%**

Annual Operating Budget Proposal

For the Fiscal Year Ending June 30, 2025 (FY2025)

Utility Funds

Electric Fund
Water Fund
Sewer Fund
Solid Waste Fund

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Electric Fund	Utility Revenue	CUSTOMER BILLING-ELECTRIC	(22,807,034)	(24,607,281)	(25,423,965)	(30,019,632)	(28,858,158)	-3.9%
Electric Fund	Utility Revenue	FACILITY CHARGE-ELECTRIC	(2,359,004)	(2,547,090)	(2,727,595)	(2,600,824)	(2,661,927)	2.3%
Electric Fund	Utility Revenue	CONNECTION FEES-ELEC	(97,295)	(369,287)	(192,200)	(365,821)	(192,200)	-47.5%
Electric Fund	Utility Revenue	REVENUE-PRIVATE SECURITY LIGHT	(120,768)	(120,501)	-	(121,527)	(121,206)	-0.3%
Electric Fund	Utility Revenue	UNDERGROUND ELEC SVC FEE	(34,600)	(27,000)	(41,500)	(25,800)	(21,500)	-16.7%
Electric Fund	Utility Revenue	SOLAR POWER PERMIT	(3,225)	(2,455)	-	-	(1,500)	0.0%
Electric Fund	Utility Revenue	SUBCONTRACTOR LABOR	(11,695)	(4,615)	-	-	-	0.0%
Electric Fund	Utility Revenue	REV / SUBCONTRACTOR MATERIALS	-	(2,393)	-	-	-	0.0%
Electric Fund	Utility Revenue	PROCEEDS-ELEC INVENTORY SALES	(4,576)	(6,475)	-	-	-	0.0%
Electric Fund	Utility Fees	LATE PENALTIES-ELECTRIC	(33,961)	(64,878)	(51,500)	(70,494)	(55,500)	-21.3%
Electric Fund	Utility Fees	RET'D CHECK-RECONNECT FEE	(8,450)	(10,150)	(7,900)	(8,160)	(7,440)	-8.8%
Electric Fund	Investment Income	INTEREST INCOME / INVESTMENTS	201	-	-	-	(833,148)	0.0%
Electric Fund	Investment Income	INTEREST INCOME-POOLED CASH	(25,226)	(390,471)	(437,933)	(503,623)	(59,500)	-88.2%
Electric Fund	Miscellaneous	PROCEEDS-SALE OF EQUIP/SCRAP	(28,734)	(13,112)	(12,700)	(3,882)	(4,000)	3.1%
Electric Fund	Miscellaneous	REVENUE-MISCELLANEOUS	(2,438)	(3,437)	(4,538)	(4,274)	(4,000)	-6.4%
Electric Fund	Application of Reserves	INTRAFUND XFER IN-RESERVES	-	-	7,119	-	(890,731)	0.0%
Revenue Total			**(25,536,805)**	**(28,169,144)**	**(28,892,712)**	**(33,724,036)**	**(33,710,810)**	**0.0%**

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Electric Fund	Cost of Service	O&M-DEMEC POWER PURCHASED	17,773,466	20,169,499	20,492,823	23,739,164	24,086,932	1.5%
Electric Fund	Cost of Service	NEW SERVICES	-	-	50,000	56,885	50,000	-12.1%
Electric Fund	Cost of Service	INTEREST ON METER DEPOSIT	695	721	700	755	700	-7.3%
Electric Fund	Personnel - Salary & Wages	REGULAR SALARY	790,901	1,007,101	1,170,550	1,122,514	1,296,080	15.5%
Electric Fund	Personnel - Salary & Wages	OVERTIME	49,154	54,579	46,400	76,769	63,000	-17.9%
Electric Fund	Personnel - Salary & Wages	ON CALL PAY	45,244	55,589	49,600	65,612	58,000	-11.6%
Electric Fund	Personnel - Salary & Wages	SICK & VACATION PAY	37,926	30,814	-	-	-	0.0%
Electric Fund	Personnel - Taxes & Benefits	MEDICAL INSURANCE	93,079	172,597	211,310	219,012	223,560	2.1%
Electric Fund	Personnel - Taxes & Benefits	PENSION	80,397	83,194	114,430	92,988	119,600	28.6%
Electric Fund	Personnel - Taxes & Benefits	SOCIAL SECURITY	71,172	86,931	101,530	95,675	107,830	12.7%
Electric Fund	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	28,519	34,083	41,300	38,037	46,040	21.0%
Electric Fund	Personnel - Taxes & Benefits	LIFE INSURANCE	5,799	7,507	9,640	8,357	9,480	13.4%
Electric Fund	Personnel - Taxes & Benefits	VACATION REDEMPTION	2,246	4,616	4,780	5,848	5,200	-11.1%
Electric Fund	Personnel - Taxes & Benefits	UNEMPLOYMENT	5,470	2,942	2,690	2,930	2,140	-27.0%
Electric Fund	Personnel - Taxes & Benefits	VISION CARE	484	736	840	729	750	2.9%
Electric Fund	O&M	COST ALLOC-BILLING	453,011	599,133	647,746	647,746	710,914	9.8%
Electric Fund	O&M	COST ALLOC-ALL TO ELEC	529,210	579,483	644,040	644,040	657,190	2.0%
Electric Fund	O&M	COST ALLOC-METER TECH	354,507	378,231	419,123	419,123	419,117	0.0%
Electric Fund	O&M	COST ALLOC-PUB WORKS	367,009	398,064	422,865	422,865	410,552	-2.9%
Electric Fund	O&M	O&M-DISTRIBUTION LINES	232,864	250,612	396,000	416,574	325,000	-22.0%
Electric Fund	O&M	O&M-VEH & EQUIP REPLACEMENT	150,000	150,000	163,100	163,100	208,000	27.5%
Electric Fund	O&M	O&M-INSURANCE	119,628	135,420	150,380	150,380	184,420	22.6%
Electric Fund	O&M	O&M-SUBSTATIONS	5,883	117,676	32,500	36,324	72,000	98.2%
Electric Fund	O&M	O&M-VEGETATION CONTROL	1,987	18,287	92,000	59,534	55,000	-7.6%
Electric Fund	O&M	O&M-VEHICLE GARAGE LABOR	26,392	21,878	31,500	26,745	44,000	64.5%
Electric Fund	O&M	O&M-ENVIRONMENTAL COMPLIANCE	34,585	37,370	18,265	17,632	40,000	126.9%
Electric Fund	O&M	O&M-UNIFORMS	9,063	17,418	30,000	29,511	35,000	18.6%
Electric Fund	O&M	O&M - TRAINING	21,174	14,876	16,038	16,974	26,250	54.7%
Electric Fund	O&M	O&M-VEHICLE GAS	24,193	26,162	30,500	30,043	25,000	-16.8%
Electric Fund	O&M	O&M-CONTRACT SERVICES	36,387	19,261	23,458	9,138	25,000	173.6%
Electric Fund	O&M	O&M-VEHICLE MAINTENANCE	19,530	44,838	38,850	26,594	24,000	-9.8%
Electric Fund	O&M	O&M-ENGINEERING	137	4,973	3,000	1,563	20,000	1179.2%
Electric Fund	O&M	O&M-AUDITING	5,670	1,208	13,720	13,720	16,500	20.3%
Electric Fund	O&M	O&M-TRAFFIC SIGNALS	-	-	10,000	10,000	15,000	50.0%
Electric Fund	O&M	O&M-SOFTWARE MAINTENANCE	4,088	6,254	7,640	7,640	12,200	59.7%
Electric Fund	O&M	O&M-SMALL TOOLS	10,661	16,043	8,000	6,767	10,000	47.8%
Electric Fund	O&M	SIDEWALKS	-	-	-	-	10,000	0.0%
Electric Fund	O&M	O&M-RADIO ELEC	-	-	-	-	5,500	0.0%
Electric Fund	O&M	O&M-COMPUTERS	-	-	-	-	4,500	0.0%

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Electric Fund	O&M	O&M-CELLPHONE	2,514	2,520	3,635	3,684	4,180	13.5%
Electric Fund	O&M	O&M-GENERAL EXPENSE	128	276	-	-	4,000	0.0%
Electric Fund	O&M	O&M-SUPPLIES	1,414	1,454	2,500	1,307	2,500	91.2%
Electric Fund	O&M	EQUIPMENT RENTAL	-	-	-	-	2,500	0.0%
Electric Fund	O&M	O&M-ADVERTISING & PRINTING	2,153	3,466	2,500	1,500	2,500	66.7%
Electric Fund	O&M	O&M-UTILITIES-WATER	2,168	2,267	2,300	2,353	2,470	5.0%
Electric Fund	O&M	O&M-TELEPHONE	2,705	2,259	2,750	2,733	2,450	-10.3%
Electric Fund	O&M	O&M-WAREHOUSE EXPENSE	263	342	3,500	590	2,000	239.1%
Electric Fund	O&M	O&M-LEGAL SERVICES	1,795	1,643	1,440	1,440	1,440	0.0%
Electric Fund	Transfers	INTERFUND TRANSFER TO GEN FUND	2,500,000	2,500,000	3,250,000	3,750,000	3,942,000	5.1%
Electric Fund	Debt Service	2016 BOND PRINCIPAL	-	235,000	240,000	240,000	240,000	0.0%
Electric Fund	Debt Service	2016 BOND INTEREST	90,591	86,965	82,215	82,215	79,815	-2.9%
Electric Fund	Debt Service	O&M-BOND DEBT EXPENSE	375	375	425	-	500	0.0%
Expense Total			**23,950,949**	**27,460,893**	**29,086,582**	**32,767,108**	**33,710,810**	**2.9%**
Electric Fund Total			**(1,585,856)**	**(708,251)**	**193,870**	**(956,928)**	**-**	**-100.0%**

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Water Fund	Utility Revenue	CUSTOMER BILLING-WATER	(3,106,330)	(3,425,479)	(3,484,073)	(3,474,751)	(3,413,963)	-1.7%
Water Fund	Utility Revenue	CONNECTION FEES-WATER	(5,070)	(40,751)	(25,000)	(26,572)	(25,000)	-5.9%
Water Fund	Utility Revenue	NEW METER FEE-WATER	(11,800)	(13,800)	(12,300)	(22,000)	(18,000)	-18.2%
Water Fund	Utility Fees	LATE PENALTIES-WATER	(2,870)	(7,614)	(4,900)	(9,202)	(6,300)	-31.5%
Water Fund	Investment Income	INTEREST INCOME / INVESTMENTS	(256)	-	-	-	(189,000)	0.0%
Water Fund	Investment Income	INTEREST INCOME-POOLED CASH	(14,206)	(200,991)	(73,204)	(13,445)	(42,000)	212.4%
Water Fund	Miscellaneous	MISC REV / AG LEASE INCOME	-	(24,000)	-	(24,000)	(11,250)	-53.1%
Water Fund	Miscellaneous	REVENUE-MISCELLANEOUS	(7,575)	-	(1,750)	-	(2,000)	0.0%
	Revenue Total		**(3,148,107)**	**(3,712,635)**	**(3,601,227)**	**(3,569,969)**	**(3,707,513)**	**3.9%**

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Water Fund	Cost of Service	O&M-PUMPING POWER PURCHASED	211,739	234,466	222,500	248,186	258,200	4.0%
Water Fund	Cost of Service	O&M-CHEMICALS	106,532	109,478	132,000	136,997	132,000	-3.6%
Water Fund	Cost of Service	O&M-UTILITIES-WATER	740	906	1,430	1,487	1,570	5.6%
Water Fund	Cost of Service	O&M-NATURAL GAS	904	672	1,400	1,033	960	-7.0%
Water Fund	Personnel - Salary & Wages	REGULAR SALARY	215,034	225,401	268,280	221,970	295,590	33.2%
Water Fund	Personnel - Salary & Wages	OVERTIME	14,810	15,791	15,500	15,891	15,800	-0.6%
Water Fund	Personnel - Salary & Wages	ON CALL PAY	12,343	16,019	13,600	14,441	14,600	1.1%
Water Fund	Personnel - Salary & Wages	SICK & VACATION PAY	2,198	-	-	1,522	-	-100.0%
Water Fund	Personnel - Taxes & Benefits	MEDICAL INSURANCE	42,151	46,005	57,430	36,826	75,770	105.8%
Water Fund	Personnel - Taxes & Benefits	PENSION	22,925	21,169	23,020	21,980	27,480	25.0%
Water Fund	Personnel - Taxes & Benefits	SOCIAL SECURITY	19,009	19,102	22,370	19,251	24,180	25.6%
Water Fund	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	8,020	6,992	9,350	8,007	10,460	30.6%
Water Fund	Personnel - Taxes & Benefits	LIFE INSURANCE	1,801	1,731	2,180	1,739	2,390	37.5%
Water Fund	Personnel - Taxes & Benefits	UNEMPLOYMENT	1,374	804	730	493	790	60.1%
Water Fund	Personnel - Taxes & Benefits	VISION CARE	252	244	-	189	280	48.3%
Water Fund	O&M	COST ALLOC-ALL TO WATER	238,364	262,090	290,984	290,984	313,429	7.7%
Water Fund	O&M	COST ALLOC-METER TECH	177,254	189,114	209,562	209,562	209,559	0.0%
Water Fund	O&M	COST ALLOC-PW TO WATER	181,583	189,427	200,779	200,779	194,918	-2.9%
Water Fund	O&M	COST ALLOC-BILLING TO WATER	122,945	162,840	175,941	175,941	193,886	10.2%
Water Fund	O&M	O&M-FACILITY MAINTENANCE	72,023	77,796	86,900	104,280	99,500	-4.6%
Water Fund	O&M	O&M-WELLS	5,622	15,038	85,000	34,232	85,000	148.3%
Water Fund	O&M	O&M-STREET RESTORATION	-	-	60,000	689	60,000	8610.6%
Water Fund	O&M	O&M-CONTRACT SERVICES	49,431	29,877	59,000	36,092	59,000	63.5%
Water Fund	O&M	O&M-VEH & EQUIP REPLACEMENT	74,938	74,938	33,600	33,600	46,250	37.6%
Water Fund	O&M	SIDEWALKS	-	-	40,000	-	40,000	0.0%
Water Fund	O&M	O&M-INSURANCE	27,380	29,408	33,910	33,910	38,210	12.7%
Water Fund	O&M	O&M-MAINS	13,883	14,853	25,000	25,078	25,000	-0.3%
Water Fund	O&M	O&M-VEHICLE GARAGE LABOR	9,830	10,991	12,000	12,519	20,000	59.8%
Water Fund	O&M	O&M-AUDITING	5,670	1,208	16,470	16,470	19,260	16.9%
Water Fund	O&M	O&M-VEHICLE MAINTENANCE	2,388	12,447	18,000	7,767	18,000	131.8%
Water Fund	O&M	O&M-SERVICE CONNECTIONS	5,803	9,968	15,000	14,556	15,000	3.1%
Water Fund	O&M	O&M-VEHICLE GAS	11,689	11,490	13,500	7,959	12,500	57.1%
Water Fund	O&M	O&M-METERS	7,156	-	10,000	7,500	10,000	0.0%
Water Fund	O&M	O&M-BUILDING MAINTENANCE	2,125	2,702	10,000	5,904	10,000	69.4%
Water Fund	O&M	O&M - TRAINING	1,923	2,134	2,800	2,930	6,550	123.6%

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Water Fund	O&M	O&M-SUPPLIES	1,440	2,654	4,000	1,204	4,000	232.3%
Water Fund	O&M	O&M-ENGINEERING	-	773	4,000	138	4,000	2798.6%
Water Fund	O&M	O&M-UNIFORMS	1,718	1,552	3,500	1,181	3,500	196.4%
Water Fund	O&M	O&M-SOFTWARE MAINTENANCE	1,060	2,636	8,840	8,840	3,120	-64.7%
Water Fund	O&M	O&M-LEGAL SERVICES	543	2,970	2,970	2,970	2,970	0.0%
Water Fund	O&M	O&M-CELLPHONE	2,063	2,116	2,500	2,338	2,220	-5.1%
Water Fund	O&M	O&M-GENERAL EXPENSE	629	731	2,000	298	2,000	571.7%
Water Fund	O&M	O&M-COMPUTERS	1,942	-	-	-	1,000	0.0%
Water Fund	O&M	O&M-ADVERTISING & PRINTING	1,000	1,275	1,000	-	1,000	0.0%
Water Fund	O&M	O&M-RADIO WATER	-	-	500	-	500	0.0%
Water Fund	O&M	O&M-TELEPHONE	330	422	700	542	310	-42.8%
Water Fund	O&M	O&M-POSTAGE	31	10	100	21	100	372.9%
Water Fund	Transfers	INTERFUND TRANSFER TO GEN FUND	300,000	300,000	301,790	300,000	315,000	5.0%
Water Fund	Debt Service	LOAN-WASH ST PLANT-PRIN.	-	159,844	161,124	161,124	163,473	1.5%
Water Fund	Debt Service	DEBT SVC-PRN-2012 USDA #03	-	102,049	103,961	103,961	106,220	2.2%
Water Fund	Debt Service	DEBT SVC-INT-2012 USDA #03	86,314	83,951	82,039	82,039	79,781	-2.8%
Water Fund	Debt Service	LOAN-WASH ST PLANT-INT.	20,620	19,429	18,151	10,696	15,801	47.7%
Expense Total			**2,087,528**	**2,475,510**	**2,865,411**	**2,626,114**	**3,041,127**	**15.8%**
Water Fund Total			**(1,060,579)**	**(1,237,125)**	**(735,816)**	**(943,855)**	**(666,386)**	**-29.4%**

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Sewer Fund	Utility Revenue	CUSTOMER BILLING-SEWER	(2,768,309)	(3,032,114)	(3,142,269)	(3,101,283)	(3,048,291)	-1.7%
Sewer Fund	Utility Revenue	KENT COUNTY COST ADJUST.	(2,043,311)	(2,127,747)	(2,533,811)	(2,264,843)	(2,332,578)	3.0%
Sewer Fund	Utility Fees	LATE PENALTIES-SEWER	(4,738)	(12,542)	(10,100)	(15,872)	(10,600)	-33.2%
Sewer Fund	Investment Income	INTEREST INCOME / INVESTMENTS	(111)	-	-	-	(215,000)	0.0%
Sewer Fund	Investment Income	INTEREST INCOME-POOLED CASH	(5,961)	(135,957)	(114,205)	(19,731)	(34,500)	74.9%
Sewer Fund	Miscellaneous	REVENUE-MISCELLANEOUS	(853)	(8,209)	(5,400)	(750)	-	-100.0%
	Revenue Total		**(4,876,535)**	**(5,316,569)**	**(5,805,785)**	**(5,402,480)**	**(5,640,969)**	**4.4%**

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Sewer Fund	Cost of Service	O&M-WASTEWATER TREATMENT	2,043,094	2,090,644	2,533,811	2,064,915	2,332,578	13.0%
Sewer Fund	Cost of Service	O&M-WASTEWATER TREATMENT I&I	416,460	379,616	478,194	531,382	531,273	0.0%
Sewer Fund	Personnel - Salary & Wages	REGULAR SALARY	215,026	224,686	268,280	221,609	295,590	33.4%
Sewer Fund	Personnel - Salary & Wages	ON CALL PAY	12,341	15,755	13,500	14,439	14,500	0.4%
Sewer Fund	Personnel - Salary & Wages	OVERTIME	-	-	-	-	7,400	0.0%
Sewer Fund	Personnel - Salary & Wages	SICK & VACATION PAY	2,198	-	-	1,522	-	-100.0%
Sewer Fund	Personnel - Salary & Wages	OVERTIME	4,507	8,674	6,800	8,328	-	-100.0%
Sewer Fund	Personnel - Taxes & Benefits	MEDICAL INSURANCE	42,146	46,005	57,430	36,825	75,770	105.8%
Sewer Fund	Personnel - Taxes & Benefits	PENSION	22,924	21,168	22,530	21,979	26,990	22.8%
Sewer Fund	Personnel - Taxes & Benefits	SOCIAL SECURITY	19,007	19,100	21,690	19,249	23,530	22.2%
Sewer Fund	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	8,020	7,007	9,010	8,006	10,130	26.5%
Sewer Fund	Personnel - Taxes & Benefits	LIFE INSURANCE	1,800	1,730	2,180	1,738	2,390	37.5%
Sewer Fund	Personnel - Taxes & Benefits	UNEMPLOYMENT	1,373	804	730	493	790	60.2%
Sewer Fund	Personnel - Taxes & Benefits	VISION CARE	251	243	280	188	280	48.8%
Sewer Fund	O&M	COST ALLOC-ALL TO SEWER	238,364	262,090	290,984	290,984	313,429	7.7%
Sewer Fund	O&M	COST ALLOC-METER TECH	177,254	189,116	209,562	209,562	209,559	0.0%
Sewer Fund	O&M	O&M-I&I STUDY	150,370	14,790	200,000	28,000	200,000	614.3%
Sewer Fund	O&M	COST ALLOC-PUB WORKS	181,583	189,427	200,779	200,779	194,918	-2.9%
Sewer Fund	O&M	COST ALLOC-BILLING	122,945	162,840	175,941	175,941	193,886	10.2%
Sewer Fund	O&M	O&M-VEH & EQUIP REPLACEMENT	10,000	10,000	83,300	83,300	98,000	17.6%
Sewer Fund	O&M	O&M-LIFT STATIONS	75,192	50,241	70,000	66,307	70,000	5.6%
Sewer Fund	O&M	O&M-PUMPING POWER PURCHASED	35,247	43,385	38,300	44,695	46,300	3.6%
Sewer Fund	O&M	O&M-CONTRACT SERVICES	39,380	17,401	33,000	17,148	40,000	133.3%
Sewer Fund	O&M	O&M-VEHICLE GARAGE LABOR	9,859	10,841	12,000	13,695	20,000	46.0%
Sewer Fund	O&M	O&M-CHEMICALS	2,958	9,219	17,500	15,425	17,500	13.4%
Sewer Fund	O&M	O&M-AUDITING	5,670	1,208	15,570	15,570	17,440	12.0%
Sewer Fund	O&M	O&M-INSURANCE	13,253	13,865	15,440	15,440	12,610	-18.3%
Sewer Fund	O&M	O&M-VEHICLE GAS	11,689	11,490	13,500	7,959	12,500	57.1%
Sewer Fund	O&M	O&M-MAINS	95	4,998	10,000	186	10,000	5277.0%
Sewer Fund	O&M	O&M-VEHICLE MAINTENANCE	3,774	5,636	11,500	10,830	10,000	-7.7%
Sewer Fund	O&M	STREET RESTORATION	-	-	15,000	7,000	7,500	7.1%
Sewer Fund	O&M	O&M-MAINT. & REPAIR EQUIPMENT	2,954	4,045	5,000	3,846	5,000	30.0%
Sewer Fund	O&M	O&M-FACILITY MAINTENANCE	530	565	5,000	901	5,000	454.8%
Sewer Fund	O&M	O&M-SUPPLIES	820	697	4,000	1,186	4,000	237.3%
Sewer Fund	O&M	O&M-ENGINEERING	12,619	1,520	4,000	-	4,000	0.0%
Sewer Fund	O&M	O&M-UNIFORMS	1,320	1,481	3,500	397	3,500	781.6%
Sewer Fund	O&M	SOFTWARE MAINTENANCE	-	2,448	2,230	-	3,120	0.0%
Sewer Fund	O&M	O&M-SERVICE CONNECTIONS	2,520	324	3,000	2,217	3,000	35.3%
Sewer Fund	O&M	O&M-LEGAL SERVICES	3,310	2,700	2,700	2,700	2,700	0.0%

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Sewer Fund	O&M	O&M - TRAINING	583	846	1,500	666	1,500	125.2%
Sewer Fund	O&M	O&M-GENERAL EXPENSE	130	430	1,500	62	1,500	2303.8%
Sewer Fund	O&M	O&M-COMPUTERS	1,942	-	-	-	1,000	0.0%
Sewer Fund	O&M	O&M-ADVERTISING & PRINTING	946	851	1,000	-	1,000	0.0%
Sewer Fund	O&M	SIDEWALKS	-	-	1,000	-	1,000	0.0%
Sewer Fund	O&M	O&M-NATURAL GAS	904	672	1,400	1,033	960	-7.0%
Sewer Fund	O&M	O&M-TELEPHONE	262	314	550	396	170	-57.0%
Sewer Fund	Transfers	INTERFUND TRANSFER TO GEN FUND	-	-	300,000	300,000	315,000	5.0%
Sewer Fund	Debt Service	2016 BOND ISSUE PRINCIPAL	-	200,000	200,000	200,000	210,000	5.0%
Sewer Fund	Debt Service	2012 STATE REV. FUND-PRIN	-	56,313	56,876	56,876	58,600	3.0%
Sewer Fund	Debt Service	2016 BOND ISSUE INTEREST	46,205	43,088	39,088	39,088	37,088	-5.1%
Sewer Fund	Debt Service	2019 USDA LOAN-PRINCIPAL	-	30,738	31,119	31,119	31,627	1.6%
Sewer Fund	Debt Service	KENT COUNTY BYPASS-PRIN.	-	27,103	27,719	27,719	28,347	2.3%
Sewer Fund	Debt Service	KENT COUNTY BYPASS-INT.	24,439	23,838	23,223	23,223	22,594	-2.7%
Sewer Fund	Debt Service	2019 USDA LOAN-INTEREST	22,441	22,006	21,626	21,626	21,118	-2.3%
Sewer Fund	Debt Service	2012 STATE REV. FUND-INT.	10,499	9,390	8,827	8,827	7,103	-19.5%
Sewer Fund	Debt Service	O&M-BOND DEBT EXPENSE	375	375	400	400	500	25.0%
Expense Total			**3,999,577**	**4,241,720**	**5,572,068**	**4,855,776**	**5,564,290**	**14.6%**
Sewer Fund Total			**(876,957)**	**(1,074,849)**	**(233,717)**	**(546,703)**	**(76,679)**	**-86.0%**

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Sol Wst Fund	Utility Revenue	RESIDENTIAL TRASH BILLING	(1,395,166)	(1,479,592)	(1,620,068)	(1,635,786)	(1,636,268)	0.0%
Sol Wst Fund	Utility Revenue	COMMERCIAL TRASH BILLING	(69,537)	(71,286)	(77,876)	(77,378)	(78,655)	1.7%
Sol Wst Fund	Utility Revenue	BULK TRASH	(650)	(950)	(900)	(900)	(900)	0.0%
Sol Wst Fund	Utility Revenue	CONTAINER REPLACEMENT FEE	(350)	(420)	(400)	(400)	(400)	0.0%
Sol Wst Fund	Utility Fees	LATE PENALTIES-SOLID WASTE	(2,808)	(4,454)	(4,000)	(4,356)	(3,600)	-17.4%
Sol Wst Fund	Investment Income	INTEREST INCOME-POOLED CASH	(873)	(11,139)	(6,250)	(21,636)	(11,200)	-48.2%
Sol Wst Fund	Investment Income	INTEREST INCOME / INVESTMENTS	4	-	-	-	(6,200)	0.0%
Sol Wst Fund	Application of Reserves	INTRAFUND XFER IN-RESERVES	-	-	-	-	(122,700)	0.0%
	Revenue Total		**(1,469,380)**	**(1,567,841)**	**(1,709,494)**	**(1,740,457)**	**(1,859,923)**	**6.9%**

FY2025 BUDGET PROPOSAL - UTILITY FUND DETAIL - UPDATED 5/31/2024

Fund	Grp/Fn Detail	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Sol Wst Fund	Cost of Service	O&M-LANDFILL FEES	297,206	303,896	319,884	312,692	320,500	2.5%
Sol Wst Fund	Cost of Service	O&M-TRASH CONTAINERS	24,013	32,438	35,484	42,060	60,000	42.7%
Sol Wst Fund	Cost of Service	O&M-YARD WASTE CANS	10,568	13,597	13,644	16,362	16,000	-2.2%
Sol Wst Fund	Cost of Service	INTEREST ON METER DEPOSIT	4	4	-	-	5	0.0%
Sol Wst Fund	Personnel - Salary & Wages	REGULAR SALARY	152,091	197,961	243,060	292,807	270,950	-7.5%
Sol Wst Fund	Personnel - Salary & Wages	OVERTIME	16,630	22,116	26,600	39,681	26,750	-32.6%
Sol Wst Fund	Personnel - Taxes & Benefits	MEDICAL INSURANCE	33,136	51,486	62,027	56,529	86,410	52.9%
Sol Wst Fund	Personnel - Taxes & Benefits	PENSION	14,138	11,832	16,510	18,318	21,240	16.0%
Sol Wst Fund	Personnel - Taxes & Benefits	SOCIAL SECURITY	11,835	14,417	19,960	22,249	21,230	-4.6%
Sol Wst Fund	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	5,085	5,782	8,750	8,949	9,700	8.4%
Sol Wst Fund	Personnel - Taxes & Benefits	LIFE INSURANCE	1,104	1,361	2,150	1,924	2,170	12.8%
Sol Wst Fund	Personnel - Taxes & Benefits	UNEMPLOYMENT	934	1,269	1,180	1,469	880	-40.1%
Sol Wst Fund	Personnel - Taxes & Benefits	HOLIDAY BANK 2 PAYOFF	-	-	305	366	500	36.6%
Sol Wst Fund	Personnel - Taxes & Benefits	VISION CARE	164	176	300	244	300	22.9%
Sol Wst Fund	O&M	COST ALLOC-BILLING	122,874	162,510	175,611	175,611	193,884	10.4%
Sol Wst Fund	O&M	COST ALLOC-ALL TO SOL WASTE	130,221	143,244	145,968	145,968	160,325	9.8%
Sol Wst Fund	O&M	O&M-VEHICLE MAINTENANCE	114,580	146,930	160,000	112,166	148,000	31.9%
Sol Wst Fund	O&M	COST ALLOC-PUB WORKS	106,438	109,842	116,520	116,520	113,119	-2.9%
Sol Wst Fund	O&M	O&M-VEHICLE GARAGE LABOR	33,242	45,913	45,000	65,289	100,000	53.2%
Sol Wst Fund	O&M	O&M-VEHICLE LOAN PAYBACK	142,860	71,430	71,430	71,430	71,430	0.0%
Sol Wst Fund	O&M	O&M-VEHICLE GAS	56,736	63,365	73,000	39,608	66,000	66.6%
Sol Wst Fund	O&M	O&M-CONTRACT SERVICES	79,638	82,235	29,866	35,544	60,000	68.8%
Sol Wst Fund	O&M	O&M-VEH & EQUIP REPLACEMENT	30,000	30,000	54,070	54,070	54,070	0.0%
Sol Wst Fund	O&M	O&M-INSURANCE	11,574	13,552	14,000	14,000	14,920	6.6%
Sol Wst Fund	O&M	O&M-SOFTWARE MAINTENANCE	5,639	9,256	14,160	14,160	14,890	5.2%
Sol Wst Fund	O&M	O&M-AUDITING	5,670	1,208	13,720	13,720	10,900	-20.6%
Sol Wst Fund	O&M	O&M - TRAINING	3,895	4,573	3,900	1,690	5,000	195.8%
Sol Wst Fund	O&M	O&M-ADVERTISING & PRINTING	1,634	3,289	5,000	-	3,300	0.0%
Sol Wst Fund	O&M	O&M-UNIFORMS	1,116	1,471	1,150	1,115	2,800	151.2%
Sol Wst Fund	O&M	O&M-CELLPHONE	1,268	484	8,032	1,888	2,530	34.0%
Sol Wst Fund	O&M	O&M-SUPPLIES	758	1,262	2,200	699	1,300	85.9%
Sol Wst Fund	O&M	O&M-GENERAL EXPENSE	774	148	1,000	715	800	11.9%
Sol Wst Fund	O&M	O&M-POSTAGE	14	9	500	3	20	603.2%
	Expense Total		**1,424,807**	**1,974,384**	**1,684,981**	**1,677,847**	**1,859,923**	**10.9%**
	Solid Waste Fund Total		**(44,572)**	**406,543**	**(24,512)**	**(62,610)**	**-**	**-100.0%**
Grand Total			**$ (3,567,965)**	**$ (2,613,682)**	**$ (800,175)**	**$ (2,510,097)**	**$ (743,065)**	**-70.4%**

Annual Operating Budget Proposal

For the Fiscal Year Ending June 30, 2025 (FY2025)

Internal Service Funds

City Hall
Customer Service
Tech Services
Public Works & Garage

FY2025 BUDGET PROPOSAL - INTERNAL SERVICE FUND DETAIL - UPDATED 5/31/2024

Fund	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Public Works (ISF)	22801010	511010	REGULAR SALARY	548,007	564,911	686,770	620,477	631,240	1.7%
Public Works (ISF)	22801010	511030	OVERTIME	2,504	3,009	2,000	8,320	3,000	-63.9%
Public Works (ISF)	22801010	522020	SOCIAL SECURITY	42,826	42,433	52,350	49,699	47,400	-4.6%
Public Works (ISF)	22801010	522030	PENSION	48,974	44,047	52,150	51,264	53,840	5.0%
Public Works (ISF)	22801010	522050	UNEMPLOYMENT	2,574	1,852	1,520	1,546	1,510	-2.3%
Public Works (ISF)	22801010	532010	MEDICAL INSURANCE	79,311	109,478	112,490	113,417	126,270	11.3%
Public Works (ISF)	22801010	532060	WORKERS COMP. PREMIUMS	5,190	4,298	8,660	6,558	8,790	34.0%
Public Works (ISF)	22801010	532070	LIFE INSURANCE	4,256	3,839	5,060	4,503	4,670	3.7%
Public Works (ISF)	22801010	532075	VISION CARE	438	417	530	390	470	20.5%
Public Works (ISF)	22801020	533090	O&M - TRAINING	10,321	14,324	16,400	8,932	29,830	234.0%
Public Works (ISF)	22804140	555030	O&M-TELEPHONE	1,167	1,870	2,970	3,111	4,010	28.9%
Public Works (ISF)	22804140	555031	O&M-CELLPHONE	1,930	1,928	2,400	2,459	2,020	-17.9%
Public Works (ISF)	22804240	556017	O&M-VEHICLE GAS	3,440	2,515	3,400	1,374	2,500	82.0%
Public Works (ISF)	22804242	555060	O&M-SOFTWARE MAINTENANCE	1,665	8,363	11,510	11,510	14,010	21.7%
Public Works (ISF)	22804242	556090	O&M-COMPUTERS	-	-	-	-	4,500	0.0%
Public Works (ISF)	22804243	555040	O&M-ADVERTISING & PRINTING	721	408	-	-	800	0.0%
Public Works (ISF)	22804244	556010	O&M-SUPPLIES	5,950	9,647	9,550	4,543	8,000	76.1%
Public Works (ISF)	22804244	556018	O&M-UNIFORMS	912	1,145	1,200	1,055	3,260	208.9%
Public Works (ISF)	22804245	556920	O&M-OFFICE EQUIPMENT	-	3,853	130	156	10,590	6695.3%
Public Works (ISF)	22804251	556011	O&M-GENERAL EXPENSE	1,462	2,286	4,000	4,284	4,000	-6.6%
Public Works (ISF)	22804251	556015	O&M-POSTAGE	2,477	2,506	2,000	1,704	2,000	17.4%
Public Works (ISF)	22804340	556021	O&M-NATURAL GAS	20,923	21,773	25,700	24,663	22,400	-9.2%
Public Works (ISF)	22804340	556022	O&M-UTILITIES-POWER	52,334	55,246	59,920	61,960	67,150	8.4%
Public Works (ISF)	22804340	556023	O&M-UTILITIES-WATER	4,588	4,757	4,900	4,964	5,200	4.7%
Public Works (ISF)	22804342	556013	O&M-COPIER	3,577	3,490	3,380	3,971	3,600	-9.3%
Public Works (ISF)	22804346	524029	O&M-VEHICLE GARAGE LABOR	2,125	1,560	3,000	2,610	4,000	53.3%
Public Works (ISF)	22804347	524030	O&M-VEHICLE MAINTENANCE	750	1,427	1,500	265	1,000	278.0%
Public Works (ISF)	22804349	554031	O&M-BUILDING MAINTENANCE	26,984	19,516	66,000	52,054	43,000	-17.4%
Public Works (ISF)	22804543	553010	O&M-CONTRACT SERVICES	6,163	12,694	10,370	8,118	9,300	14.6%
Public Works (ISF)	22804543	553015	O&M-CLEANING	36,606	37,064	38,000	37,794	40,500	7.2%
Public Works (ISF)	22804543	553030	O&M-AUDITING	3,780	805	9,150	9,150	6,800	-25.7%
Public Works (ISF)	22804543	555020	O&M-INSURANCE	3,077	3,295	3,640	3,640	3,190	-12.4%
Public Works (ISF)	22805047	556980	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	4,800	4,800	4,800	0.0%
Public Works (ISF)	220	411020	COST ALLOCATED TO WATER	(181,583)	(189,427)	(199,432)	(199,432)	(194,918)	-2.3%
Public Works (ISF)	220	411030	COST ALLOCATED TO SEWER	(181,583)	(189,427)	(199,432)	(199,432)	(194,918)	-2.3%
Public Works (ISF)	220	411040	COST ALLOCATED TO SOL WASTE	(106,438)	(109,842)	(116,520)	(116,520)	(113,119)	-2.9%
Public Works (ISF)	220	411050	COST ALLOCATED TO ELECTRIC	(367,009)	(398,064)	(403,691)	(403,691)	(410,522)	1.7%
Public Works (ISF)	220	411060	COST ALLOCATED TO STREETS	(95,794)	(98,858)	(104,868)	(104,868)	(101,807)	-2.9%
Public Works (ISF)	220	411092	COST ALLOCATED TO PLANNING	(10,644)	(10,984)	(11,652)	(11,652)	(11,312)	-2.9%
Public Works (ISF)	220	411095	COST ALLOCATED TO TECH SVCS	(85,150)	(87,874)	(93,216)	(93,216)	(90,495)	-2.9%
Public Works (ISF)	220	433101	COST ALLOCATED TO GARAGE	(53,219)	(54,921)	(58,260)	(58,260)	(56,559)	-2.9%
Public Works (ISF) Total				(116,531)	(150,967)	18,380	(70,815)	-	100.0%

FY2025 BUDGET PROPOSAL - INTERNAL SERVICE FUND DETAIL - UPDATED 5/31/2024

Fund	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Customer Svc (ISF)	24801010	511010	REGULAR SALARY	387,076	454,143	534,710	566,144	607,260	7.3%
Customer Svc (ISF)	24801010	511020	TEMPORARY WAGES	6,326	-	-	-	-	0.0%
Customer Svc (ISF)	24801010	511030	OVERTIME	5,706	4,102	5,000	5,961	5,200	-12.8%
Customer Svc (ISF)	24801010	511040	SICK & VACATION PAY	55	-	-	-	-	0.0%
Customer Svc (ISF)	24801010	511045	VACATION REDEMPTION	-	996	1,050	-	1,120	0.0%
Customer Svc (ISF)	24801010	522020	SOCIAL SECURITY	29,913	33,942	40,910	42,325	45,320	7.1%
Customer Svc (ISF)	24801010	522030	PENSION	43,569	45,660	56,530	58,002	64,180	10.7%
Customer Svc (ISF)	24801010	522050	UNEMPLOYMENT	2,893	1,928	1,600	1,894	1,690	-10.8%
Customer Svc (ISF)	24801010	532010	MEDICAL INSURANCE	102,084	126,508	154,980	147,557	186,220	26.2%
Customer Svc (ISF)	24801010	532060	WORKERS COMP. PREMIUMS	500	733	740	1,586	750	-52.7%
Customer Svc (ISF)	24801010	532070	LIFE INSURANCE	3,176	3,601	4,340	4,555	4,900	7.6%
Customer Svc (ISF)	24801010	532075	VISION CARE	489	552	620	588	620	5.4%
Customer Svc (ISF)	24801020	533090	O&M - TRAINING	412	629	1,600	1,325	3,700	179.2%
Customer Svc (ISF)	24804240	565030	O&M-TELEPHONE	2,205	4,813	9,250	9,966	9,450	-5.2%
Customer Svc (ISF)	24804240	566017	O&M-VEHICLE GAS	63	95	200	83	200	141.8%
Customer Svc (ISF)	24804242	566013	O&M-COPIER	3,873	4,693	5,920	6,176	6,000	-2.9%
Customer Svc (ISF)	24804243	563060	O&M-COLLECTION EXPENSE	1,371	548	2,000	-	4,000	0.0%
Customer Svc (ISF)	24804243	565020	O&M-INSURANCE	5,708	6,460	7,160	7,160	9,040	26.3%
Customer Svc (ISF)	24804243	566930	O&M-BANK CHARGES-CREDIT CARD	95,143	138,832	150,000	138,832	150,000	8.0%
Customer Svc (ISF)	24804244	566010	O&M-SUPPLIES	5,978	5,556	7,500	5,307	6,000	13.1%
Customer Svc (ISF)	24804246	524029	O&M-VEHICLE GARAGE LABOR	-	425	1,000	-	1,000	0.0%
Customer Svc (ISF)	24804247	524030	O&M-VEHICLE MAINTENANCE	-	10	900	164	900	449.4%
Customer Svc (ISF)	24804248	565061	O&M-PITNEY BOWES EQUIP MAINT.	2,622	2,664	3,200	2,905	3,200	10.1%
Customer Svc (ISF)	24804251	556011	O&M-GENERAL EXPENSE	643	1,281	1,500	1,008	1,500	48.9%
Customer Svc (ISF)	24804251	566012	O&M-COMPUTER	15,593	-	-	-	6,500	0.0%
Customer Svc (ISF)	24804251	566015	O&M-POSTAGE	11,949	8,938	15,000	10,820	12,500	15.5%
Customer Svc (ISF)	24804340	566022	O&M-UTILITIES-POWER	9,539	10,639	11,990	11,209	12,280	9.6%
Customer Svc (ISF)	24804340	566023	O&M-UTILITIES-WATER	542	661	600	660	700	6.0%
Customer Svc (ISF)	24804349	564031	O&M-BUILDING MAINTENANCE	3,644	3,546	3,000	1,753	3,000	71.1%
Customer Svc (ISF)	24804542	565060	SOFTWARE MAINTENANCE	-	25,205	31,490	28,020	33,260	18.7%
Customer Svc (ISF)	24804543	563010	O&M-CONTRACT SERVICES	7,913	7,966	5,000	5,580	6,200	11.1%
Customer Svc (ISF)	24804543	563012	O&M-BILLPRINT OPS	55,278	60,575	66,000	69,807	72,880	4.4%
Customer Svc (ISF)	24804543	563015	O&M-CLEANING	5,856	6,021	7,000	7,380	8,000	8.4%
Customer Svc (ISF)	24804543	563020	O&M-LEGAL SERVICES	24,006	1,182	5,000	179	1,000	460.0%
Customer Svc (ISF)	24804543	563030	O&M-AUDITING	2,835	604	6,860	6,860	5,100	-25.7%
Customer Svc (ISF)	24804543	565040	ADVERTISING & PRINTING	-	17,510	20,600	12,806	18,000	40.6%
Customer Svc (ISF)	24805047	566980	O&M-VEH & EQUP REPLACEMENT	1,500	1,500	900	-	900	0.0%
Customer Svc (ISF)	24144542	565062	O&M-CAMA-SOFTWARE MAINT.	8,380	8,800	9,240	11,088	9,700	-12.5%
Customer Svc (ISF)	24144542	566019	O&M-TAX EXPENSE	1,966	6,379	9,000	4,348	6,500	49.5%
Customer Svc (ISF)	24144543	563011	O&M-TAX ASSESSOR SERVICES	7,000	(9,100)	32,000	15,120	32,000	111.6%

FY2025 BUDGET PROPOSAL - INTERNAL SERVICE FUND DETAIL - UPDATED 5/31/2024

Fund	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Customer Svc (ISF)	240	411020	COST ALLOCATED TO WATER	(122,945)	(162,840)	(175,776)	(175,776)	(193,886)	10.3%
Customer Svc (ISF)	240	411030	COST ALLOCATED TO SEWER	(122,945)	(162,840)	(175,776)	(175,776)	(193,886)	10.3%
Customer Svc (ISF)	240	411040	COST ALLOCATED TO SOL WASTE	(122,874)	(162,510)	(175,611)	(175,611)	(193,884)	10.4%
Customer Svc (ISF)	240	411050	COST ALLOCATED TO ELECTRIC	(453,011)	(599,133)	(647,746)	(647,746)	(710,914)	9.8%
Customer Svc (ISF)	240	431101	COST ALLOC-GENERAL FUND	(10,136)	(43,800)	(50,240)	(50,240)	(48,200)	-4.1%
Customer Svc (ISF) Total				26,222	(139,485)	(10,760)	(37,980)	-	100.0%

FY2025 BUDGET PROPOSAL - INTERNAL SERVICE FUND DETAIL - UPDATED 5/31/2024

Fund	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Tech Services (ISF)	23801010	511010	REGULAR SALARY	200,304	201,674	226,770	201,732	225,710	11.9%
Tech Services (ISF)	23801010	511030	OVERTIME	4,251	3,524	3,700	2,499	3,600	44.0%
Tech Services (ISF)	23801010	511045	VACATION REDEMPTION	1,196	1,268	1,380	1,613	1,420	-12.0%
Tech Services (ISF)	23801010	511050	ON CALL PAY	9,402	8,705	9,600	9,662	9,800	1.4%
Tech Services (ISF)	23801010	522020	SOCIAL SECURITY	16,880	16,917	19,110	17,015	18,790	10.4%
Tech Services (ISF)	23801010	522030	PENSION	23,955	21,092	23,717	22,516	25,320	12.5%
Tech Services (ISF)	23801010	522050	UNEMPLOYMENT	938	809	550	511	470	-8.0%
Tech Services (ISF)	23801010	532010	MEDICAL INSURANCE	29,608	32,200	34,940	34,932	41,830	19.7%
Tech Services (ISF)	23801010	532060	WORKERS COMP. PREMIUMS	6,606	6,014	7,090	6,890	7,770	12.8%
Tech Services (ISF)	23801010	532070	LIFE INSURANCE	1,488	1,416	1,600	1,756	1,720	-2.1%
Tech Services (ISF)	23801010	532075	VISION CARE	185	185	190	185	190	2.5%
Tech Services (ISF)	23801020	533090	O&M - TRAINING	2,600	3,799	4,000	1,434	4,000	178.9%
Tech Services (ISF)	23804051	556011	O&M / GENERAL EXPENSE	-	-	-	-	200	0.0%
Tech Services (ISF)	23804140	545030	O&M-TELEPHONE	-	178	550	396	650	64.3%
Tech Services (ISF)	23804240	566017	O&M-VEHICLE GAS	3,532	3,416	4,200	2,394	3,800	58.7%
Tech Services (ISF)	23804242	536619	O&M-RADIO TECH SV	-	-	-	-	1,000	0.0%
Tech Services (ISF)	23804244	566010	O&M-SUPPLIES	267	502	1,000	122	500	309.1%
Tech Services (ISF)	23804244	566018	O&M-UNIFORMS	-	247	6,000	3,276	6,000	83.1%
Tech Services (ISF)	23804245	566025	O&M-SMALL TOOLS	144	235	1,000	553	1,000	80.7%
Tech Services (ISF)	23804340	565031	O&M-CELLPHONE	1,976	1,995	2,050	2,223	2,130	-4.2%
Tech Services (ISF)	23804342	536560	O&M-SOFTWARE MAINTENANCE	163,719	178,172	184,320	184,320	181,780	-1.4%
Tech Services (ISF)	23804342	566090	O&M-COMPUTERS	29	-	-	-	2,000	0.0%
Tech Services (ISF)	23804345	564010	O&M-METERS	110,463	78,424	154,000	172,384	150,000	-13.0%
Tech Services (ISF)	23804346	524029	O&M-VEHICLE GARAGE LABOR	3,375	2,865	3,900	930	3,000	222.6%
Tech Services (ISF)	23804347	524030	O&M-VEHICLE MAINTENANCE	5,893	1,315	1,800	541	3,000	454.3%
Tech Services (ISF)	23804350	565017	O&M-FIBER MAINTENANCE	10,734	-	10,000	5,000	10,000	100.0%
Tech Services (ISF)	23804350	565019	O&M-SCADA SYSTEM	17,579	25,448	25,000	14,258	25,000	75.3%
Tech Services (ISF)	23804380	569081	COST ALLOC-PUB WORKS	85,150	87,874	93,216	93,216	90,495	-2.9%
Tech Services (ISF)	23804543	563010	O&M-CONTRACT SERVICES	2,013	285	3,000	1,500	3,000	100.0%
Tech Services (ISF)	23804543	563030	O&M-AUDITING	945	201	2,290	2,290	1,700	-25.8%
Tech Services (ISF)	23804543	565020	O&M-INSURANCE	2,868	2,930	3,150	3,150	3,560	13.0%
Tech Services (ISF)	23805047	536698	O&M-VEH & EQUIP REPLACEMENT	5,250	5,250	8,800	8,800	8,800	0.0%
Tech Services (ISF)	230	411020	COST ALLOCATED TO WATER	(177,254)	(189,114)	(209,562)	(209,562)	(209,559)	0.0%
Tech Services (ISF)	230	411030	COST ALLOCATED TO SEWER	(177,254)	(189,116)	(209,562)	(209,562)	(209,559)	0.0%
Tech Services (ISF)	230	411050	COST ALLOCATED TO ELECTRIC	(354,507)	(378,231)	(419,123)	(419,123)	(419,117)	0.0%
Tech Services (ISF)	230	441045	NEW METER FEE	(23,695)	-	-	-	-	0.0%
Tech Services (ISF)	230	441053	PROCEEDS-MATERIALS	(2,500)	-	-	-	-	0.0%
Tech Services (ISF) Total				(23,859)	(69,519)	(1,323)	(42,145)	-	100.0%

FY2025 BUDGET PROPOSAL - INTERNAL SERVICE FUND DETAIL - UPDATED 5/31/2024

Fund	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
Garage (ISF)	21801010	511010	REGULAR SALARY	61,638	76,331	127,220	123,779	136,030	9.9%
Garage (ISF)	21801010	511030	OVERTIME	91	581	500	221	500	126.3%
Garage (ISF)	21801010	522020	SOCIAL SECURITY	5,743	6,505	9,600	10,715	10,130	-5.5%
Garage (ISF)	21801010	522030	PENSION	7,568	7,359	9,980	10,982	10,810	-1.6%
Garage (ISF)	21801010	522050	UNEMPLOYMENT	313	347	290	340	310	-8.9%
Garage (ISF)	21801010	532010	MEDICAL INSURANCE	13,230	16,776	25,750	25,741	30,830	19.8%
Garage (ISF)	21801010	532060	WORKERS COMP. PREMIUMS	2,448	2,677	3,920	4,171	4,360	4.5%
Garage (ISF)	21801010	532070	LIFE INSURANCE	503	561	1,040	1,071	1,120	4.6%
Garage (ISF)	21801010	532075	VISION CARE	62	72	130	124	130	5.2%
Garage (ISF)	21801020	533090	O&M - TRAINING	1,181	218	3,700	120	4,000	3233.3%
Garage (ISF)	21801080	549080	COST ALLOC-PUB WORKS	53,219	54,921	58,260	58,260	56,559	-2.9%
Garage (ISF)	21804140	545030	O&M-TELEPHONE	175	91	825	800	650	-18.8%
Garage (ISF)	21804140	545031	O&M-CELLPHONE	485	507	1,030	532	500	-5.9%
Garage (ISF)	21804240	546017	O&M-VEHICLE GAS	1,247	1,339	1,500	1,351	2,000	48.1%
Garage (ISF)	21804242	545060	O&M-SOFTWARE MAINTENANCE	13,885	15,053	16,810	16,810	18,570	10.5%
Garage (ISF)	21804242	546012	COMPUTER	-	347	-	-	500	0.0%
Garage (ISF)	21804244	546010	O&M-SUPPLIES	2,955	3,189	4,000	4,283	4,000	-6.6%
Garage (ISF)	21804244	546018	O&M-UNIFORMS	1,567	1,272	4,500	2,131	3,500	64.3%
Garage (ISF)	21804347	524030	O&M-VEHICLE MAINTENANCE	24	338	1,500	540	3,000	455.2%
Garage (ISF)	21804347	546060	O&M-GARAGE EXPENSE	6,746	4,507	6,000	6,567	14,830	125.8%
Garage (ISF)	21804349	544031	O&M-BUILDING MAINTENANCE	2,979	3,263	20,025	3,000	3,600	20.0%
Garage (ISF)	21804371	544034	O&M-FACILITY MAINT.-FUEL SYST	365	6,662	3,000	2,120	3,000	41.5%
Garage (ISF)	21804543	543010	O&M-CONTRACT SERVICES	293	441	600	622	665	6.9%
Garage (ISF)	21804543	543030	O&M-AUDITING	1,890	403	4,580	4,580	3,400	-25.8%
Garage (ISF)	21804543	545020	O&M-INSURANCE	3,249	3,516	3,850	3,850	4,470	16.1%
Garage (ISF)	21805047	546980	O&M-VEH & EQUIP REPLACEMENT	3,333	3,333	3,200	3,200	3,200	0.0%
Garage (ISF)	210	433101	COST ALLOCATED TO GARAGE	(180,406)	(208,475)	(312,840)	(312,840)	(320,664)	2.5%
Garage (ISF) Total				4,784	2,132	(1,030)	(26,930)	-	100.0%

FY2025 BUDGET PROPOSAL - INTERNAL SERVICE FUND DETAIL - UPDATED 5/31/2024

Fund	Org	Object	Account	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposal	Pct Chg (vs 2024P)
City Hall (ISF)	25801010	511010	REGULAR SALARY	-	2,081	1,246	1,367	1,340	-2.0%
City Hall (ISF)	25801010	522020	SOCIAL SECURITY	-	132	100	100	100	0.3%
City Hall (ISF)	25801010	522030	PENSION	-	100	110	73	80	8.9%
City Hall (ISF)	25801010	522050	UNEMPLOYMENT	-	2	10	3	20	640.7%
City Hall (ISF)	25801010	532010	MEDICAL INSURANCE	-	88	230	227	280	23.5%
City Hall (ISF)	25801010	532060	WORKERS COMP. PREMIUMS	-	56	40	39	50	26.7%
City Hall (ISF)	25801010	532070	LIFE INSURANCE	-	15	20	10	20	93.8%
City Hall (ISF)	25801010	532075	VISION CARE	-	2	-	1	10	825.9%
City Hall (ISF)	25804042	556013	O&M-COPIER	-	-	3,380	3,563	4,900	37.5%
City Hall (ISF)	25804340	516023	O&M-UTILITIES-WATER	1,252	1,280	1,400	1,282	1,400	9.2%
City Hall (ISF)	25804340	516024	O&M-FUEL OIL	7,866	9,464	8,962	7,567	8,900	17.6%
City Hall (ISF)	25804340	581622	O&M-UTILITIES-POWER	9,770	10,838	10,300	10,085	11,300	12.1%
City Hall (ISF)	25804343	513010	O&M-CONTRACT SERVICES	15,942	9,434	3,931	2,281	5,100	123.5%
City Hall (ISF)	25804344	581601	O&M-MATERIALS & SUPPLIES	318	1,178	1,897	2,071	2,000	-3.4%
City Hall (ISF)	25804349	513015	O&M-CLEANING SERVICE	10,955	12,360	16,000	13,596	15,000	10.3%
City Hall (ISF)	25804349	514031	O&M-BUILDING MAINTENANCE	7,483	35,135	41,110	38,631	26,000	-32.7%
City Hall (ISF)	25804942	535060	O&M-SOFTWARE MAINTENANCE	-	-	6,603	6,603	6,940	5.1%
City Hall (ISF)	250	411001	COST ALLOCATED TO CITY ADMIN	(21,756)	(35,810)	(19,481)	(19,481)	(17,731)	-9.0%
City Hall (ISF)	250	411002	COST ALLOCATED TO CITY COUNCIL	(21,756)	(35,810)	(38,961)	(38,961)	(35,462)	-9.0%
City Hall (ISF)	250	411004	COST ALLOCATED TO IT	(7,679)	(12,639)	(13,751)	(13,751)	(12,516)	-9.0%
City Hall (ISF)	250	411016	COST ALLOCATED TO BILLING-C/S	(7,679)	(12,639)	(19,481)	(19,481)	(17,731)	-9.0%
City Hall (ISF) Total				(5,283)	(14,734)	3,666	(4,174)	-	100.0%
Grand Total				**$ (114,667)**	**$ (372,573)**	**$ 8,932**	**$ (182,044)**	**$ -**	**100.0%**

RESOLUTION 2024-09

ADOPTING THE CITY OF MILFORD FISCAL YEAR 2024-2025 BUDGET & CAPITAL PROGRAM AND AUTHORIZING AN INCREASE IN REAL PROPERTY TAXES

WHEREAS, the operating and capital budgets of the City of Milford for the Fiscal Year 2024-2025 were prepared and submitted to the City Council by the City Manager in accordance with Article VI Financial Procedures of the City Charter; and

WHEREAS, the City Council was presented with the proposed budget following a comprehensive study and review while meeting in public sessions on May 27, 2024, May 28, 2024, and June 6, 2024; and

WHEREAS, this budget includes a property tax increase to pay for the overage of general fund operating expenses above what is presently received in real property tax revenues; and

WHEREAS, an increase in the property tax rate of $0.01 per $100 of assessed values is required in the FY25 budget to offset an equivalent amount of realty transfer tax receipts; and

WHEREAS, an additional increase in the property tax rate of $0.034 per $100 of assessed values is required in the FY25 budget to support the second half of debt service associated with the successful referendum to construct the police headquarters facility; and

WHEREAS, it is the responsibility and duty of the City Administrative, the Finance Staff and Mayor and City Council to ensure the budget is balanced with future revenues equal to or greater than current expenditures/expenses; and

WHEREAS, City Council will hear public comments on the FY25 City of Milford proposed meeting prior to the adoption of this resolution during their regular meeting that begins at 6:00 pm on Monday, June 10, 2024; and

WHEREAS, in the opinion of the City Council, the budget accurately, as possible, reflects the city's anticipated revenues and expenditures for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILFORD, that the 2024-2025 City of Milford budget for each fund is hereby appropriated as follows:

General Fund	*Total Expenditures*
ADMINISTRATION	831,629
PLANNING	929,502
FINANCE	778,965
INFORMATION TECHNOLOGY	942,046
POLICE	8,674,878
STREETS	1,026,797
PARKS & RECREATION	1,484,430
CITY CLERKS	372,009
COUNCIL	714,782
ELECTIONS	13,930

Enterprise Funds	*Total Expenditures*
WATER	$3,707,513
SEWER	$8,068,663
SOLID WASTE	$2,455,234
ELECTRIC	$34,120,150

Internal Service Funds	*Total Expenditures*
CITY HALL	$83,440
CUSTOMER SERVICE	$1,340,770
GARAGE	$320,664
PUBLIC WORKS	$1,173,650
TECH SERVICES	$838,235

FY25 Budget Overview	
Current Revenues	$58,220,891
Application of Reserve Funds	$6,767,548
Operations & Maintenance	$58,202,503
Debt Service	$1,742,615
Capital Program	$5,043,321
Total Expenditures	$64,988,439
Real Estate Tax	$0.59 per $100 of assessed value

A copy of said budget, on file in the Office of the City Clerk, was adopted by majority vote of Milford City Council on the 10th day of June 2024.

Approved:

Mayor F. Todd Culotta

Attest:

City Clerk Teresa K. Hudson

CAPITAL IMPROVEMENT PLAN OVERVIEW

2025-2029

THE CITY of Milford DELAWARE

Presented on
June 6, 2024

City of Milford - Capital Improvement Planning FY2025 - FY2029

Summary by Department/Function and Plan Year

Fund Type	Department / Function	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
General Fund	Economic Development	8,900,000	6,300,000	2,600,000	1,700,000	386,066	-	19,886,066
General Fund	Parks & Rec	1,507,239	1,311,851	1,490,000	7,440,000	880,000	930,000	13,559,090
General Fund	Streets	1,649,945	5,298,063	10,444,000	11,395,000	5,725,000	6,112,000	40,624,008
General Fund	Police	100,000	97,260	1,828,610	131,814	136,777	540,102	2,834,563
General Fund	Parking	320,000	300,000	-	-	-	-	620,000
General Fund	Planning	-	-	-	50,000	-	-	50,000
General Fund	IT	455,273	55,201	52,061	36,995	36,995	-	636,525
Internal Service	Facilities	300,000	115,000	269,000	555,800	385,000	-	1,624,800
Internal Service	Garage	-	44,618	-	-	-	-	44,618
Utility Fund	Water	2,677,698	550,000	8,195,500	1,480,500	1,480,000	2,600,000	16,983,698
Utility Fund	Sewer	1,640,477	1,870,000	415,000	750,000	770,000	4,000,000	9,445,477
Utility Fund	Electric	901,371	576,500	1,081,556	705,000	1,070,000	125,000	4,459,427
Utility Fund	Solid Waste	-	515,500	-	-	-	-	515,500
Grand Total		**$ 18,452,003**	**$ 17,033,993**	**$ 26,375,727**	**$ 24,245,109**	**$ 10,869,838**	**$ 14,307,102**	**$ 111,283,772**

Economic Development Department

Capital Improvement Plan Overview

The Milford Corporate Center is in plan review with DelDOT and the Kent Conservation District. We hope to receive final site plan approvals from the Milford Planning Commission and City Council in early 2024. Staff received construction estimates from Becker Morgan Group's construction partners and used those to direct conversations with Emory Hill regarding an acceptable market rate cost pre acre. Emory Hill is preparing a level 2 MOU with sales listing agreement and draft Center covenants to present to Council at a future meeting.

Table of Contents

Project Summary Sheets

Project Photos

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Economic Development (General Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Milford Corporate Center	$8,900,000	$6,300,000	$2,600,000	$1,700,000	$386,066	$0	$19,886,066
Dept Total	**$ 8,900,000**	**$ 6,300,000**	**$ 2,600,000**	**$ 1,700,000**	**$ 386,066**	**$ -**	**$ 19,886,066**

PROJECT NO: 3MCC (ROLLUP)

PROJECT TITLE: Milford Corporate Center

PROJECT STATUS: In Progress (with end date)

*Prior Authorized Balance includes 2023 & 2024 carryover funding only.

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 6,300,000	$ 2,600,000	$ 1,700,000	$ 386,066	$ -	$ 10,986,066
*Prior Authorized Balance:	8,900,000	-	-	-	-	8,900,000
2025-2029 Funding:	**$ 15,200,000**	**$ 2,600,000**	**$ 1,700,000**	**$ 386,066**	**$ -**	**$ 19,886,066**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Economic Development
DIVISION:	
FUND:	
PROJECT LOCATION:	Intersection of Routes 14 and 15
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 26,813,934
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 7,313,934
% Complete (if underway):	
Balance to be funded[1]:	$ 19,500,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 19,500,000
TOTAL PROJECT COST		$ 19,500,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Development of 182+/- acres into an industrial park. Includes the construction of water, sewer, electric, internal streets, DelDOT improvements and landscaping.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 6/30/24	Estimated Expenditures 07/01/23 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
INFRA PLANNING & SITE RDY GRANTS	$1,100,000	$100,000	$ -	$ 1,000,000	$-	$-	$-	$-	$-	$ 1,000,000
WATER RESERVES	7,042,115	6,748,653	293,462	-	1,500,000	-	-	-	-	1,500,000
WATER IMPACT FEES	1,201,288	-	101,288	1,100,000	2,350,000	750,000	500,000	-	-	2,766,800
SEWER IMPACT FEES	1,500,000	-	50,000	1,450,000	2,350,000	950,000	600,000	-	-	3,900,000
ELECTRIC IMPACT FEES	320,000	-	20,000	300,000	100,000	900,000	600,000	386,066	-	1,986,066
TIIF GRANT	2,766,800	-	531	2,766,269	-	-	-	-	-	-
TIIF GRANT ADDENDUM	2,283,731	-	-	2,283,731	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 16,213,934**	**$ 6,848,653**	**$ 465,281**	**$ 8,900,000**	**$ 6,300,000**	**$ 2,600,000**	**$ 1,700,000**	**$ 386,066**	**$ -**	**$ 19,886,066**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)						$ -

BECKER MORGAN GROUP

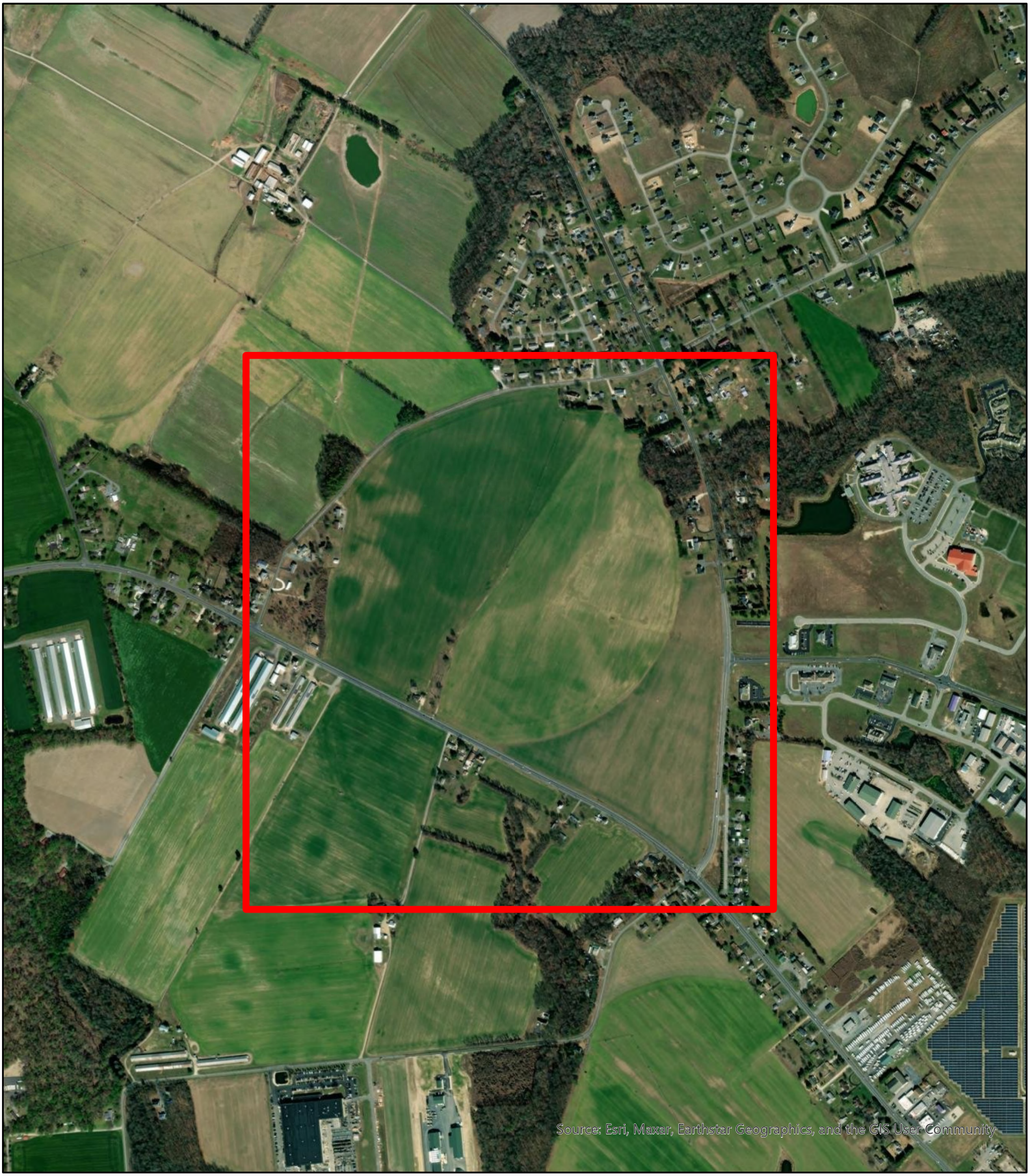
THE CITY of Milford DELAWARE

MILFORD CORPORATE CENTER

"DelDOT Roundabout - Airport Road"

TSIONAS

NAI Emory Hill
Commercial Real Estate Services, Worldwide.



THE CITY of Milford DELAWARE

Scale: 0 500 1,000 Feet

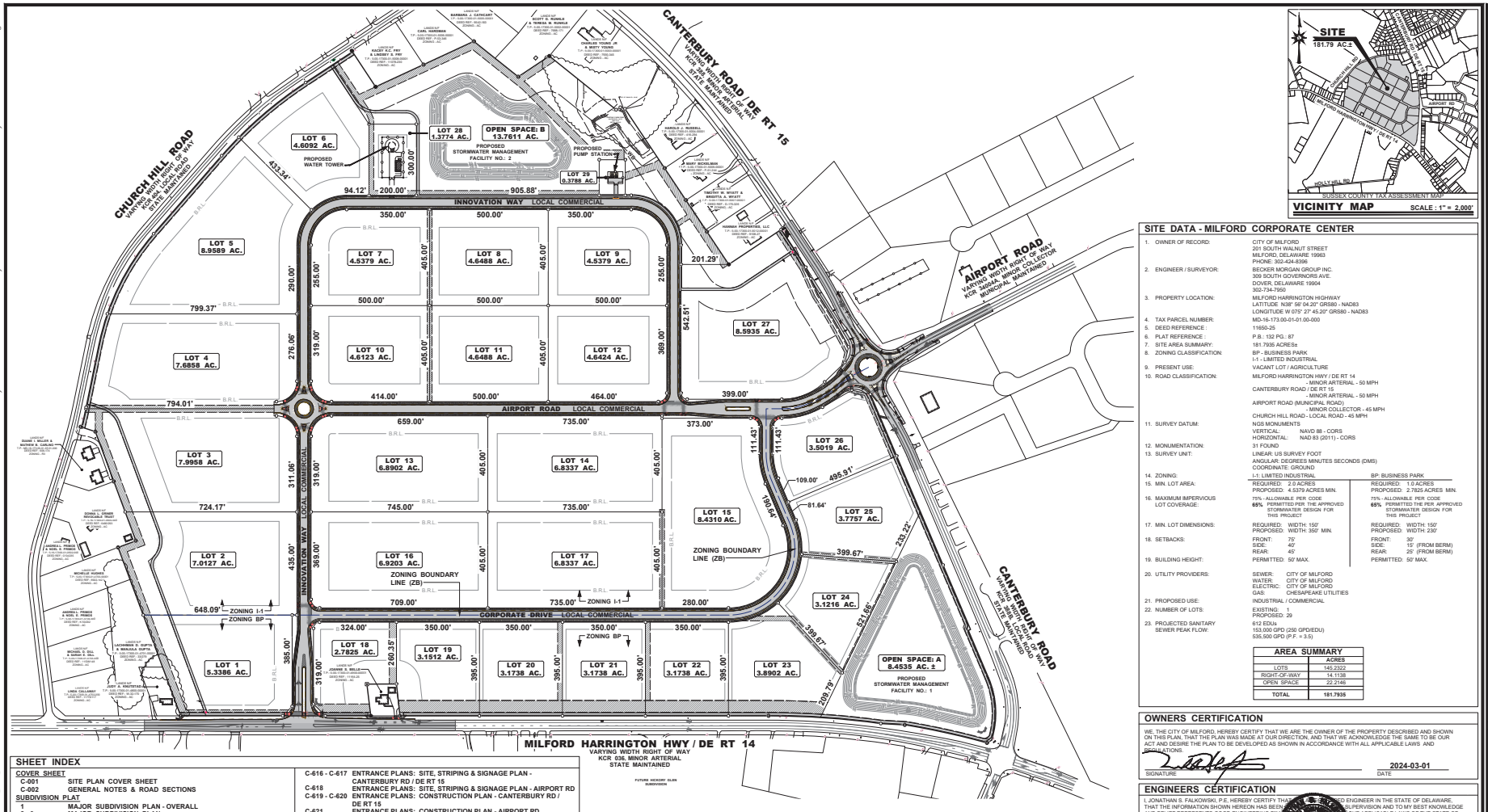
Drawn by: WRP

Date: 12/07/23

Title:

Milford Corporate Center

Filepath: CIP_MilfordCorporateCenter.aprx



VICINITY MAP SCALE : 1" = 2,000'

SITE DATA - MILFORD CORPORATE CENTER

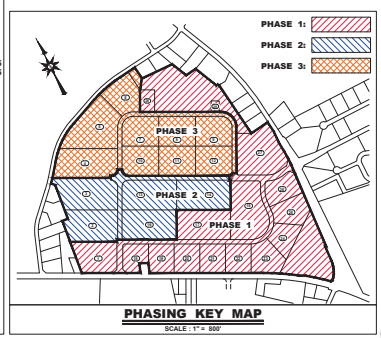
1.	OWNER OF RECORD:	CITY OF MILFORD 201 SOUTH WALNUT STREET MILFORD, DELAWARE 19963 PHONE: 302-424-8396
2.	ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 SOUTH GOVERNORS AVE. DOVER, DELAWARE 19904 302-734-7950
3.	PROPERTY LOCATION:	MILFORD HARRINGTON HIGHWAY LATITUDE N38° 56' 04.20" GRS80 - NAD83 LONGITUDE W 075° 27' 45.20" GRS80 - NAD83
4.	TAX PARCEL NUMBER:	MD-16-173.00-01-01.00-000
5.	DEED REFERENCE :	11650-25
6.	PLAT REFERENCE :	P.B.: 132 PG.: 87
7.	SITE AREA SUMMARY:	181.7935 ACRES±
8.	ZONING CLASSIFICATION:	BP - BUSINESS PARK I-1 - LIMITED INDUSTRIAL
9.	PRESENT USE:	VACANT LOT / AGRICULTURE
10.	ROAD CLASSIFICATION:	MILFORD HARRINGTON HWY / DE RT 14 - MINOR ARTERIAL - 50 MPH CANTERBURY ROAD / DE RT 15 - MINOR ARTERIAL - 50 MPH AIRPORT ROAD (MUNICIPAL ROAD) - MINOR COLLECTOR - 45 MPH CHURCH HILL ROAD - LOCAL ROAD - 45 MPH
11.	SURVEY DATUM:	NGS MONUMENTS VERTICAL: NAVD 88 - CORS HORIZONTAL: NAD 83 (2011) - CORS
12.	MONUMENTATION:	31 FOUND
13.	SURVEY UNIT:	LINEAR: US SURVEY FOOT ANGULAR: DEGREES MINUTES SECONDS (DMS) COORDINATE: GROUND
14.	ZONING:	I-1: LIMITED INDUSTRIAL / BP: BUSINESS PARK
15.	MIN. LOT AREA:	I-1: REQUIRED: 2.0 ACRES PROPOSED: 4.5379 ACRES MIN. BP: REQUIRED: 1.0 ACRES PROPOSED: 2.7825 ACRES MIN.
16.	MAXIMUM IMPERVIOUS LOT COVERAGE:	I-1: 75% - ALLOWABLE PER CODE 65% PERMITTED PER THE APPROVED STORMWATER DESIGN FOR THIS PROJECT BP: 75% - ALLOWABLE PER CODE 65% PERMITTED THE PER APPROVED STORMWATER DESIGN FOR THIS PROJECT
17.	MIN. LOT DIMENSIONS:	I-1: REQUIRED: WIDTH: 150' PROPOSED: WIDTH: 350' MIN. BP: REQUIRED: WIDTH: 150' PROPOSED: WIDTH: 230'
18.	SETBACKS:	I-1: FRONT: 75' SIDE: 40' REAR: 45' BP: FRONT: 30' SIDE: 15' (FROM BERM) REAR: 25' (FROM BERM)
19.	BUILDING HEIGHT:	I-1: PERMITTED: 50' MAX. BP: PERMITTED: 50' MAX.
20.	UTILITY PROVIDERS:	SEWER: CITY OF MILFORD WATER: CITY OF MILFORD ELECTRIC: CITY OF MILFORD GAS: CHESAPEAKE UTILITIES
21.	PROPOSED USE:	INDUSTRIAL / COMMERCIAL
22.	NUMBER OF LOTS:	EXISTING: 1 PROPOSED: 29
23.	PROJECTED SANITARY SEWER PEAK FLOW:	612 EDUs 153,000 GPD (250 GPD/EDU) 535,500 GPD (P.F. = 3.5)

AREA SUMMARY

	ACRES
LOTS	145.2322
RIGHT-OF-WAY	14.1138
OPEN SPACE	22.2146
TOTAL	181.7935

SHEET INDEX

COVER SHEET
C-001 SITE PLAN COVER SHEET
C-002 GENERAL NOTES & ROAD SECTIONS
SUBDIVISION PLAT
1 MAJOR SUBDIVISION PLAN - OVERALL
2 - 9 MAJOR SUBDIVISION PLAN
EXISTING CONDITIONS
C-101 EXISTING CONDITIONS PLAN
SITE PLANS
C-200 OVERALL SIGNAGE & STRIPING PLAN
UTILITY & GRADING PLANS
C-300 OVERALL UTILITIES PLAN
C-301 - C-309 UTILITIES & GRADING PLAN
C-310 STORM DRAIN SCHEDULES UTILITY NOTES
C-311 STORM DRAIN SCHEDULES
C-312 SANITARY SEWER SCHEDULES
EROSION & SEDIMENT CONTROL PLANS
C-500 COVER SHEET & GENERAL NOTES
C-501 OVERALL CONSTRUCTION SITE PHASING PLAN
C-502 OVERALL PRE-CONSTRUCTION SITE S.W.M. PLAN
C-503 - C-511 PRE-CONSTRUCTION SITE S.W.M. PLANS
C-512 OVERALL CONSTRUCTION SITE S.W.M. PLAN
C-513 - C-521 CONSTRUCTION SITE S.W.M. PLANS
C-522 - C-523 POST-CONSTRUCTION SITE S.W.M. PLAN: FACILITY #1
C-524 - C-526 POST-CONSTRUCTION SITE S.W.M. PLAN: FACILITY #2
C-527 POST-CONSTRUCTION SITE S.W.M. PLAN: FACILITY OUTLET STRUCTURES
C-528 - C-531 CONSTRUCTION SITE DETAILS AND NOTES
ENTRANCE PLANS
C-600 ENTRANCE PLANS: DELDOT GENERAL NOTES & DETAILS
C-601 - C-603 ENTRANCE PLANS: DEMOLITION PLAN - MILFORD HARRINGTON HWY / DE RT 14
C-604 - C-606 ENTRANCE PLANS: SITE,SIGNAGE & STRIPING PLAN - MILFORD HARRINGTON HWY / DE RT 14
C-607 - C-609 ENTRANCE PLANS: CONSTRUCTION PLAN - MILFORD HARRINGTON HWY / DE RT 14
C-610 - C-612 ENTRANCE PLANS: GRADING PLAN - MILFORD HARRINGTON HWY / DE RT 14
C-613 - C-614 ENTRANCE PLANS: DEMOLITION PLAN - CANTERBURY RD / DE RT 15
C-615 ENTRANCE PLANS: DEMOLITION PLAN - AIRPORT RD
C-616 - C-617 ENTRANCE PLANS: SITE, STRIPING & SIGNAGE PLAN - CANTERBURY RD / DE RT 15
C-618 ENTRANCE PLANS: SITE, STRIPING & SIGNAGE PLAN - AIRPORT RD
C-619 - C-620 ENTRANCE PLANS: CONSTRUCTION PLAN - CANTERBURY RD / DE RT 15
C-621 ENTRANCE PLANS: CONSTRUCTION PLAN - AIRPORT RD
C-622 - C-623 ENTRANCE PLANS: GRADING PLAN - CANTERBURY RD / DE RT 15
C-624 ENTRANCE PLANS: GRADING PLAN - AIRPORT RD
C-625 - C-632 ENTRANCE PLANS: TYPICAL SECTIONS - MILFORD HARRINGTON HWY / DE RT 14
C-633 ENTRANCE PLANS: TYPICAL SECTIONS - MILFORD HARRINGTON HWY / DE RT 14 (SHARED-USE PATH)
C-634 - C-641 ENTRANCE PLANS: TYPICAL SECTIONS - CANTERBURY RD /DE RT 15
C-642 ENTRANCE PLANS: TYPICAL SECTIONS - CANTERBURY RD /DE RT 15 (SHARED-USE PATH)
C-643 - C-645 ENTRANCE PLANS: TYPICAL SECTIONS - AIRPORT RD
ROAD PLAN AND PROFILES
C-701 INNOVATION WAY STA. 0+00 TO 14+00
C-702 INNOVATION WAY STA. 14+00 TO 24+00
C-703 INNOVATION WAY STA. 24+00 TO 37+00
C-704 INNOVATION WAY STA. 37+00 TO 46+00
C-705 AIRPORT ROAD STA. 0+00 TO 14+00
C-706 AIRPORT ROAD STA. 14+00 TO 26+00
C-707 CORPORATE DRIVE STA. 0+00 TO 14+00
C-708 CORPORATE DRIVE STA. 14+00 TO 22+00
C-709 CORPORATE DRIVE STA. 22+00 TO 29+50
C-710 SANITARY SEWER PROFILES - MH: 19 TO MH: 9
C-711 SANITARY SEWER PROFILES - MH: 9 TO MH: 1
C-712 SANITARY SEWER PROFILES - MH: 29 TO MH: 22
C-713 SANITARY SEWER PROFILES - MH: 32 TO MH: 1, MH: 21 TO MH: 14, MH: 28 TO MH: 25, MH: 27 TO MH: 25,
C-714 - C-719 STORM DRAIN PROFILES
INTERSECTION DETAILS
C-801 INTERSECTION DETAILS
CONSTRUCTION DETAILS
C-901 - C-903 CONSTRUCTION DETAILS
LANDSCAPE PLANS
L-001 LANDSCAPE PLAN COVER SHEET
L-101 - L-109 LANDSCAPE PLAN



PHASING KEY MAP SCALE : 1" = 800'

WETLANDS CERTIFICATION

THIS PROPERTY HAS BEEN EXAMINED BY WATERSHED ECO FOR THE PRESENCE OF WATERS OF THE UNITED STATES INCLUDING WETLANDS (SECTION 404 AND SECTION 10), STATE SUBAQUEOUS LANDS AND STATE TIDAL WETLANDS BASED ON THE CRITERIA SET FORTH BY THE REVIEWING AGENCIES IN THE FORM OF MANUALS, POLICIES AND PROCEDURES IN PLACE AT THE TIME THAT THE INVESTIGATION WAS CONDUCTED. ANY OF THE ABOVE RESOURCES THAT WERE FOUND ON THE PROPERTY ARE CLEARLY MAPPED ON THIS PLAN IN ACCORDANCE WITH OUR FIELD INVESTIGATIONS USING BEST PROFESSIONAL JUDGEMENT.

JAMES C. MCCULLEY, IV, P.W.S. 2024-03-01

OWNERS CERTIFICATION

WE, THE CITY OF MILFORD, HEREBY CERTIFY THAT WE ARE THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

SIGNATURE 2024-03-01 DATE

ENGINEERS CERTIFICATION

I, JONATHAN S. FALKOWSKI, P.E. HEREBY CERTIFY THAT I AM A DULY LICENSED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICE AND COMPLIES WITH THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

JONATHAN S. FALKOWSKI No. 19088 2024-03-01 DATE

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

BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING
Delaware
309 South Governors Avenue
Dover, DE 19904
302.734.7950
The Tower at STAR Campus
100 Discovery Boulevard, Suite 102
Newark, DE 19713
302.369.3700
Maryland
312 West Main Street, Suite 300
Salisbury, MD 21801
410.546.9100
North Carolina
3333 Jacklo Drive, Suite 120
Wilmington, NC 28403
910.341.7600
www.beckermorgan.com

PROJECT TITLE

MILFORD CORPORATE CENTER

MILFORD HARRINGTON HWY. & CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

SITE PLAN COVER SHEET

0 100 200 400
SCALE: 1" = 200'

ISSUE BLOCK

MARK	DATE	DESCRIPTION
4	03/01/24	REVISED PER AGENCIES COMMENT
3	02/16/24	REVISED PER AGENCIES COMMENT
2	01/22/24	REVISED PER AGENCIES COMMENT
1	12/15/23	REVISED PER AGENCIES COMMENT

PROJECT NO.:	2022083.00
DATE:	2024-03-15
SCALE:	AS SHOWN
DRAWN BY: M.A.R.	PROJ. MGR.: J.S.F.

SHEET
C-001

COPYRIGHT 2024

F:\AutoCAD\Projects\2022\2022083\DWG\2022083-Site.dwg, Mar 15, 2024 - 3:01pm

Planning Department

Capital Improvement Plan Overview

The Planning Department CIP comprises of capital purchases for the expansion of the Code Enforcement Division along with professional services fees in preparation for the City's 2028 Comprehensive Plan update.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Planning (General Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
2028 Comprehensive Plan Update	$0	$0	$0	$50,000	$0	$0	$50,000
Dept Total	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ 50,000**

PROJECT NO: 7PL01

PROJECT TITLE: 2028 Comprehensive Plan Update

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:			$ 50,000		$ -	$ 50,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:			$ 50,000		$ -	$ 50,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning
DIVISION:	
FUND:	
PROJECT LOCATION:	
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 50,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 50,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ -

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Consultant assistance with 10-year State mandated Comprehensive Plan update.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	-	-	-	-	-	-	50,000	-	-	50,000
AWARDED GRA (SPECIFY)	-	-	-	-	-	-	-	-	-	-
GRANT APPLI((SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

IT Department

Capital Improvement Plan Overview

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - IT Department (General Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Tyler ERP Conversion	$455,273	$55,201	$52,061	$36,995	$36,995	$0	$636,525
Dept Total	**$ 455,273**	**$ 55,201**	**$ 52,061**	**$ 36,995**	**$ 36,995**	**$ -**	**$ 636,525**

PROJECT NO: 3IT43 (ROLLUP)

PROJECT TITLE: Tyler ERP Implementation

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 55,201	$ 52,061	$ 36,995	$ 36,995	$ -	$ 181,252
*Prior Authorized Balance:	455,273	-	-	-	-	455,273
2025-2029 Funding:	$ 510,474	$ 52,061	$ 36,995	$ 36,995	$ -	$ 636,525

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	IT
DIVISION:	
FUND:	Allocated
PROJECT LOCATION:	The Cloud
PROJECT PRIORITY:	1 - Highest Priority Level
	Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 1,442,618
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 806,093
% Complete (if underway):	
Balance to be funded[1]:	$ 636,525

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 636,525
TOTAL PROJECT COST		$ 636,525

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Ongoing Tyler ERP Implementation initially approved in FY22 through FY28. Out years include hardware, software, training, additional modules, and conversion costs.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 6/30/24	Estimated Expenditures 07/01/23 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
ELECTRIC RESERVES	$501,182	$319,751	$ -	$ 181,431	$36,396	$34,326	$24,392	$24,392	$-	$ 119,506
WATER RESERVES	259,001	165,708	-	93,293	18,808	17,739	12,605	12,605	-	61,758
SEWER RESERVES	259,001	165,708	-	93,293	18,808	17,739	12,605	12,605	-	61,758
SOLID WASTE RESERVES	132,864	85,016	-	47,848	9,650	9,101	6,467	6,467	-	31,685
GENERAL FUND RESERVES	109,318	69,910	-	39,408	7,934	7,483	5,317	5,317	-	26,052
GRANT APPLICATION	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 1,261,366	$ 806,093	$ -	$ 455,273	$ 55,201	$ 52,061	$ 36,995	$ 36,995	$ -	$ 181,252

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

Streets Department

Capital Improvement Plan Overview

The Streets Department CIP comprises of street, sidewalk, bicycle and pedestrian improvements, water, sewer and equipment purchases. Projects include rehabilitation of streets based on pavement assessment, addressing ADA issues, installing bicycle and pedestrian improvements based on adopted planning documents, replacing and expanding existing water and sewer infrastructure and purchasing new and replacement equipment for the difference divisions within the Department.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Streets Department (General Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Annual Street Rehab	$0	$2,250,000	$2,250,000	$2,450,000	$2,800,000	$3,000,000	$12,750,000
10th Street Intersection	150,000	-	-	1,500,000	1,100,000	1,100,000	3,850,000
Bike Path - Rt 113 (Milford Plz - DelDOT)	73,000	150,000	150,000	-	-	-	373,000
Bike Path - Mullet Run Crossing (DelDOT)	85,000	200,000	-	-	-	-	285,000
Bike Path - Mullet Run to Salevan (DelDOT)	60,000	300,000	-	-	-	-	360,000
Bike Path - Marshall Street Striping	186,000	-	-	-	-	-	186,000
Bike Path - Golf Course	70,000	-	-	-	1,000,000	-	1,070,000
Bike Path - Watergate	40,000	-	-	600,000	-	-	640,000
Bike Path - Route 113 (Seabury Water Plant)	30,000	-	200,000	-	-	-	230,000
Bike Path - Wickersham	-	50,000	450,000	-	-	-	500,000
Bike Path - MHS Perimeter	-	30,000	-	-	75,000	1,750,000	1,855,000
Bike Path - Airport Road	-	-	213,000	1,925,000	-	-	2,138,000
Bike Path - MHS to Banneker	-	-	-	50,000	450,000	-	500,000
S. Walnut Street - Maple to McCoy	-	-	60,000	3,800,000	-	-	3,860,000
N. Washington Street Streetscape	199,000	200,000	-	-	-	-	399,000
Park Avenue/Denney Row Streetscape	345,000	500,000	-	-	-	-	845,000
SW Front Street Streetscape	45,000	-	600,000	-	-	-	645,000
Columbia Street Streetscape	-	-	11,000	70,000	-	-	81,000
Franklin Street Streetscape	-	-	15,000	100,000	-	-	115,000
DDD 4th Street Flood Study	10,399	1,121,562	-	-	-	-	1,131,961
ADA Plan and Improvements	75,499	74,501	150,000	150,000	150,000	150,000	750,000
Sidewalk Replacement & Gap	150,000	238,000	100,000	100,000	100,000	112,000	800,000
Transportation Studies	131,047	75,000	50,000	50,000	50,000	-	356,047
NE Front Street TAP Phase II	-	65,000	1,100,000	-	-	-	1,165,000
NW Front Street TAP Phase I	-	-	45,000	300,000	-	-	345,000
NW Front Street TAP Phase II	-	-	45,000	300,000	-	-	345,000
Trailer Mounted Attenuator with Arrowboard	-	44,000	-	-	-	-	44,000
Kent Place Curb and Roadway	-	-	100,000	-	-	-	100,000
Maple Street Bridge Replacement	-	-	2,505,000	-	-	-	2,505,000
SW Front Street Bridge Replacement	-	-	2,400,000	-	-	-	2,400,000
Dept Total	**$ 1,649,945**	**$ 5,298,063**	**$ 10,444,000**	**$ 11,395,000**	**$ 5,725,000**	**$ 6,112,000**	**$ 40,624,008**

PROJECT NO: 5ST01

PROJECT TITLE: Annual Street Rehabilitation

PROJECT STATUS: New Project

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 2,550,000	$ 2,550,000	$ 2,550,000	$ 2,550,000	$ 2,550,000	$ 12,750,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ 2,550,000	$ 2,550,000	$ 2,550,000	$ 2,550,000	$ 2,550,000	$ 12,750,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA

First Year in Program:	2020
Est. Completion Date:	2029
Est. Useful Life (in years):	20
Est. Total Cost:	$ 15,906,348
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 3,156,348
% Complete (if underway):	
Balance to be funded[1]:	$ 12,750,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 12,750,000
TOTAL PROJECT COST		$ 12,750,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

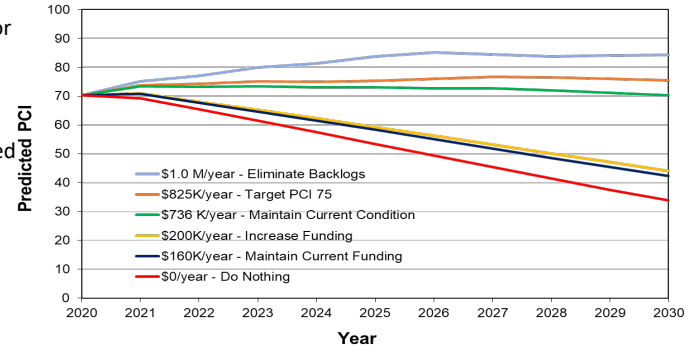
DESCRIPTION & JUSTIFICATION:

Iroquois Ave., PCI = 94

Foster St, PCI = 60

North Church St, PCI = 18

The Annual Street Rehabilitation Projects aim to improve road conditions throughout the City in order to better driving conditions for residents. In the coming years staff intends to expand upon standard repaving and include the addition of patching, crack sealing and microsurfacing to further improve road conditions. An engineering study was performed in 2022 and presented to council which indicated additional funding for patching would become necessary in future years to maintain or improve on the City's average PCI (Pavement Condition Index) rating. The increase in requested annual funds from $840,000 to $1,200,000 reflects the expansion of the program to include other methods and to cover increased costs.



PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ 64,913	$ 64,913	$ -	$ -	$75,000	$200,000	$250,000	$275,000	$300,000	$ 1,100,000
CAPITAL RESERVES			-	-	-	-	-	-	-	-
MUNICIPAL STREET AID	550,000	-	550,000	-	600,000	300,000	285,000	295,000	305,000	1,785,000
REALTY TRANSFER TAXES	1,130,000	65,000	1,065,000	-	1,000,000	750,000	750,000	850,000	950,000	4,300,000
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
LODGING TAX	-	-	-	-	-	100,000	115,000	120,000	125,000	460,000
WATER RESERVES	1,112,134	470,043	642,091	-	25,000	350,000	500,000	650,000	685,000	2,210,000
SEWER RESERVES	299,301	78,080	221,221	-	550,000	550,000	550,000	610,000	635,000	2,895,000
TOTAL:	**$ 3,156,348**	**$ 678,036**	**$ 2,478,312**	**$ -**	**$ 2,250,000**	**$ 2,250,000**	**$ 2,450,000**	**$ 2,800,000**	**$ 3,000,000**	**$ 12,750,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 4ST10

PROJECT TITLE: 10th Street Intersection

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ -	$ 1,500,000	$ 1,100,000	$ 1,100,000	$ 3,700,000
*Prior Authorized Balance:	150,000	-	-	-	-	150,000
2025-2029 Funding:	**$ 150,000**	**$ -**	**$ 1,500,000**	**$ 1,100,000**	**$ 1,100,000**	**$ 3,850,000**

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	10th Street & N. Walnut Street
PROJECT PRIORITY:	4 - Medium
	This project is dependent on grant funding.
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 3,850,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 3,850,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

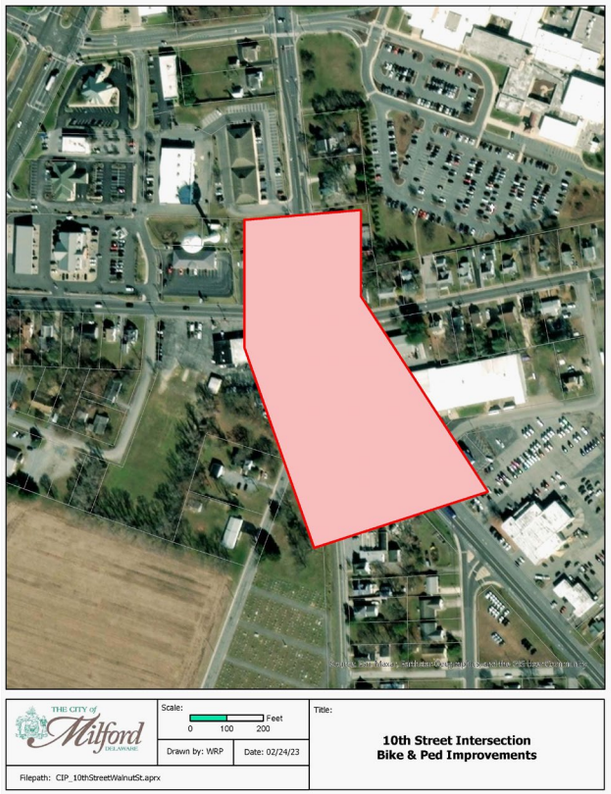
PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 3,850,000
TOTAL PROJECT COST		$ 3,850,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Reconfiguration of the 10th Street/N. Walnut Street/N. Rehoboth Boulevard intersections to accommodate pedestrian and bicycle facilities.



PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	150,000	-	-	150,000	-	-	-	-	-	-
AWARDED GRANTS	-		-	-	-	-	-	-	-	-
GRANT APPLICATION / DELDOT	-		-	-	-	-	1,500,000	1,100,000	1,100,000	3,700,000
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-			-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ 1,500,000**	**$ 1,100,000**	**$ 1,100,000**	**$ 3,700,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_10thStreetWalnutSt.aprx

Title:

10th Street Intersection
Bike & Ped Improvements

PROJECT NO: 7PL01

PROJECT TITLE: Bike Path Projects

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 80,000	$ 863,000	$ 2,575,000	$ 1,525,000	$ 1,750,000	$ 6,793,000
*Prior Authorized Balance:	326,000	-	-	-	-	326,000
2025-2029 Funding:	$ 406,000	$ 863,000	$ 2,575,000	$ 1,525,000	$ 1,750,000	$ 7,119,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	See Description
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
Healthy & Active Community	

SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 7,119,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 7,119,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ 6,588,000
Materials:		$ -
Other Contracts:		$ 531,000
TOTAL PROJECT COST		$ 7,119,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Amounts Expressed in Thousands ($000) in this Summary Section

Location	PY Auth	2025	2026	2027	2028	2029	Total	Brief Description (See Detail on Individual Sheets)
Marshall St Striping	$ 186						$ 186	Striped lanes each side of Marshal - SE 2nd to Watergt S
113 (Seabury Water Plant)	30		200				230	Seabury plant Shawnee to Seabury
Airport Road			213	1,925			2,138	S Side Airport from 113 to Can Do Playground
113 (M Plaza-Mullet Run)							-	E Side 113 from Mlf Plz to Mull Run Stm Xing - DelDOT Funding
Mullet Run Crossing							-	E Side 113 across Mullet Run - DelDOT Funding
113 (Mullet Run-Salevan)							-	E Side 113 from Mull Run to NW Salevan - DelDOT Funding
MHS Perimeter		30			75	1,750	1,855	NE 10th to N Walnut around MHS Campus
Wickersham		50	450				500	Wellness Way/Cedar Ck to Windward Grove
MHS to Banneker				50	450		500	MHS south along W Side of N Walnut to Bann
Golf Course	70				1,000		1,070	Wetland Xing Watergate to Shawnee PS
Watergate	40			600			640	S side Watergate Blvd to SWM Pond
Total Bike Paths	$ 326	$ 80	$ 863	$ 2,575	$ 1,525	$ 1,750	$ 7,119	

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAPITAL RESERVES	240,000	-	-	240,000	80,000	863,000	2,575,000	1,525,000	1,750,000	6,793,000
CAPITAL RESERVES - RTT	86,000		-	86,000		-	-	-	-	-
AWARDED GRANTS	-		-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER	-	-	-	-					-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 326,000	$ -	$ -	$ 326,000	$ 80,000	$ 863,000	$ 2,575,000	$ 1,525,000	$ 1,750,000	$ 7,119,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

THE CITY of Milford DELAWARE

Scale: 0 400 800 Feet

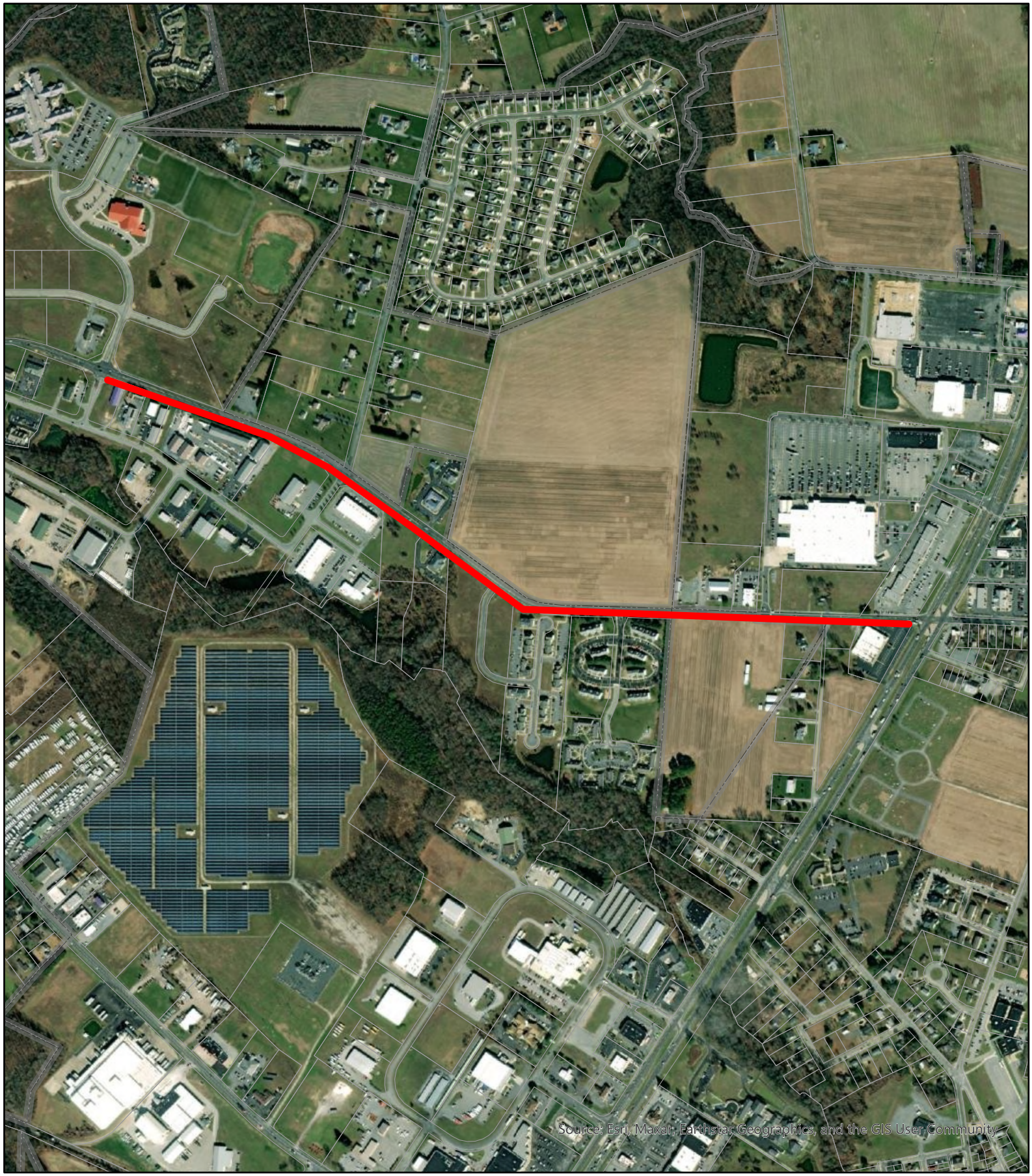
Drawn by: WRP

Date: 02/24/23

Filepath: CIP_MarshallSt.aprx

Title:

Marshall Street - Bike Path Striping
SE Second Street to Watergate
3,500 LF



THE CITY of Milford DELAWARE

Scale: Feet
0 400 800

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_AirportRd_BikePath.aprx

Title:

Airport Road - Shared Use Path
Route 113 to Independence Commons
5,500 LF

THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

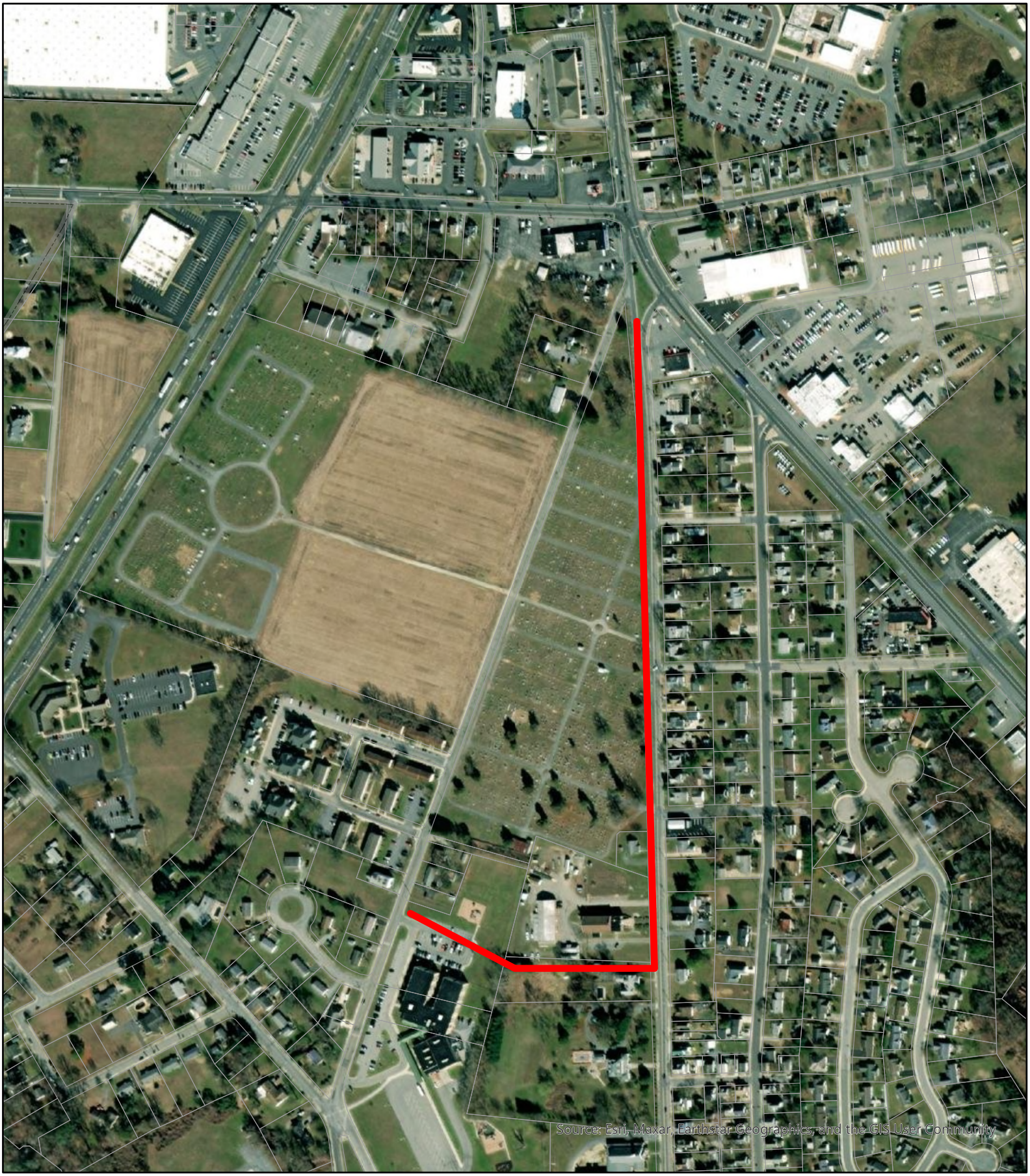
Drawn by: WRP

Date: 02/24/23

Filepath: CIP_Rt113_ShawneeRd.aprx

Title:

Route 113 - Shared Use Path
Cypress Hall to Shawnee Road
575 LF



THE CITY of Milford DELAWARE

Scale: 0 200 400 Feet

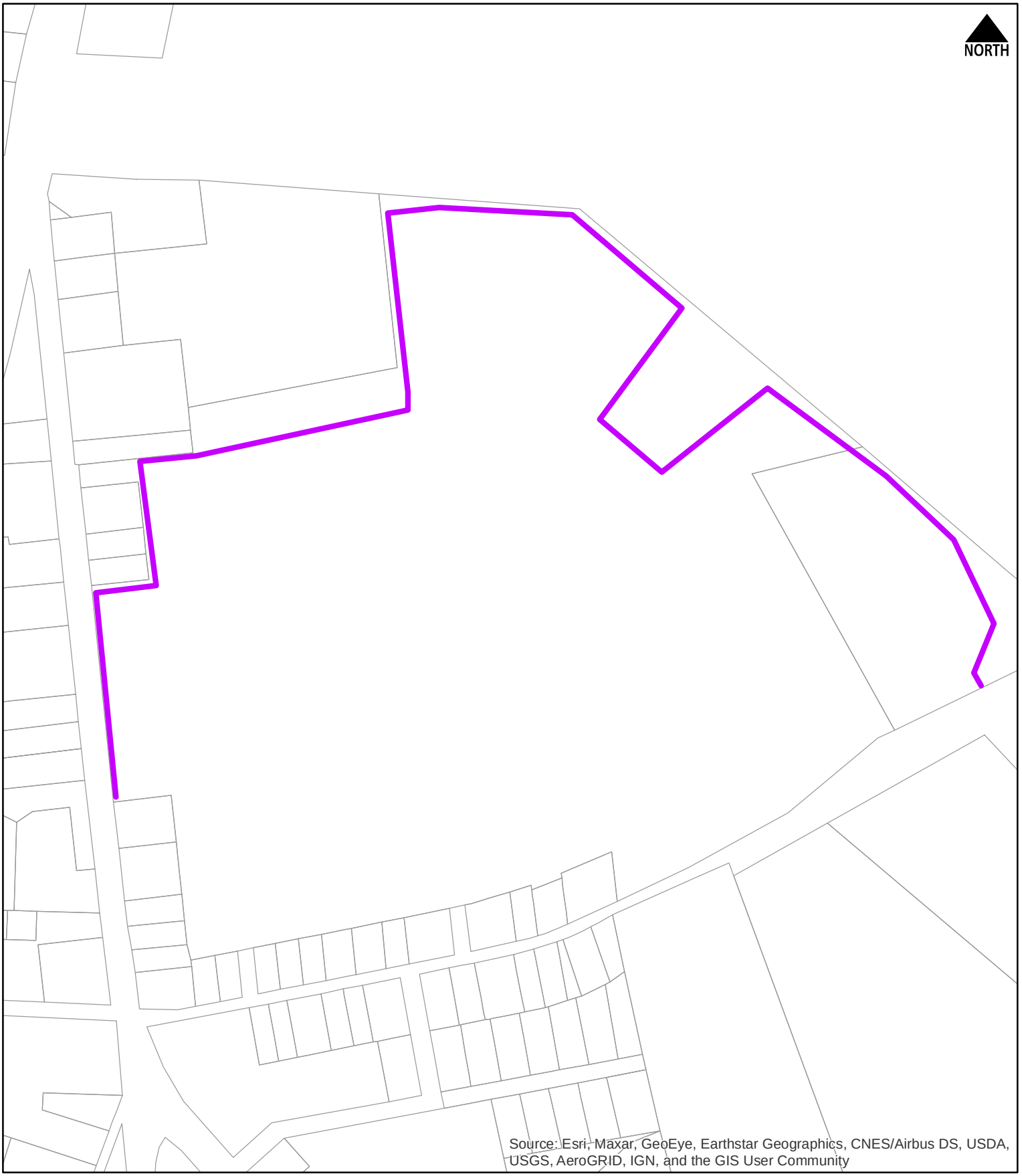
Drawn by: WRP

Date: 02/24/23

Filepath: CIP_BuccaneerConnector.aprx

Title:

Buccaneer Connector - Shared Use Path
Milford HS to Banneker Elementary
2,000 LF



[redacted]

Scale: 0 150 300 Feet

Drawn by: WRP

Date: 02/11/22

Filepath: CIP_BikePlan_MSD_HighSchool.mxd

Title:

Milford School District - Bike Plan

High School Property

5,000 LF

THE CITY of Milford DELAWARE

Scale: 0 400 800 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_Wickersham_BikePath.aprx

Title:

Wickersham Connector Shared Use Path
2,200 LF

THE CITY of Milford DELAWARE

Scale: 0 400 800 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_GolfCourse_BikePath.aprx

Title:

Golf Course Shared Use Path
Watergate to Shawnee Acres
4,200 LF

THE CITY of Milford DELAWARE

Scale: 0 400 800 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_Watergate.aprx

Title:

Watergate Shared Use Path
Marshall Street to Golf Course
1,700 LF

PROJECT NO: 5ST02

PROJECT TITLE: S. Walnut Street - Maple to McCoy

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:		$ 60,000	$ 3,800,000		$ -	$ 3,860,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:		$ 600,000	$ 3,800,000		$ -	$ 4,400,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	S. Walnut Street - Maple Avenue to McCoy Street
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 4,449,667
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 49,667
% Complete (if underway):	
Balance to be funded[1]:	$ 4,400,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 3,550,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

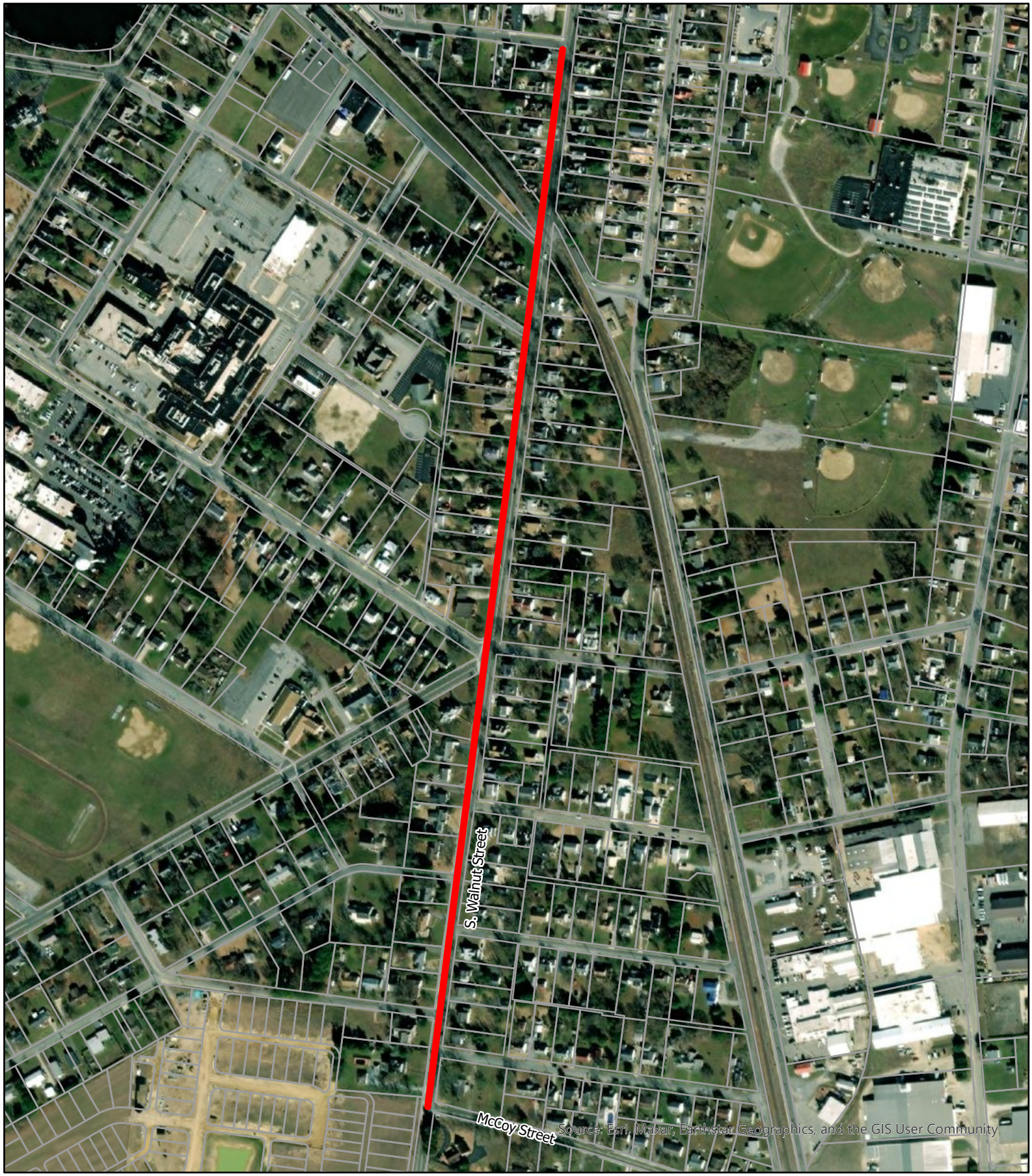
DESCRIPTION & JUSTIFICATION:

S. Walnut Street traffic calming and bike/ped project from Maple Avenue to McCoy Street.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES	150,000	49,667	-	100,333	-	-	-	-	-	-
AWARDED GRA (SPECIFY)	-		-	-	-	-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		600,000	3,800,000	-	-	4,400,000
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 150,000	$ 49,667	$ -	$ 100,333	$ 600,000	$ 600,000	$ 3,800,000	$ -	$ -	$ 4,400,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL



THE CITY of Milford DELAWARE

Scale: 0 240 480 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_SWalnutSt.aprx

Title:

S. Walnut Street Traffic Calming & Bike/Ped

McCoy Street to Maple Ave

3,400 LF

PROJECT NO: 4ST01

PROJECT TITLE: N. Washington Street Streetscape

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
*Prior Authorized Balance:	199,000	-	-	-	-	199,000
2025-2029 Funding:	$ 399,000	$ -	$ -	$ -	$ -	$ 399,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	N. Washington Street (NE Front Street to River)
PROJECT PRIORITY:	3 - Medium-High
	The City would be taking a calculated risk in the deferral of this item
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 445,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 46,000
% Complete (if underway):	
Balance to be funded[1]:	$ 399,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 399,000
TOTAL PROJECT COST		$ 399,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

N. Washington Street Streetscape project from NE Front Street to the Mispillion River.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 4/30/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$200,000				$-	$ 200,000
CAPITAL RESERVES	245,000	46,000	-	199,000	-	-		-	-	-
AWARDED GRANTS	-	-	-	-		-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS		-		-	-	-	-	-	-	-
OTHER	-	-	-	-					-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 245,000	$ 46,000	$ -	$ 199,000	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)						

PROJECT NO: 5ST03

PROJECT TITLE: Park Avenue/Denney Row Streetscape

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 500,000				$ -	$ 500,000
*Prior Authorized Balance:	345,000		-	-	-	345,000
2025-2029 Funding:	$ 845,000	$ -	$ -	$ -	$ -	$ 845,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	Park Avenue & Denney Row
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 845,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 845,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 845,000
TOTAL PROJECT COST		$ 845,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Park Avenue and Denney Row Streetscape.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES - RTT	$345,000	$-	$-	$ 345,000	$500,000				$-	$ 500,000
CAPITAL RESERVES	-	-	-	-	-	-	-	-	-	-
AWARDED GRANTS	-	-	-	-	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 345,000	$ -	$ -	$ 345,000	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_ParkAve.aprx

Title:

Park Ave/Denney Row/N Washington St Streetscape & Parking Lot Improvements 550 LF, 250 LF, 400 LF

PROJECT NO: 3ST33

PROJECT TITLE: SW Front Street Streetscape

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -		$ 600,000		$ -	$ 600,000
*Prior Authorized Balance:	45,000		-	-	-	45,000
2025-2029 Funding:	$ 45,000	$ -	$ 600,000	$ -	$ -	$ 645,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	SW Front Street
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 645,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 645,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 645,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

SW Front Street Streetscape from S. Walnut Street to N. Church Street. Adjusted timing to align with bridge completion.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-		$-		$600,000		$-	$ 600,000
CAPITAL RESERVES	45,000	-	-	45,000	-	-		-	-	45,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 45,000	$ -	$ -	$ 45,000	$ 600,000			$ -	$ -	$ 645,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_SWFrontSt.aprx

Title:

SW Front Street Streetscape & Parking Lot Improvements
600 LF

PROJECT NO: 6ST04

PROJECT TITLE: Columbia Street Streetscape

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 11,000	$ 70,000	$ -	$ -	$ 81,000
*Prior Authorized Balance:	-		-		-	-
2025-2029 Funding:	$ -	$ 11,000	$ 70,000	$ -	$ -	$ 81,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 81,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 81,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 81,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

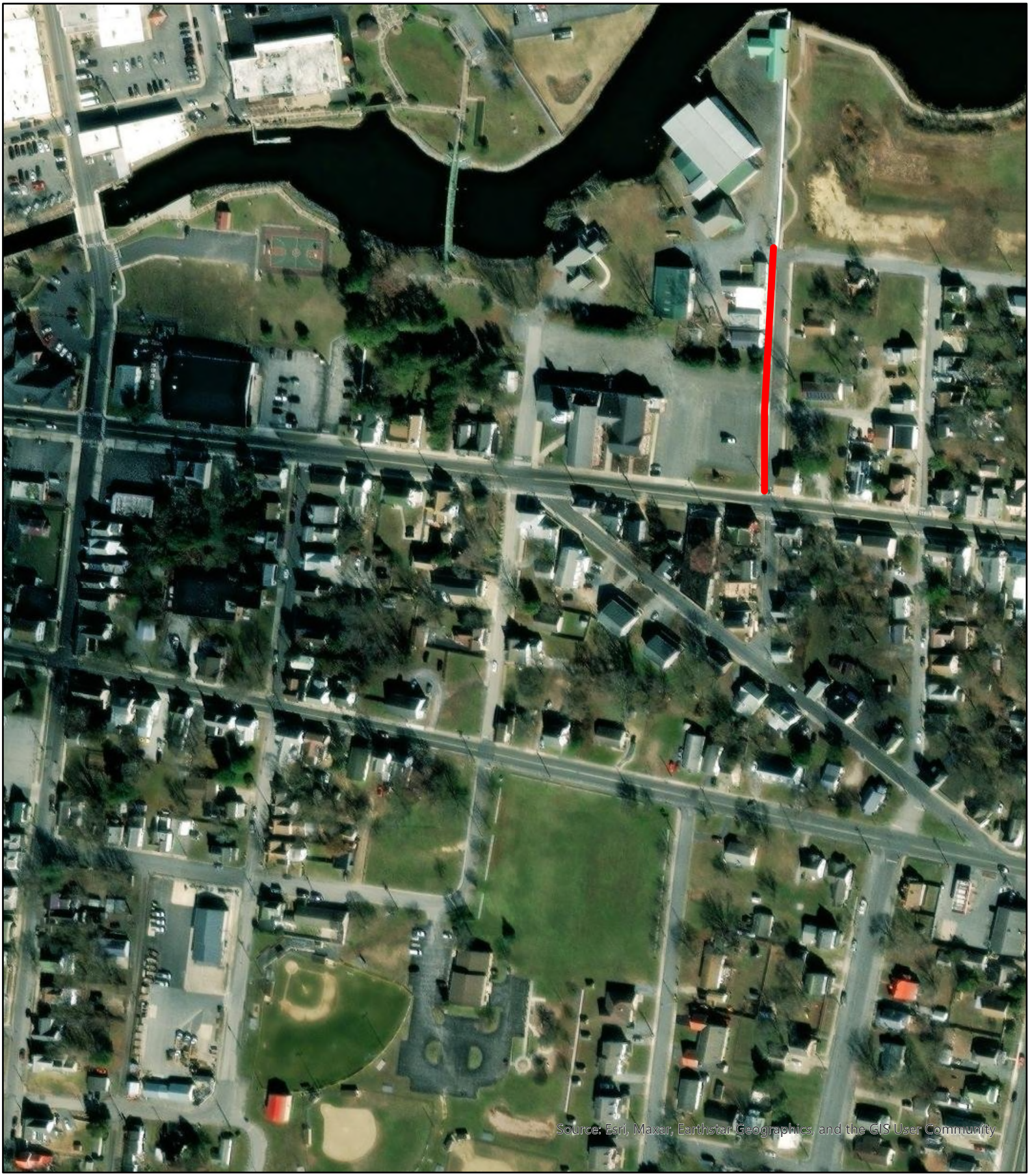
DESCRIPTION & JUSTIFICATION:

Columbia Street Streetscape from the Riverwalk to SE Second Street then to Franklin Street, providing a streetscape.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$-	$11,000	$70,000	$-	$-	$ 81,000
CAPITAL RESERVES		-	-	-	-	-		-	-	-
AWARDED GRA (SPECIFY)	-		-	-	-	-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 11,000	$ 70,000	$ -	$ -	$ 81,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL



THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

Drawn by: WRP

Date: 12/07/23

Title:

Columbia Street Streetscape Improvements

Filepath: CIP_ColumbiaSt.aprx

PROJECT NO: 6ST03

PROJECT TITLE: Franklin Street Streetscape

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 15,000	$ 100,000		$ -	$ 115,000
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:	$ -	$ 15,000	$ 100,000		$ -	$ 115,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 115,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 115,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 115,000
TOTAL PROJECT COST		$ 115,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Franklin Street Streetscape from Mispillion Riverwalk to SE Second Street to Milford Parks and Recreation Facility south of SE Second.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$-	$15,000	$100,000	$-	$-	$ 115,000
CAPITAL RESERVES		-	-	-	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLICATIONS	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 15,000	$ 100,000	$ -	$ -	$ 115,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

Drawn by: WRP

Date: 12/07/23

Title:

Franklin Street
Streetscape Improvements

Filepath: CIP_FranklinSt.aprx

PROJECT NO: 3SE30

PROJECT TITLE: DDD 4th Street Flood Study

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 1,121,562				$ -	$ 1,121,562
*Prior Authorized Balance:	10,399		-	-	-	10,399
2025-2029 Funding:	$ 1,131,961				$ -	$ 1,131,961

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	Milford DDD
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	$ 1,131,961
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 1,131,961
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 1,131,961

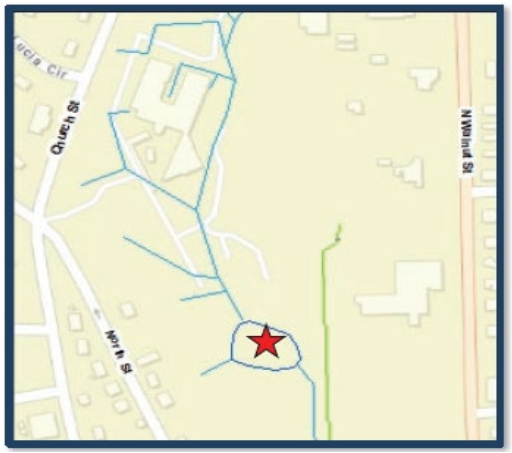
[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 1,131,961

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Photo #44: Benjamin Banneker Elementary School Pond



Project Benefits:

Flood Reduction	The proposed detention pond will provide attenuation to reduce peak discharges
Quantity Control	The proposed retrofit will provide 3.64 ac-ft of storage volume which is 0.96 ac-ft more than the existing conditions analysis
Water Quality Improvement Potential	There is opportunity to provide a water quality component to the facility if desirable under future design phases by incorporating a permanent pool and wetland features
Aesthetic Improvement	The existing facility has overgrown vegetation, trees within the woody free zone, and a damaged control structure. The proposed improvements would provide native vegetation and upgraded facility structural components.
Access	There is access provided to the facility from the existing driveway to the school.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES	61,000	50,601	-	10,399	200,000	-		-	-	200,000
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLICATIONS - CONG PROJ FUNDING	-		-	-	921,562	-	-	-	-	921,562
FEDERAL/STATE LOANS	-	-	-	-		-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 61,000	$ 50,601	$ -	$ 10,399	$ 1,121,562				$ -	$ 1,121,562

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: ADAPI

PROJECT TITLE: ADA Plan & Improvements

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 74,501	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 674,501
*Prior Authorized Balance:	75,499		-	-	-	75,499
2025-2029 Funding:	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	Locations throughout the City of Milford
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 1,050,499
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 300,499
% Complete (if underway):	
Balance to be funded[1]:	$ 750,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 750,000
TOTAL PROJECT COST		$ 750,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Design and construct non-compliant ADA conditions that are either identified in conjunction with other projects design efforts or the ADA improvement Plan, bringing those sites to compliance.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	300,499	225,000	-	75,499	-	150,000	150,000	150,000	150,000	600,000
CAPITAL RESERVES - RTT	-		-	-	74,501	-	-	-	-	74,501
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 300,499**	**$ 225,000**	**$ -**	**$ 75,499**	**$ 74,501**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 674,501**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3ST29

PROJECT TITLE: Sidewalk Replacement and Gap Project

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 238,000	$ 100,000	$ 100,000	$ 100,000	$ 112,000	$ 650,000
*Prior Authorized Balance:	150,000	-	-	-	-	150,000
2025-2029 Funding:	**$ 388,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 112,000**	**$ 800,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	$ 800,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 800,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 800,000
TOTAL PROJECT COST		$ 800,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The project will fund the implementation of city wide sidewalk master plan. Throughout the city there are many gaps which wll require years of project planning and budgeting. Publc Works plans to kick off this program with addressing 8 locations in 2025. Locations to be determined in the fall with resident approval and implementation in the spring of 2025. The FY 2025 budget includes costs to initiate sdewalk installation and the option to reimburse $300,000 to the residents that have previosly replaced their sidewalk at their own expense in connection with the private sidewalk replacement program.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	238,000	100,000	100,000	100,000	112,000	650,000
AWARDED GRANTS - RTT	150,000	-	-	150,000	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**	**$ 238,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 112,000**	**$ 650,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 5ST04

PROJECT TITLE: Transportation Studies

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 75,000	$ 50,000	$ 50,000	$ 50,000	$ -	$ 225,000
*Prior Authorized Balance:	131,047		-	-	-	131,047
2025-2029 Funding:	**$ 206,047**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ -**	**$ 356,047**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	Throughout the City, as needed
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 356,047
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 356,047

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 356,047

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

This project budget funds transportation studies as the need arises, throughout the City.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$75,000	$50,000	$50,000	$50,000	$-	$ 225,000
CAPITAL RESERVES	131,047	-	-	131,047	-	-		-	-	-
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 131,047**	**$ -**	**$ -**	**$ 131,047**	**$ 75,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ -**	**$ 225,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5ST05

PROJECT TITLE: NE Front Street TAP Phase II

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 65,000	$ 1,100,000			$ -	$ 1,165,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$ 65,000	$ 1,100,000			$ -	$ 1,165,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	NE Front Street (NE Fourth Street to Brady)
PROJECT PRIORITY:	3 - Medium-High
	The City would be taking a calculated risk in the deferral of this item
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 1,165,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ -
% Complete (if underway):	
Balance to be funded[1]:	$ 1,165,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

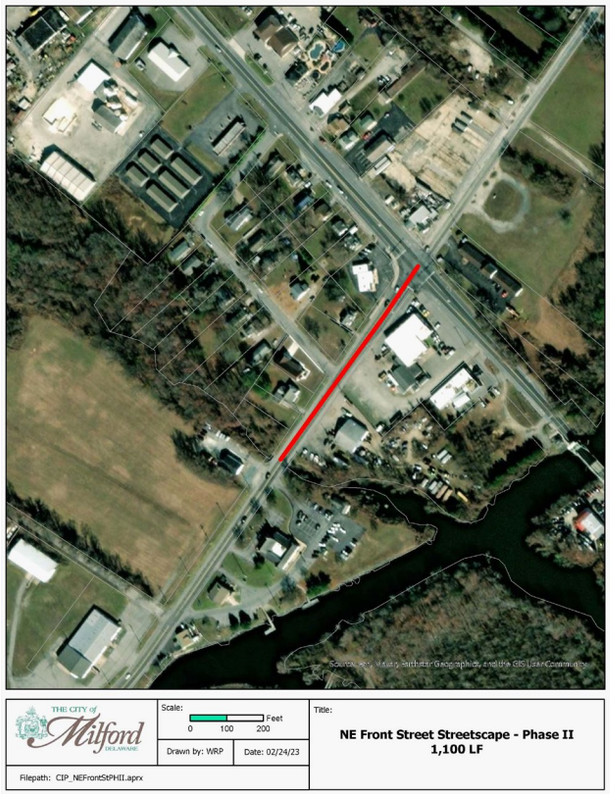
PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 1,165,000
TOTAL PROJECT COST		$ 1,165,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

NE Front Street TAP project from NE Fourth Street to Brady Drive. Includes shared use path along the north side of NE Front Street and sidewalks along the south side.



PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$65,000	$1,100,000			$-	$ 1,165,000
CAPITAL RESERVES	-	-	-	-	-	-		-	-	-
AWARDED GRANTS	-	-	-	-		-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-					-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 65,000	$ 1,100,000	$ -	$ -	$ -	$ 1,165,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

Drawn by: WRP

Date: 02/24/23

Title:

NE Front Street Streetscape - Phase II
1,100 LF

Filepath: CIP_NEFrontStPHII.aprx

PROJECT NO: 6ST00

PROJECT TITLE: NW Front Street TAP Phase I

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:		$ 45,000	$ 300,000		$ -	$ 345,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:		$ 45,000	$ 300,000		$ -	$ 345,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	NW Front Street (Church Street to Parson Thorne)
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 345,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ -
% Complete (if underway):	
Balance to be funded[1]:	$ 345,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 345,000
TOTAL PROJECT COST		$ 345,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

NW Front Street Streetscape project from Church Street to Parson Thorne. Dependent on DelDOT funding, which may be limited to stretch from Maple to McCoy.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$45,000	$300,000	$-	$-	$ 345,000
CAPITAL RESERVES	-	-	-	-	-	-		-	-	-
AWARDED GRANTS	-	-	-	-	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 45,000	$ 300,000	$ -	$ -	$ 345,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)						

THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_NWFrontStPHI.aprx

Title:

NW Front Street Streetscape - Phase I
1,300 LF

PROJECT NO: 6ST00

PROJECT TITLE: NW Front Street TAP Phase II

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 45,000	$ 300,000		$ -	$ 345,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$ -	$ 45,000	$ 300,000	$ -	$ -	$ 345,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	NW Front Street (Parson Thorne to Route 113)
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 345,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ -
% Complete (if underway):	
Balance to be funded[1]:	$ 345,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

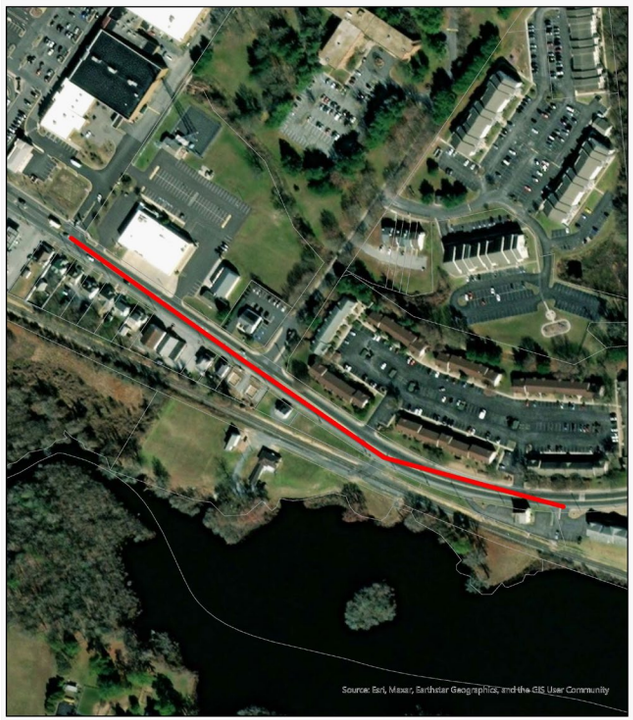
PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 345,000
TOTAL PROJECT COST		$ 345,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

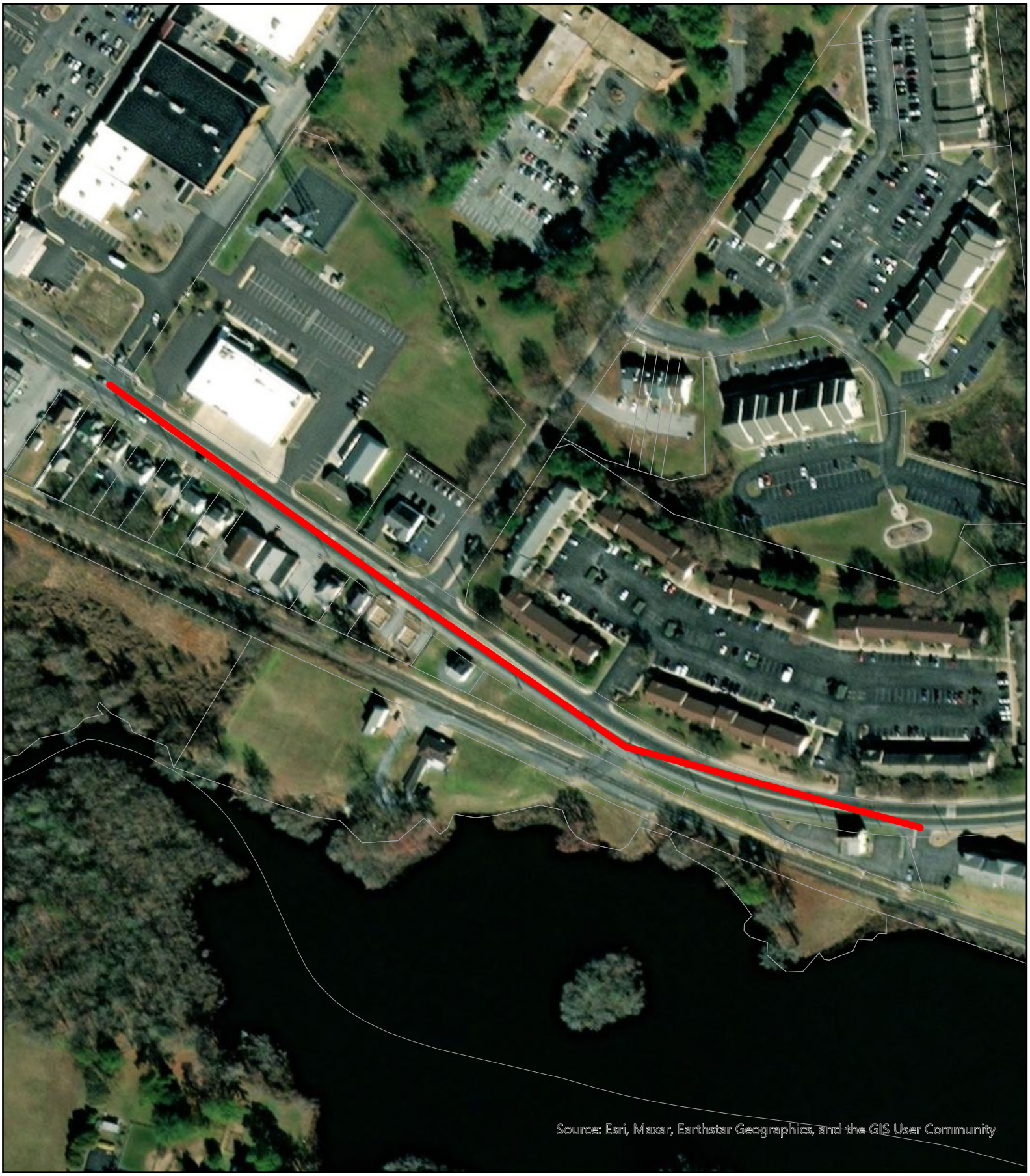
NW Front Street Streetscape project from Parson Thorne to Route 113. Dependent on DelDOT funding.



PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-		$45,000	$300,000		$-	$ 345,000
CAPITAL RESERVES	-	-	-	-	-	-	-	-	-	-
AWARDED GRANTS	-	-	-	-	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 45,000	$ 300,000	$ -	$ -	$ 345,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS):	2025	2026	2027	2028	2029	TOTAL



THE CITY of Milford DELAWARE

Scale: 0 100 200 Feet

Drawn by: WRP

Date: 02/24/23

Filepath: CIP_NWFrontStPHII.aprx

Title:

NW Front Street Streetscape - Phase II
1,700 LF

PROJECT NO: 5PW01

PROJECT TITLE: Trailer Mounted Attenuator with Arrowboard

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 44,000	$ -	$ -	$ -	$ -	$ 44,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ 44,000	$ -	$ -	$ -	$ -	$ 44,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	PUBLIC WORKS
PROJECT PRIORITY:	2 - High Priority Level
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	$ 44,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 44,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 44,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Trailer Mounted Attenuator with Arrowboard will be splt between 4 Divisions: Water, Sewer, Streets, and Electric. Road work safety.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	44,000	-	-	-	-	44,000
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 44,000	$ -	$ -	$ -	$ -	$ 44,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 3ST34

PROJECT TITLE: Maple Street Bridge Replacement

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 2,505,000	$ -	$ -	$ -	$ 2,505,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ -	$ 2,505,000	$ -	$ -	$ -	$ 2,505,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 2,505,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 2,505,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 2,505,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Bridge replacement on Maple Street between NW Front Street and Causey Avenue. Bridge will be designed and bid by DELDOT. Federal Bridge Replacement Funds will cover 80% of the cost.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ 14,000	$ 14,000	$ -	$ -		$501,000			$-	$ 501,000
CAPITAL RESERVES		-	-	-	-	-		-	-	
AWARDED GRANTS - DELDOT 80%	56,000	56,000	-	-		2,004,000	-	-	-	2,004,000
GRANT APPLI((SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 70,000**	**$ 70,000**	**$ -**	**$ -**	**$ -**	**$ 2,505,000**	**$ -**	**$ -**	**$ -**	**$ 2,505,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3ST38

PROJECT TITLE: SW Front Street Bridge Replacement

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 2,400,000	$ -	$ -	$ -	$ 2,400,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ -	$ 2,400,000	$ -	$ -	$ -	$ 2,400,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Streets
FUND:	
PROJECT LOCATION:	
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 2,400,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 2,400,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 2,400,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

SW Front Street Bridge to be replaced between Walnut and Church Street. Bridge project will be designed and bid by DELDOT. Federal Bridge Replacement Funds will cover 80% of the project cost.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ 14,000	$ 14,000	$ -	$ -	$-	$480,000	$-	$-	$-	$ 480,000
CAPITAL RESERVES		-	-	-	-	-		-	-	-
AWARDED GRANTS - DELDOT 80%	56,000	56,000	-	-		1,920,000	-	-	-	1,920,000
GRANT APPLI((SPECIFY)	-		-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 70,000	$ 70,000	$ -	$ -	$ -	$ 2,400,000	$ -	$ -	$ -	$ 2,400,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

Parks & Recreation Department

Capital Improvement Plan Overview

The Parks and Recreation Department is integral to the vitality and health of the residents of the City of Milford. As the City continues to increase in population additional open space will be required and additional recreational opportunities will need to be provided for Milford to maintain a desirable place to live. The following Capital Improvement items reflect the need to both acquire new parkland, develop new parkland, and maintain our exiting parkland with needed equipment and vehicles. It also reflects developing our existing parks with new amenities and making improvements to our current maintenance building.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Parks & Recreation (General Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Construction of Public Restrooms	300,000	-	350,000	-	-	-	650,000
Sharp Property - Open Space Development	290,000	250,000	250,000	250,000	250,000	250,000	1,540,000
City Hall Plaza	224,140	150,000	-	-	-	-	374,140
Riverwalk Extension/Bulkhead Construction	200,000	150,000	-	-	-	-	350,000
Marshall Pond Riverbank Development	150,000	100,000	100,000	100,000	100,000	-	550,000
Memorial Park II - Pavilion	75,000	-	-	-	-	-	75,000
Gateway Signage and Improvements	65,257	20,000	10,000	10,000	10,000	10,000	125,257
Basketball Court Rehab	$40,000	$15,000	$0	$0	$0	$0	$55,000
Goat Island Bridge	36,000	-	-	-	-	-	36,000
Tree Planting	31,842	10,000	10,000	10,000	-	-	61,842
Riverwalk Improvements - Lighting & Pavers	30,000	10,000	260,000	10,000	10,000	10,000	330,000
Memorial Park II-Shade/Walks/Bench	30,000	-	-	-	-	-	30,000
Irrigation Wells at TSM	20,000	-	-	-	-	-	20,000
Construction of a Beach Volleyball Court	15,000	10,000	-	-	-	-	25,000
Open Space Acquistion	-	500,000	500,000	500,000	500,000	500,000	2,500,000
Evaluation of Recreation Needs	-	50,000	-	-	-	-	50,000
Playground Repairs	-	25,000	10,000	10,000	10,000	10,000	65,000
Park Maintenance Equipment	-	21,851	-	-	-	-	21,851
Construct Recreation/Community Center at Marvel Square	-	-	-	6,000,000	-	-	6,000,000
Redevelopment of Bicentennial Park	-	-	-	250,000	-	-	250,000
Additional Recreational Court, Type/Loc TBD	-	-	-	200,000	-	-	200,000
Splash Pad	-	-	-	100,000	-	-	100,000
Construction of Frisbee Golf Course	-	-	-	-	-	150,000	150,000
Dept Total	**$ 1,507,239**	**$ 1,311,851**	**$ 1,490,000**	**$ 7,440,000**	**$ 880,000**	**$ 930,000**	**$ 13,559,090**

PROJECT NO: 3PR68

PROJECT TITLE: Construction of Public Restrooms

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:		$ 350,000			$ -	$ 350,000
*Prior Authorized Balance:	300,000		-		-	300,000
2025-2029 Funding:	$ 300,000	$ 350,000	$ -	$ -	$ -	$ 650,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Washington St by Pickleball cts & another locn TBD
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 650,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 650,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 650,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Construction of one restroom in the downtown with another location TBD at a later date. Prior funding authorization took the form of General Fund Reserves, but the funding will be replaced with a grant award received during FY24. The FY26 component is expected to require internal funding / reserve funding.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -		$-			$-	$ -
CAPITAL RESERVES	-	-	-	-	-	350,000		-	-	350,000
AWARDED GRANT	300,000	-	-	300,000		-	-	-	-	-
GRANT APPLI((SPECIFY)	-	-	-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 300,000	$ -	$ -	$ 300,000	$ -	$ 350,000	$ -	$ -	$ -	$ 350,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3PR65

PROJECT TITLE: Sharp Property Development

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,250,000
*Prior Authorized Balance:	290,000		-		-	290,000
2025-2029 Funding:	$ 540,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,540,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Rehoboth Boulevard
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 2,602,258
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 1,062,258
% Complete (if underway):	
Balance to be funded[1]:	$ 1,540,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 1,540,000
TOTAL PROJECT COST		$ 1,540,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Development of open space and greenways.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAPITAL RESERVES	271,332	271,332	-	-	250,000	250,000	250,000	250,000	250,000	1,250,000
AWARDED GRANTS - ORPT	135,000	135,000	-	-	-	-	-	-	-	-
AWARDED GRANTS - BOND BILL (CRF)	450,000	151,949	8,051	290,000	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS - ELECTRIC INTERFUND	495,926	495,926		-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 1,352,258	$ 1,054,207	$ 8,051	$ 290,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,250,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3CH42

PROJECT TITLE: City Hall Plaza

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 150,000				$ -	$ 150,000
*Prior Authorized Balance:	224,140		-		-	224,140
2025-2029 Funding:	$ 374,140	$ -	$ -	$ -	$ -	$ 374,140

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	City Hall
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 350,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 350,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 350,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Renovation of the area in front of City Hall. To include relocation of flag poles, renovation of the access road and landscape areas to create a public plaza which would showcase City Hall.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ -	$ -	$ -	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	325,000	100,860	-	224,140	150,000	-	-	-	-	374,140
AWARDED GRA (SPECIFY)	-		-	-	-	-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 325,000	$ 100,860	$ -	$ 224,140	$ 150,000	$ -	$ -	$ -	$ -	$ 374,140

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 4PR05

PROJECT TITLE: Riverwalk Extension/Bulkhead Construction

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 150,000				$ -	$ 150,000
*Prior Authorized Balance:	200,000		-		-	200,000
2025-2029 Funding:	$ 350,000	$ -	$ -	$ -	$ -	$ 350,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Behind old Carlisle Firehouse
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 350,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 350,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 350,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Riverwalk extension and bulkhead construction.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-		$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	-	-	-	-	-	-		-	-	-
AWARDED GRANTS - BOND BILL (CRF)	200,000	-	-	200,000		-	-	-	-	-
CAPITAL RESERVES - RTT FUNDING	-	-	-	-	150,000	-	-	-	-	150,000
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 200,000	$ -	$ -	$ 200,000	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3PR59

PROJECT TITLE: Marshall Pond Riverbank Development

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ -	$ 400,000
*Prior Authorized Balance:	150,000		-		-	150,000
2025-2029 Funding:	**$ 250,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ -**	**$ 550,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Marshall Pond
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 550,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 550,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 550,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Redevelopment of Marshall Pond recreational area.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	150,000	-	-	150,000	-	100,000	100,000	100,000	-	300,000
CAPITAL RESERVES - RTT	-		-	-	100,000	-	-	-	-	100,000
GRANT APPLICATIONS	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ -**	**$ 400,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 4PR66

PROJECT TITLE: Memorial Park II - Pavilion

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	75,000		-		-	75,000
2025-2029 Funding:	$ 75,000				$ -	$ 75,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Memorial Park
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 75,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 75,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 75,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Construction of a picnic pavilion in Memorial Park.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES	75,000	-	-	75,000	-	-		-	-	75,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 75,000	$ -	$ -	$ 75,000					$ -	$ 75,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3PR64

PROJECT TITLE: Gateway Signage and Improvements

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 60,000
*Prior Authorized Balance:	65,257		-		-	65,257
2025-2029 Funding:	$ 85,257	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 125,257

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Main gateways into the City
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 130,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 4,743
% Complete (if underway):	
Balance to be funded[1]:	$ 125,257

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 125,257
TOTAL PROJECT COST		$ 125,257

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Beautification of the gateways into the City with plantings and signage.

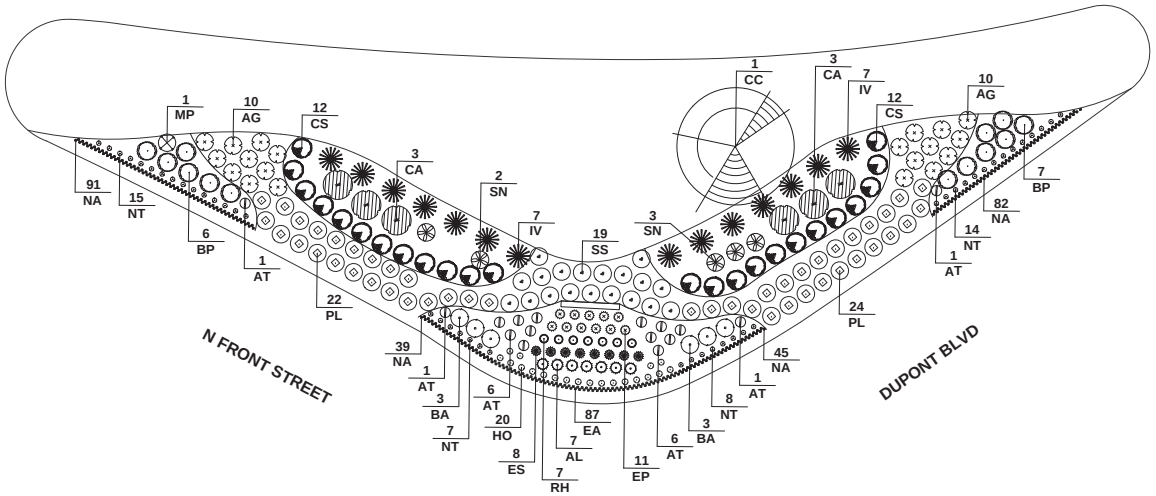
PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	70,000	4,743	-	65,257	20,000	10,000	10,000	10,000	10,000	60,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 70,000	$ 4,743	$ -	$ 65,257	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 60,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

FRONT STREET PLANT LIST

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
FLOWERING TREES						
CC	1	CERCIS CANADENSIS	EASTERN REDBUD	2 1/2" CAL	B&B	FHV
TOTAL: 1 TREE						
SHRUBS						
BA	6	BAPTISIA AUSTRALIS VAR. MINOR	BLUE FALSE INDIGO	#3	CONT	FHV
CA	6	CLETHRA ALNIFOLIA	SWEET PEPPERBUSH	#3	CONT	FHV
CS	24	CORNUS SERICEA 'FARROW'	ARCTIC FIRE RED-TWIG DOGWOOD	#3	CONT	FHV
IV	14	ITEA VIRGINICA 'LITTLE HENRY'	VIRGINIA SWEETSPIRE	#3	CONT	FHV
BP	13	ILEX VERTICILLATA 'BERRY POPPINS'	BERRY POPPINS WINTERBERRY	#5	CONT	FHV
MP	1	ILEX VERTICILLATA 'MR. POPPINS'	MR. POPPINS WINTERBERRY	#5	CONT	FHV
TOTAL: 64 SHRUBS						
HERBACEOUS PERENNIALS						
AG	20	ANDROPOGON GERARDII	BIG BLUESTEM	#5	CONT	FHV
AL	7	ASTER LAEVIS 'BLUEBIRD'	SMOOTH ASTER	#3	CONT	FHV
AT	16	ASCLEPIAS TUBEROSA	BUTTERFLY WEED	#3	CONT	FHV
EP	11	ECHINACEA PURPUREA	PURPLE CONEFLOWER	#3	CONT	FHV
ES	8	ECHINACEA 'SUNRISE'	SUNRISE CONEFLOWER	#3	CONT	FHV
PL	46	ERAGROSTIS SPECTABILIS	PURPLE LOVEGRASS	#3	CONT	FHV
RH	7	RUDBECKIA HIRTA	BLACK-EYED SUSAN	#3	CONT	FHV
SS	19	SCHIZACHYRIUM SCOPARIUM	LITTLE BLUESTEM	#5	CONT	FHV
SN	5	SORGHASTRUM NUTANS	INDIAN GRASS	#5	CONT	FHV
TOTAL: 139 PERENNIALS						
BULBS						
EA	87	ERYTHONIUM AMERICANUM	YELLOW ADDERS TONGUE	BULB		
HO	20	HELLEBORUS ORIENTALIS	HELLEBORE	BULB		
NA	257	NARCISSUS 'ACTAEA'	POETICUS DAFFODIL	BULB		
NT	44	NARCISSUS 'TAHITI'	DOUBLE DAFFODIL	BULB		
TOTAL: 408 BULBS						



BECKER MORGAN
ARCHITECTURE
ENGINEERING
Delaware
309 South Governors Avenue
Dover, DE 19904
302.734.7950
The Tower at STAR Campus
100 Discovery Boulevard, Suite 102
Newark, DE 19713
302.369.3700
Maryland
312 West Main Street, Suite 300
Salisbury, MD 21801
410.546.9100
North Carolina
3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600
www.beckermorgan.com

PROJECT TITLE

CITY OF MILFORD - GATEWAYS

N FRONT STREET
CITY OF MILFORD
KENT/SUSSEX COUNTY, DE

SHEET TITLE

FRONT STREET LANDSCAPE PLAN

0 5 10 20
SCALE: 1" = 10'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

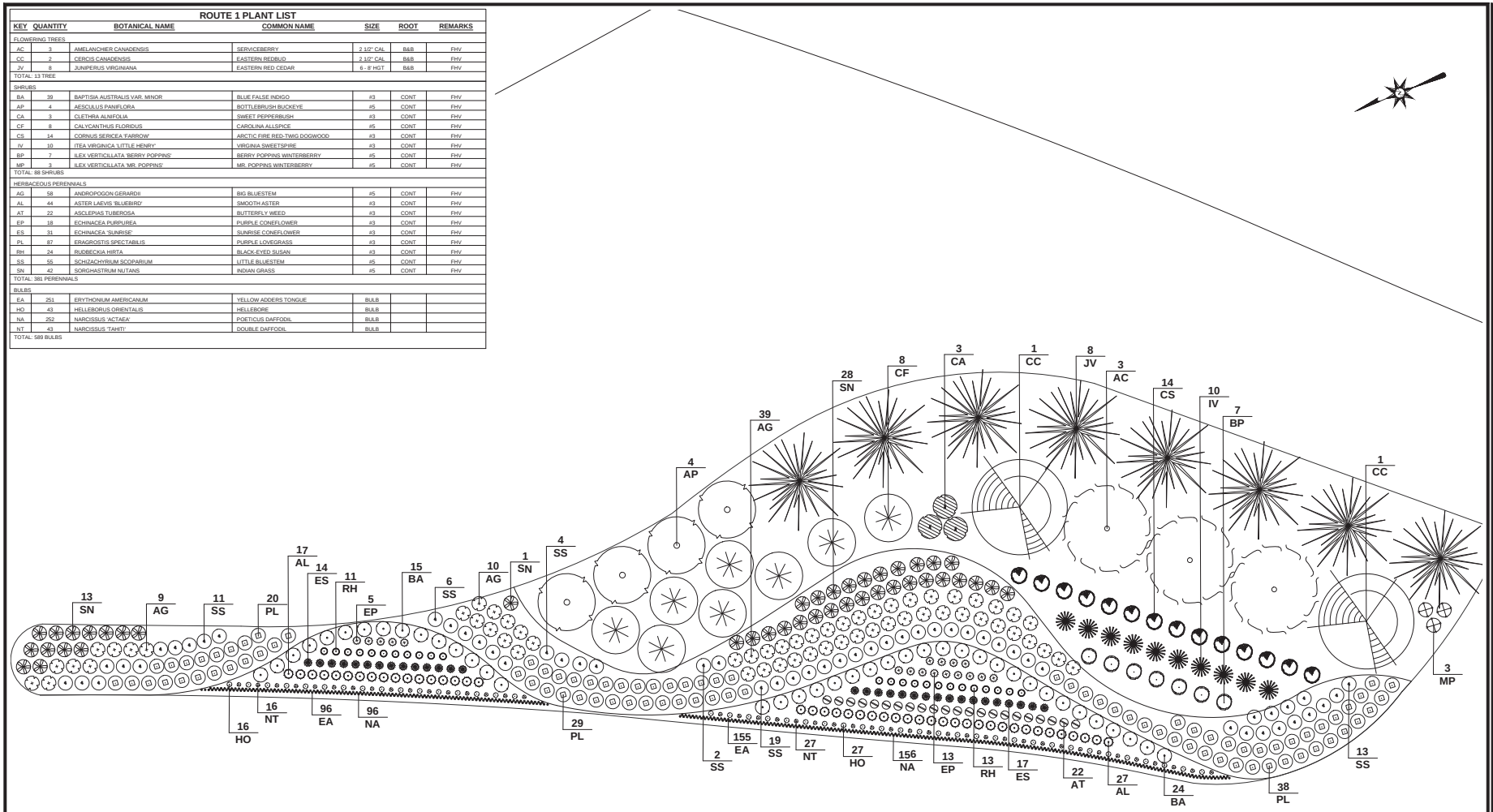
PROJECT NO.:	2023003.00
DATE:	04/04/2023
SCALE:	1" = 10'
DRAWN BY: A.J.D.	PROJ. MGR.: C.D.C.

SHEET
L-002

P:\AutoCAD\Projects\2023\2023003\DWG\2023003-LSCAPE-C3D21-CDs.dwg, Apr 04, 2023 - 4:33pm

ROUTE 1 PLANT LIST

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
FLOWERING TREES						
AC	3	AMELANCHIER CANADENSIS	SERVICEBERRY	2 1/2" CAL	B&B	FHV
CC	2	CERCIS CANADENSIS	EASTERN REDBUD	2 1/2" CAL	B&B	FHV
JV	8	JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	6 - 8' HGT	B&B	FHV
TOTAL: 13 TREE						
SHRUBS						
BA	39	BAPTISIA AUSTRALIS VAR. MINOR	BLUE FALSE INDIGO	#3	CONT	FHV
AP	4	AESCULUS PANIFLORA	BOTTLEBRUSH BUCKEYE	#5	CONT	FHV
CA	3	CLETHRA ALNIFOLIA	SWEET PEPPERBUSH	#3	CONT	FHV
CF	8	CALYCANTHUS FLORIDUS	CAROLINA ALLSPICE	#5	CONT	FHV
CS	14	CORNUS SERICEA 'FARROW'	ARCTIC FIRE RED-TWIG DOGWOOD	#3	CONT	FHV
IV	10	ITEA VIRGINICA 'LITTLE HENRY'	VIRGINIA SWEETSPIRE	#3	CONT	FHV
BP	7	ILEX VERTICILLATA 'BERRY POPPINS'	BERRY POPPINS WINTERBERRY	#5	CONT	FHV
MP	3	ILEX VERTICILLATA 'MR. POPPINS'	MR. POPPINS WINTERBERRY	#5	CONT	FHV
TOTAL: 88 SHRUBS						
HERBACEOUS PERENNIALS						
AG	58	ANDROPOGON GERARDII	BIG BLUESTEM	#5	CONT	FHV
AL	44	ASTER LAEVIS 'BLUEBIRD'	SMOOTH ASTER	#3	CONT	FHV
AT	22	ASCLEPIAS TUBEROSA	BUTTERFLY WEED	#3	CONT	FHV
EP	18	ECHINACEA PURPUREA	PURPLE CONEFLOWER	#3	CONT	FHV
ES	31	ECHINACEA 'SUNRISE'	SUNRISE CONEFLOWER	#3	CONT	FHV
PL	87	ERAGROSTIS SPECTABILIS	PURPLE LOVEGRASS	#3	CONT	FHV
RH	24	RUDBECKIA HIRTA	BLACK-EYED SUSAN	#3	CONT	FHV
SS	55	SCHIZACHYRIUM SCOPARIUM	LITTLE BLUESTEM	#5	CONT	FHV
SN	42	SORGHASTRUM NUTANS	INDIAN GRASS	#5	CONT	FHV
TOTAL: 381 PERENNIALS						
BULBS						
EA	251	ERYTHONIUM AMERICANUM	YELLOW ADDERS TONGUE	BULB		
HO	43	HELLEBORUS ORIENTALIS	HELLEBORE	BULB		
NA	252	NARCISSUS 'ACTAEA'	POETICUS DAFFODIL	BULB		
NT	43	NARCISSUS 'TAHITI'	DOUBLE DAFFODIL	BULB		
TOTAL: 589 BULBS						



BECKER MORGAN
ARCHITECTURE
ENGINEERING
Delaware
309 South Governors Avenue
Dover, DE 19904
302.734.7950
The Tower at STAR Campus
100 Discovery Boulevard, Suite 102
Newark, DE 19713
302.369.3700
Maryland
312 West Main Street, Suite 300
Salisbury, MD 21801
410.546.9100
North Carolina
3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600
www.beckermorgan.com

PROJECT TITLE

CITY OF MILFORD - GATEWAYS

ROUTE 1
CITY OF MILFORD
KENT/SUSSEX COUNTY, DE

SHEET TITLE

ROUTE 1 EXIT LANDSCAPE PLAN

0 5 10 20
SCALE: 1" = 10'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

PROJECT NO.:	**2023003.00**
DATE:	**04/04/2023**
SCALE:	**1" = 10'**
DRAWN BY: **A.J.D.**	PROJ. MGR.: **C.D.C.**

SHEET

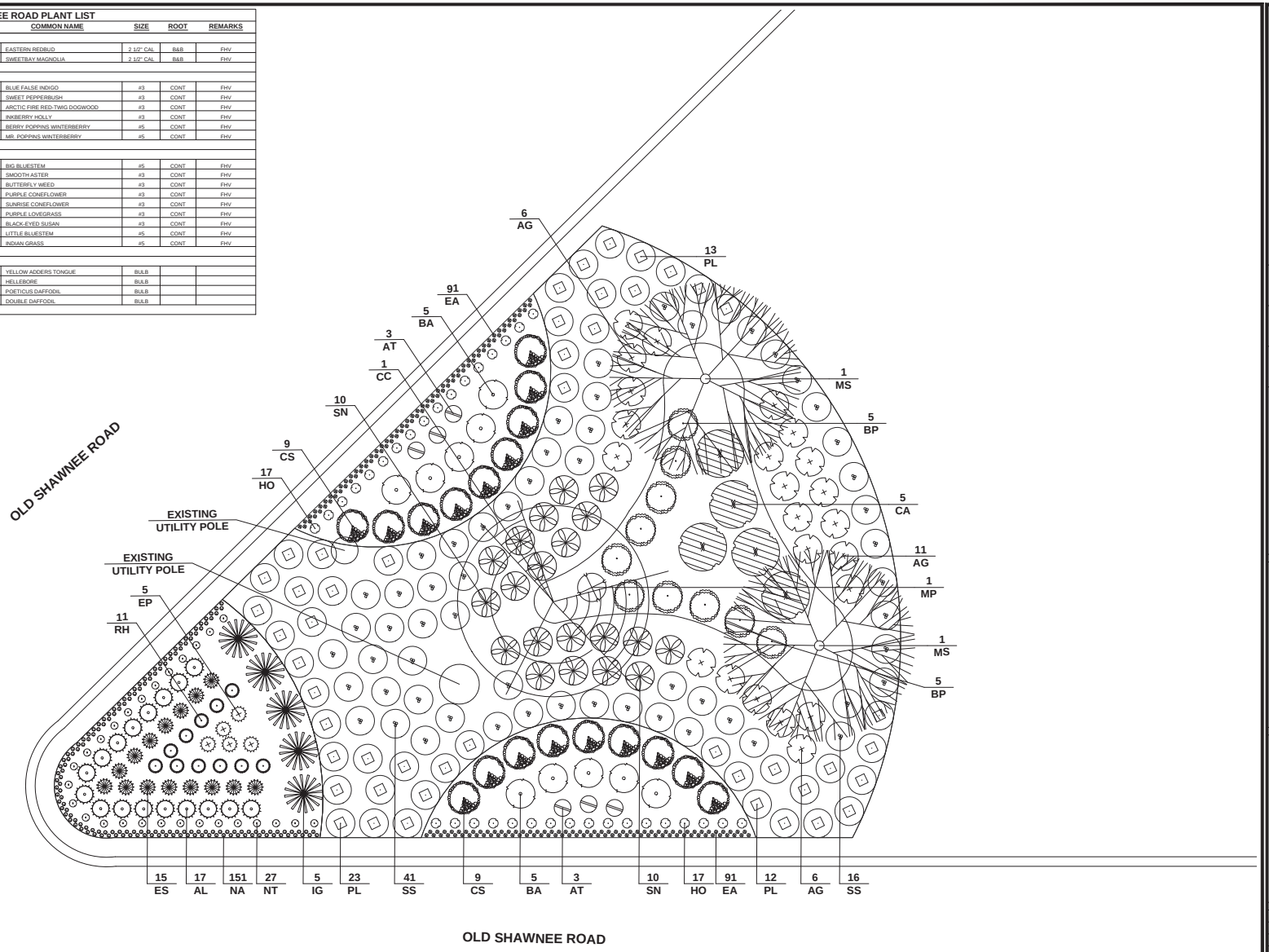
L-003

COPYRIGHT 2023

P:\AutoCAD\Projects\2023\2023003\03DWG\2023003-LSCAPE-C3D21-CDs.dwg, Apr 04, 2023 - 4:33pm

OLD SHAWNEE ROAD PLANT LIST

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
FLOWERING TREES						
CC	1	CERCIS CANADENSIS	EASTERN REDBUD	2 1/2" CAL	B&B	FHV
MS	2	MAGNOLIA VIRGINIANA	SWEETBAY MAGNOLIA	2 1/2" CAL	B&B	FHV
TOTAL: 3 TREES						
SHRUBS						
BA	10	BAPTISIA AUSTRALIS VAR. MINOR	BLUE FALSE INDIGO	#3	CONT	FHV
CA	5	CLETHRA ALNIFOLIA	SWEET PEPPERBUSH	#3	CONT	FHV
CS	18	CORNUS SERICEA 'FARROW'	ARCTIC FIRE RED-TWIG DOGWOOD	#3	CONT	FHV
IG	5	ILEX GLABRA 'COMPACTA'	INKBERRY HOLLY	#3	CONT	FHV
BP	10	ILEX VERTICILLATA 'BERRY POPPINS'	BERRY POPPINS WINTERBERRY	#5	CONT	FHV
MP	1	ILEX VERTICILLATA 'MR. POPPINS'	MR. POPPINS WINTERBERRY	#5	CONT	FHV
TOTAL: 49 SHRUBS						
HERBACEOUS PERENNIALS						
AG	23	ANDROPOGON GERARDII	BIG BLUESTEM	#5	CONT	FHV
AL	17	ASTER LAEVIS 'BLUEBIRD'	SMOOTH ASTER	#3	CONT	FHV
AT	6	ASCLEPIAS TUBEROSA	BUTTERFLY WEED	#3	CONT	FHV
EP	5	ECHINACEA PURPUREA	PURPLE CONEFLOWER	#3	CONT	FHV
ES	15	ECHINACEA 'SUNRISE'	SUNRISE CONEFLOWER	#3	CONT	FHV
PL	48	ERAGROSTIS SPECTABILIS	PURPLE LOVEGRASS	#3	CONT	FHV
RH	11	RUDBECKIA HIRTA	BLACK-EYED SUSAN	#3	CONT	FHV
SS	57	SCHIZACHYRIUM SCOPARIUM	LITTLE BLUESTEM	#5	CONT	FHV
SN	20	SORGHASTRIUM NUTANS	INDIAN GRASS	#5	CONT	FHV
TOTAL: 202 PERENNIALS						
BULBS						
EA	182	ERYTHONIUM AMERICANUM	YELLOW ADDERS TONGUE	BULB		
HO	34	HELLEBORUS ORIENTALIS	HELLEBORE	BULB		
NA	151	NARCISSUS 'ACTAEA'	POETICUS DAFFODIL	BULB		
NT	27	NARCISSUS 'TAHITI'	DOUBLE DAFFODIL	BULB		
TOTAL: 394 BULBS						



BECKER MORGAN
ARCHITECTURE
ENGINEERING
Delaware
309 South Governors Avenue
Dover, DE 19904
302.734.7950
The Tower at STAR Campus
100 Discovery Boulevard, Suite 102
Newark, DE 19713
302.369.3700
Maryland
312 West Main Street, Suite 300
Salisbury, MD 21801
410.546.9100
North Carolina
3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600
www.beckermorgan.com

PROJECT TITLE

CITY OF MILFORD - GATEWAYS

OLD SHAWNEE RD
CITY OF MILFORD
KENT/SUSSEX COUNTY, DE

SHEET TITLE

OLD SHAWNEE RD LANDSCAPE PLAN

0 2.5 5 10
SCALE: 1" = 5'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

PROJECT NO.:	2023003.00
DATE:	04/04/2023
SCALE:	1" = 5'
DRAWN BY: A.J.D.	PROJ. MGR.: C.D.C.

SHEET
L-004

F:\AutoCAD\Projects\2023\2023003\DWG\2023003-LSCAPE-CSD21-CDs.dwg, Apr 04, 2023 - 4:43pm

PROJECT NO: 2PR02

PROJECT TITLE: Basketball Court Rehab

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 15,000				$ -	$ 15,000
*Prior Authorized Balance:	40,000		-		-	40,000
2025-2029 Funding:	**$ 55,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 55,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Banneker basketball courts
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	<2020
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 127,443
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 72,443
% Complete (if underway):	
Balance to be funded[1]:	$ 55,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 55,000
TOTAL PROJECT COST		$ 55,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Repaving of basketball courts at Banneker courts.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	112,443	72,443	-	40,000	15,000	-		-	-	15,000
AWARDED GR	-		-	-		-	-	-	-	-
GRANT APPLICATIONS	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 112,443**	**$ 72,443**	**$ -**	**$ 40,000**	**$ 15,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 15,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3PR50

PROJECT TITLE: Goat Island Bridge

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	36,000		-		-	36,000
2025-2029 Funding:	$ 36,000	$ -	$ -	$ -	$ -	$ 36,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Goat Island
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 36,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 36,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 36,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Replacement of deck boards on Goat Island Bridge.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	36,000	-	-	36,000	-	-		-	-	-
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 36,000	$ -	$ -	$ 36,000	$ -	$ -	$ -	$ -	$ -	$ -

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 2PR01

PROJECT TITLE: Tree Planting

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 10,000	$ 10,000	$ 10,000		$ -	$ 30,000
*Prior Authorized Balance:	31,842		-		-	31,842
2025-2029 Funding:	**$ 41,842**	**$ 10,000**	**$ 10,000**	**$ -**	**$ -**	**$ 61,842**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	City wide
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2020
Est. Completion Date:	PERPETUAL
Est. Useful Life (in years):	
Est. Total Cost:	$ 61,842
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 61,842

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 61,842
TOTAL PROJECT COST		$ 61,842

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Tree planting throughout the City; traditionally funded through electric reserves.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES	40,000	8,158	-	31,842	10,000	10,000	10,000	-	-	70,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 40,000**	**$ 8,158**	**$ -**	**$ 31,842**	**$ 10,000**	**$ 10,000**	**$ 10,000**		**$ -**	**$ 70,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3PR21

PROJECT TITLE: Riverwalk Upgrades (Pavers/Concrete/Lighting)

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 10,000	$ 260,000	$ 10,000	$ 10,000	$ 10,000	$ 300,000
*Prior Authorized Balance:	30,000		-		-	30,000
2025-2029 Funding:	**$ 40,000**	**$ 260,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 330,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Various sections of the Riverwalk
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	ONGOING
Est. Useful Life (in years):	
Est. Total Cost:	$ 780,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 450,000
% Complete (if underway):	
Balance to be funded[1]:	$ 330,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 330,000
TOTAL PROJECT COST		$ 330,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Riverwalk Upgrades include both Phases of the Lighted Handrail Project (Phase I is Complete) and FY22/FY23 Phases related to walkway improvements to paved concrete areas and upgrades/repairs to areas with brick pavers.

Going forward, this project includes Phase II of the Lighted Handrail Project ($250k in FY26), which covers the location by the theater on Walnut Street. This project also includes annually recurring phases for the removal and replacement of areas of sunken brick sidewalks along the Riverwalk and other areas around the downtown.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES	30,000	30,000	-	-	10,000	260,000	10,000	10,000	10,000	300,000
AWARDED GRANTS - BOND BILL (CRF)	375,000	345,000	-	30,000		-	-	-	-	-
AWARDED GRANTS - ORPT	75,000	75,000	-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 480,000**	**$ 450,000**	**$ -**	**$ 30,000**	**$ 10,000**	**$ 260,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 300,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 4PR66

PROJECT TITLE: Memorial Park II - Shade/Walks/Bench

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	30,000		-		-	30,000
2025-2029 Funding:	$ 30,000	$ -	$ -	$ -	$ -	$ 30,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Memorial Park
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 30,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 30,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 30,000
TOTAL PROJECT COST		$ 30,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Addition of shade/benches, and paths at Memorial Park.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	30,000	-	-	30,000	-	-	-	-	-	-
AWARDED GRANTS	-	-	-	-		-	-	-	-	-
GRANT APPLICATIONS	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 30,000	$ -	$ -	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ -

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3PR58

PROJECT TITLE: Irrigation Wells at TSM

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	20,000		-		-	20,000
2025-2029 Funding:	$ 20,000	$ -	$ -	$ -	$ -	$ 20,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Tony Silicato Memorial Park
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 20,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 20,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 20,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Replacement of irrigation wells at Tony Silicato Memorial Park.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	20,000	-	-	20,000	-	-		-	-	-
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 20,000	$ -	$ -	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 4PR20
PROJECT TITLE: Construct Beach Volleyball Court
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 10,000				$ -	$ 10,000
*Prior Authorized Balance:	15,000		-		-	15,000
2025-2029 Funding:	**$ 25,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 25,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	207 Franklin St.
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 25,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 25,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 25,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Construction of a beach volleyball court.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	15,000	-	-	15,000	10,000	-		-	-	10,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 15,000**	**$ -**	**$ -**	**$ 15,000**	**$ 10,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3PR00

PROJECT TITLE: Open Space Acquisition

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,500,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,500,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	City Wide and unincorporated areas
PROJECT PRIORITY:	4 - Medium
This project is a NEED and not a WANT, but no significant risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	ONGOING
Est. Useful Life (in years):	
Est. Total Cost:	$ 3,055,926
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 555,926
% Complete (if underway):	
Balance to be funded[1]:	$ 2,500,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 2,500,000
TOTAL PROJECT COST		$ 2,500,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Purchase of land for further parkland.

Previous funding represents open space acquisition that was funded and moved to a unique project for property development (Sharp Property FY22)

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES - ELECTRIC - SHARP	495,926	495,926	-	-	-	-		-	-	-
ORPT GRANT - SHARP PROPERTY	60,000	60,000	-	-		-	-	-	-	-
GRANT SOLICITATION - VARIOUS	-		-	-	500,000	500,000	500,000	500,000	500,000	2,500,000
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 555,926	$ 555,926	$ -	$ -	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,500,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5PR05

PROJECT TITLE: Evaluation of Current and Future Recreation Needs

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 50,000				$ -	$ 50,000
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:	**$ 50,000**				**$ -**	**$ 50,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	Parks
FUND:	General Fund Reserve
PROJECT LOCATION:	City wide
PROJECT PRIORITY:	1 - Highest Priority Level
	Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	10
Est. Total Cost:	$ 50,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 50,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 50,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

As the City of Milford keeps expanding in both area and population it is important that we provide adequate and appropriate recreational opportunities for our residents. It is important that we formulate a planning document that can help guide decisions both at a department and a City level. This would involve bringing in a consultant to evaluate what are current recreational opportunities are (both passive and active), oversee multiple levels of input from staff, public, and the parks and recreation advisory board, to develop a comprehensive recreation plan. This plan could then be used to help guide decision making at an executive level and also assist in helping to obtain funding.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES		-	-	-	50,000	-		-	-	50,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**				**$ -**	**$ 50,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5PR04

PROJECT TITLE: Playground Repairs

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 25,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 65,000
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:	$ 25,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 65,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Parks & Recreation
DIVISION:	Parks
FUND:	General Fund Reserve
PROJECT LOCATION:	City wide
PROJECT PRIORITY:	1 - Highest Priority Level
	Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	10
Est. Total Cost:	$ 65,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 65,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 65,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The Can-Do playground is in need of repairs to the existing equipment. Several pieces of equipment have either been broken or have worn out. This has been identiifed and a cost estimate has been obtained. For the safety of the users (children) it is important this be funded and the repairs made.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES		-	-	-	25,000	10,000	10,000	10,000	10,000	65,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 25,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 65,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5PR03

PROJECT TITLE: Park Maintenance Equipment

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 21,851				$ -	$ 21,851
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:	$ 21,851				$ -	$ 21,851

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	Parks
FUND:	General Fund Reserve
PROJECT LOCATION:	City wide
PROJECT PRIORITY:	1 - Highest Priority Level
	Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	10
Est. Total Cost:	$ 21,851
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 21,851

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 21,851

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The following items of equipment are being requested in order to assist the Parks Department in performing their duties. Industiral root grapple, towable log splitter, hydraulic post hole digger, auger for the post hole digger, Water truck spray unit, UTV snow plow attachmennt.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES		-	-	-	21,851	-		-	-	21,851
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 21,851				$ -	$ 21,851

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 7PR04

PROJECT TITLE: Construct Recreation/Community Center at Marvel Square

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:			$ 6,000,000		$ -	$ 6,000,000
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:	$ -	$ -	$ 6,000,000	$ -	$ -	$ 6,000,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Marvel Square
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 6,000,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 6,000,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 6,000,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Construct a new recreation center for Parks & Recreation.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	-	-	6,000,000	-	-	6,000,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,000,000	$ -	$ -	$ 6,000,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 6PR01

PROJECT TITLE: Redevelopment of Bicentennial Park

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -		$ 250,000	$ -	$ -	$ 250,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ -		$ 250,000	$ -	$ -	$ 250,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	Bicentennial Park
PROJECT PRIORITY:	4 - Medium
This project is a NEED and not a WANT, but no significant risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 250,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 250,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 250,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Redevelopment of Bicentennial Park.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	-	-	-	-	-	-		-	-	-
AWARDED GRANTS	-	-	-	-	-	-	-	-	-	-
ORPT/CRF/OTHER GRANT SOLICITATION	-		-	-	-	-	250,000	-	-	250,000
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ -	$ -	$ 250,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 7PR02

PROJECT TITLE: Splash Pad

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:			$ 100,000		$ -	$ 100,000
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:			$ 100,000		$ -	$ 100,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	TBD
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 100,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 100,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 100,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Construction of a Splash Pad.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES		-	-	-	-	-	100,000	-	-	100,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -			$ 100,000		$ -	$ 100,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 7PR03

PROJECT TITLE: Additional Recreational Court

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:			$ 200,000		$ -	$ 200,000
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:	$ -	$ -	$ 200,000	$ -	$ -	$ 200,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	TBD
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 200,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 200,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 200,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Construction of a new recreational court. TBD if it will be tennis, basketball, or pickleball.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-				$200,000		$-	$ 200,000
CAPITAL RESERVES		-	-	-	-	-		-	-	-
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ 200,000	$ -	$ -	$ 200,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 9PR01

PROJECT TITLE: Construction of Frisbee Golf Course

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ 150,000	$ 150,000
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:	$ -	$ -	$ -	$ -	$ 150,000	$ 150,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Parks & Recreation
DIVISION:	
FUND:	
PROJECT LOCATION:	TBD
PROJECT PRIORITY:	5 - Low
This project is a NEED and not a WANT, but it can start in year two of this CIP or later	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 150,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 150,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 150,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Construction of a frisbee golf course.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	-	-		-	150,000	150,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 150,000	$ 150,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

Police Department

Capital Improvement Plan Overview

The current Body Worn & Fleet Camera contract with Axon will expire in August 2024, therefore the Police Department is requesting to implement a new 5-year contract with Axon starting in FY25. This is mandated by law under State Regulations 1 Del. Admin. Code § 801-26.0 - Mandatory Standards for Use of Body Worn Cameras. It is possible that grant funding may be provide some off-set in costs to the City of Milford.

Design of New Maintenance Facility (This was approved in the CIP FY2024 Budget). Pushed to FY25 CIP - Proper engineering and design are necessary to assess site requirements, space utilization, and structural integrity, ensuring the building meets operational needs efficiently.

The City of Milford, like all communities, needs to be prepared to face threats, such as terrorism, natural disasters, violent crime, and mass shootings, which require our first responders to be constantly prepared for any critical incidents that may occur in our area. The goal of the MPD is to improve our response to these types of critical incidents. Currently, MPD is not equipped with an Emergency Rescue vehicle which severely limits the types of calls we can respond to as well as effecting how we respond. This emergency Rescue Vehicle would allow us not only the ability to deploy our SOG members safely but it would give us the ability to be creative in immediately de-escalating these types of critical incidents with our civilian staff from our Behavioral Health Unit (BHU). As MPD is responsible for responding to all incidents within our jurisdiction, including hostage situations, active shooters, and barricaded gunmen, we hereby respectfully request funding to purchase an Emergency Rescue Vehicle in FY29. The department has applied for federal grant, the out come of that grant award in TBD.

Replace 14 Level 111A Bulletproof Vests that have reached their five (5) year service life and will expire in FY25 and 3 bulletproof vests for current vacancies. It is required by law that law enforcement agencies replace expired vests to ensure officer safety as the materials they are made of, such as Kevlar or other synthetic fibers, degrade over time and lose their effectiveness in stopping bullets. It is possible that grant funding will become available through the Patrick Leahy Bulletproof Vest Partnership (BVP) Grant but, at this time, the grant solicitation has not been announced. If/when grant funds become available, these grant funds can be used to cover 50% of the cost of each vest until all allocated funds are exhausted.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Police Department (General Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Axon Body Worn & Fleet Cameras	$0	$73,851	$122,827	$124,223	$125,619	$129,806	$576,326
Design of New Maintenance Facility	100,000	-	1,700,000	-	-	-	1,799,400
Police Dept Emergency Rescue Vehicle	-	-	-	-	-	396,906	396,906
Ballistic Vest Replacement	-	23,409	5,783	7,591	11,158	13,390	61,331
Dept Total	**$ 100,000**	**$ 97,260**	**$ 1,828,610**	**$ 131,814**	**$ 136,777**	**$ 540,102**	**$ 2,833,963**

PROJECT NO: 5PD01

PROJECT TITLE: Axon Body Worn & Fleet Cameras

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 73,851	$ 122,827	$ 124,223	$ 125,619	$ 129,806	$ 576,326
*Prior Authorized Balance:			-		-	-
2025-2029 Funding:	$ 73,851	$ 122,827	$ 124,223	$ 125,619	$ 129,806	$ 576,326

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Police Department
DIVISION:	Police Department
FUND:	
PROJECT LOCATION:	Police Department
PROJECT PRIORITY:	1 - Highest Priority Level
	Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	2025
Est. Completion Date:	2029
Est. Useful Life (in years):	5
Est. Total Cost:	$ 576,325
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 576,325

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

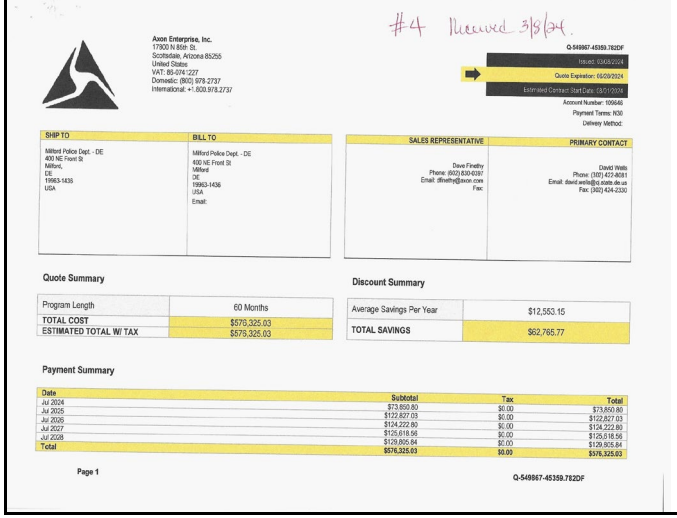
PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 576,325

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The current Body Worn & Fleet Camera contract with Axon will expire in August 2024, therefore the Police Department is requesting to implement a new 5-year contract with Axon starting in FY25. This is mandated by law under State Regulations 1 Del. Admin. Code § 801-26.0 - Mandatory Standards for Use of Body Worn Cameras. The attached 5-year proposal includes an update to our current Body Worn & Fleet Cameras. Updated cameras offer new features and capabilities compared to the existing cameras including higher resolution, better low-light performance, longer battery life, improved connectivity, and enhanced data storage. Improved video quality can lead to better evidence collection and stronger cases in court, ultimately creating more police accountability and public safety. This improved technology will reduce maintenance costs, reduce legal liabilities, and increase operational efficiency. Investing in flexible, scalable technology ensures the department remains adaptable to future changes in law enforcement practices, technology standards, and community expectations.



#4 Received 3/8/24

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-074127
Domestic: (800) 978-2737
International: +1 (800) 978-2737

Q-549867-45359.782DF
Issued: 03/08/2024
Quote Expiration: 05/29/2024
Estimated Contract Start Date: 08/01/2024
Account Number: 109646
Payment Terms: N30
Delivery Method:

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Milford Police Dept. - DE 400 NE Front St Milford, DE 19963-1435 USA	Milford Police Dept. - DE 400 NE Front St Milford DE 19963-1436 USA Email:	Dave Finethy Phone: (602) 820-0197 Email: dfinethy@axon.com Fax:	David Wells Phone: (302) 422-8081 Email: david.wells@dsp.state.de.us Fax: (302) 424-2330

Quote Summary

Program Length	60 Months
TOTAL COST	$576,325.03
ESTIMATED TOTAL W/ TAX	$576,325.03

Discount Summary

Average Savings Per Year	$12,553.15
TOTAL SAVINGS	$62,765.77

Payment Summary

Date	Subtotal	Tax	Total
Jul 2024	$73,850.80	$0.00	$73,850.80
Jul 2025	$122,827.03	$0.00	$122,827.03
Jul 2026	$124,222.80	$0.00	$124,222.80
Jul 2027	$125,618.56	$0.00	$125,618.56
Jul 2028	$129,805.64	$0.00	$129,805.64
Total	$576,325.03	$0.00	$576,325.03

Page 1

Q-549867-45359.782DF

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$73,851	$122,827	$124,223	$125,619	$129,806	$ 576,325
CAPITAL RESERVES		-	-	-		-		-	-	
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLIC (SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 73,851	$ 122,827	$ 124,223	$ 125,619	$ 129,806	$ 576,325

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 4PD02

PROJECT TITLE: Design of New Maintenance Facility

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 1,700,000	$ -	$ -	$ -	$ 1,700,000
*Prior Authorized Balance:	100,000		-		-	100,000
2025-2029 Funding:	$ 100,000	$ 1,700,000	$ -	$ -	$ -	$ 1,800,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Police Department
DIVISION:	Police Department
FUND:	
PROJECT LOCATION:	Police Department
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	2025
Est. Useful Life (in years):	25
Est. Total Cost:	$ 1,800,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ -
% Complete (if underway):	
Balance to be funded[1]:	$ 1,800,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 1,800,000
TOTAL PROJECT COST		$ 1,800,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Design of New Maintenance Facility (This was approved in the CIP FY2024 Budget). Pushed to FY25 CIP - Proper engineering and design are necessary to assess site requirements, space utilization, and structural integrity, ensuring the building meets operational needs efficiently. Allocating the budget to engineering and design ensures that the maintenance building project is well-planned, compliant, efficient, and built to last, ultimately delivering value to the organization. Meeting regulatory standards and local building codes requires thorough engineering and design to avoid costly revisions or fines during construction. Comprehensive design ensures that the building layout, utilities, and systems are tailored to the specific operational needs, maximizing productivity and safety.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$-	$1,700,000	$-	$-	$-	$ 1,700,000
CAPITAL RESERVES	100,000	-	-	100,000		-		-	-	-
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 100,000	$ -	$ -	$ 100,000	$ -	$ 1,700,000	$ -	$ -	$ -	$ 1,700,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 9PD00

PROJECT TITLE: Police Department Emergency Rescue Vehicle

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ 396,906	$ 396,906
*Prior Authorized Balance:			$ -		$ -	$ -
2025-2029 Funding:					$ 396,906	$ 396,906

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Police Department
DIVISION:	Police Department
FUND:	
PROJECT LOCATION:	Police Department
PROJECT PRIORITY:	1 - Highest Priority Level
	Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2029
Est. Completion Date:	2029
Est. Useful Life (in years):	15
Est. Total Cost:	$ 396,906
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 396,906

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 396,906

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The City of Milford, like all communities, needs to be prepared to face threats, such as terrorism, natural disasters, violent crime, and mass shootings, which require our first responders to be constantly prepared for any critical incidents that may occur in our area. The goal of the MPD is to improve our response to these types of critical incidents. Currently, MPD is not equipped with an Emergency Rescue vehicle which severely limits the types of calls we can respond to. This drastically affects the response time, due to the lack of this equipment. Our community demands and deserves the best and MPD prides itself on sustaining a highly trained Special Operations Group (SOG) to respond to all high-risk critical calls that occur within our jurisdiction. MPD uses a 2013 panel van which does not provide any ballistic protection nor does it give us the ability to evacuate victims from an active barricaded subject or active shooter incidents (see attached photo). Our response is severely affected not because of our lack of capability or training but because of a lack of proper equipment. This Emergency Rescue Vehicle would allow us not only the ability to deploy our SOG members safely but it would give us the ability to be creative in immediately de-escalating these types of critical incidents with our civilian staff from our Behavioral Health Unit (BHU). In addition to protecting officers and civilians from ballistic attacks, the Emergency Rescue Vehicle will also increase our cooperative efforts with other area first responders, improving our ability to respond to terrorist attacks, natural disasters, or other mass casualty events. To sustain the capabilities supporting this project, we will provide our team with regular training on this vehicle so that we can build and maintain a high level of proficiency. Our department will maintain the vehicle so that it remains in a constant state of operational readiness, and we will use our resources to provide regular upkeep so that the vehicle lasts its expected 10-15 years. As MPD is responsible for responding to all incidents within our jurisdiction, including hostage situations, active shooters, and barricaded gunmen, we hereby respectfully request $ 396,906.00 in funding to purchase an Emergency Rescue Vehicle in FY29.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		-	-						396,906	$ 396,906
CAPITAL RESERVES		-	-	$ -		-		-	-	$ -
AWARDED GRA (SPECIFY)	-		-	$ -		-	-	-	-	$ -
GRANT APPLIC (SPECIFY)	-		-	$ -		-	-	-	-	$ -
FEDERAL/STATE LOANS	-	-	-	$ -	-	-	-	-	-	$ -
OTHER LOANS				$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -					-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -					$ 396,906	$ 396,906

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5PD02

PROJECT TITLE: Ballistic Vest Replacement

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 23,409	$ 5,783	$ 7,591	$ 11,158	$ 13,390	$ 61,331
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	**$ 23,409**	**$ 5,783**	**$ 7,591**	**$ 11,158**	**$ 13,390**	**$ 61,331**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Police Department
DIVISION:	Police Department
FUND:	
PROJECT LOCATION:	Police Department
PROJECT PRIORITY:	1 - Highest Priority Level
	Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	
	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2029
Est. Useful Life (in years):	5
Est. Total Cost:	$ 61,331
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 61,331

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 61,331

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Replace 14 Level 111A Bulletproof Vests that have reached their five (5) year service life and will expire in FY25 and 3 bulletproof vests for current vacancies. It is required by law that law enforcement agencies replace expired vests to ensure officer safety as the materials they are made of, such as Kevlar or other synthetic fibers, degrade over time and lose their effectiveness in stopping bullets. It is possible that grant funding will become available through the Patrick Leahy Bulletproof Vest Partnership (BVP) Grant but, at this time, the grant solicitation has not been announced. If/when grant funds become available, these grant funds can be used to cover 50% of the cost of each vest until all allocated funds are exhausted. The amount of grant funding that will be allocated to Milford will not be known until the BVP Grant application is processed and approved. BVP Grant funds are solicited once per year. To account for inflation, pricing was increased by 5% each year. (FY25 - 17 vests, FY26 - 4 vests, FY27 - 5 vests, FY28 - 7 vests, FY29 - 8 vests)

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$23,409	$5,783	$7,591	$11,158	$13,390	$ 61,331
CAPITAL RESERVES	-	-	-	-		-		-	-	-
AWARDED GRA (SPECIFY)	-	-	-	-		-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ -**	**$ -**	**$ -**	**$ -**	**$ 23,409**	**$ 5,783**	**$ 7,591**	**$ 11,158**	**$ 13,390**	**$ 61,331**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

Facilities

Capital Improvement Plan Overview

The Public Works Solid Waste Division CIP 2025 comprises of purchasing a new trash truck. This will allow us to complete the routes faster beings we would now have a spare truck for when one break down. We would be able to keep the operation flowing. We are interested in truck Cameras for our existing trucks SW-28 & SW-11 for any accidents that may occur. The Public Works Facilities Division CIP 2025 comprises of purchasing new Gate operators. This would consist of a new gate operator for the front and the rear gate at public works. We have been currently replacing parts in these motors for the last couple years to keep them going. They are now at the point where a replacement would cost less than the parts needed. The Parks & Recreation Division CIP 2025 comprises of purchasing would like to add a Video Doorbell Camera for security purposes. PMA security requested us to put the trash container in a fenced area for security purposes. This will entail a new concrete pad with a fenced area for the dumpsters and containers. The Armory (P&R Maintenance building) Division CIP 2025 comprises purchasing a new HVAC system. This upgrade will meet with efficiency smart's recommendations so we will receive a rebate. The crew has been working now without any air conditioning. We would also like to purchase a new Ice machine. As of now they have to come to public works anytime ice is needed. The City Hall Facilities Division CIP 2025 comprises of purchasing new Council chamber Chairs. The Customer Service Division CIP 2025 comprises of purchasing a new HVAC system being there current one is 10yrs old and needing to be replaced per Envirotemp. We would also like to request that the Customer Drive through concrete curb be replaced. The curb is currently falling apart and needs to be redone.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Facilities (Internal Service Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Parks & Rec Main Office Improvements	$ -	$ 38,500	$ -	$ -	$ -	$ -	$ 38,500
Parks & Rec Maintenance Shop Upgrades Access Controls HVAC System & Heat Conversion Demolition of Storage Huts Pole Building Lot Paving	-	26,500	-	-	385,000	-	411,500
Public Works Upgrades Building Expansion Design HVAC Control Install Warehouse & Garage Pole Building for Electric Storage Roof Drains & Air Filtration Upgrade Gate Operator Replacement Front Office Entrance Improvements Landscaping Improvements	150,000	-	254,000	550,000	-	-	954,000
Customer Service Building Improvements New HVAC System Replacement of Drive Through Curb	-	22,000	-	-	-	-	22,000
City Hall Improvements	-	28,000	15,000	5,800			48,800
Improvements to Armory Building	150,000		-	-	-	-	150,000
Dept Total	**$ 300,000**	**$ 115,000**	**$ 269,000**	**$ 555,800**	**$ 385,000**	**$ -**	**$ 1,624,800**

PROJECT NO: 5PR01

PROJECT TITLE: Parks & Recreation Main Office Improvements

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 38,500	$ -	$ -	$ -	$ -	$ 38,500
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	**$ 38,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 38,500**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Facilities
DIVISION:	Facilities
FUND:	
PROJECT LOCATION:	Parks $ Recreation (main office)
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	
Est. Total Cost:	$ 38,500
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 38,500

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 38,500
TOTAL PROJECT COST		$ 38,500

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The Parks & Recreation (Main Office) Improvements will include the following:

- This project is to install fencing and a concrete pad for the dumpsters per PMA security assessment
  Total Price $25,000
- This project is to install all new blinds at Parks and Recreation on Franklin St.
Total Price $3,500
- This project is to install all new flooring at Parks and Recreation on Franklin St.
Total Price $10,000
Overall Price $38,500

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ -	$ -	$ -	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	38,500					38,500
AWARDED GRANTS	-	-	-	-	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ -**	**$ -**	**$ -**	**$ -**	**$ 38,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 38,500**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 5PR02
PROJECT TITLE: Parks & Rec Maintenance Shop Improvements
PROJECT STATUS: New Project

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 26,500	$ -	$ -	$ 385,000	$ -	$ 411,500
Prior Authorized Bal:	-	-	-	-	-	-
2024-2028 Funding:	$ 26,500	$ -	$ -	$ 385,000	$ -	$ 411,500

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Facilities
DIVISION:	Facilities
FUND:	
PROJECT LOCATION:	Parks & Recreation (main. shop)
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	
Est. Total cost:	$ 411,500
Est. Spend @ 06/30/2024 (if underway)[1]:	-
% Complete (if underway):	
Balance to be funded[1]:	$ 411,500

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	
Labor:		
Materials:		
Other Contracts:		$ 411,500
TOTAL PROJECT COST		$ 411,500

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The Parks & Recreation (Maintenance Shop) Improvements will include the following:

- Install an Ice machine system for the Armory in FY25
  Total Price $8,500

- Install access controls at the Armory Maintenance shop in FY25
  Total Price $18,000

- Install a new HVAC system at the armory maintenance shop in FY28
  Total Price $30,000

- Demolish the existing storage huts ($60,000) & construct a new pole building ($175,000) in FY28
  Total Price $235,000

- Repave the parking lot in FY28
  Total Price $70,000

- Convert the heating system from oil to natural gas at the P&R maintenance buiilding in FY28
  Total Price $50,000

Overall Price for FY25- $26,500
Overall Price for FY28- $385,000

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 6/30/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ -	$ -	$ -	$ -	$ 26,500	$ -	$ -	$ 385,000	$ -	$ 411,500
CAPITAL RESERVES	-	-	-	-	-	-	-	-	-	-
AWARDED GRANTS	-	-	-	-	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	
TOTAL:	$ -	$ -	$ -	$ -	$ 26,500	$ -	$ -	$ 385,000	$ -	$ 411,500

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$-

PROJECT NO: 4PW01

PROJECT TITLE: Public Works Upgrades

PROJECT STATUS: Existing Project; Revised Scope & Pricing

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$0	254,000	$ 550,000	$ -	$ -	$804,000
Prior Authorized Bal:	150,000	-	-	-	-	150,000
2024-2028 Funding:	**$150,000**	**$254,000**	**$550,000**	**$0**	**$0**	**$954,000**

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Facilities
DIVISION:	Facilities
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2024
Est. Completion Date:	2026
Est. Useful Life (in years):	
Est. Total cost:	$954,000
Est. Spend @ 06/30/2025 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$954,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	
Labor:		
Materials:		
Other Contracts:		$ 954,000
TOTAL PROJECT COST		$ 954,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The Public Works Improvements will include the following:
- Building Design to provide additional office space FY26
Total Price $150,000
-Temperature control installation for the Warehouse & Garage FY26
Total Price $56,000
- Construct pole building to house electric division supplies & equipment FY27
Total Price $475,000
Roof Drains & Air Filtration replacement FY26
Total Price $ 165,000
Gate Operator replacement FY26
Total Price $16,000
-Front Office entrance at Public Works enhancement FY27
Total Price- 75,000
-Landscaping around exterior of Public Works building
Total Price-$17,000
-Overall Price $ 954,000

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAPITAL RESERVES	150,000	-	-	150,000	-	254,000	550,000	-	-	804,000
AWARDED GRANTS SPECIFY	-	-	-	-	-	-	-	-	-	-
GRANT APPLICATIONS (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER SPECIFY	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ 254,000**	**$ 550,000**	**$ -**	**$ -**	**$ 804,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 5CS01

PROJECT TITLE: Customer Service Improvements

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 22,000					$ 22,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	**$ 22,000**					**$ 22,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Facilities
DIVISION:	Facilities
FUND:	
PROJECT LOCATION:	Customer Service
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	
Est. Total Cost:	$ 22,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 22,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 22,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The Customer Service Improvements will include the following:

- This project is for Envirotemp to remove and install a new HVAC system.
  Total Price- $14,000

- This project is for JC Concrete to remove and replace exterior curb at Customer Service Drive Through
  Total Price $8,000

Overall Price $22,000

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	22,000					22,000
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ -**	**$ -**	**$ -**	**$ -**	**$ 22,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 22,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 5CH01

PROJECT TITLE: City Hall Improvements

PROJECT STATUS: New Project

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 28,000	$ 15,000	$ 5,800			$ 48,800
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ 28,000	$ 15,000	$ 5,800	$ -	$ -	$ 48,800

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Facilities
DIVISION:	Facilities
FUND:	
PROJECT LOCATION:	City Hall
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA

First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	
Est. Total Cost:	$ 48,800
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 48,800

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 48,800
TOTAL PROJECT COST		$ 48,800

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The City Hall Improvements will include the following:

- Council Chamber Chairs- This will replace the Council Conference Room chairs & staff chairs in the Council Chambers that have met their life expectancy.
Total Price- $30,000: $15,000 (FY25 - Council Conf Room) & $15,000 (FY26 - Staff)
-This project is to completely paint the upstairs of City Hall.
Total Price $13,000 (FY25)
-This project is to paint the interior of all of the Finance building.
Total Price $5,800 (FY27)
Overall Price $48,800

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	28,000	15,000	5,800			48,800
AWARDED GRANTS	-	-	-	-	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 28,000	$ 15,000	$ 5,800	$ -	$ -	$ 48,800

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 4PR14

PROJECT TITLE: Armory ADA Improvements (Front Building)

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:						$ -
*Prior Authorized Balance:	150,000	-	-	-	-	150,000
2025-2029 Funding:	$ 150,000					$ 150,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Facilities
DIVISION:	Facilities
FUND:	
PROJECT LOCATION:	Armory (front building)
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA

First Year in Program:	2024
Est. Completion Date:	2025
Est. Useful Life (in years):	
Est. Total Cost:	$ 150,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 150,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 150,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

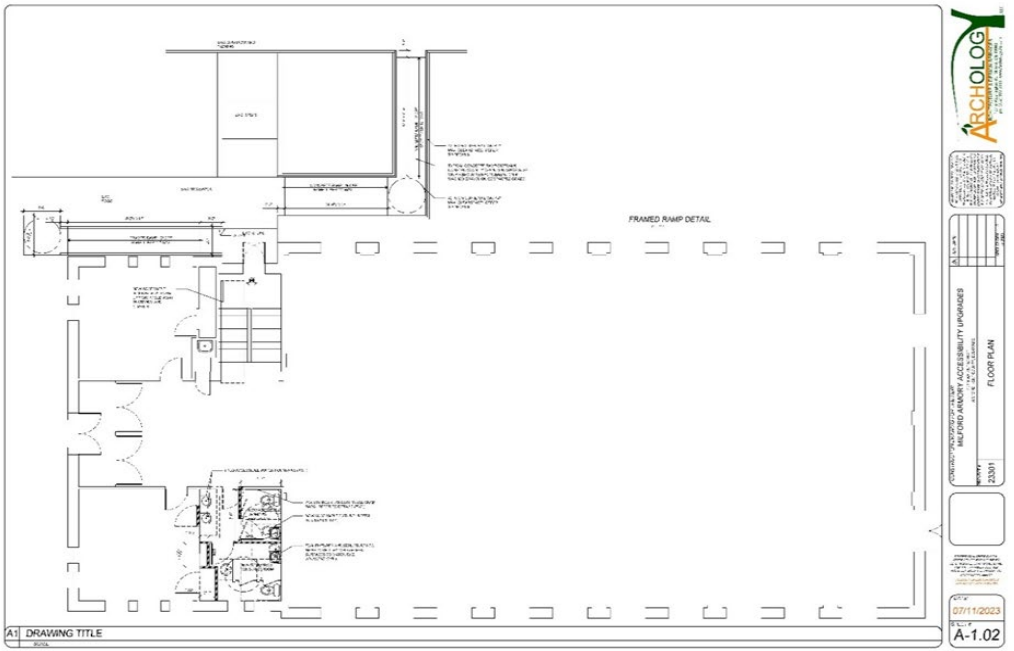
DESCRIPTION & JUSTIFICATION:

The Armory (Front Building) Improvements will include the following:

- Upgrades to the original Armory building, including installation of ADA ramp, inside chair lift, and restroom improvements.

Total Price $ 150,000

Overall Price $150,000



PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAPITAL RESERVES	30,000	-	-	30,000	-	-	-	-	-	-
AWARDED GRANTS - BOND BILL FY24	120,000	-	-	120,000	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 150,000	$ -	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ -

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

Garage

Capital Improvement Plan Overview

The Public works Garage CIP 2025 Comprises of purchasing Air Conditioning unit to service all the city Vehicles, BS PF5 Transmission exchange Flusher for all city Vehicles, and a miller trailblazer 330 Kohler stick welder.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Garage (Internal Service Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Garage Equipment							
Miller Trailblazer Stick Welder							
A/C Machine w/Fleet-wide compatability	$0	$44,618	$0	$0	$0	$0	$44,618
Transmission Exchange Flusher							
Roof Enclosure over Fuel Pumps							
Dept Total	**$ -**	**$ 44,618**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 44,618**

[UPDATED 6/4/24]

PROJECT NO: 5GA01

PROJECT TITLE: Garage Equipment

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 44,618	$ -	$ -	$ -	$ -	$ 44,618
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ 44,618	$ -	$ -	$ -	$ -	$ 44,618

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public works
DIVISION:	Garage
FUND:	
PROJECT LOCATION:	PUBLIC WORKS
PROJECT PRIORITY:	2 - High Priority Level
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	$ 44,618
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 44,618

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 44,618

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Item 1 - Miller Trailblazer 330 Kohler Stick Welder, for in-house welding - $15,790.00

Local welding vendor William Steele Welding & Fabricating, LLC has closed its doors. Operating savings reflected below includs half of the trailing four-year average annual spending with this vendor in FY25, 100% of the four-year average in FY26, and 3% escalators in the out years.

Item 2 - A/C Machine with equipment to service all city fleet - $5,533.00

Item 3 - BG PF5 Transmission Exchange Flusher Machine to service all city fleet - $3,295.00

Cost of a recent transmission repair was $5,831. Another in FY23 was $5,464. Difficult to measure operating impact and levelize, but if we could prevent or at least defer one transmission overhaul every other year, we'd save about $2,750/year. $0 built into FY25 savings below, but $2,750 in transmission cost avoidance added in FY26 & escalated through FY29.

Item 4 - Roof enclosure over the fuel pumps- $20,000

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	44,618	-	-	-	-	44,618
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 44,618	$ -	$ -	$ -	$ -	$ 44,618

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
		(2,398)	(7,546)	(7,772)	(8,006)	(8,246)	$ (33,968)

Parking

Capital Improvement Plan Overview

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Parking (General Fund)

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
N. Walnut St./NE Front St. Lot Enhancements	$ 200,000	$ 300,000	$ -	$ -	$ -	$ -	$ 500,000
Park Avenue Lot Enhancements	120,000	-	-	-	-	-	120,000
Dept Total	**$ 320,000**	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 620,000**

PROJECT NO: 3ST50

PROJECT TITLE: N. Walnut St./NE Front St. Lot Enhancements

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 300,000				$ -	$ 300,000
*Prior Authorized Balance:	200,000		-	-	-	200,000
2025-2029 Funding:	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Parking
FUND:	
PROJECT LOCATION:	Front/Walnut
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 300,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 300,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 200,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

This project budget funds design and construction for paving and feature enhancements of the Public Parking at Front and Walnut.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	200,000	-	-	200,000	-	-	-	-	-	-
CAPITAL RESERVES - RTT	-	-	-	-	300,000	-	-	-	-	300,000
GRANT APPLICATION	-	-	-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 200,000	$ -	$ -	$ 200,000	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3GF41

PROJECT TITLE: Park Avenue Lot Enhanacements

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	120,000		-	-	-	120,000
2025-2029 Funding:	$ 120,000				$ -	$ 120,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Parking
FUND:	
PROJECT LOCATION:	Park Ave and Washington Sts
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 120,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 120,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 120,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

This project budget funds design and construction of paving and feature enhancements of the Public Parking Lot at Park Avenue and S. Washington Street.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-						$-	$ -
CAPITAL RESERVES	120,000	-	-	120,000	-	-		-	-	120,000
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 120,000	$ -	$ -	$ 120,000					$ -	$ 120,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

Electric Department

Capital Improvement Plan Overview

The Electric Department continues making good progress for CIP projects. Nearly all legacy streetlights have been replaced with LEDs. Field audit scheduled to identify any outstanding locations. The fiber installation for the P&R Armory has been completed which entailed stringing new fiber along 8th Street and Walnut Street. As well as routing within the offices and city hall. DELDOT Traffic Signal project has been successful in eliminating traffic lights at several intersections. EV Chargers have been installed and commissioned. Physical security installations have started with the addition of control house door alarms and cameras. GIS Mapping continues to progress. Field collection is complete and QA/QC is on going. Completion of the GIS mapping will allow for the Power Flow Analysis Software to be purchased / implemented. The SCADA upgrade has been completed and online.

New for FY25 is creation of a distribution regulator refurbishment program. There are a number of issues that need to be resolved across the regulator fleet, and this program will allow for us to address and deterioration to minimize / prevent premature equipment failure. Also new, is a project to upgrade the Delivery 2 distribution relays. The currently installed relays have limited functionality. Upgrades will allow us to have better communication to the devices in the field and allow for enhanced fault investigations. As the electric assets were mapped into a GIS environment, we would like to expand on the data collected for the City Fiber network. This would include procuring a GIS module / extension to allow us to better visualize splicing, routing, available spares, etc. Additionally, this would allow us to more quickly repair and replace faulty repairs of fiber and better track the health of the system.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Electric Fund

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Substation Upgrades Delivery #1 Circuit Addition Delivery #2 Circuit Addition Delivery #1 Electrical Testing Delivery #2 Electrical Testing Delivery #2 Distribution Relay	$ 65,000	$ 166,500	$ 850,000	$ 100,000	$ 915,000	$ -	$ 2,096,500
DelDOT Traffic Signals	374,840	-	-	-	-	-	374,840
Physical Security	123,444	125,000	76,556	-	-	-	325,000
Power Flow Analysis Software	110,000	-	-	-	-	-	110,000
Advanced Relocation	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Pole Inspection	50,000	25,000	25,000	25,000	25,000	25,000	175,000
Fiber Optic Backup to PW	40,000	100,000	-	-	-	-	140,000
LED Streetlight Replacements	20,000	-	-	-	-	-	20,000
GIS/Mapping - Smart Metering	18,087	-	-	-	-	-	18,087
Regulator Refurbishment Program	-	30,000	30,000	30,000	30,000	-	120,000
Fiber Network Mapping & GIS Module	-	30,000	-	-	-	-	30,000
Feeder Extensions & Tie-Hospital Loop (110&150)	-	-	-	250,000	-	-	250,000
Horseshoe Dr. Distribution	-	-	-	200,000	-	-	200,000
Dept Total	**$ 901,371**	**$ 576,500**	**$ 1,081,556**	**$ 705,000**	**$ 1,070,000**	**$ 125,000**	**$ 4,459,427**

PROJECT NO: Various

PROJECT TITLE: Substation Projects

PROJECT STATUS: New Project

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 166,500	$ 850,000	$ 100,000	$ 915,000	$ -	$ 2,031,500
*Prior Authorized Balance:	65,000	-	-	-	-	65,000
2025-2029 Funding:	$ 231,500	$ 850,000	$ 100,000	$ 915,000	$ -	$ 2,096,500

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	$ 75,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 75,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ 400,000
Materials:		$ 1,446,500
Other Contracts:		$ 250,000
TOTAL PROJECT COST		$ 2,096,500

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION: *DOLLAR AMOUNTS IN THOUSANDS ($000)* **BELOW**

Project	Prior	2025	2026	2027	2028	2029	Total	Justification
Del1 Circuit				$ 100	$ 850		$ 950	New 25KV Circuit; see Narrative below
Del2 Circuit		100	850				950	New 25KV Circuit; see Narrative below
Del1 Testing					65		65	Electrical Testing of Critical Substation Equipment
Del2 Testing	65						65	Electrical Testing of Critical Substation Equipment
Del2 Relay		67					67	Repl Protection & Control Relays; See Narrative below
TOTALS	**$ 65**	**$ 167**	**$ 850**	**$ 100**	**$ 915**	**$ -**	**$ 2,097**	

Del1 Circuit — New 25KV Terminal and Distribution Circuit from Delivery #1 Substation to support new load and improve reliability and efficiency

Del2 Circuit — New 25KV Terminal and Distribution Circuit from Delivery #2 Substation to support new load and improve reliability and efficiency

Del1 Testing — Electrical Testing of Critical Substation Equipment

Del2 Testing — Electrical Testing of Critical Substation Equipment

Del2 Relay — Repl Protection and Control Relays to better enhance operability, remote access and control, and functionality

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	65,000	-	-	65,000	166,500	850,000	100,000	915,000	-	2,031,500
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 65,000**	**$ -**	**$ -**	**$ 65,000**	**$ 166,500**	**$ 850,000**	**$ 100,000**	**$ 915,000**	**$ -**	**$ 2,031,500**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 2EL17

PROJECT TITLE: DelDOT Traffic Signals

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	374,840		-	-	-	374,840
2025-2029 Funding:	$ 374,840	$ -	$ -	$ -	$ -	$ 374,840

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Arborist Office - Armory Building
PROJECT PRIORITY:	5 - Low
This project is a NEED and not a WANT, but it can start in year two of this CIP or later	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 439,947
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 65,107
% Complete (if underway):	
Balance to be funded[1]:	$ 374,840

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 374,840
TOTAL PROJECT COST		$ 374,840

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Intersection improvements to support turnover of traffic signals to DelDOT.

Marshall Street & SE Second Street
SW Front Street/SE Front Street/S Walnut Street
Causey Avenue/S Walnut Street

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -					$-	$ -
CAPITAL RESERVES	439,947	42,023	23,084	374,840	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 439,947	$ 42,023	$ 23,084	$ 374,840	$ -	$ -	$ -	$ -	$ -	$ -

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 4EL02

PROJECT TITLE: Physical Security

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 125,000	$ 76,556			$ -	$ 201,556
*Prior Authorized Balance:	123,444		-	-	-	123,444
2025-2029 Funding:	$ 248,444	$ 76,556	$ -	$ -	$ -	$ 325,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Delivery 1, Delivery 2, Tap Station
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 325,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 325,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 325,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Physical security for substations - anti-cut/anti-climb fencing, security cameras, door alarms.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$125,000	$76,556			$-	$ 201,556
CAPITAL RESERVES	125,000	1,080	476	123,444	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLICATIONS	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 125,000	$ 1,080	$ 476	$ 123,444	$ 125,000	$ 76,556	$ -	$ -	$ -	$ 201,556

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 4EL01

PROJECT TITLE: Power Flow Analysis Software

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	110,000		-	-	-	110,000
2025-2029 Funding:	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Electric Department
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 110,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 110,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 110,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Acquisition of Power Flow Analysis Software to aid in load forecasting, contingency analysis, DER evaluations, and device coordination.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -					$-	$ -
CAPITAL RESERVES	110,000	-	-	110,000	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 110,000	$ -	$ -	$ 110,000	$ -	$ -	$ -	$ -	$ -	$ -

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 4EL05

PROJECT TITLE: Advanced Relocation

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
*Prior Authorized Balance:	100,000		-	-	-	100,000
2025-2029 Funding:	$ 200,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 600,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	City Wide
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	ONGOING
Est. Useful Life (in years):	
Est. Total Cost:	$ 600,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 600,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 600,000
TOTAL PROJECT COST		$ 600,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Support advanced infrastructure relocations for DelDOT and other agencies.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$100,000	$100,000	$100,000	$100,000	$100,000	$ 500,000
CAPITAL RESERVES	100,000	-	-	100,000	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 100,000	$ -	$ -	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3EL07

PROJECT TITLE: Pole Inspection

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 125,000
*Prior Authorized Balance:	50,000		-	-	-	50,000
2025-2029 Funding:	**$ 75,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 175,000**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	City wide
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 175,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 175,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 175,000
TOTAL PROJECT COST		$ 175,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Pole inspection to identify and address deteriorated poles.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	50,000	-	-	50,000	25,000	25,000	25,000	25,000	25,000	125,000
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 50,000**	**$ -**	**$ -**	**$ 50,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 125,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 2EL18

PROJECT TITLE: Fiber Optic Backup to Public Works

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 100,000				$ -	$ 100,000
*Prior Authorized Balance:	40,000		-	-	-	40,000
2025-2029 Funding:	$ 140,000	$ -	$ -	$ -	$ -	$ 140,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Rte. 14 & 15
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 140,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 140,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 140,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Establish secondary fiber route to Public Works for Network redundency.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$100,000				$-	$ 100,000
CAPITAL RESERVES	40,000	-	-	40,000	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 40,000	$ -	$ -	$ 40,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 2EL20

PROJECT TITLE: LED Streetlight Replacements

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	20,000		-	-	-	20,000
2025-2029 Funding:	$ 20,000	$ -	$ -	$ -	$ -	$ 20,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	City wide
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2019
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 20,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 20,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 20,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Replacement of street lights with LED.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -					$-	$ -
CAPITAL RESERVES	20,000	-	-	20,000	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 20,000	$ -	$ -	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 3EL19

PROJECT TITLE: GIS/Mapping - Smart Metering

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:					$ -	$ -
*Prior Authorized Balance:	18,087		-	-	-	18,087
2025-2029 Funding:	$ 18,087	$ -	$ -	$ -	$ -	$ 18,087

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	City wide
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 190,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 171,913
% Complete (if underway):	
Balance to be funded[1]:	$ 18,087

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 18,087
TOTAL PROJECT COST		$ 18,087

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

GIS mapping of electrical infrastructure and incorporation of AMI metering.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -					$-	$ -
CAPITAL RESERVES	190,000	171,913	-	18,087	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI (SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 190,000	$ 171,913	$ -	$ 18,087	$ -	$ -	$ -	$ -	$ -	$ -

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5EL02

PROJECT TITLE: Regulator Refurbishment Program

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ -	$ 120,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ -	$ 120,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 120,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 120,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 120,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Distribution Voltage Reqgulators are showing signs of wear / deteriaoration and some units appear to be weeping oil. Refurbishment program is intended to repair the units and extend their useful life.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$30,000	$30,000	$30,000	$30,000	$-	$ 120,000
CAPITAL RESERVES		-	-	-	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ -	$ 120,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5EL01

PROJECT TITLE: Fiber Network Mapping & GIS Module

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 30,000				$ -	$ 30,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$ 30,000	$ -	$ -	$ -	$ -	$ 30,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 30,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 30,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 30,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Obtain GIS module to aide in the operation and maintenance of the City & SCADA Fiber Networks.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$30,000				$-	$ 30,000
CAPITAL RESERVES		-	-	-	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 30,000	$ -	$ -	$ -	$ -	$ 30,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 7EL02

PROJECT TITLE: Feeder Extensions and Tie - Hospital Loop (110 & 150)

PROJECT STATUS: New Project

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:			$ 250,000		$ -	$ 250,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$ -	$ -	$ 250,000	$ -	$ -	$ 250,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Hospital Loop
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 250,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 250,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 250,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Minimize exposure.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -			$250,000		$-	$ 250,000
CAPITAL RESERVES		-	-	-	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI (SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ -	$ -	$ 250,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 7EL01

PROJECT TITLE: Horseshoe Drive Distribution

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:			$ 200,000		$ -	$ 200,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$ -	$ -	$ 200,000	$ -	$ -	$ 200,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Electric
DIVISION:	Electric
FUND:	
PROJECT LOCATION:	Horseshoe Dr.
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 200,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 200,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 200,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Relocation of Backyard Construction.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -			$200,000		$-	$ 200,000
CAPITAL RESERVES		-	-	-	-	-		-	-	-
AWARDED GRANTS	-		-	-		-	-	-	-	-
GRANT APPLI (SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ 200,000	$ -	$ -	$ 200,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

Water Department

Capital Improvement Plan Overview

The Public Works Water Division CIP 2025 Comprises of Purchasing and installing a new Chlorine Scrubber unit at Tenth Street Treatment plant to replace an Acca tablet machine. Gas Chlorine is a 100 % disinfectant and after initial costs, chemicals will be cheaper.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Water Fund

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Utility System Extensions							
10" Water Main - Holly Hill Rd to Westwood	$ 45,000	$ -	$ -	$ -	$ 300,000	$ -	$ 345,000
SE Regional Water Infra - East of Route 1	920,000	-	-	-	-	-	920,000
SE Regional Water Infra - S of Johnson Road	-	-	-	-	-	1,500,000	1,500,000
Shawnee Acres Water Extension	-	-	-	-	30,000	200,000	230,000
North Shore Drive Water Extension	-	-	25,000	150,000	-	-	175,000
Utility System Extensions - Subtotal	**$ 965,000**	**$ -**	**$ 25,000**	**$ 150,000**	**$ 330,000**	**$ 1,700,000**	**$ 3,170,000**
Water Infrastructure Projects w/Street Rehab Cement Asbestos Pipe Replacement Lead Service Line Replacement Street Rehab - Water Pipe Replacement City-Wide Valve & Hydrant Replacement	1,699,322	-	1,020,500	1,180,500	1,000,000	750,000	5,650,322
NW City Area Tower/Wells/Treatment	-	300,000	7,000,000	-	-	-	7,300,000
Kent Place Water Extension and Tie Ins	-	25,000	-	-	-	-	25,000
Chlorine Scrubber for Gas Chlorine - 10th St Plant	-	75,000	-	-	-	-	75,000
Treatment Plant Upgrades	13,376	150,000	150,000	150,000	150,000	150,000	763,376
Dept Total	**$ 2,677,698**	**$ 550,000**	**$ 8,195,500**	**$ 1,480,500**	**$ 1,480,000**	**$ 2,600,000**	**$ 16,983,698**

PROJECT NO: VARIOUS

PROJECT TITLE: Utility System Extensions

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:		$ 70,000	$ 450,000	$ 900,000	$ 5,500,000	$ 6,920,000
*Prior Authorized Balance:	1,465,000	-	-	-	-	1,465,000
2025-2029 Funding:	**$ 1,465,000**	**$ 70,000**	**$ 450,000**	**$ 900,000**	**$ 5,500,000**	**$ 8,385,000**

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Water & Sewer Combined
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA

First Year in Program:	2025
Est. Completion Date:	2029
Est. Useful Life (in years):	20
Est. Total Cost:	$ 8,385,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 8,385,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 8,385,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

	Prior Authorized	2025	2026	2027	2028	2029	SubTotals
SE Regional - East of Rt 1	$ 1,420,000	$ -	$ -	$ -	$ -	$ -	$ 1,420,000
SE Regional - South Johnson Rd	-	-	-	-	525,000	5,000,000	5,525,000
Shawnee Acres	-	-	-	-	75,000	500,000	575,000
10" Main - Holly Hill to Westwood	45,000		-	-	300,000	-	345,000
North Shore Drive	-	-	70,000	450,000	-	-	520,000
Totals:	$ 1,465,000	$ -	$ 70,000	$ 450,000	$ 900,000	$ 5,500,000	$ 8,385,000

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$45,000	$300,000	$570,000	$3,800,000	$ 4,715,000
WATER RESERVES	-	-	-	-	-	25,000	150,000	330,000	1,700,000	2,205,000
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
WATER IMPACT FEES	965,000	-	-	965,000		-	-	-	-	-
SEWER IMPACT FEES	500,000	-	-	500,000						-
TOTAL:	**$ 1,465,000**	**$ -**	**$ -**	**$ 1,465,000**	**$ -**	**$ 70,000**	**$ 450,000**	**$ 900,000**	**$ 5,500,000**	**$ 6,920,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: VARIOUS

PROJECT TITLE: Infrastructure projects to support street rehabilitation projects

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 1,020,500	$ 1,180,500	$ 1,000,000	$ 750,000	$ 3,951,000
*Prior Authorized Balance:	1,699,322	-	-	-	-	1,699,322
2025-2029 Funding:	**$ 1,699,322**	**$ 1,020,500**	**$ 1,180,500**	**$ 1,000,000**	**$ 750,000**	**$ 5,650,322**

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Water
FUND:	
PROJECT LOCATION:	Throughout the City
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA

First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 5,844,134
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 193,812
% Complete (if underway):	
Balance to be funded[1]:	$ 5,650,322

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 5,650,322
TOTAL PROJECT COST		$ 5,650,322

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Cement Asbestos Pipe Replacement-3WA12
In conjunction with Street Rehab, infrastructure repair, or discovered by any other means, cement asbestos water pipes will be replaced due to brittleness and susceptibility to failures.

Lead Service Line Replacement-3WA11
Under the Lead/Copper Replacement Rule enacted by the EPA, all lead service lines must be removed in the segment of the water line between the meter pit and the first connection inside the house. Currently in the process of awaiting news on the DWSRF grant which was submitted on Friday, October 13, 2023. In addition, working with DE DOL on establishing the applicable prevailing wage to pay the plumbers that will accomplish this job at ~610 locations in the City.

Water Pipe Replacement-3WA10
'Replace water pipe/valve infrastructure in conjunction with Street Rehab Projects.

City-Wide Vavle & Hydrant Replacement/Improvements-2WA45
As part of routine maintenance, but also in conjunction with Street Rehab or infrastructure repair, valves/hydrants will be exercised, repaired and/or replaced.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	1,893,134	193,812	-	1,699,322	-	1,020,500	1,180,500	1,000,000	750,000	3,951,000
AWARDED GRANTS	-	-	-	-	-	-	-	-	-	-
GRANT APPLICATIONS	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ 1,893,134**	**$ 193,812**	**$ -**	**$ 1,699,322**	**$ -**	**$ 1,020,500**	**$ 1,180,500**	**$ 1,000,000**	**$ 750,000**	**$ 3,951,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5WA03

PROJECT TITLE: NW City Area Tower/Wells/Treatment

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$300,000	$7,000,000	$-	$-	$-	$7,300,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$300,000	$7,000,000	$-	$-	$-	$7,300,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Water
FUND:	
PROJECT LOCATION:	City wide
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 7,300,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 7,300,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 7,300,000
TOTAL PROJECT COST		$ 7,300,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

Design and construct New Tower, Wells, and Treatment Plant that will augment water production for City growth.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$-				$-	$ -
CAPITAL RESERVES	-	-	-	-	-	-		-	-	-
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS		-	-	-	-	7,000,000	-	-	-	7,000,000
OTHER LOANS				-	-	-	-	-	-	-
IMPACT FEES	-	-	-	-	300,000				-	300,000
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 300,000	$ 7,000,000	$ -	$ -	$ -	$ 7,300,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

PROJECT NO: 5WA02

PROJECT TITLE: Kent Place Road Infrastructure Project

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 75,000	$ 100,000			$ -	$ 175,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$ 75,000	$ 100,000	$ -	$ -	$ -	$ 175,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Water
FUND:	Water
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2026
Est. Useful Life (in years):	100
Est. Total Cost:	$ 175,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ -
% Complete (if underway):	
Balance to be funded[1]:	$ 175,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 175,000
TOTAL PROJECT COST		$ 175,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

This Project is to install water connections to remaining properties along Kent Place and to offset the paving cost of pipe installation. The School District is agreeing to installation of the water main on Kent Place, the City would need to tie in the remaining lots and install meter pits and repave over the installed main.

'This Project is to install sewer connections to remaining properties along Kent Place. The School District is agreeing to installation of the water main on Kent Place currently, the City would need to tie in the remaining lots and install cleanouts, a manhole and paving.

'This Project is to install curb, sidewalk and paving at the remaining stretch of Kent Place closest to Lakeview avenue to complete the facilities nearest the proposed school. This roadwork component of the project may not be completed until 2026.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$-	$25,000	$-	$-	$-	$-	$ 25,000
SEWER RESERVES		-	-	-	50,000	-		-	-	50,000
AWARDED GRANTS	-		-	-	-	-	-	-	-	-
GRANT APPLICATION / MSA / OTHER	-		-	-	-	100,000	-	-	-	100,000
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-		-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 75,000	$ 100,000	$ -	$ -	$ -	$ 175,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

[UPDATED 6/4/24]

PROJECT NO: 5WA10

PROJECT TITLE: Chlorine Scrubber for Gas Chlorine at Tenth Street

PROJECT STATUS: New Project

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75,000**

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public works
DIVISION:	Water
FUND:	
PROJECT LOCATION:	PUBLIC WORKS
PROJECT PRIORITY:	2 - High Priority Level
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA

First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	$ 75,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 75,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 75,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

We would like to change out chlorine tablets for gas chlorine unit and scrubber for the Tenth Street Treatment Plant. With the cost of tablets and the issues maintaining a controlled residual, the division feels gas is a better solution and 100% disinfection for better water quality. Tenth Street Plant is the biggest water supply in the city prodicing 1.4 million gallons per day.

The 10th St Plant is first on the list in FY25, but we believe we can add chlorine scrubbers for two of the four water plants in FY25. Savings is estimated to be $12,500-$15,000 for each conversion, or $25,000 to $30,000 per year if we can convert two plants this year. Conservatively, only $5,000 in savings is being attributed to FY25, and the O&M chemicals expense line in the water fund operating budget is reduced from the FY24 projection by $5,000 accordingly. However, the out years assume $12,500 savings in FY26 and $25,000 in savings from FY27 onward, with escalator.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	75,000	-	-	-	-	75,000
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	(5,000)	(12,500)	(25,000)	(25,750)	(26,523)	$ (94,773)

PROJECT NO: 2WA46

PROJECT TITLE: Water Plant Upgrages

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
*Prior Authorized Balance:			-	-	-	-
2025-2029 Funding:	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public Works
DIVISION:	Water
FUND:	
PROJECT LOCATION:	Throughout the City
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

SUMMARY OF PROJECT DATA	
First Year in Program:	
Est. Completion Date:	
Est. Useful Life (in years):	
Est. Total Cost:	$ 750,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 750,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 750,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

This project allows for the discretionary need to replace water treatment components: treatment facilities outside appearance, Spare well motors / rebuilds, new control transducers for wet well and well depths, Chemical pumps (Chlorine / Fluoride), flow meters, meter upgrades, contractor install of new or replace equipment. To date 5/31/24 we have upgraded $137k, with a balance of $13k for remainder of this budget year. 2025 budget we anticipate continuing to upgrade each treatment plant with new gas chlorine at well plants, continue well maintenance, update chlorine and fluoride pumps for better quality, and purchase spare motors and submersible well pump for minimum down time. Estimated cost for 2025 $150,000.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 06/01/24 - 06/30/24	Estimated Authorized Balance[2] 06/30/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES		$-	$-		$150,000	$150,000	$150,000	$150,000	$150,000	$ 750,000
CAPITAL RESERVES	1,112,134	1,096,830	1,928	13,376	-	-		-	-	-
AWARDED GRA (SPECIFY)	-		-	-		-	-	-	-	-
GRANT APPLI((SPECIFY)	-		-	-		-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-					-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 1,112,134	$ 1,096,830	$ 1,928	$ 13,376	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL

Sewer Department

Capital Improvement Plan Overview

The Public Works Sewer Division CIP 2025 Comprises of Purchasing a larger 8-inch bypass pump for bigger stations during pump failure and wet well cleaning of rags, and grease. Currently we have a 6-inch that takes care of the smaller pump station volumes. Purchasing a larger pump to keep up with daily flow as the 4 larger stations will help reduce costs now due to having to rent a bigger pump for those stations.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Sewer Fund

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Utility System Extensions							
SE Regional Sewer Infra - East of Route 1	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ 500,000
SE Regional Water Infra - S of Johnson Road	-	-	-	-	525,000	3,500,000	4,025,000
Shawnee Acres Sewer Extension	-	-	-	-	45,000	300,000	345,000
North Shore Drive Sewer Extension	-	-	45,000	300,000	-	-	345,000
Utility System Extensions - Subtotal	**$ 500,000**	**$ -**	**$ 45,000**	**$ 300,000**	**$ 570,000**	**$ 3,800,000**	**$ 5,215,000**
Sewer Infrastructure Projects w/Street Rehab Washington St PS Control Relocation Transite Pipe Replacement/Street Rehab SE 2nd Street PS Relocation Pump Station Upgrades BAC PS Decommission USCS PS Decommission	1,140,477	1,800,000	370,000	450,000	200,000	200,000	4,160,477
8" Bypass Sewer Pump for Large Stations	-	70,000	-	-	-	-	70,000
Dept Total	**$ 1,640,477**	**$ 1,870,000**	**$ 415,000**	**$ 750,000**	**$ 770,000**	**$ 4,000,000**	**$ 9,445,477**

PROJECT NO: VARIOUS

PROJECT TITLE: Utility System Extensions

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:		$ 70,000	$ 450,000	$ 900,000	$ 5,500,000	$ 6,920,000
*Prior Authorized Balance:	1,465,000	-	-	-	-	1,465,000
2025-2029 Funding:	**$ 1,465,000**	**$ 70,000**	**$ 450,000**	**$ 900,000**	**$ 5,500,000**	**$ 8,385,000**

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Water & Sewer Combined
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA

First Year in Program:	2025
Est. Completion Date:	2029
Est. Useful Life (in years):	20
Est. Total Cost:	$ 8,385,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 8,385,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 8,385,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

	Prior Authorized	2025	2026	2027	2028	2029	SubTotals
SE Regional - East of Rt 1	$ 1,420,000	$ -	$ -	$ -	$ -	$ -	$ 1,420,000
SE Regional - South Johnson Rd	-	-	-	-	525,000	5,000,000	5,525,000
Shawnee Acres	-	-	-	-	75,000	500,000	575,000
10" Main - Holly Hill to Westwood	45,000		-	-	300,000	-	345,000
North Shore Drive	-	-	70,000	450,000	-	-	520,000
Totals:	$ 1,465,000	$ -	$ 70,000	$ 450,000	$ 900,000	$ 5,500,000	$ 8,385,000

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$45,000	$300,000	$570,000	$3,800,000	$ 4,715,000
WATER RESERVES	-	-	-	-	-	25,000	150,000	330,000	1,700,000	2,205,000
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
WATER IMPACT FEES	965,000	-	-	965,000		-	-	-	-	-
SEWER IMPACT FEES	500,000	-	-	500,000						-
TOTAL:	**$ 1,465,000**	**$ -**	**$ -**	**$ 1,465,000**	**$ -**	**$ 70,000**	**$ 450,000**	**$ 900,000**	**$ 5,500,000**	**$ 6,920,000**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: Various

PROJECT TITLE: Sewer System Improvements

PROJECT STATUS: New Project

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 1,800,000	$ 370,000	$ 450,000	$ 200,000	$ 200,000	$ 3,020,000
*Prior Authorized Balance:	1,140,477	-	-	-	-	1,140,477
2025-2029 Funding:	$ 2,940,477	$ 370,000	$ 450,000	$ 200,000	$ 200,000	$ 4,160,477

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Public Works
DIVISION:	Sewer
FUND:	
PROJECT LOCATION:	Public Works
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	
Est. Useful Life (in years):	15
Est. Total Cost:	$ 4,310,000
Est. Spend @ 6/30/2024 (if underway)[1]:	$ 149,523
% Complete (if underway):	
Balance to be funded[1]:	$ 4,160,477

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ 4,160,477
TOTAL PROJECT COST		$ 4,160,477

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

	Prior	2025	2026	2027	2028	2029	SubTotals
Washington Street Controls	$ 200,000	$ 100,000	$ -	$ -	$ -	$ -	$ 300,000
Transite Pipe Replacement	100,000	50,000	50,000	50,000	50,000	50,000	350,000
BAC PS Decommision	40,000	-	150,000	-	-	-	190,000
SE 2nd Street PS Move	800,000	1,500,000	-	-	-	-	2,300,000
Pump Station Upgrades	477	150,000	150,000	150,000	150,000	150,000	750,477
Abandon USCS PS	-	-	20,000	250,000	-	-	270,000
Totals:	$ 1,140,477	$ 1,800,000	$ 370,000	$ 450,000	$ 200,000	$ 200,000	$ 4,160,477

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 5/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$ -	$ -	$ -	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES	1,140,477	116,112	33,411	990,954	1,800,000	370,000	450,000	200,000	200,000	3,020,000
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLI (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ 1,140,477	$ 116,112	$ 33,411	$ 990,954	$ 1,800,000	$ 370,000	$ 450,000	$ 200,000	$ 200,000	$ 3,020,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

PROJECT NO: 5SE01

PROJECT TITLE: 8" Bypass Pump For Large Sewer Stations

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Public works
DIVISION:	SEWER
FUND:	
PROJECT LOCATION:	PUBLIC WORKS
PROJECT PRIORITY:	2 - High Priority Level
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	$ 70,000
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 70,000

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 70,000

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

8" Bypass Pump for larger stations. Capability for large flow areas due to rain/infiltration, wet well cleaning and pump repairs due to clogs and grease. Thse stations are Fisher, Shawnee, Washington, and Truitt. We would like a smaller 6" Bypass Pump for smaller stations for the same reasons as above. This will also reduce the cost of renting a larger pump during emergencies.

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	70,000	-	-	-	-	70,000
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	$ -	$ -	$ -	$ -	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

Solid Waste Department

Capital Improvement Plan Overview

The Public Works Solid Waste Division CIP 2025 comprises of purchasing a new trash truck. This will allow us to complete the routes faster beings we would now have a spare truck for when one break down. We would be able to keep the operation flowing. We are interested in truck cameras for our existing trucks SW-28 & SW-11 for any accidents that may occur.

Table of Contents

Project Photos

Project Summary Sheets

Additional Information (if applicable)

City of Milford - FY2025 Capital Improvement Planning

Project Summary by Year - Solid Waste Fund

Project Titles	Prior Authorization	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Vehicle - Refuse Truck Fleet Expansion from 4 to 5	$0	$500,000	$0	$0	$0	$0	$500,000
Cameras For Refuse trucks (x2)	-	15,500	-	-	-	-	15,500
Dept Total	**$ -**	**$ 515,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 515,500**

PROJECT NO: 5SW01

PROJECT TITLE: Refuse Equipment

PROJECT STATUS: New Project

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 515,500					$ 515,500
*Prior Authorized Balance:	-	-	-	-	-	-
2025-2029 Funding:	**$ 515,500**					**$ 515,500**

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Solid Waste
DIVISION:	Solid Waste
FUND:	
PROJECT LOCATION:	Solid Waste
PROJECT PRIORITY:	3 - Medium-High
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	

SUMMARY OF PROJECT DATA	
First Year in Program:	2025
Est. Completion Date:	2025
Est. Useful Life (in years):	
Est. Total Cost:	$ 515,500
Est. Spend @ 6/30/2024 (if underway)[1]:	
% Complete (if underway):	
Balance to be funded[1]:	$ 515,500

[1] For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	**ACCOUNT NUMBER**	**AMOUNT**
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ 515,500

[2] Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

DESCRIPTION & JUSTIFICATION:

The Refuse equipment Improvements will include the following:

- Refuse Truck- This will replace SW-11
  Total Price- $500,000

- Install new cameras in Solid Waste trucks
  Total Price $15,500

Overall Price $515,500

PROJECT FINANCING BY PLAN YEAR

SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 3/31/24	Estimated Expenditures 07/01/24 - 06/30/25	Estimated Authorized Balance[2] 06/30/25	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CAPITAL RESERVES	$-	$-	$-	$ -	$-	$-	$-	$-	$-	$ -
CAPITAL RESERVES		-	-	-	515,500					515,500
AWARDED GRA OSPC/DelDOT	-	-	-	-	-	-	-	-	-	-
GRANT APPLIC (SPECIFY)	-	-	-	-	-	-	-	-	-	-
FEDERAL/STATE LOANS	-	-	-	-	-	-	-	-	-	-
OTHER LOANS				-	-	-	-	-	-	-
OTHER IMPACT FEES	-	-	-	-	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	-	-	-	-	-	-	-
TOTAL:	**$ -**	**$ -**	**$ -**	**$ -**	**$ 515,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 515,500**

ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)	2025	2026	2027	2028	2029	TOTAL
							$ -

RESOLUTION 2024-09

ADOPTING THE CITY OF MILFORD FISCAL YEAR 2024-2025 BUDGET & CAPITAL PROGRAM AND AUTHORIZING AN INCREASE IN REAL PROPERTY TAXES

WHEREAS, the operating and capital budgets of the City of Milford for the Fiscal Year 2024-2025 were prepared and submitted to the City Council by the City Manager in accordance with Article VI Financial Procedures of the City Charter; and

WHEREAS, the City Council was presented with the proposed budget following a comprehensive study and review while meeting in public sessions on May 27, 2024, May 28, 2024, and June 6, 2024; and

WHEREAS, this budget includes a property tax increase to pay for the overage of general fund operating expenses above what is presently received in real property tax revenues; and

WHEREAS, an increase in the property tax rate of $0.01 per $100 of assessed values is required in the FY25 budget to offset an equivalent amount of realty transfer tax receipts; and

WHEREAS, an additional increase in the property tax rate of $0.034 per $100 of assessed values is required in the FY25 budget to support the second half of debt service associated with the successful referendum to construct the police headquarters facility; and

WHEREAS, it is the responsibility and duty of the City Administrative, the Finance Staff and Mayor and City Council to ensure the budget is balanced with future revenues equal to or greater than current expenditures/expenses; and

WHEREAS, City Council will hear public comments on the FY25 City of Milford proposed meeting prior to the adoption of this resolution during their regular meeting that begins at 6:00 pm on Monday, June 10, 2024; and

WHEREAS, in the opinion of the City Council, the budget accurately, as possible, reflects the city's anticipated revenues and expenditures for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILFORD, that the 2024-2025 City of Milford budget for each fund is hereby appropriated as follows:

General Fund	*Total Expenditures*
ADMINISTRATION	831,629
PLANNING	929,502
FINANCE	778,965
INFORMATION TECHNOLOGY	942,046
POLICE	8,674,878
STREETS	1,026,797
PARKS & RECREATION	1,484,430
CITY CLERKS	372,009
COUNCIL	714,782
ELECTIONS	13,930

Enterprise Funds	*Total Expenditures*
WATER	$3,707,513
SEWER	$8,068,663
SOLID WASTE	$2,455,234
ELECTRIC	$34,120,150

Internal Service Funds	*Total Expenditures*
CITY HALL	$83,440
CUSTOMER SERVICE	$1,340,770
GARAGE	$320,664
PUBLIC WORKS	$1,173,650
TECH SERVICES	$838,235

FY25 Budget Overview	
Current Revenues	$58,220,891
Application of Reserve Funds	$6,767,548
Operations & Maintenance	$58,202,503
Debt Service	$1,742,615
Capital Program	$5,043,321
Total Expenditures	$64,988,439
Real Estate Tax	$0.59 per $100 of assessed value

A copy of said budget, on file in the Office of the City Clerk, was adopted by majority vote of Milford City Council on the 10th day of June 2024.

Approved:

Mayor F. Todd Culotta

Attest:

City Clerk Teresa K. Hudson

THE CITY of Milford DELAWARE

RESOLUTION 2024-12

ADOPTING A CAPITAL IMPROVEMENT PLAN
FOR THE FIVE-YEAR PERIOD
FY25 thru FY29

WHEREAS, it is important for the City to develop a short-range plan showing its capital outlay needs and setting forth a plan for financing those needs; and

WHEREAS, the development of such a plan helps to ensure that the City's short range capital needs are being addressed in a responsible manner; and

WHEREAS, this will help place those needs in a priority order while anticipating the resources that will be available to finance those needs; and

WHEREAS, the City's staff has developed the attached Capital Improvement Plan for the five-year period beginning in Fiscal Year 25 and ending in Fiscal Year 29; and

WHEREAS, the City Council has reviewed the attached Capital Improvement Plan and finds that it reflects the capital needs of the City as can be reasonably anticipated.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Milford as follows:

Section 1. *That the City Council of the City of Milford adopts the attached Capital Improvement Plan for the five-year period beginning in Fiscal Year 25 and ending in Fiscal Year 29.*

Section 2. *The attached Capital Improvement Plan is intended to be a planning document only.*

Section 3. *This resolution was duly adopted at a meeting of the City Council of the City of Milford held on the 10th day of June 2024.*

_____
Mayor F. Todd Culotta

_____
City Clerk Teresa K. Hudson

Attachment:
City of Milford CIP FY25-29

RESOLUTION 2024-09

ADOPTING THE CITY OF MILFORD FISCAL YEAR 2024-2025 BUDGET & CAPITAL PROGRAM AND AUTHORIZING AN INCREASE IN REAL PROPERTY TAXES

WHEREAS, the operating and capital budgets of the City of Milford for the Fiscal Year 2024-2025 were prepared and submitted to the City Council by the City Manager in accordance with Article VI 'Financial Procedures' of the City Charter; and

WHEREAS, the City Council was presented with the proposed budget following a comprehensive study and review while meeting in public sessions on May 27, 2024, May 28, 2024, and June 6, 2024; and

WHEREAS, this budget includes a property tax increase to pay for the overage of general fund operating expenses above what is presently received in real property tax revenues; and

WHEREAS, it is the responsibility and duty of the City Administrative and Finance Staff and Mayor and City Council to ensure the budget is balanced with future revenues equal to or greater than current expenditures/expenses; and

WHEREAS, a proposed increase in the property tax rate of $0.01 per $100 of assessed values is required in the FY24 budget to offset an equivalent amount of realty transfer tax receipts; and

WHEREAS, an additional increase in the property tax rate of $0.034 per $100 of assessed values is required in the FY25 budget to support the second half of debt service associated with the successful referendum to construct the police headquarters facility; and

WHEREAS, in the opinion of the City Council, the budget accurately, as possible, reflects the city's anticipated revenues and expenditures for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILFORD, that the City of Milford's Operating Budget for Departments shown under General Fund as Administration, Planning, Finance, Information Technology, Police, Streets Division, Parks and Recreation, City Clerks and Council; and the Water, Sewer, Solid Waste and Electric Divisions was adopted and approved as the budget of the City of Milford for Fiscal Year 2024-2025 based on the following breakdowns and amounts:

General Fund	*Total Expenditures*
ADMINISTRATION	831,629
PLANNING	929,502
FINANCE	778,965
INFORMATION TECHNOLOGY	942,046
POLICE	8,674,878
STREETS	1,026,797
PARKS & RECREATION	1,484,430
CITY CLERKS	372,009
COUNCIL	714,782
ELECTIONS	13,930

Utility Funds	*Total Expenditures*
WATER	$3,707,513
SEWER	$8,068,663
SOLID WASTE	$2,455,234
ELECTRIC	$34,120,150

Current Revenues	$58,220,891
Application of Reserve Funds	$6,767,548
Operations & Maintenance	$58,202,503
Debt Service	$1,742,615
Capital Program	$5,043,321
Total Expenditures	$64,988,439
Real Estate Tax $64,988,439	$0.59 per $100 of assessed value

A copy of said budget, on file in the Office of the City Clerk as was adopted by majority vote of Milford City Council on the 10th day of June 2024.

Approved: _____
Mayor F. Todd Culotta

Attest: _____
City Clerk Teresa K. Hudson

The governing body has recessed to Executive Session. The regular meeting will resume shortly.