



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

CITY COUNCIL AGENDA July 8, 2024

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6:00 PM

15-Minute Public Comment Period*

All interested parties are invited to speak during the public comment portion of the Meeting. Discussion of those items appearing on the agenda as a public hearing is prohibited during the Public Comment Period, as an opportunity will be provided at the time it is being considered. 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 their 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 Meeting. Citizen comments are limited to three (3) minutes. Council and Committee Members are prohibited from responding or taking action since this is not an official session; however, items may be considered for placement on a future agenda.

COUNCIL MEETING

Call to Order – Mayor F. Todd Culotta

Invocation

Pledge of Allegiance

Roll Call

Approval of Previous Minutes

Recognition

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

New Business

Authorization/Riverwalk Plaza Hispanic Festival/Waiver of Alcohol Restriction/City Code/Chapter 77

Authorization/First State Contract Renewal

Presentation/DMI Update¹

EXECUTIVE SESSION

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 (3)

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

Potential Vote-Personnel Matter/Interim City Clerk Appointment

Potential Vote-IBEW Agreement

Potential Vote-Legal Matters

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.

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070524 Agenda Items Rearranged

¹070524 Late Addition



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 for an FY25 Budget Hearing Workshop 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

Review and Discussion of Proposed City of Milford FY25 Budget:

City Manager Whitfield reported that there is no tax increase other than what was anticipated. Anticipated was a one-cent tax increase to cover a reduction in the Real Estate Transfer Tax (RTT) transfer. Council decided a few years ago to ratchet down the amount of RTT being spent on police operating expenses and increase taxes a penny a year over the next five years.

Also, the second tranche of debt service for the police building of 3.4 cents was also added. That brings a total tax increase of \$4.4 cents which is an increase of 8.1% for FY25.

He went into this budget with a \$2.3 million deficit and looked at various ways to fill it. One obstacle was the 27% increase in healthcare costs and are considering a different healthcare provider next year to offset the increase.

That was offset through FY25 utility transfers of \$722,000, an electric transfer roll-forward of \$500,000 from FY24, RTT surplus of \$400,000, and general enhancement funds of \$300,000, the application of economic development reserves of \$212,000, and rolling forward an estimated \$56,000 of underspent FY2024 general fund operating budget.

The FY2025 revenue budget totals \$60.6 million, representing an increase of \$6.7 million, or 12.3% over the FY2024 budget, excluding application of reserve funding required for capital spending. Operating budgets, excluding capital, total \$59.8 million, constituting an increase of \$6.9 million or 14.1% 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.

Three years ago, Council built in annual increases in all utilities after the cost-of-service study was completed for the following five years, of which, this is year four.

Solid waste continues to be a struggle. Both personnel and equipment costs have escalated considerably, and the provider has been asked to perform an update to the cost-of-service study. He anticipates a mid-year rate increase to keep that fund solvent.

Though we have not seen an increase in a couple of years, this year a 27% increase in healthcare premiums will be implemented, and another double-digit increase is expected in FY26. To offset part of that increase, the police contract was changed with employee contributions increasing from 15% to 20%.

He is also recommending all non-union employees, with the exception of the police command staff, receive a 4.5% increase for all non-union employees, and a half step merit increase or 1.5% in lieu of a full 3% increase.

The 4.5% salary increase will be effective July 1st to cover the increase in healthcare costs. A few employees will still lose money even with the 4.5% increase.

Because of several technical issues with the CIP, that review has been postponed until next Monday.

The budget memo includes several budget considerations. He is trying to prepare council in years to come and he cautions, stating that the city looks good this year, which is the reason to be aware of what will happen next year.

Mayor Culotta emphasized that as the City Manager stated, Council agreed to add one penny increase to real estate taxes a few years ago. However, it must be confirmed each year at the time of the budget.

Finance Director Vitola explained that a lot of information will be repeated and heard again tomorrow night. He referenced the one-page consolidated, citywide summary of all revenues and all expenses. The total budget being presented is \$60,529,288.

He then provided a review of how the budget was created. The city has three fund types—governmental (general fund), four utility funds (proprietary or enterprise funds), and the interservice funds. Of those costs, 100% is allocated to the general fund divisions and utilities.

Revenues

He explained that the budget starts on the department by department, line by line, level, and build the expense budget from the bottom up. The same thing is done with the revenue budget.

A reasonable expectation of revenue is considered and then methods are considered to close that gap of \$2.3 million this year. That was closed without any additional recommendations for property tax increases.

He then reviewed the following charts:

CONSOLIDATED EXPENDITURES BY FUND

Electric	56%	\$33.7 million
General Fund	26%	\$15.7 million
Sewer	9%	\$5.6 million
Water	6%	\$3.7 million
Solid Waste	3%	\$1.9 million

General Fund:

Police	14%	\$7.3 million
Streets	2%	\$1.0 million
IT	2%	\$.9 million
Planning	2%	\$.9 million
Finance	1%	\$.8 million
Administration	1%	\$.7 million
Council	1%	\$.8 million
City Clerk	1%	\$.4 million

GENERAL FUND REVENUE

Property Tax	40%	\$6.3 million
Utility Transfers	32%	\$5.1 million

Interdepartmental	10%	\$1.5 million
Reserves	.6%	\$.9 million
Police	.6%	\$.6 million
Rent, License, Misc	.5%	\$.5 million
Planning	.4%	\$.4 million
Investment Income	.3%	\$.3 million
Parks & Rec	.1%	\$.1 million
Grant Funding	-0%	0

He noted that most of the customer growth is on the residential side across all utilities. Some growth in commercial and industrial accounts is based on history and trends. And then the cost-of-service rate study results are applied to the consumption/usage per account in each of the customer classifications.

Utilities are anticipated to generate just under \$45 million in FY25.

He talked about how volatile the RTT taxes are, noting that this will be the last \$100,000 transferred into the general fund. FY26 will have no RTT included.

Director Vitola also noted that capital can always be deferred if needed if a large hole needs to be filled. When reserve budgets are calculated, they try to estimate what will come into those accounts, versus how much will be used for capital. That same process is done for lodging tax, economic development reserves, etc.

RTT was higher than the expected \$600,000 at \$1 million, and that \$400,000 can be rolled forward from FY24 into FY25.

The penny tax increase for five years and the \$100,000 year over year, the conservative budget on the capital side has set up a one-time shot to utilize some of the funding for FY25, and the reason for the recommendation.

When asked about the purchase of a new trash truck this year, and the need for an additional one next year, Director Vitola explained we have four solid waste trucks, and the life expectancy is seven to eight years. When they are taken out of the fleet, they are auctioned, and the trucks are purchased independently from a dealer.

There is a need whenever these trucks breakdown to get them repaired and back on the street quickly, but that has been a problem, and it has been recommended not to wait for a replacement as scheduled in FY26 but purchase a fifth unit and expand the fleet to ensure coverage.

Public Works Director Shafer confirmed that depending on the repairs, it could take weeks and is based on supplies and replacement items. There is a variation subject to the severity of the repair. He emphasized the need for a backup vehicle to ensure our customers receive the service they expect.

A conversation about keeping those parts in stock that fail on a regular basis followed.

Personnel Costs

Finance Director Vitola reported that the total personnel costs are increasing from \$10.4 million in FY24 to \$11.4 million in FY25.

In July 2024, the city had authorization for 138.3 full-time equivalent (FTE) employees. In January 2024, Council authorized five additional FTEs for the Police Department – two dispatchers and one crime analyst for FY2024 and two (2) additional dispatchers for FY2025, funded in part through the elimination of one FTE in the City Clerk's office and one 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, 136.3 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.

New positions included the economic development position and a fractional component of a public works supervisor position that is spread throughout the public works accounts. In addition, there are some fractional positions in the FY24 budget that are full years in the FY25 budget.

That will be seen as each department presents.

Reserves

The Finance Director shared that the vehicle and equipment replacement slide is as far as he could get in the absence of the CIP. He will have more on reserves after the receipt of the CIP budget.

This year is an excerpt of the global fleet roster that is maintained. There are four vehicles on top that were included in the FY24 budget that were ordered but have not been delivered. The balance of the list also includes equipment such as mowers and trailers.

There are ten to eleven actual vehicles that are scheduled to be replaced in FY25. Those replacements are going to be made with a combination of equipment sales and balances in the vehicle and equipment replacement funds.

Chief Ashe pointed out that the police vehicles have a life expectancy of eight years and not ten years, as is noted in the budget, and asked that be corrected.

The 2.8 positions in the clerk's office were discussed, and Director Vitola said that was based on the 2 FTE, and the .8 funding was transferred to the police department. A part-time position was then added for a total of 2.6. Further information was provided by City Clerk Hudson explaining the .6 position was based on the former mayor's request to hire a part-time person to assist with minutes. Councilmember James emphasized the need to not hire any additional personnel at this time until it is determined how much time will be saved with the new meeting software that is being purchased to assist in the workload.

Finance Department

No changes in FTE's and personnel costs are increasing because of wage progression and healthcare costs.

O&M is up 37% in finance but is down versus the actual FY24 budget. There are areas where it was underspent in furniture, supplies and training. Aside from those areas, O&M is only up 4% and is in line with the trend of copier, utilities and facility maintenance which have increased a few percent.

Auditing and software costs are driving the FY25 budgeted expenditures. Major focus for finance is the completion of the FY23 and FY24 audits, and then improve periodic closing to resume normal audit regularity. To get there, is to develop staff in not only training, but cross training and continue to improve Tyler to leverage some efficiencies and at the same time, layering in the other modules because they all interface with finance.

Personnel was split out to display the salaries only line and taxes and benefits component. He also has the personnel subtotal, rolled together with the FTE count.

Customer Service

There are no new staff of FTE increase proposals. Totals are up 14% in customer service versus the projection and slightly over 10% versus the budget.

The O&M Budget is up 2.3% and again based on ordinary growth and some of the routine expenses related to bill production, equipment leases, and building maintenance.

Focus area in FY25 is the Tyler Tax billing conversation. Cross training and staff development continue to be priorities. He also wants to us leverage some of these technological changes we've undergone and increase the proportion of payments we receive electronically, versus people at the windows making payment and that received via the mail.

City Administration

The budget has an overall decrease of 4.5% and there is an FTE decrease of 1.2 based on the deferral of the economic development/community engagement position. IT has been a hurdle getting out communications and his executive assistant picked up a lot of those duties, but not having that position is notable, particularly when moving into the development phase of the Milford Corporate Center.

O&M was up 15.5% with an increase of 46% functional savings over FY24 projection. Most of that is training funding can be reduced without the economic development position.

Tuition reimbursement continues and the compensation study will be done again this year to ensure we are comparable with other municipalities in terms of pay. That prevents large increases like was just done with the police officers of catching up.

They will be evaluating healthcare insurance alternatives in FY25 with the plan to make a change by FY26.

City Manager Whitfield confirmed that the decision to defer the economic development position is primarily financial after reviewing the pressures the city is facing. Other departments are making sacrifices, and, in each situation, there is a need.

The economic development position is a challenge, and his assistant is extremely busy trying to keep up with the day-to-day items, but a lot more could be done. If council wants that added back in, the funding needs to be found though it could be paid by future proceeds of the corporate center by adding it to the cost of each lot.

When asked if the grants the previous economic development employee was responsible for, the City Manager said she obtained over \$7 million though other staff can apply for the grants. But she was always looking for the opportunities which were more important.

Finance Director Vitola said that an additional \$20,000 was added to the budget to resume the relationship with the Kent Economic Partnership (KEP). He believes their activities overlap some of those duties.

He also pointed out that the removal of the third city clerk and the horticulturist position were needed to fund the additional police dispatchers and the crime analyst position. Those are new general fund costs that have no source of revenue.

The Finance Director also pointed out that the grant funds that were secured cannot be used for personnel costs. They were transportation and infrastructure dollars and hesitates to look at that in the form of a return. If council wanted to fill the position, the \$20,000 allocated for the KEP or leverage some additional reserves out of the economic development funds if they find recurring general fund money for FY26 and onward to fund the position permanently.

Mayor Culotta pointed out that when this position was originally discussed, his focus was on economic development. He also thinks a strong mayor and a strong council can really contribute to economic development. Obviously, they cannot do the job themselves, but can contribute to marketing the city better.

However, combining it with community engagement and the public relations position is an area that is needed, even in a situation such as an electric outage, or a press release. Originally, council agreed to take money from the Kent County Economic Partnership. The DMI allotment was also considered and at the time, it was \$30,000 or so and it is now \$50,000. When the position was created, there was money found in the budget to fund the position along with DMI.

Councilmember Zychal pointed out the position appeared revenue neutral, particularly with the tremendous amount of grant money she was able to find. She suggests that when the new position is filled, more rateables should be considered to make it a sustainable revenue stream.

Mayor noted that \$212,000 was taken out of the economic development fund to balance the budget, but that is being taken from something in place that will help promote and grow the city to shore up the budget. He recommends more analysis to figure out a way to fill in the community engagement/public relations gap so there is a point of contact.

It was agreed more discussion was needed before a final decision is made.

City Clerk Department

FY25 Total Expense Increase of 6.8% (-12% vs FY24 Budget)
Personnel Costs up 0.9% (-14.8% vs FY24 Budget)
Deputy City Clerk absorbed into Police Dept; 0.6FTE added for part-time support
Non-personnel O&M flat with FY24 Budget; Increase of 32.2% vs FY24 Projected
New packet software driving increase vs FY24 Projected
FY25 Focus Areas / Highlights
Succession Planning & Continuity at City Clerk Position
Staff Training & Development
Integration of New Software Platform

A discussion followed about the need for a front desk employee at city hall and financially it should be a shared cost and not borne entirely by the clerk's office.

City Clerk Hudson confirmed that the cell phone for the Senior Deputy City Clerk is included in the budget.

Mayor Culotta said that with the City Clerk's retirement on July 1st, there is a need for the Mayor and Council to focus on her replacement. And it is not the responsibility of the City Manager or anyone else. He recommends some executive sessions be scheduled to discuss those needs.

City Council

FY25 Total Expense Increase of 13% (8% vs FY24 Budget)
Personnel Costs up 11.4% (11% vs FY24 Budget)
FTE Count of 9.0 is a notional figure representing City Council
No changes expected for Council, Planning & Zoning, Board of Adjustment, or Election Team
Non-personnel O&M up 14.6% (5.6% vs FY24 Budget)
Increased tech expense, resident survey, and Kent Economic Partnership entirely drive FY25 increases
Otherwise, FY25 O&M is flat with FY24 Budget & Projection
FY25 Focus Areas / Highlights
Leverage technology & new software platform to improve transparency & engagement with citizens
Resume involvement with Kent Economic Partnership
Utilize economic development funding to defray general fund cost increases

Finance Director Vitola said the personnel numbers in the packet do not look correct. He will review and resubmit tomorrow.

He reported there is an increase in the tech expenses which based on IT's recommendation, updated equipment is needed to pair with the new software platform.

An additional \$20,000 for the Kent Economic Partnership is included regardless of the decision to fund the economic development position, or it can be removed based on council's recommendation.

An increase is included for the resident survey requested by City Council every three years.

When recalling that the KEP Executive Director had informed council the amount was their decision, and asked who determined the \$20,000, City Manager Whitfield said it was based on the amount Smyrna pays.

He said the city was paying \$30,000 in previous years, and then it was determined that Smyrna was only paying \$20,000 and benchmark he used. Mayor Culotta does not agree with using Smyrna as a benchmark for anything and Council agreed.

Councilmember James pointed out that council agreed not to fund KEP, and he did not know that funding was being resumed. Councilmembers also agreed. Councilwoman Wilson recalled it being discussed and it was decided that any future funding of KEP would be considered at that point.

Parks and Recreation

FY25 Total Expense Increase of 6.6% (-4% vs FY24 Budget)

Personnel Costs up 0.7% (Flat vs FY24 Budget)

Horticulturist Position absorbed into Police Dept

Non-personnel O&M up 13.5% (-7.6% vs FY24 Budget)

Seasonal staffing & Recreation Program expenses driving FY25 Proposal vs FY24 Projects

FY25 Focus Areas / Highlights

Refine seasonal operations following first year of wage realignment

Continued diversification and expansion of recreation alternatives

Completion of ongoing, approved projects

Director Brad Dennehy explained the riding mowers are expensive and one purchased from Lowes for use by a homeowner are \$4,000. The ones they purchase are commercial grade and come at a cost of over \$20,000. He said each lawnmower is being used thirty hours a week in the maintenance of the 200 acres they are responsible for. They are maintained in house and are used as long as possible and are then sold at an online auction.

They continue to concentrate on beautification throughout the city, as well as quality recreational programs.

He also talked about several capital projects which will be his focus over the next twelve months.

When asked about yard waste, he said when they cut a tree down, they use a chipper. They use wood chips at the farmer's market and the community garden.

Currently, the city pays a nominal fee at Porter Sand and Gravel in Harrington for composting.

Informational Technology

FY25 Total Expense Increase of 9% (-10.6% vs FY24 Budget)

Personnel Costs up 8.1% (11.2% vs FY24 Budget)

No changes to staff currently planned; assimilate interns where possible

Non-personnel O&M up 10.3% (-29% vs FY24 Budget)

Hardware Maintenance, Security Improvements & Training driving increase vs FY24

Projects

Savings vs FY24 achieved by leveraging capital funding rolled from FY23

FY25 Focus Areas / Highlights

Continued work on Tyler ERP Implementation

Continued support of citywide staff (desktop support, uptime, hardware & software needs)

Ongoing efforts to bolster data security

IT Director Bill Pettigrew stated most of the 10% increase is in O&M and the 5% increase in software licensing. The CIP projects in FY24 included additional licensing for those products.

He reported there were no changes in personnel and salaries. Taxes and benefits are based on the market.

When asked if laptops still need to be used or can tablets and similar devices be implemented. The IT directors said if an application is a true app, we can get away with something like a phone. Then yes, you can use that. If not, a PC would be required even though most cloud -based applications are geared for both.

Mayor Culotta recommends moving more toward a client-server situation, adding the hardware costs are reduced.

The director talked about the drawbacks of Tyler Munis' app, noting that will be most of the software moving forward. A laptop will be needed until they are able to develop their mobile devices better. Council can use a tablet or phone for Microsoft 365.

Councilwoman Wilson then talked about all the upgrades that have been done to the city phone system though it continues to be a problem. Director Pettigrew said the phone system is not horrible but instead it is the voice attendant. Sara Bluhm was handling the system and determining which buttons went to which department. He said a working group is needed if there is a problem with the attendant.

Councilwoman Wilson disagrees. She called the local number of the police department 8081 and that is a number Milfordians have and should still be useful. She still sees it posted in various places.

Chief Ashe said that she has received complaints from other councilmembers regarding the prompting system. Traditionally Milford does not dial 911 and instead the full 8081 number. After receiving a huge number of complaints, they were able to have the engineers remove the attendants part for that specific number, but the other numbers published are more administrative or detectives, though they can still call into the regular number and those calls can be transferred.

She agrees that the phone system in the dispatcher center has nothing to do with an attendant and is not a system that can function inside communications. It is going to be addressed but could not be done in this fiscal year. They are aware and the city system is not compatible with police services.

The voice attendant was removed, and calls are now being answered by the dispatchers when calling the 8081 number.

Director Pettigrew confirmed that any changes can be made through Net Carrier. He said it has been a work in progress, but the newer system is much better than when it was implemented. However, any police calls are different and may need something different. Anything that needs correcting can be done.

Mayor Culotta again recommended that when there is an outage, technology such as social media and the city website should have that information available to prevent these phone calls. In addition, those that have signed up for alerts should be receiving the information in real time via their email or cell phones.

Electric Director Tony Chipola agreed and had several customers emailing him when this occurred. He explained this becomes more of a volume issue and he looked at this in the past and will certainly continue to assess to find ways to better leverage technology to ensure proper customer service.

Mayor Culotta explained that when these situations occur, and customer service is unavailable, the Mayor and Council become customer service. He agrees there needs to be a system in place where customers can be directed to obtain the information they are seeking.

Planning Department

FY25 Total Expense Increase of 13% (-3% vs FY24 Budget)

Personnel Costs up 11.6% (13% vs FY24 Budget)

No new FTE; Increase to 7.0FTE represents first full year of new position

Non-personnel O&M up 20% (12% vs FY24 Budget)

Contract Services & Property Maintenance drive the increase, along with overhead
FY25 Focus Areas / Highlights
Continued work on Tyler ERP Implementation
Continued support of Milford Corporate Center and other Citywide Projects

Director Rob Pierce stated the main increase is driven by personnel costs. And this year, he has no new positions though he will continue to fund the contract services line which provide backup for his building official.

He also reviewed the above stated focus areas.

When asked if the CIP can be added to tomorrow's agenda, City Manager Whitfield explained there was a technical issue with the CIP that involved a corrupted file, and it will have to be completely recreated.

There being no further business, the Budget Workshop concluded at 8:48 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL BUDGET WORKSHOP MINUTES
May 29, 2024

The City Council of the City of Milford convened in a FY25 Budget Workshop on Wednesday, May 29, 2024, beginning at 6:00 p.m.

PRESIDING: Mayor F. Todd Culotta

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

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Michael Stewart and Jason James Sr.

PUBLIC COMMENT PERIOD PRIOR TO MEETING

The comment period began by Solicitor Rutt reading the rules into the record.

Milford Public Library Director Lea Rosell said she previously oversaw the Lewes Public Library and was hired as the Director of Milford's library. She recalled doing a presentation before Council in October at which time they requested \$40,000 in support. However, the budget shows an amount of \$28,000. She asked how the different numbers are determined and finds questions Milford Museum's allocation is \$40,000, while the library served 113,000 people the last fiscal year. And asked the mythology for increases and decreases and whether additional information is needed. She also talked about how libraries are integral in a community, and how violence and crime is related to reading failure and provided stats on prisoners who are unable to read above a 4th grade level, etc. She expressed concern about the level of support and asked for more information on how the numbers are decided on. And asked that information be provided to her.

No one else spoke and the comment period was closed.

Review and Discussion of Proposed City of Milford FY25 Budget

FY25 Proposed Budget Review (continued)

Finance Director Lou Vitola said a personnel update was done and hearing some of the discussion last night, the Economic Development/Public Relations position was added back for the full year. The FTE chart and total city-wide salary, wages, and the expenditures total have been updated since yesterday.

Additional changes can be discussed further into the budget.

Electric

Director Tony Chipola presented the electric budget noted that the total expenditures is about a 3.2% increase in FY25. The cost of doing business has increased and have found large substantive material increases and things of that nature. However, they are trying to keep their budget within a manageable range.

The overall headcount shows a reduction of 1.2 FTE's (full-time employee), which is the arborist and arborist helper, which reduces the number by two, though an additional part-time position is being requested in FY25 which is the reason for the 1.4 FTE's.

The overall O&M is up 3.7%, excluding personnel, and includes cost allocations, etc., which accounts for about a 4.2% decrease when compared to FY24. The larger driver is the additional substation work that is needed. Some equipment has been identified that was showing signs of degradation for those substations.

The substation O&M budget has a slight increase. That includes battery replacement, some bushing repairs on the T-1 transformer out of the Delivery 1 Substation. The distribution transformers will cost well over \$1 million. Included in the budget is the replacement of a bushing to prevent any kind of catastrophic failure on that end.

Some additional training is needed that comes with adopting new technologies. They also hired an assistant engineer that was recently hired who will be requiring some training and education, which is important in getting the most out of that employee in the future with the goal of bringing more work in house as opposed to contracting work out which is being done now and at a premium cost.

Water

Public Works Director Willis Shafer then highlighted a few of the budget lines and some of the CIP projects. O&M is artificially high and had some savings due to unused maintenance funds. They anticipate a lot of the budget is based on the maintenance and/or materials. Throughout the year, there are generally savings or unused funds.

A scrubber is needed in the water pump stations and continued excellence in water loss reduction.

Public Service Superintendent Steve Ellingsworth talked about the continued excellence in water loss reduction. Every year they do unaccountable water by tracking the fire company use, water leaks, and hydrant flushing. The difference between the raw used and the actual billed amount. In the past two to three years by 15% which is where the state favors. Last year, they were at 8.2 compared to other towns in the 30 to 40. They will continue to track the water losses as best as they can.

The Public Works Director then noted that training was increased due to sending a staff member to the APWA Conference.

The street restoration is used for contract road repairs due to large water breaks. This year there were only five small breaks which did not require any funding.

Sewer

Again, Director Shafer reported savings in O&M with unused funds again noting that the budget is based on anticipated needs though that usually becomes savings by the end of the year.

Two large projects will be done this year. The Truitt Avenue I&I (inflow & infiltration) study recommendations will be implemented.

Three to four pump grinders will also be added to pump stations.

Contract services include twelve generators that need maintenance.

Studies will continue to help reduce I&I throughout the city.

Solid Waste

Director Shafer said over the next few months, they will be equipping the solid waste refuse trucks with tablets to be more efficient and accountable for daily collections.

The only line item that increased is the O&M trash containers. They acquire about 500 replacements a year and provide containers to new developments for a purchase of 700 containers per year.

Public Works

The public works line deals with public works administrative staff and the engineering division. There are several projects the engineering division will be overseeing. One is a multi-million-dollar road rehabilitation project and countless oversight of new developments throughout the city.

Director Shafer talked about training, noting that engineers require annual continuing education classes. A number of employees are being sent to conferences for educational opportunities.

The software line increased due to the need for updated software programs such as Office 365, an engineering management software program, Comcast, and weather software that allows the engineering division and the street division to monitor weather events.

The supply line increased due to public works events due to the need for additional chairs and other miscellaneous supplies.

Office equipment line item also increased which allowed the purchase of a conference room tables, chairs and a projector.

Director Shafer confirmed that there are five employees in the engineering division, and referred to the various training opportunities they will attend this year.

In street maintenance/environmental compliance, the budget went from \$1,800 to \$14,000. Director Vitola explained that involves street sweeping material that often includes sand, deicing materials, leaves and miscellaneous debris. Those collected materials often contain pollutants and they are required to be tested before they can be disposed of to determine if they are hazardous.

He will find out why there was a substantial increase and why it was never spent.

It was confirmed the trash containers are \$67 each.

Garage

The Public Works Director explained that budget has increased based on the best educated estimates for the needs this fiscal year. Due to the supply chain, things are increasing substantially.

He shared that training was increased to keep the two mechanics up to date on all required certificates and there is a plan to send one of the employees for an outside training opportunity.

The other increase is in software maintenance and is based on the fuel master update and miscellaneous diagnosis devices that allow them to analyze mechanical issues.

The other increase is based on the purchase of an air conditioning recharging machine and a transmission flushing machine.

It was confirmed that an additional mechanic was hired in FY23-24.

City Hall

City Manager Whitfield explained that city hall has a cost allocated budget. The salary and benefits are attributed to the building maintenance person based on the time he is needed at city hall.

Operating and maintenance has decreased over the past several years though city hall needs to be painted.

The copier expenses were combined into one line item and are allocated to all employees in the building.

Building security is a large expense to ensure they are operating.

Coordinating and improving the projects are needed because of the ongoing council meetings and other public meetings that are held at city hall, which according to the City Manager is always a challenge.

Tech Services

Electric Director Chipola noted there are only minor changes and is showing flat versus the fiscal year 24 budget. Personnel costs are up 12.5% and O&M up about 7%, which is a small decrease from the FY24 budget. The main driver is the need for meters that are purchased and installed out in the field and include water and electric meters and replacement plans.

They continue to work closely with the customer service team to ensure accurate metering and provide service excellence.

It also includes the SCADA which automates many of the processes for the water plants and electric, and sends alarms for trips, failures, etc.

Street Maintenance

Public Works Director Shafer explained that road repairs, pavement markings, signage, pre and post event setups, water leak repairs, storm maintenance and many other duties fall under this division.

The O&M is up by about 12% due to supply issues and increased costs.

There are twelve wet ponds throughout the city. Three have been completed and nine remain. They are asking for \$110,000 to continue that pond rehab and make them functional. Over the next few years, they will be asking for between \$100,000 to \$125,000 in the storm drainage line.

The line increase is the street materials, which include cold patch and paving supplies for the markings.

Director Vitola added that the entirety of the stormwater maintenance rehab will be funded with accumulated reserves generated from stormwater charges at our business park and Independence Commons on Airport Road.

Police

Chief Ashe presented the proposed FY25 budget. There is an overall increase of 18%, of which 11% is due to personnel costs. The department negotiated two collective bargaining agreements. One is the Teamsters contract for rank and file (police officers the rank of sergeant and below) and one for the police dispatchers.

They are one of very few departments that are fully staffed. They retention rate is excellent due to their choice to outpace personnel costs. She talked about the big reduction in legal fees related to negotiations with the average of \$100,000 per contract though this year it \$30,000 less.

The O&M budget has an increase of 11.9% but compared to FY24 they are breaking even and saving money in a lot of areas.

Debt service, fleet, and building maintenance costs are all increasing 1) due to the take home car program, and currently maintaining two buildings (including the old police department).

The Behavioral Health Unit was expanded based on our resident's request to educate the officers in their response, along with compassion and empathy in their policing styles. She also hired a crime analyst and almost 20% of that grant pays for the crime analyst for the next two years.

In her first year as Chief, she determined that one of the major shortcomings was that no one in the command staff has ever been exposed to a budget, understood a budget, or could read a budget. They need to be taught fiscal responsibility that will include mandatory meetings for all officers by providing an explanation of overtime, its impact, and most importantly breaking the cultural habit of thinking there was unlimited overtime by relating to them from a personal standpoint.

Accountability measures are also being put in place for them to evaluate the budget and make sure enhancements are made to fill any gaps.

When questioned about the two additional dispatchers requested by Chief Ashe, she explained that a more responsible approach due to the increases in the personnel and healthcare costs, they were able to manipulate some of the dispatchers'

schedule and to have them floating between two shifts until such time the additional two dispatchers can be hired, providing three full time dispatchers at each shift.

Police Enhancement Fund

Finance Director Vitola talked about the police/general government enhancement fund that has generated over \$1.5 million to assist with police and governmental facilities. The first use was \$1 million for the new police facility which resulted in \$1 million in the overall debt amount. The fee paid for new construction is .75% for police/general government and .25% in the fire company enhancement fund.

He recalled at the end of FY22 cautioning council that the economic conditions were not supporting what was collected after was put into place but building picked up again and almost the entire \$1 million was used on the Becker Morgan Group design.

Director Vitola emphasized this fund cannot be relied on and it can only be used for specific purposes with Council approval.

Vehicle Replacement

Finance Director Vitola said he changed the police vehicle replacement schedule to eight years at the Chief's request. Also, a mower was removed from the vehicle replacement list because Parks and Recreation has taken over the maintenance of their yards.

Some minor corrections were also made to the list.

The City Manager confirmed the CIP has not been completed yet, so it could not have been added to tonight's agenda.

There being no further discussion, the Council Workshop concluded at 6:49 p.m.

Respectfully submitted,

Teresa K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
FINANCE & AUDIT COMMITTEE MINUTES
June 10, 2024

The Finance and Audit Committee of the Milford City Council met on Monday, June 10, 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 and Nirmala Samaroo

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

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 5:03 p.m., then deferred to Finance Director Lou Vitola.

Councilmember Marabello arrived at 5:45 p.m.

FY22 Audit Review

Finance Director Lou Vitola was in attendance.

Zelenkofske Axelrod LLC (ZA) Partner Kimberly Stank and Lead Auditor Kayla Demar were both engaged in the city's last two audits and were also in attendance.

Ms. Stank then reviewed the following letter:

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 Governmental 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.

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,
Zelenkofski Axelrod LLC
Harrisburg, Pennsylvania*

Ms. Demar noted that the financial statements are split into two different sections. The first section is the government wide statements. These present the overall financial activity of the city as a whole.

In both the governmental activities and business type activities, there are positive net positions. Even better in the unassigned category, there is a positive balance. Net position is a good indicator of how you can fund future costs.

The fund level statements include the governmental funds. In all the city funds, there are positive net positions. The general fund has a healthy balance in its unassigned category which is a good indication of the city's financial position.

The income statement shows that for the general fund, there was a positive increase to the fund balance. The special revenue fund also had a positive increase. There was a slight decrease in the non-major funds, but not extremely significant.

The final category of the financial statements includes the proprietary fund financial statements. Those are the things that operate based on charges for services, including electric, water, sewer, and solid waste. The internal service funds get consolidated into the governmental activities.

All are maintaining healthy balances.

The income statement shows that across all of funds, the change in net position was positive, another indication of healthy financials.

The opinion on the statements was an unmodified opinion which is the highest level of assurance. That concludes the financial statement audit.

A single audit was also done of the major program which was the ARPA program. There were no findings with that.

There is a financial statement finding over accounting records/financial statement close process. This involves the June 30, 2022 financial statements, and the timing, the close process, and the number of adjustments. They talked to this committee in detail about those issues.

The recommendation is for the city to 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.

The other document provided shows what the finance team is dealing with on a day-to-day basis. Currently under this structure, there are 43 funds that all roll into eight different funds as shown in the financial statements. In the general fund, thirteen funds roll into one column of the financial statement. The special revenue and non-major funds can remain separated out.

When flipping down to the proprietary funds, it is the same thing. The electric funds have four funds, water has three, sewer has four, solid waste has two, and internal service has five.

That makes a very complex background system. There is a lot of activity going on between those trial balances. They feel it is not as clean as potentially could be.

Also, they noted at the top the number of accounts. There are over 1,500 accounts within those 43 funds. The account structure and the fund structure are very complex. They have a lot of townships and boroughs, and there would be a lot fewer trial balances even for a county with multiple service agencies. Typically, they only have seven to twelve trial bounces.

Chairman James pointed out we are structured in that manner because we are in a very old legacy system that doesn't allow for the segmentation where several spheres can be crossed without having a lot of accounts because it can be pulled from anywhere.

He doesn't think the current system doesn't allow that, but hopes that when the new system is operating, it will allow that.

Ms. Stank explained that a lot of times with the general fund, different systems will create departments. If in a separate trial balance, the money must be transferred over because it not generating from state or federal money. Regardless, the general fund will need to transfer the money over.

She said that will create some efficiencies in the closing process.

Ms. Stank said the same applies to proprietary funds having multiple funds. Transferring funds back and forth within the trial balance and there are multiple funds within the one fund. But trial balances get messy when going back and forth. Having it in one fund would be very helpful.

She added it was talked about previously and she believes Director Vitola is consolidating in the new system, and they are encouraging that.

Other than timeliness, the Chairman asked if getting those funds to their proper account of due to due from activity being segregated and transferring in and out. Ms. Stank said assets were purchased in one fund, so money had to go back and forth; the assets must transfer back and forth. The enterprise funds were treated differently than the government funds. As a result, there was confusion going back and forth between the funds and how to transfer them.

When questioned, Ms. Stank talked about the management discussion analysis that was prepared by city management because they are experts on the city.

Finance Director Vitola explained that it would look different if he had the freedom to prepare a narrative about the city's finances. But there are requirements and certain headings that must be covered and in a certain way. Within the constraints of what is included, and as close to the audit completion as possible, they run some comparative tables and talk about the city's financial performance from a government-wide basis and from the fund financials basis. That is compared to the prior year. The actual financial statements are not comparative financial statements. The FY22 financials only include that year, though somewhat of an analysis is attempted at a high level.

Ms. Stank then spoke about the issue of timing. There were delays in getting the information to the auditors. Last year's FY21 financial statements were issued in December 2022. They had been waiting and trying to schedule the timing for this year's close process would occur. They were supposed to begin in November and that was delayed. They were then supposed to receive everything the first of December.

Their firm has a lot of staff that take most of their vacation during the holiday season and was not ready in December. They then agreed to start in January. There were multiple requests for information that took a long time to get things reconciled and get information back. They were coming here the last week in January/first week in February. Even the day before they were scheduled to come, they were told to cancel it because they felt that the audit was going well, and they weren't needed on site. They were hoping to be on site to help push things along a little bit. It just took a long time, for example, they would have a question and it would take several weeks to get the information. Unfortunately, when they would get information, and they would say they will have Friday available, but whatever it was would not be received until Monday morning.

Ms. Stank explained it is very difficult to schedule something when you can't schedule it and then it begins to bud against their other clients. On the auditing side, it delayed them, because they don't have the information.

That then delays the audit because they cannot get the information to this council as fast.

Chairman James shared with the Finance and Audit Committee that this is the preview and arena where these things are discussed. The committee has the responsibility of signing off on these financials and making a recommendation to full council. They also must know for planning purposes how the team did.

He understands there were several internal issues whose gaps are being closed on.

Chairman James confirmed that some of the delay was due to personnel, whether part time, full time, or outside contracted help, and the push to migrate into a new system.

Finance Director Vitola said in terms of effort, they put forth the best efforts to get materials in a timely fashion. Between staffing and the demands of staff, with respect to the implementation of the system, it wasn't always easy to do what was needed to keep the process moving.

The toughest challenge he faced was what happened in 2022 with the FY21 audit. That had lingering ramifications that hurt worse than he anticipated. In terms of staff, they are overcoming it and now have a new full-time position in finance and were able to attract a licensed CPA, though not actively practicing but with auditing experience and someone who knows the technical needs of external financial reporting, methods and tests better than Director Vitola can. He is not a CPA and even with some of the issues were finding and correcting his own mistakes, especially with fixed assets.

In terms of quality personnel, they are now on board. In terms of number of staff, they hope for now that with the addition of that one is enough. In terms of staff augmentation, there are sufficient dollars in the budget to get the outside help needed to assist the full-time staff.

The biggest remaining challenge is the number of years until the new ERP is fully implemented. Though Finance went live July 2023, at the start of FY24, everything else must be merged and linked into finance. The other CPA has been tied up with the implementation of the ERP and as a result, his staff continues to be stretched.

Some of the recommendations are already in place and some they agree with are being worked on.

He is doing everything he can do to publish the financial statements before they even step on site.

Director Vitola agreed the problem is a really the result of staffing and system integration, but believe they have what is needed to overcome that.

Chairman James explained that he is used to the independent auditor requesting a trial balance after all the proposed adjustments are made, prior to releasing the audit report. He asked if that is a requirement of ZA.

Ms. Stank explained that the way these financials are officially made, is they are dumped from the system into Excel and then massaged into financial statements. They made all of them to this Excel document and had to massage it and re massage it, to create this document(s). The adjustments all have been posted to the trial balances from the auditor's perspective with the legacy system. They do not know if they have been made to the system. However, when they receive the next trial balance, they will be able to see a fund balance rolled. And when they did test fund balance this year, it did not roll. So multiple entries were made directly, and, in this case, adjustments had been posted to the prior year. The problem was not posting the adjustments but instead adjustments that were made during the year that hit the fund balance.

The first thing they will do when they get the new trial balances is checked to see if the fund balance rolls.

Director Vitola said that it has reconciled with most in and the new CPA Kevin Gaboriault is making sure the fixed asset tie year to year. He then explained the problem experienced because of some postings that had to be reversed and corrected late in the process.

When asked where this is now, Director Vitola talked about the 201 series accounts are the payables. The GL for the control account in payables tied to the subledger in payables. He agrees there are many other accounts that the group or map to AP. If not billed through the payable system, don't hit the payables control account. They don't want to touch those control accounts so there are other payable accounts.

The auditors don't care about the groupings, and they want to see backup and support for everything that is being pushed to an AP account. When running a subledger for AP out of the system, that interfaces with the control account only and they see half of the payable balance in the subledger and double that amount in the GL.

They have reconciliation slices for the other parts and want a global AR reconciliation. That was solved in the 22 audit and are on the right path for FY23.

He agrees with that advice.

Director Vitola also confirmed that in the new ERP system, he went from 43 funds to 18. And only 16 of those are active. That includes five internal service funds and five internal service funds in the new system. One account was going to handle all the internal service funds, though they hesitated on that.

There is another fund reserved in the event a stormwater fund is needed in the future.

Other than those two inactive accounts, they have moved from 43 to really 16. The four special revenue funds needed, which includes police grants, municipal street aid, real estate transfer tax, and all other revenues.

All three of the non-major funds in the governmental funds migrated to the general fund. Eleven of the 13 in the general fund collapsed into one fund. There is one fund for electric, one for water, one for sewer, and one for solid waste.

In the FY20 audit that was done internally, all the audit entries that weren't one sided were posted. That is where some of the imbalances started. He thinks ZA in 21, helped them understand who we are and what we do with our fund structure. Then in 22 remedying those fund structures. Some of those accounts didn't map to the financials because they are offsetting. They were pulling them out and suggesting they be mapped to see what happens.

Ms. Stank then confirmed they are not fraud auditors. If that is something the city wants, that would require a separate forensic audit or an agreed upon procedure. If they note fraud, then their responsibility is to talk to council about it. In this case, there are a lot of journal entries, and their responsibility is to talk to council.

Nothing explicitly came to their attention that would lead them to believe there was fraud.

It was stated that the most sensitive disclosure was the pension plan. Ms. Demar referenced the footnote regarding pension activity related to police and non-uniform. It is listed as a sensitive item because those numbers are based on the information provided by a management specialist. In this case, an actuary is calculating those numbers. They are projecting out what they think the liabilities and deferred inflows and deferred outflows are going to be. There might be some actual variances with how it performs those plans. But at this point they're based on the best estimate of an actuary.

Director Vitola confirmed that we are a member of the State of Delaware's pension plans. One is police and one is for non-police, and it is the State of Delaware's responsibility to audit the plan and issue an annual comprehensive financial report related to each plan, as well as to conduct actuarial studies on the plans that produce statistics.

The City of Milford's part in that is based on Milford's activity as a function of all the cities and counties that are participants in the plan. Milford's proportional slice is the \$5 million that is reported.

In summary, Chairman James shared the report does not require any modifications. It is materially free of any mistakes or omissions based on the audit which results in a clean report.

A discussion about the timeline for the completion of the FY23 and FY24 followed, though Director Vitola was uncomfortable providing an exact timeline.

Chairman James stated the next step is for the Committee to present the audit to City Council for a vote to accept.

There being no further business, Chairman James adjourned the Committee Meeting at 5:52 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder



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

401 NE Front Street
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 302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
 FROM: Chief Cecilia E. Ashe 
 DATE: July 3, 2024
 RE: Activity Report for June 2024

Chief and Police Command Staff:

Throughout the month of June, 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 June, Milford PD responded to over 1351 calls for service.

MPD Activities for the Month

Community Engagement:

- Officers attended Coffee with a Cop at West Side Restaurant with other members of the police department to socialize with guests. We had customers approach who were grateful to see officers in a common light. They expressed how good it was to know our department feels comfortable to be out and about and welcoming to the public. This event was also attended by Paige's Kindness Project and the Delaware State Police Federal Credit Union staff.



- Officers participated in the Annual Torch Run for Special Olympics Delaware. We also had a large support of community organizations and businesses team up with us to raise money for the event!






**Milford Police Department Thanks Our
2024 Torch Run Business Sponsors:**

				
Delmarva Prosthodontics, P.A.				
Mike's Food Market				
 				

- Officers attended the ice cream social held at WRG. The event showcased a collection of donated snack items in association with Paige's Kindness Project that will be donated to the Milford School District Nutrition Department to support low-income students.



- Sr/Cpl. Bloodsworth attended the 8th grade moving up ceremony held at MCA providing added security and engaging with guests and students on their last day of school. Congratulations and motivational comments for a great start to high school were offered.
- Sr/Cpl. Bloodsworth attended a block party event with Ptlm. Simpson at Simpson's Crossing. We were invited by residents interested in forming a Neighborhood Watch Program. We presented safety information about environmental design and personal protective tips. The National Neighborhood Watch website was shared, as well. Residents of Lighthouse Estates have also shared interest in forming a neighborhood watch and will invite the department to their first meeting which will likely be held sometime in August.
- Sr/Cpl. Golding attended Field Day at Milford High School engaging with students in a fun, relaxed environment. He has started building important relationships with the staff and students.
- Sr/Cpl. Golding conducted a large amount of foot patrol in a variety of areas throughout the city and conversed with numerous residents building public rapport.
- While at the Bayhealth Sussex Campus, K9 Raven assisted with a child who had a large cut to his knee. To calm the child down, K9 Raven assisted as a companion and a true partner by allowing him to pet her while he was obtaining stitches. Afterwards, the emergency department wanted to see tricks from Raven which we conducted off lead obedience and minor bite and hold work.
- While in New Castle County for training, a Demo was completed at Kinder Care Day Care where numerous small children observed on-and-off lead obedience, day-to-day operations were discussed and numerous questions were answered about the K9s. Sr/Cpl. Williams from the NCCPD K9 Unit assisted with this demo and did a great job.



- K9 Raven and K9 Mason completed a Demo for Dog on Summer Days in the Town of Wyoming. This event was for dogs and owners and had a lot of great interactions with the public who loved to see the K9s. Detective Dafonte was also there and assisted with the Demo.
- K9 Mason performed a demo for the Morris Elementary Summers Camp.

- K9 Mason performed demos for Seaford, Millsboro, and Harrington Youth Academies.
- Officers attended the Juneteenth Celebration in Bicentennial Park. Officers cooked hotdogs for the kids that were present for the event. We were honored to join other area sponsors with donating food for the hundreds of children in attendance.
- K9 Raven assisted Homeland Security with an operation that started within Milford. As a result of the K9 assist, a large amount of illegal narcotics were seized.
- K9 Raven was requested to assist Delaware State Police in reference to a burglary investigation. As a result of the K9 assist three juvenile suspects were located on the property and detained until the Delaware State Police arrived.

Emergency Preparedness:

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

Training and Professional Development:

- Two officers attended FBI LEEDA Command Training held at the Dover Police Department.



- One officer attended Interview & Interrogation Training held at the Delaware State Police Academy.

- Chief Ashe was recognized by the Department of Justice's National Institute of Justice Director Dr. Nancy La Vigne on Chief Ashe's continued effort to promote Evidence Based Research and Strategies. Chief Ashe was recognized for her efforts in improving law enforcement's response to the communities that they serve, while also striving to improve officer health and wellness.



- Behavior Health Clinician Haines attended the Co-Responder Conference held in Omaha Nebraska.



Recognition:

- Officer of the Quarter – April 1, 2024 – June 30, 2024 - PFC. Daniel E. Burgos



- Promotion to Sr/Cpl. – Cpl. John W.H. Badger



- Promotion to PFC. – Ptlm. Carlos A. Hernandez
- Promotion to PFC. – Ptlm. Hunter B. Simpson

Community Room:

- We had five (5) organizations use the community room in June.

Behavioral Health Unit:
Milford Police Department – June 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
June 1- June 2, 2024	12	N/A	N/A	1	Referrals to Services: Public Assistance	0	0	0
June 3- June 9, 2024	71.5	1. Rural Subcommittee Meeting	1. Co-Responder Conference in Omaha, NE	10	Referrals to Services: Victim Services Suspicious Person Public Assistance Check the Welfare Homicide	1	2	8
June 10- June 16, 2024	46	1. Opioid System of Care Meeting	1. Co-Responder Conference in Omaha, NE	6	Referrals to Services: Public Assistance Check the Welfare Homeless Resources	1	0	5
June 17- June 23, 2024	73.5	1. CJC COSSUP Grant Peer Meeting	1. Milford Senior Center Narcan Training Event	9	Referrals to Services: Public Assistance Check the Welfare Homeless Resources	1	3	6
June 24- June 30, 2024	84.5	N/A	1. Milford Food Bank Narcan Training Event 2. Coffee w/ MPD 3. Cones w/ Cops	10	Referrals to Services: Check the Welfare Disorderly Harassment Public Assistance	3	0	6
Totals:	287.5			36		6	5	25
Year to Date Totals:	1656.5			221		29	30	168
Overall Totals:	8065.35			1435		122	165	1271

Social Media/Public Information Update:

Our Facebook page had 220 new followers for a total following of 15,366. Currently our followers are 34% male and 66% female. Posts during the month reached 116,046 people. Our top reach and top engagement post for June was information shared regarding the double homicide investigation and arrest. The post had a reach of 89,933 and engagement of 36,651. Our second place top reach was our posts regarding the Annual Law Enforcement Torch Run with a reach of 65,559.

Our Instagram account had 14 new followers for a total following 2,111. Currently our followers are 38% male and 62% female. Posts during the month reached 2,385 people.

Our Twitter followers are 1,458.

Our Nextdoor posts reached 769 people during the month. Nextdoor reaches 3,172 members according to statistics provided by the website.

MPD News Releases:

June 5, 2024: Double Homicide Investigation

<https://www.milfordpolicede.org/news/Double-Homicide-Investigation-.htm>

June 6, 2024: ****UPDATE**** Double Homicide Investigation

<https://www.milfordpolicede.org/news/UPDATE-Double-Homicide-Investigation.htm>

June 10, 2024: ****UPDATE 2**** Double Homicide Investigation

<https://www.milfordpolicede.org/news/UPDATE-2-Double-Homicide-Investigation-.htm>

June 11, 2024: Milford Police Detectives Investigating Shooting

<https://www.milfordpolicede.org/news/Milford-Police-Detectives-Investigating-Shooting-2.htm>

June 11, 2024: 2 Arrested in Fight Investigation

<https://www.milfordpolicede.org/news/2-Arrested-in-Fight-Investigation.htm>

June 13, 2024: Dover Man Arrested in Kidnapping Investigation

<https://www.milfordpolicede.org/news/Dover-Man-Arrested-in-Kidnapping-Investigation-.htm>

June 14, 2024: Felton Man Charged in Police Pursuit

<https://www.milfordpolicede.org/news/Felton-Man-Charged-in-Police-Pursuit.htm>

June 25, 2024: Dover Man Arrested on Drug Charges

<https://www.milfordpolicede.org/news/Dover-Man-Arrested-on-Drug-Charges.htm>



DATE: July 1, 2024
TO: Mayor and Members of City Council
FROM: Interim City Clerk Katrina White
RE: June 2024

June was a very busy month for our office as we prepared for the retirement of City Clerk Terri Hudson. She spent many hours working on catching up on meeting minutes and was able to accomplish a lot. We spent time going over everything to ensure the transition would be a smooth one during the interim period.

Both Terri and I attended the Delaware Municipal Clerks Association Quarterly Meeting in the City of Newark where I began my term as the Vice President. Terri was honored for her many years of contributions to the DMCA organization.

The month was also spent planning and preparing for the retirement party for Terri on June 26, 2024 at Big Oyster Brewery. The party was a huge success with many friends and family coming out to celebrate Terri and her 45 years of exemplary service to the City. I would like to thank Jamesha Williams, Vicky Sessoms and Carlene Wilson for stepping in during times when an extra helping hand was needed.

This month, I attended the staff meeting where council meeting agendas and departmental information were shared. I also attended two days of the Tyler Time and Attendance Training for employees and then for supervisors.

I attended the Employee Rewards & Recognition Committee meeting on June 6, 2024 where we finalized the plans for the Employee Appreciation Event that was scheduled for June 14, 2024.

Other meetings that I attended and prepared agendas and packets for were the Parks & Recognition Advisory Board Meeting and the Milford Community Cemetery Meeting.

Requests for information are still coming in, as we also continue to work with other municipalities aiding and the sharing of information.

Special event applications continue to be submitted for processing. We are still 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 24	Word of Life Community Church	Take It To The Streets	7/19/2024, 7/20/2024, 7/21/2024
2024 23	Milford Museum	Hippie Fest	8/17/2024
2024 22	Food Bank of Delaware	Out Run Hunger 5K	6/26/2024
2024 21	Delaware Arts Alliance	Delaware Arts Alliance Community Engagement Launch Event - CANCELED	8/1/2024
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

Monthly Activities

- Assisted multiple Delaware Municipalities with policy, procedural, and related items
- Record requests/Assistance from City Departments (7)
- FOIA Requests to Date (65)
- Coordination of FOIA issues with other Departments to ensure Compliance
- Created/revised/reloaded 06/10 Council Meeting Agenda (11)
- Created/revised/reloaded 06/10 Council Meeting Packet (16)
- Created/revised/reloaded 06/18 Council Workshop Agenda (2)
- Created/revised/reloaded 06/18 Council Workshop Packet (4)
- Created/revised/reloaded 06/24 Council Meeting Agenda (3)
- Created/revised/reloaded 06/24 Council Meeting Packet (1)
- Executive Sessions Year to Date (12)
- Created/revised/reloaded Planning Commission Notices (0)
- Created/revised/reloaded Planning Commission Agenda (0)
- Created/revised/reloaded Board of Adjustment Notices (0)
- Created/revised/reloaded Board of Adjustment Agenda (0)
- Created/revised/reloaded P & R Advisory Board Agenda (1)
- Created/revised/reloaded P & R Advisory Board Packet (1)
- 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 (1)
- Created/revised/reloaded Milford Community Cemetery Board Packet (1)
- Transcribed and Proofread Minutes from City Council Meetings (17)
- 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 (2)
- Transcribed and Proofread Minutes from Milford Community Cemetery Board (1)
- Transcribed and Proofread Minutes from Tree Preservation & Advisory Council (0)
- Notary Public Services Provided (7)
- Proclamations Created Year to Date (18)
- Resolutions Created Year to Date (12)
- Special Event Submissions to Date (24)



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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

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

- Councilman James, Mayor Culotta and I attended the SCAT Steering Committee breakfast.
- I met with a developer interested in purchasing a property downtown for reuse.
- Several staff members met with the Lightshift Company who is completing a financial analysis of adding battery storage at the solar farm.
- James Puddicombe, Willis Shafer and I met regarding the sidewalk repair/replacement program.
- Jamesha and I met with our labor attorney on a personnel issue.
- Valerie and I met with a prospective intern that will be working with us for 9 months starting this fall. The student is in the Master Degree program at Salisbury University.
- Rob Pierce, David Rutt and I met with Jeff Riley of Freedom Development regarding the West Shores Development. Solicitor Rutt proposed a path forward on the project where the developer will place money in escrow that would cover 100% of the remaining work. As work is completed, the developer can draw from the escrow. Mr. Riley will be meeting with his investors about the proposal, although he indicated he thought this was a reasonable path forward. We left the meeting encouraged.
- The employee run Rewards and Recognition Committee sponsored an Employee Appreciation event on Friday afternoon with bbq food, ice cream, games and a rousing competition of kickball. Councilman James and his wife as well as Councilwoman Wilson also attended. The weather was perfect for the event and employees had a great time. I know I speak for all employees of their appreciation for Council's funding for these events.
- I met with intern Anna Keating regarding scheduling and evaluations.
- Most staff received training on the new time and attendance ERP module.
- I contacted Bill McGowan regarding leading the Council retreat this fall.
- I also contacted Max Walton regarding FOIA and ethics training for Council.
- I contacted Larry Comunale and Steve Weisner regarding training for the Council on Council-Manager form of government. Larry and Steve did a presentation for Council 4 years ago.
- Brad and I attended the quarterly meeting of the Parks and Recreation Advisory Board.
- Tony and I met with Dave Shpigler to review revision to their latest report on the electric system.
- Had several conversations with Realtor Mira Mitchell regarding 1020 SE 2nd Street property.

- We met with DELDOT, KCI, and Milford School District regarding a mid-block crosswalk proposal for North Rehoboth Blvd at Walnut Street/Washington Street.
- Lou and I met with Councilman James to review the monthly financial statements.
- Brad, Mayor Culotta and I participated in the quarterly meeting of the Milford Community Cemetery Board.
- I met with John Van Gorp of Bayhealth regarding their proposed plans for the commercially zoned land they own.
- I met with James Puddicombe and Willis Shafer regarding the Waterline Improvement Project completed on NE Front Street and possible payments due the contractor.
- Jamesha, Tony and I met regarding the IBEW contract.
- I met with Vincent Waydelis, Willis Shafer and Brian Jester regarding the proposed additional refuse truck.

June 2024 Accomplishments

Streets/ Utilities- Charles Nordberg

- All of downtown parking striped.
- Working on painting fire hydrants throughout town.
- Repaired yard hydrant in Bicentennial Park.
- Set up for employee appreciation at Parks and Rec.
- Set up for downtown festivals (First Friday & Juneteenth)
- Repaired meter pit at 700 SE 3rd that was leaking on Fisher St.
- Repaired a storm drainpipe at Banneker school district while digging test holes for the fourth St. Stormwater survey.
- Repaired water line and a sewer line on Maple and SW front.
- Sealed and pothole patch ½ of SE 4th Street.
- Sealed and pothole patch all of Dorsey Ln.
- Replaced a fire hydrant that was hit on Elks Lodge RD.

Building Maintenance / Solid Waste - Brian Jester

- Garage bay door fixed
- Oversaw Streets Department while Charlie was on vacation 6/3/24 - 6/4/24
- Changed access of alarm panel at Finance
- Had Capacitor changed in HVAC unit at City Hall
- Came in early to help Carlo replace cylinder on trash truck while Vinny was on vacation
- Had breaker replaced at City Hall for HVAC unit
- Had Ice maker repaired at the warehouse

Solid Waste Truck Issues

- SW-14 still not back from shop 7/01//24 went in shop 5/30/24
- SW-11 needed cylinder replaced and valve for arm 6/19/24
- SW-11 replaced hydraulic hose 6/27/24

Engineering – James Puddicombe

- Performed a walk-through of Cypress Hall Phase 2
- Met with DeIDOT representative regarding NE Front Street improvements east of Rehoboth Blvd.

- Met with Red Cedar Farms developer to discuss City requirements and outlined what the process is for completing a development from start to finish
- Continued work on the 2024 Streets project on 8th St, West St and beginning work on Church St.

Water/ Waste Water- Steve Ellingsworth

*Accomplishments not received

Public Works Department - JUNE 2024	JUNE 2023	JUNE 2024	FY23 YTD (07/01/22-06/30/23)	FY24 YTD (07/01/23-06/30/24)
Streets/Utility Division				
Signs Installed/Replaced	Data Not Received	6 poles / 9 signs	312	86 poles/89 signs
Curb Miles Swept	1,400	1,500	13,550	12,400
Sewer Lines Flushed (in feet)	45,000	26,230	110,198	932,230
Sewer Back-up Response	0	2	21	26
Sewer Line Repaired	0	1	3	5
Water Hydrants Flushed	15	8	191	77
Fire Hydrants Replaced/Installed	0	1	2	3
Water Line Repair	0	2	11	21
Water Valves Exercised	20	4	158	116
De-icing Salt Used (tons)	0	0	1	72
Potholes Filled - Cold Patch	40	25	505	144
Potholes Filled/Spray Patch - Gallons Emulsion Used	100	200	200	550
Leaves Collected (Tons)	0	0	113	121.00
After Hours Calls	Data Not Received	8	56	51
Crack Sealing (pounds of sealant used)	100	250	1,540	1,050
Work Orders Completed	Data Not Received	7	176	86
Storm Sewer Inlets Cleaned	95	60	937	835
Street Closures/Festivals	4	2	30	24
Engineering Division				
Utility Locates Completed	Data Not Received	292	1,832	1563
Infrastructure Work Orders Completed	Data Not Received	27	202	27
Backfill Inspection Work Orders Completed	Data Not Received	22	123	22
Operations Division				
Fleet Work Orders Completed	Data Not Received	Data Not Received	300	193
Fuel Use-Diesel (Gallons)	2,523	2557.7	28,939	22,031
Fuel Use-Gas (Gallons)	4,388	5092.4	35,637	33,905
Blue Def (Gallons)	84.97	70.09	915.97	514
Solid Waste & Facilities Division				
Refuse Collected (Tons)	332.22	342.44	4,022	2856.44
Recycle Collected (Tons)	67.62	62.62	925	667.6
Yard Waste Collected (Tons)	46.15	54.25	542.9	369.15
Missed Collections	38	29	519	568
Bulk/Brush Collection Requests Completed	57	48	699	563
Containers Delivered	45	50	440	614
Containers Serviced (Swap, Replacement, Removed)	20	57	290	291
Facilities After Hours Calls	Data Not Received	0	93	7
Facilities Work Orders Completed	Data Not Received	Data Not Received	211	70
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons)	not complete	Data Not Received	238,002,900	238,002,900
Waste Water Transferred (Millions of Gallons)	95,026,000	Data Not Received	168,132,000	409,631,000
Work Orders Completed	Data Not Received	Data Not Received	441	529
Pump Stations Cleaned	Data Not Received	Data Not Received	18	21
After Hours Calls	Data Not Received	9	55	71

Public Works Projects - JUNE 2024	Planning Stage	Bid/PO Award	In Progress	Complete
Water				
Install Automated Blow-off Valves 2 in stock	Charlie / James	Charlie	Charlie	simpson/mil. Pon
Protection Upgrades Caulk & 10th Street Towers	Steve			
Water Trtmnt Monitoring & Process Control Upgrades (4&5)	Steve / Steve Z.		X	on going
City-wide Valve & Hydrant Replacement/Improvements	Charlie / James	Charlie	Charlie	
Standardized Water Treatment Facility Controls	Steve / Steve Z.		X	on going
Sewer				
Truitt Avenue PS Groundwater Investigation & Repair	KCI	KCI	X	KCI
SCADA Instrumentation Upgrades & Integration	Steve / Steve Z.		X	On going
Targeted Inflow and Infiltration Investigation & Repair	KCI	KCI	X	KCI
North Shore Pump Station Hatch Replacement	DBF	?		
Streets				
Mispillion, McColley, Marshall Streets Reconstruct/Paving				
Fisher Ave				
Financing for Private Sidewalk Improvements				
Street Resurfacing and Rehabilitation, ADA Ramps				
Installation of ADA Compliant Ramps				
Walnut Street Pedestrian Crossing (Landscaping)				
Truck Turning Study				

PARKING				
BUILDINGS				
PW-Complex Security				X
Shutter Painting and Molding Repair- City Hall				X
Siding Replacement- Parks & Rec				X
HVAC Replacement- Parks & Rec				X
Exterior Lighting- Parks & Rec				X
Basement Waterproofing- Customer Service				X
Concrete Repair Drive-Thru- Customer Service	X			
Door Replacement- Armory				X
HVAC- Armory		X		
Facilities Management Binder				
Public Works Equipment & Vehicles - JUNE 2024	Planning Stage	Bid/PO Award	In Progress	Complete
ELECTRIC				
Replacing 3 Phase Wire Trailer (E114)				
TECHNICAL SERVICES				
WATER				
Replace W-16 IR Compressor				
Replace W-8 F250 2022	Ordered	Hertrich	Ordered	Delivery March 24
Replace W-15 Pick up 2022	Ordered	Hertrich	Ordered	Delivery March 24
SEWER				
Replace SE-2 Ford F250 Pickup 2022	Ordered	Hertrich	Ordered	Delivery March 24
STREETS				
SOLID WASTE				
Grappler Hook Body			X	
GARAGE				
WAREHOUSE				
Active Developments - JUNE 2024	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Awaiting Final Inspection
Hearthstone Manor I	X	X	X	
Lighthouse Estates II	X	X	X	Complete
Brookstone Trace	X	X	X	Complete
Brookstone Trace II	X	X	X	Complete

Orchard Hill	X	X	X	
West Shores at New Milford	X	X	X	
Watergate	X	X	X	
Walnut Village	X	X	X	Complete
Milford Ponds Phase 1.1-1.7	X	X	X	Complete
Milford Ponds Phase 1.8	X	X	X	
Milford Ponds Phase 1.9	X	X		
Hearthstone Manor II	X			
Milford Ponds Phase II	X			
Simpson's Crossing Phase 1a	X	X	X	
Simpson's Crossing Phase 1b	X	X	X	
Simpson's Crossing Phase 1c	X	X	X	
Cypress Hall Phase I	X	X	X	
Cypress Hall Phase 2 A & B	X	X	X	
Cypress Hall Phase 2 C	X			
Wickersham Phase 1	X	X	X	
Wickersham Phase 2	X	X	X	
Mispillion Landing (Entrance Only)	X	X	X	Complete
Mispillion Landing	X			
Riverwalk Villas	X			
Milford Ponds Phase III	X			
Red Cedar Farms	X			
Hickory Glen	X			
Knights Crossing	X			
Commercial Projects - JUNE 2024	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Awaiting Final Inspection
Milford Middle School	X	X		
Splash Laundry Mat	X	X	X	
Deep Branch Plaza	X			
Milford Corporate Center	X			
1st State Storage	X			
Arbys	X	X	X	
PAM	X	X	X	
Napa Valley Investment, Multi Use Buildings	X	X	X	
The Lab at SeaScape	X	X	X	
Teal Creek Plaza	X			
Big Oyster Brewing	X	X	X	
Zoom Carwash	X			



PUBLIC WORKS FACILITY

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

Anthony J. Chipola III, Electric Director

PHONE 302.422.6616, Ext 1137

achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: June 2024 Electric Dept Staff Report
Date: July 3, 2024

Director's Office

- Continued IBEW 126 Negotiations
- Participated in Capital Projects update Mtg
- Met with renewable energy solutions company
- Attended DELDOT Monthly Mtg
- Participated in Capital Projects Update Mtg
- Continued discussions with Energy Storage Vendor and DEMEC for Solar Soaking applications
- Engaged w/ Consultant regarding Electric Strategic Planning
- Attended early pre-con mtg for Red Cedar Farms Development
- Investigated 250 circuit to identify cause of multiple operations
 - Found several tree related "hot spots"
 - Crews identified potential tracking across insulators
- Began final submittal review of Field Inventory / Mapping
 - Working with Z. Lawson on formatting
- Met with several customers to resolve various concerns

Electric Lines

- Supported customer work at Milford Solar Field
- Assisted in replacement of cooling fans for DEL1 Transformer
- Investigated nuisance operations of 250 Circuit
 - Began Line Clearing / Trimming
 - Performed switching to limit exposed customers
- Troubleshoot / repaired Traffic Signal at Washington and NE Front
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

- Replaced cooling fans at Del1 substation.
- Worked with Kamstrup engineer to identify issue with 3 inch meter communication
- Responded to DEMEC request for interval data for several TOU customers
- Identified and repaired SCADA issue that caused water tower overflow
- Met with new Milford Middle School engineers to coordinate primary metering equipment installation.
- Updated the normal reporting states for the tap station, Del 1, and Del 2 SCADA
- Replaced 138KV Tap Station Backup Batteries
- Repaired rusted breaker cabinet for 52B1 at DEL2
- Replaced deteriorated Air Filters for 2kV Breakers at DEL2
- Resolved access issue on SCADA SQL server
- Reprogrammed all 2" water meters to correct the multiplier
- Developed switching process to transfer load from the 250 circuit to the 150 circuit
- Met with various contractors to specify metering equipment and advise on installation.
- Processed multiple applications for solar panel interconnections

EV Charger Statistics	<u>Previous Month</u>	<u>Current Month</u>
Unique Drivers	38	59
# of Sessions	95	171
Energy Delivered (MWh)	2.44	4.17

Total Avoided Greenhouse Gas Emissions:

7,495kg

Electric Department -June2024	June 2023	June 2024	FY23 YTD (07/01/22-06/30/23)	FY24 YTD (07/01/23-06/30/24)
Electric Division				
Trouble Service Call	16	47	224	356
Work Orders Completed	34	69	402	600
Outages	3	15	70	92
LED Street Lights Replaced	6	3	143	55
New Service Install	10	12	56	112
Poles Replaced	1	0	35	21
After Hours Calls	7	24	155	187
Trees Cut (Days)	1	ASPLUND	23	15
Technical Services Division				
New Electric Service Installed/Meter Set	8	45	123	262
New Water Service Installed/Meter Set	2	12	52	115
Electric Meter Replacement	4	2	78	54
Water Meter Replacement	60	78	649	741
Work Orders Completed	819	349	8,140	5,791
After Hours Calls	1	12	66	53

15 documented outages, 10 equipment failure, 2 vegetation contact, 2 animal contact, and 1 contractor caused

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: July 2, 2024

RE: June 2024 – Planning Department Staff Report

- During the first six months of the 2024 calendar year, the City issued 136 new residential dwelling construction permits. The total construction investment in Milford through the end of June 2024 based on issued building permits was \$82,633,315.00.
- 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/portal/apps/webappviewer/index.html?id=4ae5fcb23f0c466b924cecc41fc1db46>
- The Planning Commission will review a final site plan extension request for Mispillion Landing and have a workshop on the proposed historic preservation ordinance at the July meeting.
- The Board of Adjustment will review two applications at the July meeting. One variance is for a third building sign for the proposed Chipotle restaurant on N. Dupont Boulevard and the second is for the placement of an accessory building in the front side setback of a corner lot in Lighthouse Estates.
- The City received and reviewed a final site plan submission for the Buccaneer Carwash redevelopment and provided comments to the applicant.
- The City received an application to amend the Milford Ponds Planned Unit Development and revise Phase 2 of the project and is currently reviewing the submissions.
- The City received an application to reduce the widths of proposed townhouse lots within a portion of the Simpsons Crossing subdivision and is currently reviewing the submission.
- The City received a final site plan resubmission for the Windward Grove clubhouse and is currently reviewing the plans.
- The City reviewed a preliminary site plan submission for Mispillion Apartments and provided comments to the applicant.
- The City received a resubmission for the Chick-fil-A drive-thru modification and is currently reviewing the plans.
- Staff attended the weekly ERP Project update meetings.

- Met with KCI Technologies, DeIDOT and Milford School District to discuss the feasibility of a mid-block pedestrian crossing near the intersection of N. Washington Street and N. Rehoboth Boulevard. KCI is working on a cost estimate for the proposed construction before beginning formal design.
- Attended the bi-monthly Dover/Kent County Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) meeting.
- Planning Department staff attended 24 hours of ERP implementation sessions. The tentative Go-Live date for Enterprise Permitting & Licensing is August 20, 2024.
- The Permit Technicians and Code Enforcement Officers attended Haitian Creole training at City Hall.
- Staff attended the employee appreciation event.
- Staff met with representatives of the Mispillion Apartment property to go over plan review comments for two new buildings along S. Walnut Street in front of the existing apartment complex.
- 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	39
Closed Cases	38
Open Cases at Start of Period	444
Open Cases at End of Period	455

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

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	1
Dangerous Tree	1
Furniture Violation	2
Generic Violation	3
Property Maintenance Violation	10
Rubbish & Garbage	0
Weeds & Grass	20
Zoning Use Violation	2
Total	39

Rental Licenses Issued: 3

Vendor Licenses Issued: 2

Contractors Licenses Issued: 15

Business Licenses Issued: 5

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	16
Construction Trailer	0
Residential Demolition	2
Fence	6
Residential Building New Construction	17
Residential Renovation/Accessory	12
Roof/Siding Permit	5
Sign Permit	0
Solar Panel Permit	0
Utility Permit	3
Total	61

Inspections Performed:

Inspections Performed by Type	Count
Footer	30
Foundation	78
Framing	35
Insulation	29
Final	69
Residential Rental	122
Total	363

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: 7/3/2024
RE: June 2024 – Parks and Recreation Staff Report

Parks

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- If May was a wet month for grass cutting June was the opposite, hot and dry, but crews continued to effectively maintain all city owned properties.
- As the temperature increases and grass doesn't need to be cut as often, parks crews are assigned other duties, such as trimming and pressure washing.
- Irrigation reels are in full effect at the Tony Silicato Memorial Park trying to keep the soccer fields in playing conditions in these dry conditions.
- Tubs of dirt were replenished at Dog park. Also, a leak was discovered in the irrigation system and was repaired. A hole in the fence was also repaired preventing small dogs from "escaping".
- Retention pond behind the Parks and Recreation building was cut and effectively maintained.
- The Parking lot at the Parks and Recreation office building was restriped, also the parking lot by the new playground.
- "Flags for Heroes" were removed from Bicentennial Park allowing crews to get back in and cut the grass and trim shrubs.
- Part-time staff continued to water flowers in the hanging baskets and throughout the downtown in challenging hot conditions for June.
- Finally managed to get the open "gate" on the Mispillion river into the down position. The gate had been stuck in the open position for some time.
- There were some mechanical issues with our new tractor which had to get sent out to be repaired. We now have that back in our possession. This was all carried out under warranty.
- Staff assisted with the "Juneteenth" celebration by prepping the park, providing a portable stage, coolers, pop-up tent and two porta-johns. A crew also worked the event on trash detail.
- Staff continue to monitor and address any issues which are submitted by the seeclickfix app.
- Safety fencing was installed at the new playground and should address any concerns from the public.

Other

- Park Superintendent attended the monthly Riverwalk freedom festival meeting, scheduled for 9/21/24.
- Park Superintendent coordinated the annual “Employee Appreciation Day” held at the Parks and Recreation facility. The Parks and Rec. team was “disappointed” to finish second in the first “kickball tournament”.
- Staff continue to embrace and use the new Tyler Munis workorder system.
- All Mileage was obtained on all vehicles assigned to P&R for the mechanic’s log.
- Director and all staff attended the time and attendance training sessions.
- Director prepared the Parks and Recreation advisory board packet. Attended the P&R meeting with the City Manager.
- Mayor, City Manager and the Parks and Recreation Director attended a financial meeting for the Milford Community Cemetery.
- Director attend the Delaware Outdoor Recreation Technical Advisory Committee meeting.
- Director met with fence company for a walk through prior to fence installation.
- Director, HR Director and Public Works Director met with several Parks and Public works employees regarding the transfer of an individual from Parks to Public works.
- Director continued to work on capital projects.

Recreation

Spring Programs

- **Pickleball League**

Our spring Pickleball League concluded this month. All participants left with shared enthusiasm while looking forward to the Fall season.

- “Well organized and ran smoothly”.
- “Meeting great new friends, while getting amazing exercise. Loved the new outdoor courts”
- “The staff was organized and made sure it started on time. It was fun and got to meet new people”

- **Spring Tennis**

Spring Tennis finished up last week. Participants learned a plethora of new skills surrounding the sport.

- “As the only adult participant, I was nervous! I quickly realized there was no reason to be nervous about anything. The coaches were great, the girls in my group were fantastic and so accepting of the grown up crashing their group. :) It was a lot of fun and a great way to get back into tennis after a long time”.

- **Summer Soccer Camp**

Our soccer camp is nearing completion. Ages 5-6 completed last Thursday and ages 7-10 are currently participating in their camp activities.

- **Summer Fun Club**

Our 6xweek summer camp began on June 26th. This is a 6 weeklong program for children aged 6-11 and includes a mixture of activities, sports, recreational activities and great field trips.

Summer Program Information

- **Basketball Camp**

- This camp is set for late July. Enrollment has tripled from last year and excitement is building quickly. Participants will get up to 24 hours of instruction in the sport.

- **Tennis Camp**

- Tennis camp starts the second week of July our enrollment currently doubles our previous year's numbers.







HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council
FROM: Jamesha C. Williams, MBA, MSL, IPMA-CP- Human Resources Director
DATE: July 2, 2024
RE: June 2024 –Human Resources Department Staff Report

-
- Onboarded employees in the following job positions:
Engineering Intern-1 employee
IT Intern-1 employee
Police Dispatcher-1 employee
 - Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live October 1, 2024.
 - Attended IBEW Negotiations
 - 2024 Holiday Party: Friday, December 13, 2024-Carlisle Fire Co Inc, 6:30pm-10:30pm
 - City Employees began Haitian Creole training on Friday, June 21, 2024, with Instructor Duvanel Louis in the City Hall training room.



- Friday, June 14, 2024-Employee Appreciation Day Event, 11:00am-3:30pm-Parks and Recreation

Thank you to the City's most valuable asset-City employees for their hard work and dedication to help meet the strategic priorities of the City!!

Kickball Tournament Winner!!-Team Name: NPR (Employees from the Police Department)

Other Team Names:

Milford's Best (Employees from Public Works, Planning, Customer Service, Finance, and Electric)

Bucket Bandits (Employees Parks and Recreation and Electric)









- Wednesday, June 26, 2024-Retirement Celebration for Teresa Hudson, City Clerk, 45 years of exemplary service with the City of Milford.



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

City Wide Document / Content Management Implementation - Docuware

Licenses are in place, training, workflows, and conversions are still being done. Our first project is to convert all documents from Optiview/Optispool which was our legacy system on the IBM iSeries. We will start scanning a room full of old paper documents, as well as replacing other legacy document management systems, we hope to utilize interns to do most of this work. The system utilizes AI and because of that technology document location and indexing is not as critical as it has been in the past for searches. Our first Optiview conversions gave us more search fields than the original application.

Network Infrastructure Upgrades

With our core switches now fully updated we have ordered and will be installing out of band gateways with integrated power distribution units (PDUs) that will allow us to reset or shut off our network as an incident response if a serious virus or ransomware attack is suspected. These devices can also be configured for minimal redundant internet bandwidth in a prolonged outage for critical communications giving us much needed business continuity.

Tyler Munis ERP

The training went well for HR & Payroll, tablets were used as a POC for kiosks for employee self service. Property tax is live, and in production as of Jul1st. We had a meeting ahead of schedule for Utility Billing, and Tyler assured us they will be ready for the way Milford does billing.

IT Physical Access Control (CIP)

A solid door is now in place, a camera is outside of the IT room at City Hall, we are just 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 and national cybersecurity review form to be eligible for grant funds.

Riverwalk Public Wi-Fi (CIP)

We have had the access points and all equipment, Comcast now is looking at mid-July for installation 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.

Datto Cloud Disaster Recovery / Business Continuity Backup

Our Kaseya Datto implementation is 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 are also backing up our Windows 365 environment which we discovered was not being done when it was implemented. We saved our old backup server and took it offline so that we have redundant data retention until Datto's retention is 6 months or more.

State Local Cyber Security Grant

The project we submitted for the State Local Cybersecurity Grant Program (SLCGP) was approved. The project we chose was a single sign on, and adaptive multifactor authentication solution called Okta. Okta is used by the state of Delaware. The grant was for \$ 33,000, which was unanimously approved by all grant board members despite being over what was allocated for Milford originally. We are awaiting the next steps from DEMA.

Business Impact / Business Continuity Plan

The IT department has been serving as a liaison with the city and Coordinated Response the company that will be doing Milford's business impact / business continuity plan. Coordinated Response was recommended by SureFire Cyber the company that did the incident response for the Kent County cyber insurance company, they also spoke at the SCAT dinner in September. The kickoff is tomorrow and will be completed in a few months.

MSISAC

Attended the Multi-State Information Sharing and Analysis Center (MSISAC) annual conference, was able to learn about new technologies that are used by the attackers and the cyber security industry, networked with other municipalities from Delaware, and across the U.S, spoke with CISA as well as vendors, and learned their offerings. With Milford's hardware & software infrastructure finally getting the much needed upgrades Cybersecurity is our greatest focus, as a government entity it is a scary world we live in.



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: July 3, 2024
Re: June 2024 Finance Department Staff Report

- Monthly Financial Reporting
 - The Finance Report for the month ended May 31, 2024 was presented to City Council
- Training and Improvement Efforts

FINANCE DEPARTMENT TRAINING - JUNE 2024

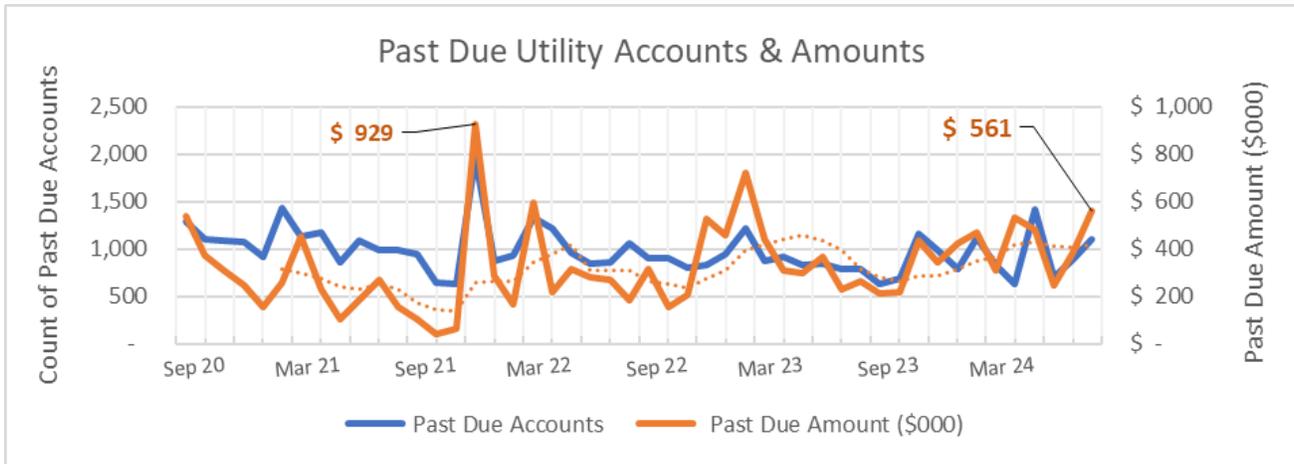
FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	13.0	13.0	-	Accounting CPE
Customer Service	11.0	-	11.0	DEMEC Training; Creole Language
Management & Staff Development	-	-	-	
ERP, Software and Technology	169.0	60.0	109.0	Finc: HR/Payroll; Cust Svc: Tax & Payroll
MONTHLY TOTAL (HOURS)	193.0	73.0	120.0	124 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:
- FY22 & FY23 Audits
 - The FY22 audit is complete; the City’s independent auditors presented the audit at the June 10, 2024 meeting of City Council. Thank you for your review, feedback and approval.
 - The FY23 audit process has been delayed as a result of the extended FY21-22 processes
 - Staff and I are working aggressively to prepare the FY23 trial balance, schedules and statements and to schedule the auditors for field work beginning in August
- Compliance & Reporting
 - Local Highway Finance Reporting and State of Delaware Bonded Indebtedness Reports are due in July to DelDOT and the Office of the State Treasurer, respectively
- Billing & Customer Service Department
 - The new tax billing module in Tyler Munis went live as scheduled at the start of the new fiscal year
 - Customer Service Staff, principally Suzannah Frederick and Vicky Jones, were recognized by Tyler staff and IT staff for the outstanding work put forth beginning last fall to execute the implementation and go live on schedule.
 - Training for tax billing clerks and all staff related to the module is scheduled for July
 - The first tax billing from the new system is scheduled for mid-August
 - 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
 - The increase in FY24 past due from June 1 to July 1 is related to supplemental tax billings

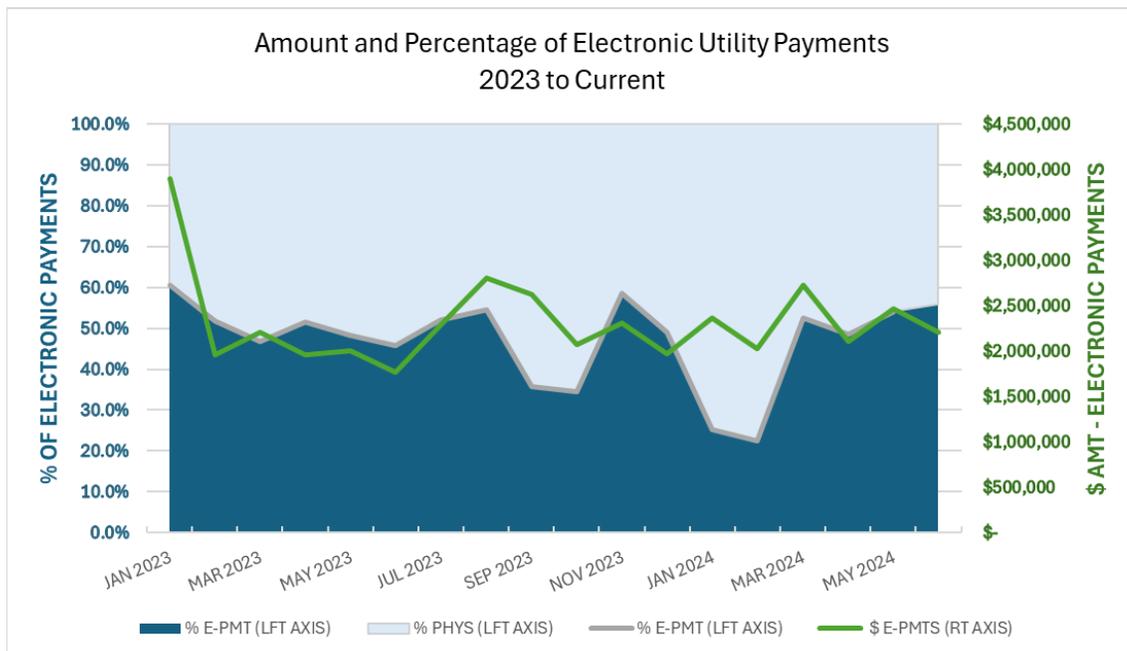
Property Tax Levy	1/1/24							As % of Levy		Property Tax Levy	As of:		As % of Levy
	2/1/24	3/1/24	4/1/24	5/1/24	6/1/24	7/1/24	6/1/24	7/1/23	7/1/23				
2023 (FY24)	\$261	\$235	\$228	\$222	\$221	\$134	\$204	2.4%		2022 (FY23)	\$93	1.9%	
2022 & Prior	\$137	\$128	\$127	\$127	\$118	\$117	\$101	2.1%		2021 & Prior	\$98	2.0%	
Total	\$398	\$363	\$355	\$348	\$339	\$251	\$305	4.4%		Total	\$190	3.9%	

• Billing & Customer Service Department, Continued

- June compares negatively versus May – both the count of past due accounts and amount due increased
 - The count of past due accounts (blue) is 13% above average and 41% higher than last June
 - The dollar amount past due (orange) is 75% above average and double that of June 2023
 - The increase in amount past due is driven by several commercial accounts
 - Staff and I are maintaining contact with the accounts to encourage a return to current status



- The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through June 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



Katrina White

From: Bibis Garcia <bibistaqueria@gmail.com>
Sent: Tuesday, June 18, 2024 3:18 PM
To: Katrina White
Subject: Re: Request for Waiver of Alcohol Restriction

Request for Waiver of Alcohol Restriction for Festival at Riverwalk Shopping Center

To whom it may concern,

I am writing to formally request a waiver of the alcohol restriction for an upcoming festival that I am organizing. The event is scheduled to take place on July 14th, 2024, in the parking lot of Riverwalk Shopping Center. We plan to sell alcohol during the festival from 1:00 PM to 10:00 PM.

To ensure compliance with all legal requirements, we will implement the following measures: - Identification (ID) checks will be conducted at entry points. - Wristbands will be provided to individuals who are 21 years of age and older to signify that they are permitted to purchase and consume alcohol. Additionally, we have applied for a permit through the State of Delaware Alcoholic Beverage Control Commissioner.

We appreciate your consideration of this request and look forward to your positive response. Please do not hesitate to contact me at (302) 265-5959 or desmadreentertainment302@gmail.com if you require any further information or have any questions. Thank you for your time and consideration.



TO: Mayor and City Council

FROM: Rob Pierce, Planning Director

DATE: July 8, 2024

RE: Plan Review and Building Inspections Services Agreement

The Planning Department has utilized First State Inspection Agency, Inc. (FSIA) for residential and commercial building plan review and inspection services since 2017. The City has renewed contracts annually with FSIA for on-call services to assist our Building Code Official during vacation days, leaves of absence and/or increases in building permit activity. A copy of the current contract and fee schedule for the FY24 period is included in the packet for review. Below is a breakdown of expenses paid to FSIA for on-call services over the past three years.

FY22 - \$26,517.20
FY23 - \$11,959.21
FY24 - \$3,335.00

Staff recommends continuing the contract with FSIA for on-call services. Enclosed is the proposed FY25 contract and fee schedule for review. There have been no increases to the contracted fee schedule with FSIA since 2021. Due to increasing costs, FSIA is proposing increases to some of the plan review and inspection fees which are highlighted in yellow on the proposed schedule for FY25.

Staff recommends authorizing the Mayor to execute the FY25 contract with First State Inspection Agency, Inc. for on-call residential and commercial building plan review and inspection services.

Plan Review/Inspection Agreement

THIS AGREEMENT, made this _____ day of _____, 2024, by and between the **CITY OF MILFORD**, a political subdivision of the State of Delaware, (Hereinafter referred to as “City”) and **FIRST STATE INSPECTION AGENCY, INC.** (Hereinafter referred to as “FSIA”).

WHEREAS, the parties desire to establish a relationship with respect to plan reviews and inspections of permitted construction in the City of Milford and establish certain aspects of their relationship.

NOW THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties agree as follows:

1. FSIA shall conduct plan reviews, prior to the issuance of a permit. Alterations or modifications to approved plans will constitute additional review fees.
2. FSIA shall conduct building inspections to meet the requirements of the IRC and IBC Building codes as adopted by the City, including any amendments thereto.
3. FSIA shall conduct on-site inspections, consisting of footing, foundation, framing, energy, and final inspections.
4. FSIA shall maintain written records of on-site inspections until final inspections have been completed, at which time the City will be notified of the Final inspection and a copy of all inspection records will be forward to the City.
5. All inspection requests shall be to the FSIA office.
6. FSIA shall provide technical advice and information, as requested by the City.
7. The City agrees to pay FSIA pursuant to the fee schedule attached hereto. FSIA shall bill the City: upon approval of construction drawings for the cost of plan review; upon the first inspection the cost of inspection; Supplemental use of services will be billed at the residential minimum rate of charge of \$60.00 per inspection trip. Payment is due 30 days after receipt of invoice.
9. FSIA shall, during the entire term hereof, and any extension thereof, keep in full force and effect, a policy of general liability insurance with respect to its obligations under this agreement, which is approved by the City and in which the limits of liability shall not be less than one million (\$1,000,000.00) for each accident or occurrence. FSIA also agrees to maintain an Errors and Omissions Policy approved by the City, and in which the limits of liability shall be not less than one million (\$1,000,000.00). FSIA shall furnish the City with the certificate or certificates of insurance or other acceptable evidence that such insurance is in full force at all times during the term hereof.
10. This agreement shall remain in effect for a period of One (1) Year at the same fee schedule, with the option of an additional One (1) Year with a review of the services provided and the fee schedule at that time, to determine the necessity of a possible increase

of fees. This agreement will commence July 1, 2024, and end June 30, 2025, provided, however, that the City shall have the sole option to terminate this contract after One (1) Year, by providing FSIA written notice at least 30 days prior to termination.

IN WITNESS THEREOF:

Signed, sealed and delivered in the presence of:

FIRST STATE INSPECTION AGENCY, INC.

Attest

Earle Dempsey
President

(SEAL)

Sworn to and subscribed before me this ____ day of _____, 2024.

Notary Public

Date Commission Expires

CITY OF MILFORD

Attest/City Clerk

By: Mayor F. Todd Culotta

(SEAL)

Sworn to and subscribed before me this ____ day of _____, 2024.

Notary Public

Date Commission Expires



First State Inspection Agency, Inc. Building Inspections Fee Schedule

All Use Groups other than R3 and R4

- New Construction and Additions **\$0.27 per sq. ft of**
Gross Floor Area (defined as the total square footage of all floors, within the perimeter of the outside walls; including basements, cellars, garages, roofed patios, breezeways, covered walkways, and attics with floor-to-ceiling height of 6'6" or more)
 - Alterations and Tenant Fit-Out **0.5% of construction cost**
 - Demolition **\$95.00**
 - Signs **\$95.00**
- Commercial Minimum Fee - \$150.00**

One- and Two-Family Dwellings (use groups R3 and R4)

- Dwellings Unit **\$275.00** (includes 5 inspections)
\$75.00 each additional trip
 - Garages, porches, sheds, pole buildings, pool houses **\$185.00**
 - Swimming pools, decks, minor fit-outs (basement) **\$145.00**
 - Solar, fences, roof replacements, pre-fab sheds **\$95.00**
- City of Milford Minimum Fee - \$60.00**
-

- Emergency After Hours Inspections **\$125.00/hour** (1-hour minimum)



First State Inspection Agency, Inc. Building Plan Review Fee Schedule

All use groups other than R3 and R4

- **New Construction (Fee based on *Gross Floor Area** of construction)**

Up to and including 10,000 sq. ft.	\$0.045 per sq. ft.
Greater than 10,000 sq. ft.	\$0.03 per sq. ft.

**Gross Floor Area* is defined as the total square footage of all floors, within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

- **Alterations**

0.25% of the estimated cost of construction up to \$20,000

Commercial Minimum Fee - \$40.00

One- and Two-Family Dwellings (use groups R3 and R4)

- **New Construction**

\$155.00 per dwelling unit includes building, plumbing, and mechanical as needed

- **Alterations and Additions**

.25% of the estimated cost of constructions

- Garages, porches, sheds, pole buildings, pool houses **\$80.00**
- Swimming pools, decks, minor fit-outs (basement) **\$40.00**
- Solar, fences, roof replacements, pre-fab sheds, other minor projects **\$30.00**

Minimum Fee - **\$20.00**

Plan Review/Inspection Agreement

THIS AGREEMENT, made this 26th day of June, 2023, by and between the **CITY OF MILFORD**, a political subdivision of the State of Delaware, (Hereinafter referred to as "City") and **FIRST STATE INSPECTION AGENCY, INC.** (Hereinafter referred to as "FSIA").

WHEREAS, the parties desire to establish a relationship with respect to plan reviews and inspections of permitted construction in the City of Milford and establish certain aspects of their relationship.

NOW THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties agree as follows:

1. FSIA shall conduct plan reviews, prior to the issuance of a permit. Alterations or modifications to approved plans will constitute additional review fees.
2. FSIA shall conduct building inspections to meet the requirements of the IRC and IBC Building codes as adopted by the City, including any amendments thereto.
3. FSIA shall conduct on-site inspections, consisting of footing, foundation, framing, energy, and final inspections.
4. FSIA shall maintain written records of on-site inspections until final inspections have been completed, at which time the City will be notified of the Final inspection and a copy of all inspection records will be forward to the City.
5. All inspection requests shall be to the FSIA office.
6. FSIA shall provide technical advice and information, as requested by the City.
7. The City agrees to pay FSIA pursuant to the fee schedule attached hereto. FSIA shall bill the City: upon approval of construction drawings for the cost of plan review; upon the first inspection for half of the cost of inspection; and upon final inspection for the remaining cost of inspection. Payment is due 30 days after receipt of invoice.
9. FSIA shall, during the entire term hereof, and any extension thereof, keep in full force and effect, a policy of general liability insurance with respect to its obligations under this agreement, which is approved by the City and in which the limits of liability shall not be less than one million (\$1,000,000.00) for each accident or occurrence. FSIA also agrees to maintain an Errors and Omissions Policy approved by the City, and in which the limits of liability shall be not less than one million (\$1,000,000.00). FSIA shall furnish the City with the certificate or certificates of insurance or other acceptable evidence that such insurance is in full force at all times during the term hereof.
10. This agreement shall remain in effect for a period of One (1) Year at the same fee schedule, with the option of an additional One (1) Year with a review of the services provided and the fee schedule at that time, to determine the necessity of a possible increase of fees. This agreement will commence July 1, 2023, and end June 30, 2024, provided,

however, that the City shall have the sole option to terminate this contract after One (1) Year, by providing FSIA written notice at least 30 days prior to termination.

IN WITNESS THEREOF:

Signed, sealed and delivered in the presence of:

FIRST STATE INSPECTION AGENCY, INC.

Alison Landolph
Attest

[Signature] (SEAL)
Printed Name: Earle Dempsey
Title: President

Sworn to and subscribed before me this 20 day of June, 2023.

Melinda Lynne Trice
Notary Public

11/11/26
Date Commission Expires



[Signature]
Attest/City Clerk

[Signature] (SEAL)
By: Mayor Arthur J. Campbell

Sworn to and subscribed before me this 26th day of June 2023.

Carlene Wilson
Notary Public

June 17, 2024
Date Commission Expires

CARLENE WILSON
NOTARY PUBLIC
State of Delaware
My Commission Expires on June 17, 2024



First State Inspection Agency, Inc. Building Inspections Fee Schedule

All Use Groups other than R3 and R4

- New Construction and Additions \$75.00 *plus* \$0.25 per sq. ft of
Gross Floor Area (defined as the total square footage of all floors, within the perimeter of
the outside walls; including basements, cellars, garages, roofed patios, breezeways, covered
walkways, and attics with floor-to-ceiling height of 6'6" or more)
- Alterations and Tenant Fit-Out 2.5% of construction cost
- Demolition \$50.00
- Signs \$50.00

Minimum Fee - \$50.00

One- and Two-Family Dwellings (use groups R3 and R4)

- Dwellings Unit \$245.00 (includes 5 inspections)
\$50.00 each additional trip
- Garages, porches, sheds, pole buildings, pool houses \$125.00
- Swimming pools, decks, minor fit-outs (basement) \$100.00
- Solar, fences, roof replacements \$50.00

Minimum Fee - \$50.00

- Emergency After Hours Inspections \$100.00/hour (1-hour minimum)



First State Inspection Agency, Inc. Building Plan Review Fee Schedule

All use groups other than R3 and R4

- New Construction (Fee based on *Gross Floor Area** of construction)

Up to and including 10,000 sq. ft.	\$0.045 per sq. ft.
Greater than 10,000 sq. ft.	\$0.03 per sq. ft.

**Gross Floor Area* is defined as the total square footage of all floors, within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

- Alterations

- 1.5% of the estimated cost of construction up to \$20,000
- 0.5% of cost over \$20,000

Minimum Fee - \$40.00

One- and Two-Family Dwellings (use groups R3 and R4)

- New Construction

\$145.00 per dwelling unit includes building, plumbing, and mechanical as needed

- Alterations and Additions

1.00% of the estimated cost of constructions

- Garages, porches, sheds, pole buildings, pool houses \$50.00
- Swimming pools, decks, minor fit-outs (basement) \$30.00
- Solar, fences, roof replacements, other minor projects \$20.00

Minimum Fee - \$20.00

THE STATE OF DMI

July 2024





Terry Rogers
President



Neyda Albarran
Vice-President



Debbie Long
Secretary



Justin Arseneau
Treasurer

NEWLY ELECTED OFFICERS



Craig de Mariana Aleman



Michele Webb

MEMBERS AT LARGE

Executive Director
Sara LeBright



Administrative Assistant
Tonja Zitvogel



STAFF



Accreditation

- Signifies commitment to comprehensive revitalization of downtown
- Shows promotion of community engagement
- Requires rigorous outcome measurement
- Demonstrates DMI has a proven track record of success in planning, implementing and measuring results

ECONOMIC VITALITY

Led by Dustin Parker

Working with investors and local business owners who may want to expand or open their business in downtown Milford



DESIGN

Led by Joey Philips

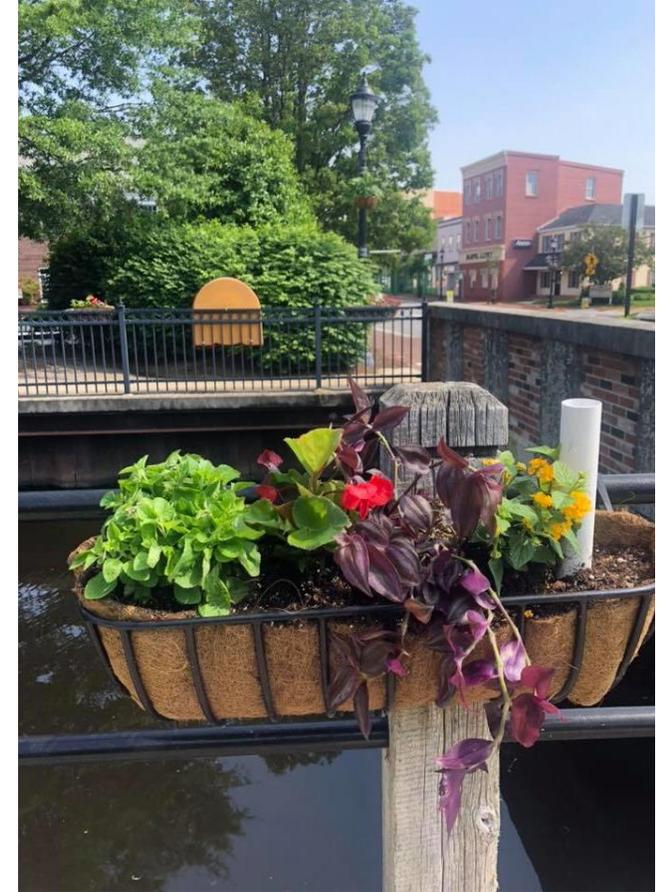
Keeps downtown beautiful through Milford in Bloom, the Banner Project and the Santa House

Five for Five Paint Program

Façade and Awning Grants

Crosswalk Project

Story Walk Project



PROMOTIONS

Led by Terry Rogers temporarily

Manages events downtown including the Bug and Bud Festival, St. Patrick's Day Pub Crawl, Irish Music and Dance Concert, First Friday, Santa House and Holiday Stroll

Partner with CCGM for the Community Cleanup

Bringing back Eat in the Street with a twist next year

Collaborating with CCGM on a city-wide music festival

Working with various organizations to create new and exciting events



Organization

- Led by Terry Rogers
- Updated bylaws and starting a 3-year strategic plan this month
- Updated Policies and Procedures Manual
- Working on creating policies and procedures for committees
- Created new mission statement



FARMER'S MARKET

Led by Lang Redden and Chantel Helmick

Local vendors earned over \$200,000 in sales last year

Promotes buying local



NEW COMMITTEES

DMI is considering adding the following stand-alone committees:

Multi-Cultural Committee – designed to meet the needs of the many cultures we have in Milford

Finance Committee – designed to help DMI continue to increase funding from multiple sources and reduce reliance on the city.



VINYARD SHIPYARD PROJECT

Concluded on June 30, 2024

The Lofland's informed DMI they were no longer interested in the project and were taking steps to donate their items to museums in the area.

\$500,000 in funding at the state level was given to other organizations after June 30

\$625,000 remains in the name of DMI and we are asking the legislature to reappropriate the funds for the purchase of a building



INCREASED REVENUE

\$20,000+ in sponsorships

\$17,000+ raised from Bug and Bud Festival
– up from \$5,000 in 2023

Grants – requests for funding to purchase a portable stage for the amphitheater;
seeking USDA funding in the fall for a possible alley project



VOLUNTEER
HOURS/DOWNTOWN
VISITORS

Volunteer Hours
As of July 1, 2024,
DMI volunteers
have contributed
over 1,571.25
hours to
downtown, a
value of
\$52,612.79



Downtown
Visitors

Pub Crawl – 300

Irish Music and
Dance – 500

Milford
Community
Cleanup – 1,000

Bug and Bud
Festival – 8,000+

First Friday – May,
June and July –
600 per evening

QUESTIONS OR CONCERNS?

- Terry Rogers
- Phone 302-270-3878
- Email: Kwenbee@comcast.net
- Sara LeBright
- Phone 302-393-6808
- Email: Director@downtownmilford.org



The governing body has recessed to Executive Session. The regular meeting will resume shortly.