



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

CITY COUNCIL AGENDA September 23, 2024

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

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

or

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

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

Call 301 715 8592 Webinar ID: 948 7712 1629

6:00 PM

15-Minute Public Comment Period*

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

Recognition

Introduction/New City Employees

Proclamation 2024-04/Law Enforcement Suicide Prevention Awareness Day

Proclamation 2024-21/Suicide Prevention Awareness Month

Proclamation 2024-20/ Prostate Cancer Awareness - David Sauls

Staff Report

Milford Police Department/2024 Edward Byrne Memorial Justice Assistance Grant¹

Communications & Correspondence

Monthly Finance Report

Unfinished Business

New Business

- Presentation/Partners for Wellbeing/The Blue Project
- Discussion/The Willows Homeless Issue²
- Adoption/Resolution 2024-15/Halloween Trick or Treat Observance [Ⓟ]³
- Authorization/ NE Front Street Phase II – TAP Agreement
- Authorization/ NW Front Street Phase I – TAP Agreement
- Authorization/Tax Payment Deadline⁴

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.*

091624

^{1,2} 091724 Items added/PD

³ 091824 Late Addition

⁴ 091824 Late Addition/Finance Director

091924 Item removed





PROCLAMATION 2024-04
LAW ENFORCEMENT SUICIDE AWARENESS DAY

WHEREAS, frequent and repeated exposure to critical incidents takes a toll on law enforcement officers, leading to significantly higher rates of mental illness and suicide; and,

WHEREAS, law enforcement officers are more likely to die by suicide than in the line of duty; and,
WHEREAS, All H.E.L.P. reports over 200 known officer suicides per year; and,

WHEREAS, the State of Delaware recognizes that its first responders serving on the front lines face stressful and traumatic situations daily that impact their mental health; and,

WHEREAS, several barriers prevent law enforcement officers from accessing mental health services, including shame and stigma; and,

WHEREAS, the State of Delaware recognizes the need to end the silence surrounding law enforcement suicide and the urgent and ongoing need for prevention and awareness; and,

WHEREAS, the State of Delaware supports first responder mental health with the recent creation of an online resource page with a comprehensive collection of mental health resources specifically geared toward first responders which include crisis services, wellness, trauma information, nutrition, stress reduction, anxiety, depression, violence prevention, suicide prevention and substance use; and,

WHEREAS, September 26th is now recognized each calendar year as National Law Enforcement Suicide Awareness Day and provides the opportunity to educate oneself about warning signs, how to best help those in need, and stop the stigma around officer suicide.

THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, do hereby proclaim September 26, 2024, as Law Enforcement Suicide Awareness Day and encourage all to educate themselves in law enforcement mental health, support first responder mental health services, and positively contribute to ending the stigma of law enforcement suicide.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 23rd day of September 2024.

Mayor F. Todd Culotta

Attest:

Interim City Clerk Katrina L. White



PROCLAMATION 2024-21 *Suicide Prevention Awareness Month*

WHEREAS, September is Suicide Prevention Awareness Month – a time to raise awareness of this stigmatized, and this urgently important crisis; and

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

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

WHEREAS, Suicide is the 12th leading cause of death within the United States with 49,476 people dying by suicide annually and an estimated 1.6 million attempts; and

WHEREAS, The City of Milford publicly places its full support behind those who work in the field of mental health, education, and law enforcement; and

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

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

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

WHEREAS, Suicidal thoughts, although common, should not be normalized and often indicate a more serious condition that needs to be addressed with the proper mental health professionals; and

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

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, do hereby proclaim September 2024 as Suicide Prevention Awareness Month in the City of Milford and ask our citizens to recognize that taking care of ourselves and others includes taking care of mental health; and

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 23rd day of September 2024.

Mayor F. Todd Culotta

Attest _____
Interim City Clerk Katrina L. White



PROCLAMATION 2024-20

Prostate Cancer Awareness Month

WHEREAS, prostate cancer is the most commonly diagnosed non-skin cancer in men and the second leading cause of cancer deaths in men; and

WHEREAS, approximately 288,300 men are diagnosed with prostate cancer in the United States alone every year - one man every 2 minutes, roughly 34,700 die each year from the disease - one man every 15 minutes; and

WHEREAS, 1 in 8 men are diagnosed with prostate cancer. African American men are at the highest risk for the disease with a rate of 1 in 6 men; and

WHEREAS, African American men are 2.1 times more likely to die from the disease; and

WHEREAS, Education regarding prostate cancer and early detection strategies is critical to saving lives and preserving and protecting our families; and

WHEREAS, all men are at risk for prostate cancer and we encourage the citizens of City of Milford to increase the importance of prostate screenings.

THEREFORE, BE IT RESOLVED that I, F. Todd Culotta, Mayor of the City of Milford, by virtue of the power vested in me, do hereby proclaim the month of September 2024 to be Prostate Cancer Awareness Month in the City of Milford.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 23rd day of September 2024.

Mayor F. Todd Culotta

Attest:

Interim City Clerk Katrina White

WHEN SHOULD A MAN GET SCREENED FOR PROSTATE CANCER?

One of the hardest parts of educating men about prostate cancer is that nobody seems to agree on screening guidelines. What we know right now tells us that prostate cancer is the most common cancer in men. We also know that certain men are at a much higher risk for prostate cancer. So, here's what we think is the best protocol for prostate cancer detection. (And the National Comprehensive Cancer Network - NCCN - happens to agree.)

All men should see a urologist for a baseline PSA test and risk assessment around the age of 45. Future screening schedule should be individualized based on his baseline PSA score and relative health.⁴

All men over 55 years old need to talk to their doctor about prostate cancer risk assessment and screening.

⁴ PSA values of men in their 40s are less likely to be biased from the presence of BPH (enlarged prostate). A baseline PSA test at age 40 will help your urologist to assess your future risk of prostate cancer detection and help determine the most appropriate surveillance strategy for you.



We know prostate cancer.

We know men.

We know how men react when they think about prostate cancer.

That's why we're here. We're here to break through that barrier and educate men about risk factors, symptoms and prostate health.

The Delaware Prostate Cancer Coalition is a 501c3 non-profit organization, and we put all of our blood, sweat, and tears into educating men about prostate cancer and prostate health. We've lost far too many fathers, brothers, and husbands to prostate cancer, and it's time to fight back. Join us!

We're fighting the good fight. We're finding men in their natural habitats—sporting events, golf clubs, breweries, outdoor shows. **Join** our coalition of survivors, families, urologists, nurses, researchers, athletes, and regular people who are raising the profile of prostate cancer and men's health.

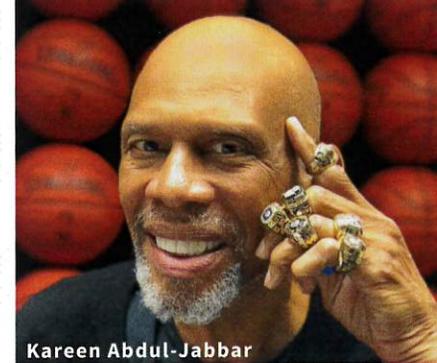


DEPROSTATECANCERCOALITION.ORG

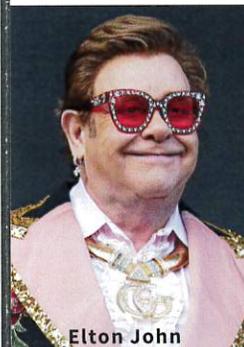
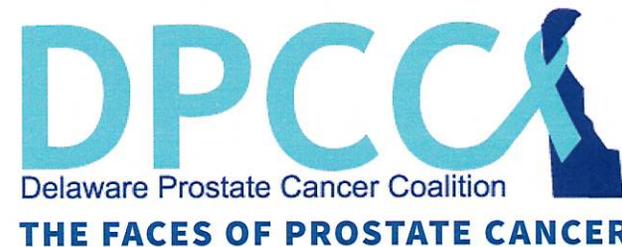
302-366-1400, Option #1



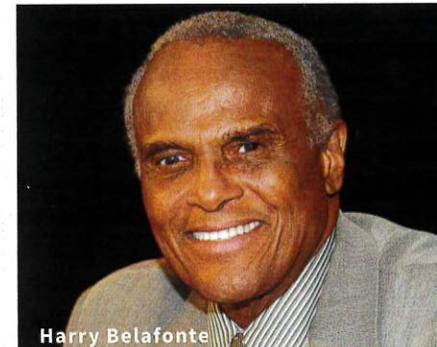
Cal Ripken, Jr.



Kareem Abdul-Jabbar



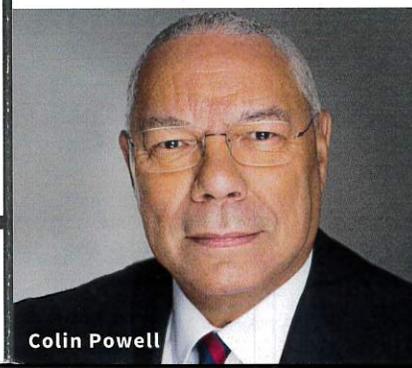
Elton John



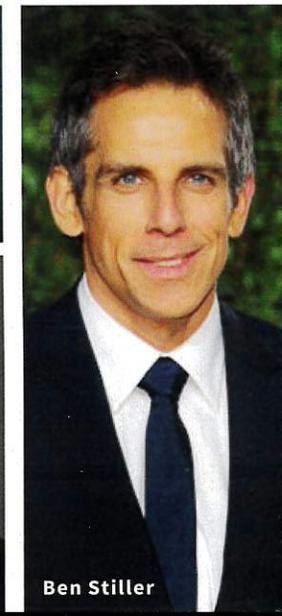
Harry Belafonte



Robert De Niro



Colin Powell



Ben Stiller

OUR MISSION

The Delaware Prostate Cancer Coalition (DPCC) serves as a collective voice for Delaware on a national basis and acts as a resource in the state to raise awareness of prostate cancer and encourage early screening for the disease.

Our goal is to provide information and education to the general public on detection, diagnosis and treatment. We strive to identify men for prostate cancer screening and provide referrals for those uninsured or underinsured. In addition, our aim is to facilitate and provide support to men and their families diagnosed with prostate cancer. Join us!

EVENTS, SCREENINGS & SUPPORT

The annual **Pedal Away Prostate Cancer** bike race is held each September to raise awareness of the disease. This 25 or 50-mile timed road race through Amish country in Kent County, Delaware has been the main fundraiser for DPCC. In addition to the race, DPCC holds a community fair at the event with food, vendors, and entertainment.

Free screenings are held throughout the year and a Prostate Cancer Support Group is held monthly in Dover. For a full list of events and other information about prostate cancer, please visit our website at www.DeProstateCancerCoalition.org.



WHAT YOU NEED TO KNOW ABOUT PROSTATE CANCER RISK AND EARLY DETECTION

The three main risk factors for prostate cancer are:

- Age over 55
- African-American race
- Family history

Other risk factors for aggressive prostate cancer include:

- Exposure to Agent Orange
- Smoking
- Obesity
- Lack of vegetables in diet
- Lack of exercise.¹



1 in 8 men will be diagnosed with prostate cancer during his lifetime.¹

4 in 10 men diagnosed will be younger than 65 years old.¹

1 in 44 men will die from prostate cancer.²

A non-smoking man is more likely to develop prostate cancer than colon, bladder, melanoma, lymphoma and kidney cancers combined.¹

Men with a father, brother, or son with prostate cancer are *two times* more likely to develop the disease.¹

EARLY DETECTION IS KEY

When detected early, with cancer just in the prostate or in regional lymph nodes, the 5 year survival rate is nearly 100%.

Late stage prostate cancer survival rates are approximately 34%.³

Early detection can help identify aggressive prostate cancer and it can lower the risk of metastatic disease.

¹ Prostate Cancer Foundation, www.pcf.org

² American Cancer Society, www.cancer.org/cancer/types/prostate-cancer/about/key-statistics.html

³ American Cancer Society, www.cancer.org/cancer/types/prostate-cancer/detection-diagnosis-staging/survival-rates.html



POLICE DEPARTMENT
401 NE Front Street
Milford, DE 19963



Phone 302.422.8081
Fax 302.424.2330
www.milfordpolicede.org

2024 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) LOCAL SOLICITATION PUBLIC NOTICE

Public notice is hereby given that the City of Milford will be submitting an application for funding for the 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) to the U.S. Department of Justice. The JAG program is the primary provider of Federal criminal justice funding for eligible state and local jurisdictions to support a wide range of crime prevention and intervention activities based on local needs and conditions. This solicitation is for a disparate of Sussex County agencies, with recommended allocations of \$16,786 to the City of Milford, \$16,471 to the Town of Seaford, \$10,770 to the Town of Laurel and \$11,592 to the Town of Georgetown. FY24 JAG total allocation for Sussex County is \$55,619.

This application will be available for review by October 18, 2024 by contacting Victoria R. Sessoms at the City of Milford Police Department located at 401 NE Front Street, Milford, Delaware, 19963. Please direct any comments regarding this application to the above address or via email at victoria.knorr@cj.state.de.us.



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

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

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware
 Net Cash and Funding Availability Summary (in thousands)¹
 For the Period Ended August 31, 2024

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Jul 31, 2024)	Closing Balance (Aug 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund ³	\$ 1,141 →	\$ 1,105	\$ 1,247	\$ (673)	\$ (1,765)	\$ (86)
Electric Fund	3,304 →	3,275	50	(1,039)	(1,187)	1,098
Water Fund	3,082 →	3,121	35	(659)	(330)	2,167
Sewer Fund	1,902 →	1,967	29	(319)	(236)	1,441
Solid Waste Fund	841 →	845	9	(514)	(201)	139
Operating Cash Totals⁴	\$ 10,269 →	\$ 10,313	\$ 1,370	\$ (3,204)	\$ (3,719)	\$ 4,760

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

Description	Opening Balance (Jul 31, 2024)	Closing Balance (Aug 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 1,282 →	\$ 1,291	\$ -	\$ (1,291)	\$ -	\$ -
Municipal Street Aid (MSA)	720 →	726	210	(936)	-	-
Realty Transfer Tax (RTT)	1,926 →	2,070	5,629	(5,767)	(1,373)	559
Economic Development	515 →	515	89	-	-	604
Lodging Tax Fund	757 →	768	99	(867)	-	-
ARPA Grant Fund	274 →	274	-	(274)	-	-
Special Purpose Cash Totals⁴	\$ 5,474 →	\$ 5,644	\$ 6,027	\$ (9,136)	\$ (1,373)	\$ 1,163

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Jul 31, 2024)	Closing Balance (Aug 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 3,279 ↓	\$ 2,253	\$ 2,673	\$ (4,597)	\$ (329)	\$ 0
Water Fund Capital Reserves	3,943 →	3,689	659	(2,069)	(2,229)	50
Sewer Fund Capital Reserves	4,625 →	4,385	319	(1,224)	(3,472)	9
Solid Waste Fund Capital Reserves	117 →	116	514	(494)	(126)	11
Electric Fund Capital Reserves ²	13,208 →	13,009	3,539	(7,045)	(7,045)	2,459
Operating Cash Totals⁴	\$ 25,172 →	\$ 23,453	\$ 7,704	\$ (15,429)	\$ (13,200)	\$ 2,528

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

Description	Opening Balance (Jul 31, 2024)	Closing Balance (Aug 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 653 →	\$ 672	\$ 190	\$ (862)	\$ -	\$ -
Carlisle Fire Co Permit Fund	308 →	320	121	(440)	-	-
Parks & Recreation Facilities	160 →	160	-	(160)	-	-
Water Impact Fee Reserves	6,057 →	6,113	863	(1,265)	-	5,711
Sewer Impact Fee Reserves	3,529 →	3,575	456	(550)	-	3,481
Electric Impact Fee Reserves	1,424 →	1,439	144	(1,583)	-	-
Impact Fees & Police/GF Totals⁴	\$ 12,131 →	\$ 12,278	\$ 1,773	\$ (4,859)	\$ -	\$ 9,192

Grand Totals⁴	\$ 53,047 →	\$ 51,689	\$ 16,874	\$ (32,629)	\$ (18,291)	\$ 17,643
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36 ¹New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.
 37 ²Realty Transfer Taxes (RTT) and Electric Fund Reserves totaling \$7.5mm are being temporarily consumed to offset interest costs associated with the PD Facility construction. The recovery of the funds through project financing is reflected in the Projected Cashflows columns for RTT & Electric.
 38 ³The General Fund Unrestricted operating cash balance is a function of dynamic reserve targets against the expanding budget (organic growth + inflation) timed with the lowest operating cash period of the FY; the sub-zero condition will naturally reverse in September.
 39 ⁴Closing Balance Indicator sets Red, Yellow and Green signify month-to-month cash variance as follows:

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

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended August 31, 2024

Operating Cash Balances

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Jul 31, 2024)	Receipts	Interest Earned	Disbursements	Closing Balance (Aug 31, 2024)
General Fund	\$ 1,140,598	\$ 1,650,193	\$ 3,042	\$ (1,688,806) →	\$ 1,105,027
Electric Fund	3,304,306	3,815,250	6,293	(3,851,149) →	3,274,701
Water Fund	3,081,955	475,910	4,426	(441,790) →	3,120,501
Sewer Fund	1,901,865	688,545	3,179	(626,277) →	1,967,311
Solid Waste Fund	840,581	194,299	1,345	(190,894) →	845,330
Operating Cash Totals⁴	\$ 10,269,304	\$ 6,824,197	\$ 18,285	\$ (6,798,916) ●	\$ 10,312,870

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Jul 31, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Aug 31, 2024)
General Improvement	\$ 1,282,000	\$ -	\$ 8,609	\$ - →	\$ 1,290,610
Municipal Street Aid (MSA)	719,950	-	5,969	- →	725,919
Realty Transfer Tax (RTT)	1,926,287	143,741	8,466	(8,333) →	2,070,161
Economic Development	515,247	-	-	- →	515,247
Lodging Tax Fund	756,850	11,515	-	- →	768,365
ARPA Grant Fund	273,890	-	-	- →	273,890
Special Purpose Cash Totals^{3,4}	\$ 5,474,223	\$ 155,256	\$ 23,045	\$ (8,333) ●	\$ 5,644,192

Reserve Fund Cash Balances

Description	Opening Balance (Jul 31, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Aug 31, 2024)
General Fund Capital Reserves	\$ 3,278,987	\$ -	\$ 24,416	\$ (1,050,561) ↓	\$ 2,252,842
Water Fund Capital Reserves	3,943,034	-	26,951	(280,628) →	3,689,357
Sewer Fund Capital Reserves	4,625,075	-	30,659	(270,366) →	4,385,368
Solid Waste Fund Capital Reserves	116,933	-	881	(1,667) →	116,147
Electric Fund Capital Reserves	13,207,823	-	87,420	(285,972) →	13,009,270
Reserve Fund Cash Totals^{3,4}	\$ 25,171,852	\$ -	\$ 170,327	\$ (1,889,195) ●	\$ 23,452,985

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Jul 31, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Aug 31, 2024)
Police & General Gov't Facilities	\$ 652,887	18,979	\$ -	\$ - →	\$ 671,865
Carlisle Fire Co Permit Fund	307,617	12,062	-	- →	319,679
Parks & Recreation Facilities	159,575	-	-	- →	159,575
Water Impact Fee Reserves	6,057,228	86,256	-	(30,015) →	6,113,469
Sewer Impact Fee Reserves	3,529,417	45,576	-	- →	3,574,993
Electric Impact Fee Reserves	1,424,490	14,400	-	- →	1,438,890
Impact Fees & Police/GF Totals^{3,4}	\$ 12,131,215	\$ 177,272	\$ -	\$ (30,015) ●	\$ 12,278,473

Grand Totals⁴	\$ 53,046,595	\$ 7,156,726	\$ 211,658	\$ (8,726,459) ◆	\$ 51,688,519
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

²\$1.9 million disbursed from reserves (lines 20-24) includes \$600k general fund reserves returned to operating cash; the balance is driven by FY25 vehicle replacements, while the ongoing MCC project, ERP upgrade and several other budgeted utility projects round out the difference.

³Investments with PFM total \$39 million and consist of total reserves (line 25), impact fees (lines 31-33), special purpose funds (lines 14-15), and on a short-term basis, a portion of the operating cash (line 8).

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



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

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

General Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/24)	\$	2,252,842
Expected Contributions & Interest		673,250
Restricted Funds:		
Vehicle & Equipment Replacement		(402,794)
Street Repair		(2,084,837)
Parking Enhancements		(620,000)
Parkland, Trails & Recreation		(1,297,450)
PD Projects		(191,685)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ^{6,8}		-
Equipment Replacement Reserve ²		(329,000)
Uncommitted Reserve Balance	\$	326

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/24)	\$	13,009,270
Expected Contributions & Interest		3,539,290
Restricted Funds:		
Electric Vehicles & Equipment		(135,000)
Substation Upgrades & Security		(479,944)
Traffic Signal Upgrades		(374,840)
Citywide Projects		(1,995,426)
Investment Policy/Rate Stability ⁷		(4,060,000)
Reserve (MCR) Policy ^{3,6}		(6,836,775)
Equipment Replacement Reserve ³		(208,000)
Uncommitted Reserve Balance	\$	2,458,575

Water Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/24)	\$	3,689,357
Expected Contributions & Interest		658,517
Restricted Funds:		
Vehicle & Equipment Replacement		(218,393)
Reserve-Funded Projects		
Water System Improvements		(1,520,371)
Water Plant Upgrades		(238,376)
4th St Project 9/9/24		(91,996)
Reserve (MCR) Policy ^{3,6}		(2,182,680)
Equipment Replacement Reserve ³		(46,250)
Uncommitted Reserve Balance	\$	49,808

Solid Waste Reserves		Amount
Cash/Investment Balance (8/31/24)	\$	116,147
Expected Contributions & Interest		514,167
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(437,954)
Solid Waste Alloc of Citywide Projects		(55,744)
Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(125,500)
Uncommitted Reserve Balance	\$	11,115

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/24)	\$	4,385,368
Expected Contributions & Interest		319,167
Restricted Funds:		
Sewer Vehicles & Equipment		(125,424)
Reserve-Funded Projects		
Sewer System Improvements		(1,033,927)
8" Bypass Pump		(65,000)
Reserve (MCR) Policy ^{3,6}		(3,373,571)
Equipment Replacement Reserve ³		(98,000)
Uncommitted Reserve Balance	\$	8,613

MSA & RTT Reserves		Amount
RTT Balance (8/31/24)		2,070,161
MSA Balance (8/31/24)		725,919
MSA & RTT Est Receipts thru FY25:		5,839,369
MSA: Street & Bridge Improvements		(1,169,501)
RTT: Transfer to Police Dept		(83,333)
RTT: Sidewalk Project Funding		(150,000)
MSA & RTT: Combined St-Util		(3,301,000)
RTT: 4th St Project 9/9/24		(263,757)
RTT: Support GF Policies ¹		(2,000,000)
RTT: Reserve Policy ⁵		(1,373,000)
Uncommitted Reserve Balance	\$	294,858

¹Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future

²Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

³Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)

⁴Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Funds accumulated through FY23 used for collection equipment; 100% being reserved in FY24+.

⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts; FY24 increase related to strong FY23 vs FY20, which fell out of T3 Avg

⁶The Days Operating Expenditures (Days OpEx) piece of MCRs reclassified from Reserve balances here to Operating Cash; the Total MCR has not changed

⁷This funding has been deployed pursuant to the City's Investment Policy to achieve rate stability and structured returns. Interest rate increases and land investments prompted a revised strategy to benefit both the electric and sewer funds over a 13-year investment horizon.

⁸The portion of the GF Reserve balance supporting GF OCF requirement due to seasonal cash consumption was returned from the investment program in August

City of Milford, Delaware
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended August 31, 2024 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric		Water		Sewer		Solid Waste		Total	FY25 Total (as % of Rev)	FY24 Total (as % of Rev)	
Operating Revenue	\$	7,202	\$	785	\$	1,174	\$	343	\$	9,504	100.0%	100.0%
Cost of Revenue ¹		(4,806)		(97)		(327)		(63)		(5,294)	-55.7%	-67.9%
Gross Margin		2,396		688		847		280		4,210	44.3%	32.1%
Operating Expenses												
Operations & Maintenance		(499)		(154)		(226)		(239)		(1,118)	-11.8%	-3.7%
Personnel		(455)		(107)		(106)		(89)		(756)	-8.0%	-6.2%
Total Operating Expenses		(954)		(261)		(332)		(328)		(1,874)	-19.7%	-9.9%
Operating Income	\$	1,442	\$	426	\$	515	\$	(48)	\$	2,336	24.6%	22.3%
Non-Operating Revenue (Expense)		-		-		-		-		-	0.0%	0.2%
Surplus (Deficit) for debt service & capital		1,442		426		515		(48)		2,336	24.6%	22.4%
Debt Service - Principal & Interest		-		-		-		-		-	0.0%	-0.2%
Capital Spending / Contributions from (to) Reserves		(9)		(121)		(7)		-		(138)	-1.4%	-0.1%
Surplus (deficit) available for transfers		1,433		305		508		(48)		2,198	23.1%	22.2%
Transfers Out		(657)		(53)		(53)		-		(762)	-8.0%	-9.3%
Net Surplus (Deficit) - FYTD through Aug 2024	\$	776	\$	253	\$	456	\$	(48)	\$	1,436	15.1%	12.8%
Net Surplus (Deficit) - FYTD through Aug 2023	\$	243	\$	215	\$	269	\$	120	\$	847	12.8%	
Current vs Prior - Favorable (Unfavorable)²	↑	\$ 532	↑	\$ 37	↑	\$ 187	↓	\$ (168)	↑	\$ 589	↑	2.3%
Net Surplus (Deficit) - Current FYTD Budget	\$	(180)	\$	68	\$	15	\$	(102)	\$	(199)	-2.6%	
Current vs Budget - Favorable (Unfavorable)²	↑	\$ 956	↑	\$ 185	↑	\$ 441	↑	\$ 54	↑	\$ 1,635	↑	17.7%

¹Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

²Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

City of Milford, Delaware
 General Fund: Statement of Revenues & Expenditures¹
 For the YTD Period Ended August 31, 2024 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY25 Total <i>(as % of Rev)</i>	FY24 Total ² <i>(as % of Rev)</i>
Sources of Funding:							
Real Estate (Property) Taxes	\$ 6,289	\$ -	\$ -	\$ -	\$ 6,289	77.9%	87.2%
Permits, Licensing & Franchise Fees	38	-	-	223	261	3.2%	1.5%
Fines, Fees & Misc Revenue	25	239	-	-	264	3.3%	0.8%
General Revenue Subtotal	6,353	239	-	223	6,815	84.4%	89.5%
Utility Transfers & Cost Allocation	1,098	-	-	-	1,098	13.6%	9.9%
Grant Revenue	6	-	-	-	6	0.1%	-3.0%
Application of Reserve Balances	141	17	-	-	157	1.9%	3.6%
General Fund Operating Support	1,245	17	-	-	1,262	15.6%	10.5%
Total Sources of Funding	\$ 7,598	\$ 256	\$ -	\$ 223	\$ 8,077	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	128	131	52	181	492	6.1%	5.6%
Personnel	147	1,148	148	439	1,881	23.3%	20.3%
Total Operating Expenses	274	1,279	200	619	2,373	29.4%	25.8%
Surplus (Deficit) for Debt Svc & Capital	\$ 7,324	\$ (1,024)	\$ (200)	\$ (397)	\$ 5,704	70.6%	74.2%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	16	37	-	70	123	1.5%	10.3%
Net Surplus (Deficit) - FYTD through Aug 2024	\$ 7,308	\$ (1,061)	\$ (199)	\$ (467)	\$ 5,581	69.1%	63.9%
Net Surplus (Deficit) - FYTD through Aug 2023	\$ 6,302	\$ (1,481)	\$ (299)	\$ (363)	\$ 4,158	63.9%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 1,007	↑ \$ 420	↑ \$ 100	↓ \$ (104)	↑ \$ 1,423	↑ 5.2%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 7,331	\$ (1,982)	\$ (287)	\$ (704)	\$ 4,358	55.6%	
Current vs Budget - Favorable (Unfavorable)³	→ \$ (23)	↑ \$ 921	↑ \$ 88	↑ \$ 238	↑ \$ 1,223	↑ 13.5%	

¹This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

²This format presents expenditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

³Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

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

16.7% of Year Elapsed

Account / Function	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 287,801	\$ 23,983	\$ 47,967	16.7%
General Fund Reserves	1,809,271	150,773	92,677	5.1%
Interest Income	35,269	3,042	6,410	18.2%
Realty Transfer Tax - Police	100,000	8,333	16,667	16.7%
Real Estate Tax	6,321,516	6,235,733	6,289,227	99.5%
Business License	67,000	2,985	15,780	23.6%
Rental License	120,000	4,200	14,640	12.2%
Building Permits	250,000	147,320	166,814	66.7%
Planning & Zoning	9,000	14,755	21,639	240.4%
Leases and Franchise Fees	441,814	12,835	38,383	8.7%
Grasscutting Revenue	24,000	2,000	4,000	16.7%
Police Revenues	570,285	206,402	238,960	41.9%
Misc. Revenues	12,000	16,030	25,385	211.5%
Transfers In	6,588,923	549,077	1,098,154	16.7%
Total General Fund Revenue	\$ 16,636,879	\$ 7,377,469	\$ 8,076,700	48.5%
Enterprise Funds:				
Water Fund Revenues	3,707,513	427,662	784,710	21.2%
Sewer Fund Revenues	3,308,391	369,599	680,457	20.6%
Kent County Sewer	2,332,578	299,206	493,883	21.2%
Solid Waste Fund Revenues	1,859,923	191,626	343,011	18.4%
Electric Fund Revenues	33,710,810	4,136,259	7,201,676	21.4%
Total Enterprise Fund Revenue	\$ 44,919,215	\$ 5,424,353	\$ 9,503,737	21.2%
Application of Enterprise Reserves	3,432,345	838,633	963,386	28.1%
Other Enterprise Revenue	83,000	6,155	13,510	16.3%
Other Enterprise Expense	(83,000)	(7,174)	(16,520)	19.9%
Total General & Enterprise Fund Revenue	\$ 64,988,439	\$ 12,800,802	\$ 17,577,428	27.0%

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

16.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 642,713	57,558	104,858	16.3%	\$ 537,855
Operation & Maintenance (O&M)	188,916	19,069	36,739	19.4%	152,177
Capital	48,800	-	-	0.0%	48,800
Subtotal: City Administration	880,429	76,627	141,597	16.1%	738,832
City Clerks					
Personnel	285,163	20,100	37,584	13.2%	247,579
O&M	86,846	5,003	20,324	23.4%	66,522
Capital	-	-	-	-	-
Subtotal: City Clerks	372,009	25,103	57,908	15.6%	314,101
Planning & Zoning					
Personnel	\$ 764,390	70,523	131,579	17.2%	632,811
O&M	165,112	(6,763)	5,241	3.2%	159,871
Capital	-	-	-	-	-
Subtotal: Planning & Zoning	929,502	63,760	136,820	14.7%	792,682
Council					
Personnel	54,990	947	4,069	7.4%	50,921
Legal	35,150	4,956	7,434	21.1%	27,716
City Hall Building Expense	35,462	-	-	0.0%	35,462
Insurance	18,290	8,024	8,346	45.6%	9,944
Council Expense	40,000	9,270	12,947	32.4%	27,053
Codification	18,000	-	-	0.0%	18,000
Carlisle Fire Company	205,000	-	-	0.0%	205,000
Museum	40,000	-	-	0.0%	40,000
Downtown Milford, Inc.	50,000	-	-	0.0%	50,000
Milford Public Library	28,000	-	-	0.0%	28,000
Armory Expenses	20,000	5,972	7,170	35.8%	12,830
Community Festivals	65,000	-	35,000	53.8%	30,000
Election Expense	13,930	-	-	0.0%	13,930
Other O&M	79,890	-	-	0.0%	79,890
Resident Survey	25,000	-	-	0.0%	25,000
Subtotal: Council	728,712	29,170	74,966	10.3%	653,746

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

16.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	721,260	71,151	129,567	18.0%	591,693
O&M	57,705	5,734	11,882	20.6%	45,823
Capital	-	-	-		-
Subtotal: Finance	778,965	76,885	141,449	18.2%	637,516
Information Technology					
Personnel	536,570	55,263	99,026	18.5%	437,544
O&M	405,476	20,716	125,227	30.9%	280,249
Capital	-	(0)	15,590		(15,590)
Subtotal: Information Technology	942,046	75,979	239,843	25.5%	702,203
Police Department					
Personnel	6,733,520	596,597	1,148,008	17.0%	5,585,512
O&M	1,301,310	77,137	131,271	10.1%	1,170,039
Capital	97,260	-	-	0.0%	97,260
Debt Service	640,048	18,202	37,120	5.8%	602,928
Subtotal: Police Department	8,772,138	691,936	1,316,399	15.0%	7,455,739
Streets & Grounds Division					
Personnel	441,620	44,482	78,352	17.7%	363,268
O&M	585,177	20,810	38,578	6.6%	546,599
Capital	275,000	69,924	69,924	25.4%	205,076
Subtotal: Streets & Grounds Division	1,301,797	135,216	186,854	14.4%	1,114,943
Parks & Recreation					
Personnel	775,360	88,554	147,973	19.1%	627,387
O&M	709,070	5,645	51,687	7.3%	657,383
Capital	446,851	-	-	0.0%	446,851
Subtotal: Parks & Recreation	1,931,281	94,199	199,660	10.3%	1,731,621
Total General Fund Expenditures	\$ 16,636,879	\$ 1,268,874	\$ 2,495,494	15.0%	\$ 14,141,385

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

16.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 467,340	75,833	\$ 107,217	22.9%	\$ 360,123
O&M	1,893,512	53,584	154,035	8.1%	1,739,477
Transfer to General Fund	315,000	26,250	52,500	16.7%	262,500
Capital	666,386	-	121,313	18.2%	545,073
Debt Service	365,275	-	-	0.0%	365,275
Subtotal: Water Division	3,707,513	155,667	435,065	11.7%	3,272,448
Sewer Division					
Personnel	\$ 457,370	74,738	105,628	23.1%	351,742
O&M	1,511,092	69,199	226,055	15.0%	1,285,037
Transfer to General Fund	315,000	26,250	52,500	16.7%	262,500
Capital	2,504,373	5,692	7,027	0.3%	2,497,346
Debt Service	416,977	-	-	0.0%	416,977
Subtotal: Sewer Division (excl. Kent County)	5,204,812	175,879	391,211	7.5%	4,813,602
Kent County Sewer	2,863,851	205,600	400,296	14.0%	2,463,555
Subtotal: Sewer Division (Comprehensive)	8,068,663	381,479	791,507	9.8%	7,277,157
Solid Waste Division					
Personnel	440,130	63,765	88,702	20.2%	351,428
O&M	1,419,793	124,471	238,807	16.8%	1,180,986
Capital	595,311	-	-	0.0%	595,311
Subtotal: Solid Waste Division	2,455,234	188,236	327,509	13.3%	2,127,725
Subtotal: Water, Sewer & Solid Waste	14,231,410	725,382	1,554,080	10.9%	12,677,330
Electric Division					
Personnel	\$ 1,931,680	330,785	454,513	23.5%	1,477,167
O&M	3,379,183	359,704	499,037	14.8%	2,880,146
Transfer to General Fund	3,942,000	328,500	657,000	16.7%	3,285,000
Capital	409,340	7,190	9,295	2.3%	400,045
Debt Service	320,315	-	-	0.0%	320,315
Subtotal: Electric Division (excl. Power)	9,982,518	1,026,179	1,619,844	16.2%	8,362,674
Power Purchased	24,137,632	2,317,518	4,805,985	19.9%	19,331,647
Subtotal: Electric Division (Comprehensive)	34,120,150	3,343,697	6,425,829	18.8%	27,694,321
Total Enterprise Fund Expenditures	\$ 48,351,560	\$ 4,069,080	\$ 7,979,910	16.5%	\$ 40,371,651
Grand Total Operating Budget	\$ 64,988,439	\$ 5,337,953	\$ 10,475,403	16.1%	\$ 54,513,036

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

16.7% of Year Elapsed

Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 194,220	\$ 20,401	\$ 28,358	14.6%	\$ 165,862
Operation & Maintenance (O&M)	126,444	10,537	24,521	19.4%	101,923
Capital	-	-	-		-
Subtotal: Garage	320,664	30,939	52,880	16.5%	267,784
Public Works					
Personnel	877,190	95,329	129,214	14.7%	747,977
O&M	296,460	4,519	22,869	7.7%	273,591
Capital	-	-	-		-
Subtotal: Public Works	1,173,650	99,847	152,082	13.0%	1,021,568
Tech Services					
Personnel	336,620	34,309	47,907	14.2%	288,713
O&M	501,615	36,209	59,658	11.9%	441,957
Capital	-	-	-		-
Subtotal: Tech Services	838,235	70,518	107,564	12.8%	730,671
Billing & Collections					
Personnel	917,260	82,727	118,457	12.9%	798,803
O&M	423,510	17,280	41,511	9.8%	381,999
Capital	-	-	-		-
Subtotal: Billing & Collections	1,340,770	100,007	159,968	11.9%	1,180,802
City Hall Cost Allocation					
O&M	83,440	4,929	28,063	33.6%	55,377
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,440	4,929	28,063	33.6%	55,377
Interdepartmental Cost Allocation	\$ (3,756,759)	\$ (306,240)	\$ (500,557)	13.3%	\$ (3,256,202)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

¹All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.

WELCOME



Blue Project DE

Partners for Wellbeing

Learn More:

www.bluezones.com

Email:

bzprojectde@gmail.com

Co-Founders and Background

Kim Blanch

Co-Founder
BSN, RN
Director of Community Outreach, Beebe Healthcare

Krista Griffin

Co-Founder
DC, CFMP

Rita Williams

Co-Founder
MA, CHES, NBC-HWC



- The 3 co-founders have worked in the health and wellness sector in various capacities for several decades, with the focus being to improve the wellbeing, quality of life, and outcomes of ALL Delawareans.
- Each of us has followed the work of the Blue Zones Project in the US for years and joined together with the mission to bring this to the State of Delaware, starting with the communities of Sussex County.
- We have been working with the Blue Zones National team for over 18 months to formalize the opportunity here in Delaware.
- We have engaged early adopters from multiple sectors: healthcare, municipalities, higher education, community-based organizations, school districts, businesses, and state agencies.

Steering Committee

Bobbi Barends Ph.D.

Vice President and Campus Director, Delaware Technical Community College

Dan Cruce

Chief Operating Officer, United Way of DE

Dorothy Dillard Ph.D.

Director Center for Neighborhood Revitalization, Delaware State University

Julius Mullen, Ed. D., NCC,
LPCMH

Chief Inclusion Officer, Children & Families First

Megan McNamara Williams
DNP, FNP-C, FAANP

Vice President, Delaware Healthcare Association

Melissa Smith

Director, Division of Services for Aging Adults with Physical Disabilities of Delaware's Department of Health and Social Services

Peggy Geisler

CEO/Chief Strategist, PMG Consulting, LLC and Executive Director, Sussex County Health Coalition



Blue Zones have helped towns, cities, counties, and states meet the goals of their comp plans and community wellness initiatives.

What is the ask?

- Provide support & engagement throughout Assessment Phase and subsequent Transformation Process.
- Collaborate with key stakeholders in various sectors - community-based organizations, schools, businesses, state agencies, land development, etc. through these phases.
- Assist in identifying opportunities to align Blue Zone Project recommendations with current and future initiatives, as well as local comp plans and county-wide implementation strategies.
- Explore the cost-saving metrics demonstrated for existing Blue Zone (BZ) workplaces and what that could mean for Sussex County employers.

Why we are here

Delaware in a snapshot

72.7% of Sussex County adults are **overweight or obese**

33.2% of children are overweight or obese

24.6% of adults have **diabetes**

36.2% of adults have **high blood pressure**

7.1% of adults report having **Cardiovascular disease**

149,000 adults have a **mental health condition**

32.8% of adults reported symptoms of **anxiety or depression**

9,000 children ages 12-17 have **depression**

11.5% of households report **food insecurities**

\$9.1 Billion for total healthcare expenditures in 2021, an **11% increase** over 2020

\$2.4 Billion on Medicaid insurance plans for Delaware members

Approximately 40% of the total operating budget is spent on healthcare.

Prediabetes and diabetes cost Delaware an **estimated \$1.1 Billion annually.**

\$1.2 Billion on the Group Health Insurance Plan (GHIP) to provide healthcare for active state employees, their families, retirees, pre-Medicare and state pensioners.

Blue Zones and Blue Zones Project Overview



A community-led effort that helps people lead longer, better lives by making healthy choices easier



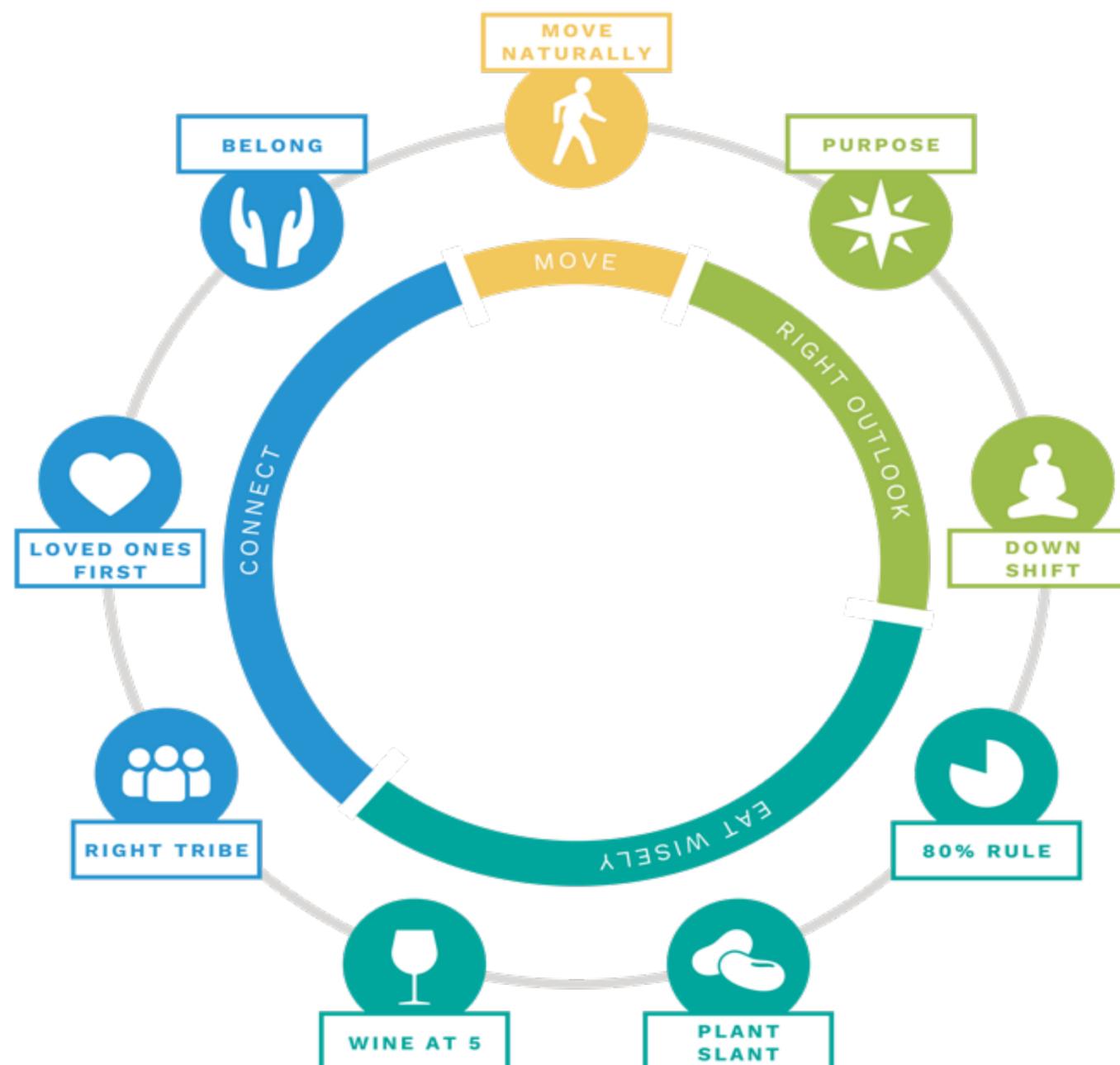
Blue Zones Longevity Hot Spots

Blue Zones Project
is inspired by five
world populations
with the highest
number of people
living to be 100
years or more



Power Nine™

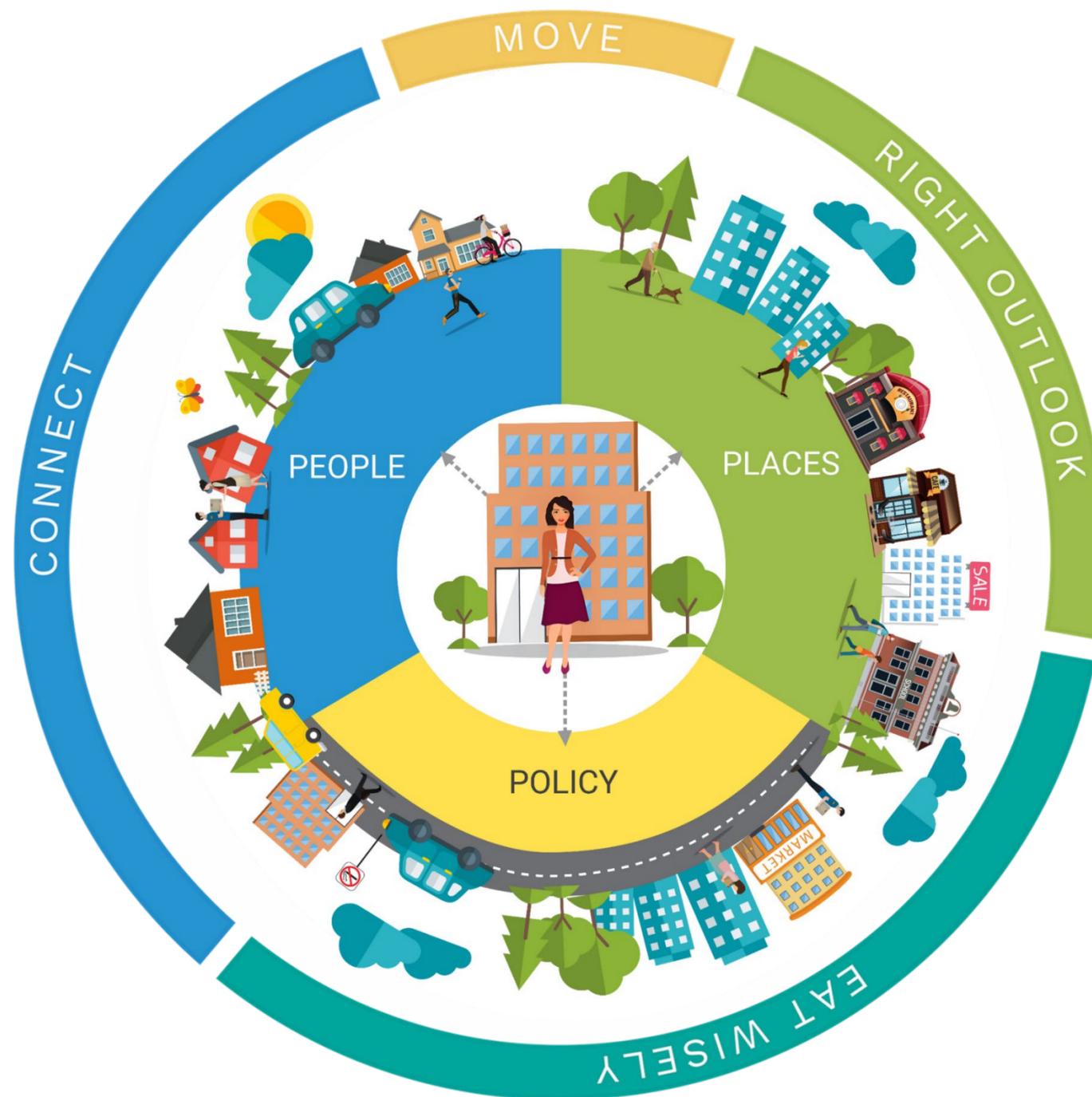
Lifestyles of all Blue Zones Centenarians
shared 9
Commonalities



No one in these places pursued longevity – but rather it ensued because their environments and cultures nudged them to it - driven at the core by moving naturally, developing a positive outlook, eating wisely and connecting.

Life Radius™

Blue Zones
 Projects work to
 improve Life
 Radius - the **20-**
mile area
around a
person's home
 where they
 spend 90% of
 their time



Strategy is to reverse engineer our Life Radius - surroundings and cultures - to align to the Power 9.

The two big intervention levers are WHERE do you spend your time and WHO do you spend it with?

Blue Zones Project partners with:

- Town Councils
- County Officials
- Community Leaders
- Health Care Systems
- Volunteers
- Faith-Based Orgs
- Non-Profits
- Local Advocates
- And more...

Community Partnerships are Key

POLICY

Public policies, systems design, built environment, and infrastructure improvements that cultivate social connections:

- Accessible and connected streets and sidewalks
- Vibrant spaces and town centers
- Green spaces
- Community gardens and Farmers Markets
- Public transportation

PLACES

Improving social connections with culture and programs in the places we spend the most time:

- Schools
- Worksites
- Restaurants
- Grocery Stores
- Faith and Civic Organizations

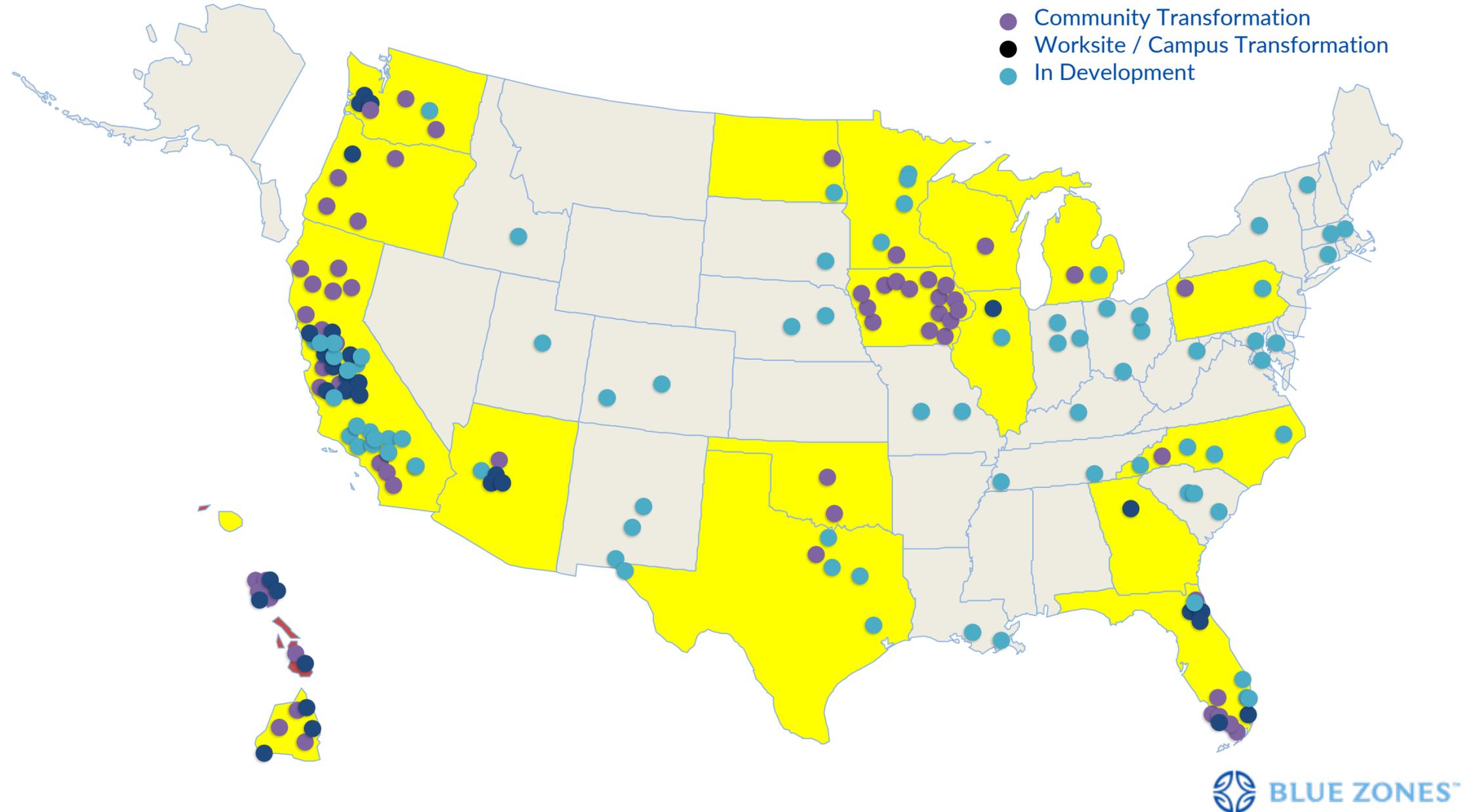
PEOPLE

Impacting those we spend most of our time with:

- Purpose Workshops
- Moais (Walking and Potluck)
- Neighborhood Groups and Associations
- Curated Volunteer Experiences
- Milestone Celebration Events (All Citizens)

Blue Zones Transformations

Blue Zones has been
deployed to 6.5+M lives in
over **90 transformation**
projects across **17 states**
over the course of **15 years**
to improve health and well-
being.



Significant & Sustained Results

SMALL COMMUNITY

Albert Lea, Minnesota

15 Years

- **49% decrease in medical claims cost** for city workers.
- **2.9 years added** to life spans within one year of participating in the Blue Zones Project.
- **48% increase in tourism** since 2012.
- **Jump to 34th place** in Minnesota County Health Rankings – from 4th Quintile to 2nd Quintile

\$40M

Follow-On Grants

MID-SIZE COMMUNITY

Beach Cities, California

11 Years

- **55% reduction in childhood obesity** rates at Redondo Beach K-5 schools.
- **15% drop in overweight/obese** adults.
- **10% increase** in regular exercise.
- **17% drop** in smoking.
- **12% rise** in Life Evaluation.
- **\$72M in medical cost and lost productivity savings.**

+12%

Life Evaluation

LARGE COMMUNITY

Fort Worth, Texas

8 Years

- **31% decrease in smoking**, reducing smoking rate to 13.5%
- **Nine-point increase** in residents who exercise at least 30 minutes three or more days of the week, now at 62%.
- 2018 Well-Being Index score rose to 62.5, **a gain of 3.7 points or 6%** since 2014.
- National Well-Being Ranking **from 5th Quintile to 1st Quintile**

\$20B

Lifetime Reduced Smoking Value

LARGE EMPLOYER

NCH Healthcare System

3 Years

- **4.9-point or 7% increase** in overall well-being among employees.
- **54% decrease in healthcare expenditures** over six years.
- **\$27 million reduction in self-insured medical claims.**
- **Nearly 60%** of all employees pledged participation.
- **40% decline** in lost workdays due to injury.

+7%

Well-Being Improvement

Several Examples of The How

<p>SMALL COMMUNITY Albert Lea, Minnesota 15 Years</p>	<p>MID-SIZE COMMUNITY Beach Cities, California 11 Years</p>	<p>LARGE COMMUNITY Fort Worth, Texas 8 Years</p>	<p>NCH Healthcare System & Collier County Southwest, Florida 5 Years</p>
<ul style="list-style-type: none"> • 10+ miles of new sidewalks and bike lanes • 38% increase in trail usage • 15% average annual increase in lodging taxes from 2012 to 2014 • 12 new businesses opened up on expanded Main Street • \$8.6 million projected savings in healthcare costs for Albert Lea employers as result of decrease in smoking rates <p>\$40M Follow-On Grants</p>	<ul style="list-style-type: none"> • Secured funds to create a more walkable, bikeable, and connected community <ul style="list-style-type: none"> • \$8.1 million in grants awarded for bike paths and infrastructure improvements • City of Hermosa Beach Living Streets Policy ranked among best in the Nation • Students walked 423,000 miles over the course of one school year on 37 Walking School Bus routes <p>+12% Life Evaluation</p>	<ul style="list-style-type: none"> • \$6.2 million awarded for Safe Routes to School infrastructure around eight schools • A 2018 bond election allocated \$8M for West 7th St. improvements • New tobacco policies eliminated smoking in city parks and ensure smoke-free environments for all Fort Worth employees • DFW Airport's healthcare cost increase rate is running 40% below the national trend <p>\$20B Lifetime Reduced Smoking Value</p>	<ul style="list-style-type: none"> • Coalition of over 800 organizations and 12,500 volunteer hours • \$190.2 million in healthcare and workforce productivity savings • \$15.3 million in grant funding generated • \$241.2 Million in total community well-being value • 62 policies completed to improve the built environment, reduce tobacco use, and increase access to healthy foods <p>+7% Well-Being Improvement</p>

How Cities Adopt the Power 9™ Principles

Transformation Model



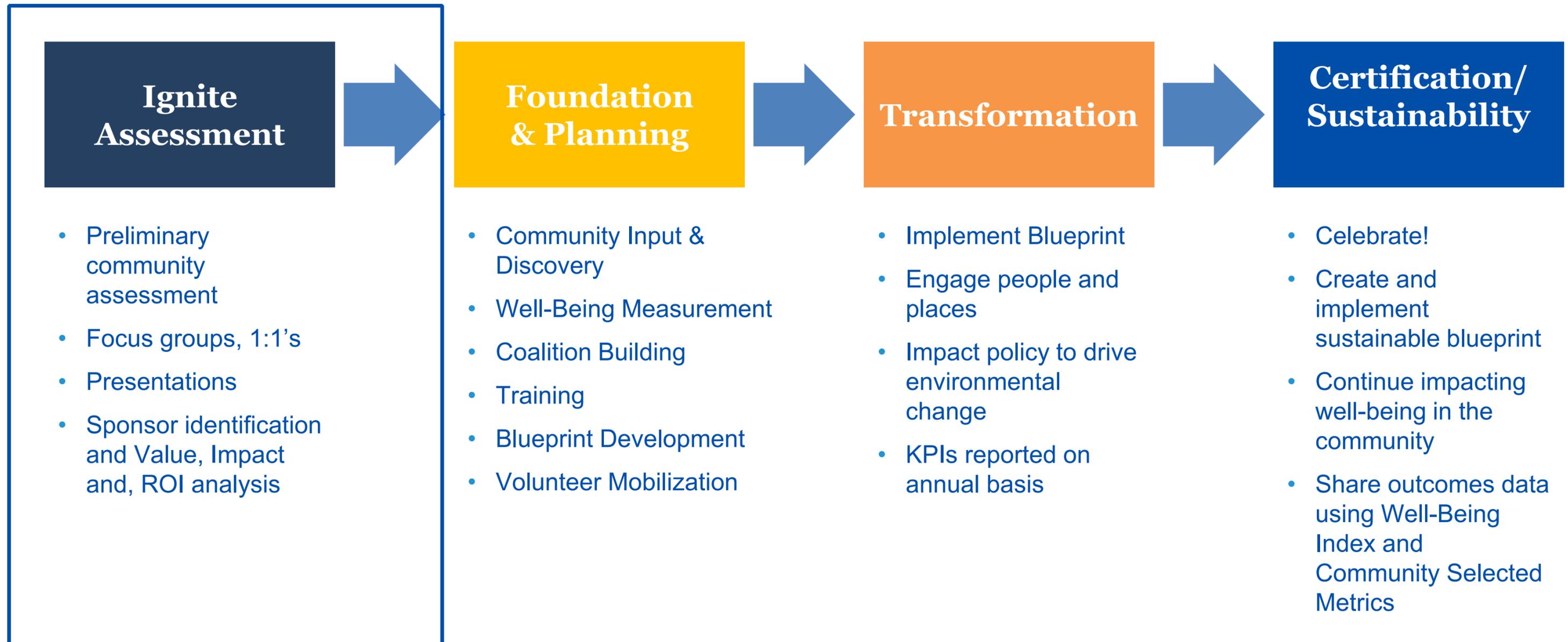
**The
Ignite
Assessment
informs
the
Transformation
Plan**

Key Accomplishments to Date

- ✓ Introduced Concept to Community & Local Leaders
- ✓ Held Stakeholder Roundtable
- ✓ Formed Steering Committee
- ✓ Secured Commitment and Funding for Ignite Needs Assessment
- ✓ Confirmed Engagement from 5 municipalities

Next Step = The Ignite Assessment

Five Sussex County Municipalities will participate



Funder Examples

Individuals, organizations, and businesses **participate voluntarily**. Funding is invested back into the Community through local hiring and program execution.





Thank You

*“The future of every community is in capturing the passion, imagination, and resources of its people.” -
Ernsto Sirolli*

Learn More:

www.bluezones.com

Email us to stay informed:

bzprojectde@gmail.com



APPENDIX





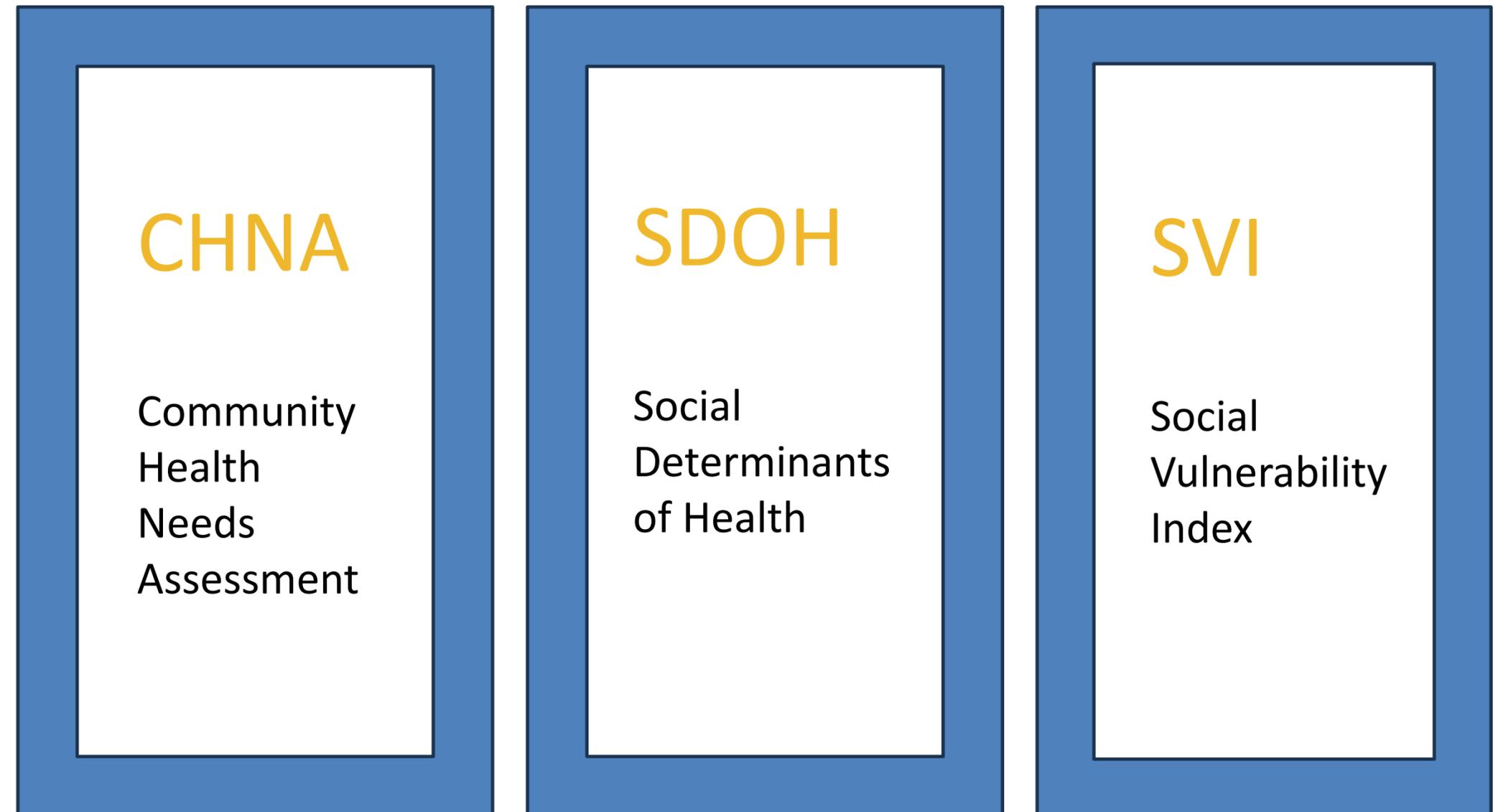
Goal of the Blue Zones Project:
To improve the overall well-being of an entire community's residents

Proven Outcomes

Reduced healthcare costs	Lower obesity rates	Lower smoking rates
Increased consumption of healthy foods	Increased daily physical activity levels	Increased access to healthy foods
Increased work productivity	National recognition as great places to live, work & play	

An Initiative For All

Less than 4% of individuals can maintain desired behavioral modification more than a year or two at most. BZP focuses on the built environment as opposed to the individual.



The transformational change from a BZP is permanent or semi-permanent, requiring fewer conscious choices from the individual.

Millsboro COMP Plan and BZP Alignment

The 2021 Millsboro COMP Plan outlines 10 goals for achieving the vision of a vibrant and thriving downtown:

1. Preserve and highlight the community's natural setting and assets.
2. Promote a diversity of housing options.
3. Support and enhance the unique characteristics of a vibrant downtown.
4. Improve transportation choices, while prioritizing safety.
5. Promote Millsboro as a regional employment and retail hub.
6. Enhance dining and shopping options in the downtown district.
7. Foster new educational and recreational opportunities.
8. Promote community events and programming.
9. Increase pedestrian accessibility downtown.
10. Maintain a year-round community that enhances quality of life for its residents.

Georgetown COMP Plan and BZP Alignment

PLAN GEORGETOWN 2021: A Comprehensive Plan for a Well-Rounded Future

BICYCLE & PEDESTRIAN ACCESSIBILITY

Every effort should be made to provide facilities that allow for the safe movement of pedestrians and bicyclists throughout the Town for both transportation and recreation. Basic facilities should include sidewalks, bike lanes, and multi-use trails.

COMPLETE STREETS PRINCIPLES

While bicycle and pedestrian accessibility is one of the main components of Complete Streets, truly complete streets are convenient and accessible for all users of the transportation system—motorists, transit users, pedestrians, and bicyclists of all ages and abilities. This convenience and accessibility includes accessory factors such as streetscape improvements and human-scaled design practices. The Town should strive for all aspects of Complete Streets principles in addition to basic infrastructure.

PARKS & OPEN SPACES

Sufficient parks and open spaces should be available to Town residents for active and passive recreational

opportunities. Open spaces also enhance the visual attractiveness of an area while helping to improve air quality.

COMPACT & MIXED-USE DEVELOPMENT

The design and benefits of compact and mixed-use development often go hand-in-hand. The Town should provide for these areas because of the increased opportunities to walk or bicycle to common destinations, such as grocery stores and restaurants. The Town should also encourage compact development, as low-density development results in destinations that are physically separated by long distances, requiring automobile transportation. Municipalities can encourage more compact development by using context-sensitive designs that result in destinations that are close enough to access by bicycling or walking.

CONVENIENT ACCESS TO HEALTHY FOOD

Every Town resident should have convenient access to healthy food retailers. These locations should be accessible by automobiles as well as pedestrians, bicyclists, and transit users.

Future Landscape

Blues Zones
provides a framework to connect entities that are already in the process of addressing community wellness to achieve shared goals



FREQUENTLY ASKED QUESTIONS, ANSWERED

BLUE PROJECT DE

Implementing a proven national wellbeing program locally.



What is Blue Project DE?

A NATIONAL WELLBEING PROJECT BROUGHT TO DELAWARE

Blue Project DE is a local effort to implement the national Blue Zones Project® in Delaware, starting with Sussex County.

The national Blue Zones Project® is a community-by-community wellbeing improvement initiative that helps people lead longer, better lives by making healthy choices easier.

The Blue Zones Project® approach works to transform wellbeing through systematic, broad scale, deep environmental change by promoting simple, permanent or semi-permanent, changes to community, organizations and home environments that support healthy lifestyle behaviors and habits based on Blue Zones® cultures.

Blue Zones Project® is inspired by Dan Buettner, a National Geographic Fellow and New York Times best-selling author who identified **five extraordinary populations of the world—or Blue Zones—with the highest concentration of people living to 100 years or older.** They include the cultures and environments of Loma Linda, California; Nicoya, Costa Rica; Sardinia, Italy; Ikaria, Greece; and Okinawa, Japan. Blue Zones Project incorporates Buettner’s findings and works with cities, organizations and individuals to implement policies and programs that move a community toward optimal health and well-being.



Original Blue Zones



Sardinia, Italy



Ikaria, Greece



Okinawa, Japan.

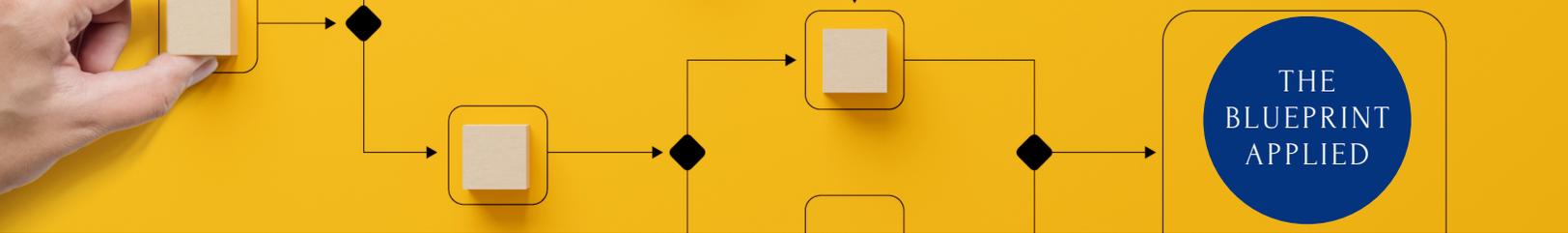


Nicoya, Costa Rica



Loma Linda, California

APPLYING HABITS OF THE WORLDS
LONGEST LIVING PEOPLE



What's the Process for a Community to Become a Blue Zone?

- 1** People from the Blue Zones Project national team connect with local project leaders to hold meetings with community members, local officials, and potential sponsors such as healthcare system leaders, to share Blue Zones information and generate interest.

GENERATE COMMUNITY INTEREST
- 2** If strong interest is shown, volunteers are recruited, a Steering Committee is formed, and meetings with town, city and county officials are held to identify how becoming a Blue Zone can help:

 - lower healthcare costs
 - increased performance at work
 - improved quality of life for people who live or work in our community.

FORM STEERING COMMITTEE
- 3** A full-time staff, hired locally, will be trained by the Blue Zones Project national team to lead the initiative. The Steering Committee will guide the formation and execution of the project.

HIRE LOCAL FULL-TIME STAFF
- 4** A **Blueprint Advisory Committee**, including community leaders and volunteers across all sectors and supported by Blue Zones Project national team members, will work to develop the Blueprint for the project. That Blueprint, approved by the Steering Committee, is a strategic action plan that will guide the city as it works to achieve Blue Zones Community certification.

DEVELOP THE STRATEGIC ACTION PLAN
- 5** To launch the project, a discovery and foundational period will allow residents to provide input on the direction of the Blue Zones Project Blueprint through focus groups, workshops and priority-setting sessions.

PRIORITY-SETTING SESSIONS WITH COMMUNITY MEMBERS
- 6** Following the eight-month discovery phase, Blue Zones Implementation Committees will begin to execute that plan across six engagement sectors with the help of community leaders, volunteers and the Blue Zones Project national team.

EXECUTE THE PLAN ACROSS SIX ENGAGEMENT SECTORS

To truly impact the health of a community, plans must collectively address the complex and diverse issues that face all of its members.



Six sectors of engagement:

- Individuals
- Worksites
- Schools
- Faith-based Organizations
- Grocery Stores
- Restaurants & Community

Who Decides What Changes Are Implemented?

Informed by community input and driven by the local Steering Committee, **the community defines the specific focus areas and scope.**

The project efforts are tailored to address the needs of each individual community and reach all segments of the population. The Blue Zones Project national team works closely with local leaders and other community organizations to ensure every segment of the population is reached.

Working together, strategies are selected that will address areas of greatest need and potential impact to improve community health and well-being.

What are Examples of Changes Selected for Implementation?

- Built environment strategies that improve neighborhood safety and walkability
- Access to parks and green space
- Improving access to affordable fresh fruits and vegetables at local corner stores or through mobile markets.
- Changes to tobacco policy
- Partnerships with local restaurants and schools to offer healthy menu options
- Programs for community members to find ways to volunteer so people can put their purpose to work, enriching their lives and the lives of others in the community

OUTCOMES GO BEYOND IMPROVED HEALTH AND WELL-BEING

- Boost to the regional economy
- Increase in follow-on grants for community initiatives
- People want to stay in the community
- Young people have a place they want to return to

How is a Blue Zones Project Funded?

Community sponsors such as health organizations and public-private partnerships fund the project. There is no cost to individual citizens, organizations or the city.

Projects are generally five years and are funded by multiple sponsors contributing to million-plus year investments. Funding is invested back into the community through local hiring and program execution. The value is improved well-being through healthier choices offered where people live, work, and play such as worksites, schools, grocery stores and restaurants.

Because it is privately funded, the Blue Zones Project can focus on community health with no cost to individuals, local organizations and businesses or the city. Hundreds of free local events are offered across the community.

All of this is guided by local steering committees and volunteers from every corner of the community.

Is Blue Zones Project a Non-Profit?

Blue Zones Project is a for-profit company. As a for-profit company, the efforts are accountable to performance guarantees to monitor program success.

Blue Zones Project establishes private public partnerships and arrangements that are accountability driven, where each party has an equal stake in ensuring that the outcomes expected through the execution of the community Blueprint are achieved.

Funding from community sponsors is invested directly in the communities served, and in each community, Blue Zones Project hires its team members locally. Blue Zones Project does not involve tax dollars and is delivered at no cost to the community.

There are no tax dollars used to fund the administration of Blue Zones Project.

There is no cost to participating individuals, organizations or businesses.

Participation is optional and free.

Blue Zones Project has a unique relationship with each community, and funding models vary from state to state and community to community..

Partners for Wellbeing Launches Blue Zones Ignite to Improve Well-Being in Sussex County

Blue Zones to assess Sussex County's well-being and create plan to help residents live better and longer

Sussex County, DE, September 4, 2024 — Partners for Wellbeing, United Way of Delaware (UWDE), and Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) are bringing the globally-renowned Blue Zones to Sussex County to launch the Blue Zones Ignite readiness and feasibility assessment. Blue Zones uses an evidence-based approach to make healthy choices easier in all the places people spend the most time. The effort begins with an in-depth assessment of the Sussex County area that will help determine how to make it a healthier place to live, work, and thrive.

“We have been following Blue Zones and its work in communities to improve overall well-being for several years, and we are thrilled to bring this transformative initiative to Sussex County. There is great enthusiasm for a Blue Zones initiative from the leaders of many towns across Sussex County as well as with residents and community leaders,” said Rita Williams, co-founder Partners for Wellbeing. “We are focused on creating a sustainable model with greater cross-sector collaboration that improves health and well-being for current and future generations.

The Blue Zones Ignite initiative began in July with the engagement of a 7-member steering committee consisting of community leaders from the non-profit, healthcare, education, and business sectors. Stakeholder and community events are being planned for this October.

Community leaders and residents are invited to help launch the Blue Zones Ignite initiative in Sussex County at the kickoff event from 5 – 6:30 pm on Monday, October 7, 2024 at Sussex Academy Elementary Campus. RSVP for the event [here](#).

“We are very excited that some of our key communities will have an opportunity to participate in the Blue Zones Ignite assessment as it ties together so many of the values long held and represented by the people of Sussex County,” said Melissa Smith, Director DSAAPD. “It is a perfect opportunity to actively combine public policy and community health and well-being for all people, and it comes at exactly the right time as we strive for more evidence-based, effective solutions to address the increasing and evolving needs of our community.”

What is Blue Zones?

The Blue Zones model is a proven solution based on research and principles developed by founder and National Geographic Fellow and New York Times bestselling author Dan Buettner, who identified the cultures of the world—or blue zones—with the healthiest, longest-living populations.

Research shows that where people live has a bigger influence on their health than their genetics, commonly called the “zip code effect.” The Blue Zones approach focuses on this largest determinant of health using scientifically proven lessons of longevity, health, and happiness gleaned from 20 years of research.

Instead of focusing on individual behavior change, Blue Zones helps communities make permanent and semi-permanent changes to a city's policies, systems, streets, surroundings, and social networks so it's easier for residents to eat wisely, move naturally, and connect more with others as they move throughout their day. By improving the Life Radius[®]—the area close to home where most Americans spend 90% of their lives—Blue Zones transformations have been able to move the needle dramatically in

improving overall population health and well-being, raising employee and student productivity, and boosting economic vitality and development.

“This project is a beautiful example of the “Delaware Way” with diverse partners coming together focused on a common agenda for life changing outcomes,” said Dan Cruce, Chief Operating Officer, United Way of Delaware (UWDE). “In particular, this work is powerful for our ALICE (Asset Limited, Income Constrained, Employed) Delaware neighbors. We all know ALICE. Our ALICE Delawareans are hardworking individuals and families that make just enough to get by, do not generally qualify for federal, state or local resources and are one unplanned issue from falling into poverty. Together, this is ~40% of Delawareans. Our Blue Zones work will specifically be a new asset to help. For this, and many other reasons, UWDE is a humble partner in this effort.”

Next Steps for Sussex County

DSAAPD is the primary sponsor supporting the first phase of Blue Zones Ignite. The Blue Zones team, made up of global experts in food systems, built environment, and other sectors, will connect with select leaders, organizations and community members within Sussex County’s wide network to begin immediate work assessing the strengths, needs, and challenges that residents are facing today. Blue Zones experts will then work with local leaders and residents to build a plan for change.

“We are excited to work with leaders and community in Sussex County in this bold shared purpose to improve well-being, resilience, and economic vitality in the region,” said Ben Leedle, Blue Zones CEO. “Research shows improved well-being leads to healthier and happier residents and a better and more productive workforce, and we’re excited to work with the Sussex County community to identify opportunities that will create generational impact.”

For more information on Blue Zones Ignite or to learn how to get involved, visit [Ignite Sussex County - Blue Zones](https://www.bluezones.com/ignite-sussex-county/) [https://www.bluezones.com/ignite-sussex-county/].

About Blue Zones®

Blue Zones employs evidence-based ways to help people live better, longer. The company's work is rooted in explorations and research done by founder and National Geographic Fellow Dan Buettner in blue zones regions around the world, where people live extraordinarily long and/or happy lives. The original research and findings were released in Buettner's bestselling books *The Blue Zones Solution*, *The Blue Zones of Happiness*, *The Blue Zones*, *Thrive*, *Blue Zones Kitchen*, *Blue Zones Challenge*, and *Blue Zones American Kitchen*—all published by National Geographic books. An Emmy Award-winning docuseries, *Live to 100: Secrets of the Blue Zones*, was released on Netflix in 2023. Using original Blue Zones research, Blue Zones works with cities and counties to make healthy choices easier through permanent and semi-permanent changes to our human-made surroundings. Participating communities have experienced double-digit drops in obesity and tobacco use and have saved millions of dollars in healthcare costs. For more information, visit [bluezones.com](https://www.bluezones.com).

About Blue Zones Ignite in Sussex County

It is the vision of Partners for Wellbeing to create sustainable well-being for all Delawareans, and they serve as the community organizers for the project. Their mission is to create sustainable community wellness for all Delawareans by collaborating with people and organizations who share their deep belief

that a healthy environment creates healthy people and healthy societies. United Way of Delaware (UWDE) serves as the fiscal agent for this project. UWDE's mission is to improve the quality of life for all Delawareans by maximizing the community's resources. Their vision is to create a community where everyone has the opportunity to achieve their potential. The Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) is the lead sponsor for the Blue Zones Ignite initiative. Their mission is to promote dignity, respect, and inclusion for older adults and people with disabilities. DSAAPD's vision is for inclusive communities that promote engagement of older adults and individuals with disabilities.



RESOLUTION 2024-15 Halloween Trick-or-Treat

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that the Halloween Trick-or-Treat observance be held in an orderly manner on Thursday, October 31, 2024 between the hours of 6:00 P.M. and 8:00 P.M. in the City of Milford.

AND, BE IT FURTHER RESOLVED THAT:

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 23rd day of September 2024.

Mayor F. Todd Culotta

Attest:

Interim City Clerk Katrina L. White



TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: September 23, 2024

RE: DelDOT TAP Agreement – NE Front Street Phase II

The City applied for State of Delaware Department of Transportation (DelDOT), Transportation Alternatives Program (TAP) funding for Phase II of the NE Front Street streetscape project on September 16, 2022, along with five other projects that were listed in the City’s 5-year Capital Improvement Plan (CIP). The City was notified in March of 2023 that the program accepted this project along with two other requests (NW Front Street Phase I and S. Walnut Street).

The scope of work would include bicycle and pedestrian improvements and traffic calming measures on NE Front Street from NE Fourth Street and N. Rehoboth Boulevard. The project would be an extension of the Phase I work that is nearing completion on NE Front Street from N. Washington Street to NE Fourth Street. See enclosed Exhibit A for the Phase II project area.

The TAP program covers 80% of the construction and design costs associated with the project, requiring the City fund only 20%. The anticipated construction cost for the Phase II project is \$1,750,000, therefore the City would be responsible for \$350,000.

The project is consistent with the City’s bicycle master plan, comprehensive plan and is listed in the City’s 5-year CIP. The project is part of a larger effort to improve bicycle and pedestrian connectivity on the northern side of Milford. This includes some projects that have already been completed by the City, State or private property owners along with several others that are currently being designed by DelDOT. See enclosed Exhibit B showing other project areas.

The project is listed in the City’s 5-year CIP, with funding in FY25 of \$65,000 and anticipated funding in FY26 of \$1,100,000 (CIP sheet is enclosed for reference). It is anticipated that the City would need to disburse funds to DelDOT in approximately 15 to 18 months from the date the TAP Agreement is signed.

Staff recommends City Council authorize the Mayor to execute the Agreement, allowing DelDOT to proceed with preliminary design and engineering of the NE Front Street Phase II TAP Project.



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Scale:  Feet
0 100 200

Drawn by: WRP

Date: 02/24/23

Title:

NE Front Street Streetscape - Phase II Exhibit A

Filepath: CIP_NEFrontStPHII.aprx

Purple = Proposed Shared Use Path
Blue = Protected Bike Lane
Pink = Ride with Traffic
Pale = Existing Shared Use Path

DeIDOT Bike/Ped
Est. Completion
2027

DeIDOT CTP
Est. Completion
2026

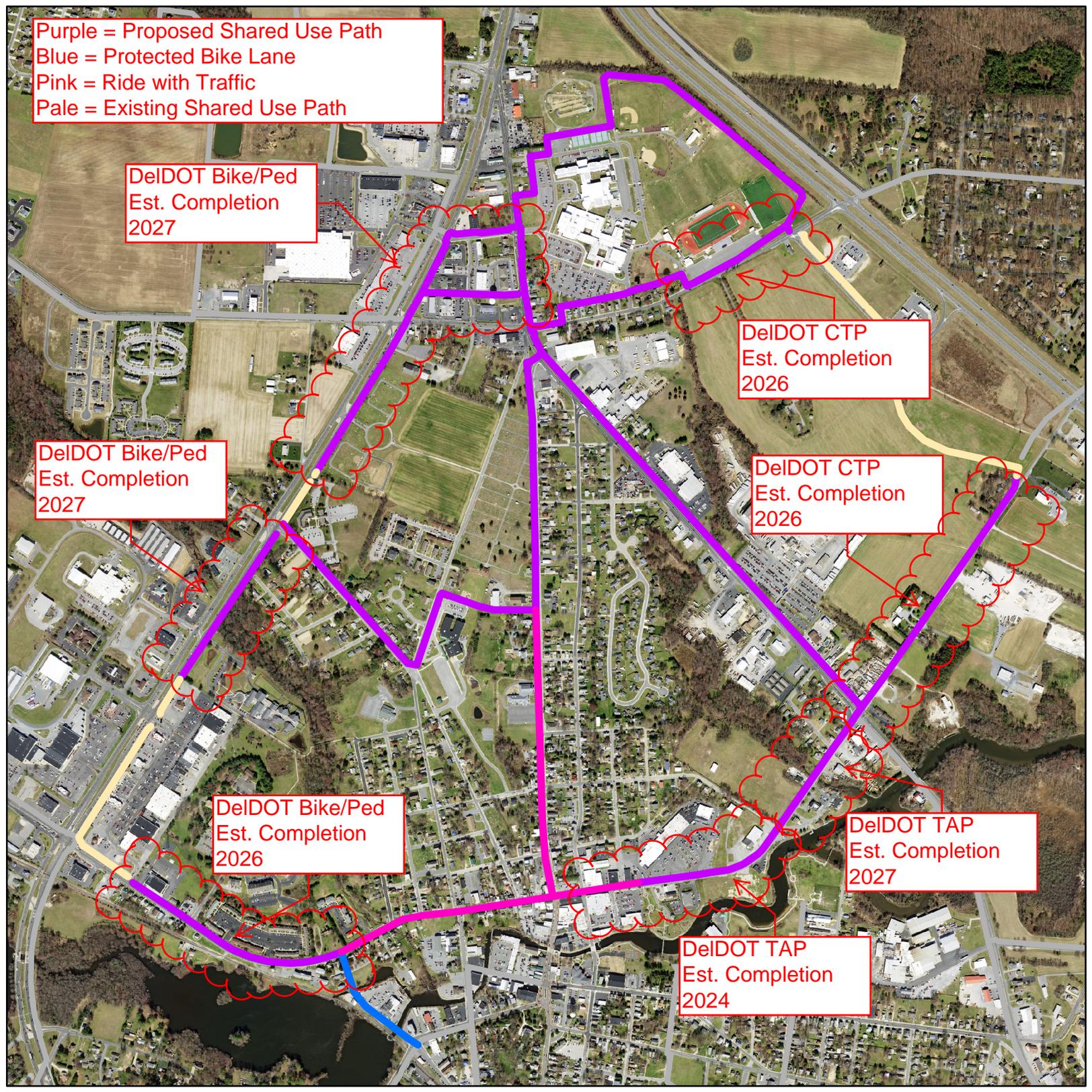
DeIDOT Bike/Ped
Est. Completion
2027

DeIDOT CTP
Est. Completion
2026

DeIDOT Bike/Ped
Est. Completion
2026

DeIDOT TAP
Est. Completion
2027

DeIDOT TAP
Est. Completion
2024





STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

NICOLE MAJESKI
SECRETARY

August 30, 2024

Mr. Rob Pierce
Planning Director
City of Milford
119 S Walnut Street
Milford, DE 1993

**RE: State Project No. T202320008
Northeast Front Street, Phase II, PE Design Agreement Services
Transportation Enhancement Project**

Dear Mr. Pierce:

This is to serve as an Agreement (AGREEMENT) between Delaware Department of Transportation (DelDOT) and the City of Milford (SPONSOR) for the referenced PROJECT DESIGN.

The project, hereinafter referred to as the PROJECT DESIGN, consists of project development, design, and engineering preparation of the Northeast Front Street, Phase II plan.

This is a design only contract under this AGREEMENT.

In accordance with this AGREEMENT, DelDOT shall:

- A. Provide funding for the PROJECT DESIGN based on an estimated total PROJECT DESIGN cost of \$310,000.
- B. The PROJECT DESIGN for **Northeast Front Street, Phase II** would include extending bicycle and pedestrian improvements from the limits of the Northeast Front Street TAP - Phase I project to Rehoboth Boulevard along Northeast Front Street. The project would construct a shared use path along the north side of Northeast Front Street from the North Rehoboth Boulevard intersection to the new shared use path located along the frontage of the Milford Police Station site. The project would also extend planned sidewalks from Northeast Fourth Street to North Rehoboth Boulevard along the south side of Northeast Front Street. The project would remove shoulders in most areas to accommodate these improvements which would serve as a traffic calming measure for traffic entering the downtown pedestrian area.

- C. Under an open-end agreement, provide consultant services for the preparation of contract plans, specifications, and estimates (PS&E) that meet DelDOT requirements. All design fees will be included as part of the PROJECT DESIGN budget.
- D. Apply for and obtain all permits or approvals required by the federal, state, and local authorities.
- E. Prepare and provide written documentation that all environmental and historical studies and documentation required by federal and state authorities have been prepared and approved.
- F. Coordinate with all utility companies within the project limits to determine conflicts and project needs in the PROJECT DESIGN and future construction. This may include required utility adjustments and relocations and obtaining a relocation schedule. The approved adjustment/relocation schedule will be included in the Special Provisions for the PROJECT DESIGN effort. Reimbursable utility costs, if applicable, will be included in the PROJECT DESIGN and the effort in preparing for the PS&E.

In accordance with this AGREEMENT, the SPONSOR shall:

- A. Seek to donate in accordance with applicable law any SPONSOR owned right-of-way necessary to construct in the future the PROJECT DESIGN as set forth in the plans and specifications for the PROJECT DESIGN. By signature of this AGREEMENT, the SPONSOR also grants permission to DelDOT and its designees the right to trespass on SPONSOR maintained or owned property or right of way to collect infrastructure baseline survey data necessary for improvements in the future as set forth in the plans and specifications for this PROJECT DESIGN.
- B. Utilize the funding provided for the PROJECT DESIGN for the stated purpose only and not be redirected by the SPONSOR for any other purpose.

Under this AGREEMENT, the following General Conditions shall apply to the parties:

- A. Upon completion and acceptance of the PROJECT DESIGN, less any contract warranty periods by DelDOT, DelDOT will make a final accounting of project costs. The parties will make final settlement hereto within 90-days of written notice of the findings of the final accounting.
- B. The SPONSOR will be required to provide the 20% matching funds of the total construction cost prior to the start of construction. DelDOT and the SPONSOR must review and approve all proposed plan revisions, change orders, or added costs.

- C. DelDOT shall cause to have its contractors indemnify, defend, and save harmless itself and SPONSOR from and against all claims, demands and causes of actions of every kind and character arising in favor of the contractors' employees or third parties on account of personal injuries or death or damages to property, which may arise out of the exercise of this AGREEMENT.

- D. If, prior to PS&E advertisement of the project, the PROJECT DESIGN is canceled, or put on hold for more than one year at the sole request of the SPONSOR, the SPONSOR shall be responsible for reimbursing DelDOT for all funds spent by DelDOT on the PROJECT DESIGN up to the point when the PROJECT DESIGN was halted. For the avoidance of doubt, this requirement for reimbursement includes both funds that (i) have been spent at the time the PROJECT DESIGN is put on hold or canceled and (ii) any funds that SPONSOR may be required to spend on costs that have been incurred but not yet billed to SPONSOR at the time the PROJECT DESIGN is put on hold or canceled.

Please indicate your concurrence with these provisions by signing on the appropriate line and return the original to my attention. If you have any questions or concerns, please contact me at (302)760-2338.

Sincerely,

Tom Felice, P.E.
Program Manager
Active Transportation and
Community Connections

APPROVED as to Form for DelDOT:

Brad Eaby
Deputy Attorney General

Date

APPROVAL for DelDOT:

Pamela Steinebach
Director, Planning

Date

ATTEST for DeIDOT:

Charlanne Clymer
Director, Finance

Date

APPROVAL for the SPONSOR

City of Milford
Todd Culotta
Mayor

Date



TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: September 23, 2024

RE: DelDOT TAP Agreement – NW Front Street Phase I

The City applied for State of Delaware Department of Transportation (DelDOT), Transportation Alternatives Program (TAP) funding for Phase I of the NW Front Street streetscape project on September 16, 2022, along with five other projects that were listed in the City’s 5-year Capital Improvement Plan (CIP). The City was notified in March of 2023 that the program accepted this project along with two other requests (NE Front Street Phase II and S. Walnut Street).

The scope of work would include an extension of decorative brick sidewalks along the north side of NW Front Street from N. Washington Street to Truitt Avenue and decorative brick sidewalks along the south side of NW Front Street from N. Washington Street to Mill Street. See enclosed Exhibit A for the Phase I project area.

The TAP program covers 80% of the construction and design costs associated with the project, requiring the City fund only 20%. The anticipated construction cost for the Phase II project is \$1,750,000, therefore the City would be responsible for \$350,000.

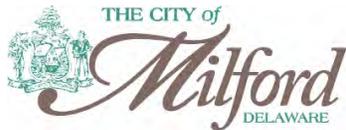
The project is consistent with the City’s bicycle master plan, comprehensive plan and is listed in the City’s 5-year CIP. The project is part of a larger effort to improve bicycle and pedestrian connectivity on the northern side of Milford. This includes some projects that have already been completed by the City, State or private property owners along with several others that are currently being designed by DelDOT. See enclosed Exhibit B showing other project areas.

The project is listed in the City’s 5-year CIP, with anticipated funding in FY26 of \$45,000 and anticipated funding in FY26 of \$330,000 (CIP sheet is enclosed for reference). It is anticipated that the City would need to disburse funds to DelDOT in approximately 15 to 18 months from the date the TAP Agreement is signed.

Staff recommends City Council authorize the Mayor to execute the Agreement, allowing DelDOT to proceed with preliminary design and engineering of the NW Front Street Phase I TAP project.



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Scale:  Feet
0 100 200

Drawn by: WRP Date: 02/24/23

Title:
**NW Front Street Streetscape - Phase I
Exhibit A**

Filepath: CIP_NWFrontStPHI.aprx

Purple = Proposed Shared Use Path
Blue = Protected Bike Lane
Pink = Ride with Traffic
Pale = Existing Shared Use Path

DeIDOT Bike/Ped
Est. Completion
2027

DeIDOT CTP
Est. Completion
2026

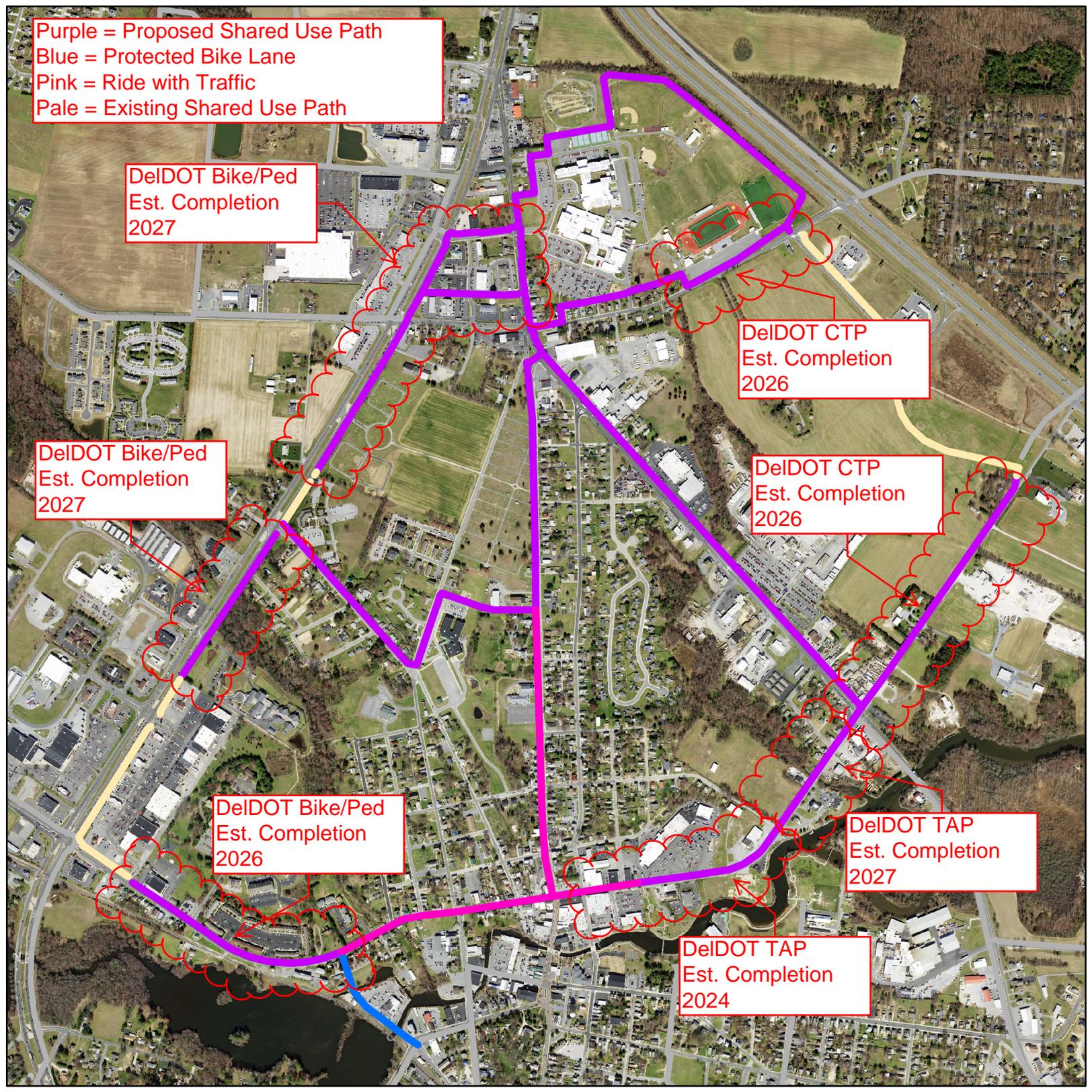
DeIDOT Bike/Ped
Est. Completion
2027

DeIDOT CTP
Est. Completion
2026

DeIDOT Bike/Ped
Est. Completion
2026

DeIDOT TAP
Est. Completion
2027

DeIDOT TAP
Est. Completion
2024





STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

NICOLE MAJESKI
SECRETARY

August 30, 2024

Mr. Rob Pierce
Planning Director
City of Milford
119 S Walnut Street
Milford, DE 1993

**RE: State Project No. T202320003
Northwest Front Street, Phase I, PE Design Agreement Services
Transportation Enhancement Project**

Dear Mr. Pierce:

This is to serve as an Agreement (AGREEMENT) between Delaware Department of Transportation (DelDOT) and the City of Milford (SPONSOR) for the referenced PROJECT DESIGN.

The project, hereinafter referred to as the PROJECT DESIGN, consists of project development, design, and engineering preparation of the Northwest Front Street, Phase I plan.

This is a design only contract under this AGREEMENT.

In accordance with this AGREEMENT, DelDOT shall:

- A. Provide funding for the PROJECT DESIGN based on an estimated total PROJECT DESIGN cost of \$365,000.
- B. The PROJECT DESIGN of **Northwest Front Street, Phase I** would include extending bicycle and pedestrian improvements along NW Front Street from N. Church Street to Truitt Avenue and Mill Street. This is part of an overall plan to enhance the Route 14 corridor through downtown Milford from Route 113 to Route 1. The main concept includes a shared use path along the north side of NW Front Street and sidewalk along the south side of Northwest Front Street from downtown to Route 113. The project (this phase) would seek to incorporate decorative sidewalk from North Church Street to Truitt Avenue along the north side of Northwest Front Street and decorative brick sidewalk from North Church Street to Mill Street along the south side of Northwest Front Street. The project

will also include road diets to reduce vehicle speeds entering the downtown pedestrian area.

- C. Under an open-end agreement, provide consultant services for the preparation of contract plans, specifications, and estimates (PS&E) that meet DeIDOT requirements. All design fees will be included as part of the PROJECT DESIGN budget.
- D. Apply for and obtain all permits or approvals required by the federal, state, and local authorities.
- E. Prepare and provide written documentation that all environmental and historical studies and documentation required by federal and state authorities have been prepared and approved.
- F. Coordinate with all utility companies within the project limits to determine conflicts and project needs in the PROJECT DESIGN and future construction. This may include required utility adjustments and relocations and obtaining a relocation schedule. The approved adjustment/relocation schedule will be included in the Special Provisions for the PROJECT DESIGN effort. Reimbursable utility costs, if applicable, will be included in the PROJECT DESIGN and the effort in preparing for the PS&E.

In accordance with this AGREEMENT, the SPONSOR shall:

- A. Seek to donate in accordance with applicable law any SPONSOR owned right-of-way necessary to construct in the future the PROJECT DESIGN as set forth in the plans and specifications for the PROJECT DESIGN. By signature of this AGREEMENT, the SPONSOR also grants permission to DeIDOT and its designees the right to trespass on SPONSOR maintained or owned property or right of way to collect infrastructure baseline survey data necessary for improvements in the future as set forth in the plans and specifications for this PROJECT DESIGN.
- B. Utilize the funding provided for the PROJECT DESIGN for the stated purpose only and not be redirected by the SPONSOR for any other purpose.

Under this AGREEMENT, the following General Conditions shall apply to the parties:

- A. Upon completion and acceptance of the PROJECT DESIGN, less any contract warranty periods by DeIDOT, DeIDOT will make a final accounting of project costs. The parties will make final settlement hereto within 90-days of written notice of the findings of the final accounting.
- B. The SPONSOR will be required to provide the 20% matching funds of the total construction cost prior to the start of construction. DeIDOT and the SPONSOR must review and approve all proposed plan revisions, change orders, or added costs.

- C. DelDOT shall cause to have its contractors indemnify, defend, and save harmless itself and SPONSOR from and against all claims, demands and causes of actions of every kind and character arising in favor of the contractors' employees or third parties on account of personal injuries or death or damages to property, which may arise out of the exercise of this AGREEMENT.
- D. If, prior to PS&E advertisement of the project, the PROJECT DESIGN is canceled, or put on hold for more than one year at the sole request of the SPONSOR, the SPONSOR shall be responsible for reimbursing DelDOT for all funds spent by DelDOT on the PROJECT DESIGN up to the point when the PROJECT DESIGN was halted. For the avoidance of doubt, this requirement for reimbursement includes both funds that (i) have been spent at the time the PROJECT DESIGN is put on hold or canceled and (ii) any funds that SPONSOR may be required to spend on costs that have been incurred but not yet billed to SPONSOR at the time the PROJECT DESIGN is put on hold or canceled.

Please indicate your concurrence with these provisions by signing on the appropriate line and return the original to my attention. If you have any questions or concerns, please contact me at (302)760-2338.

Sincerely,

Tom Felice, P.E.
Program Manager
Active Transportation and
Community Connections

APPROVED as to Form for DelDOT:

Brad Eaby
Deputy Attorney General

Date

APPROVAL for DeIDOT:

Pamela Steinebach
Director, Planning

Date

ATTEST for DeIDOT:

Charlanne Clymer
Director, Finance

Date

APPROVAL for the SPONSOR

City of Milford
Todd Culotta
Mayor

Date



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: September 23, 2024
Re: Property Tax Grace Period

EXECUTIVE SUMMARY

Staff recommend deferring the ordinary application of the October 1, 2024 penalty for past due property taxes for the current tax year to November 1, 2024.

DETAIL

The property tax payment due date of September 30 is written into City Code (§204-9). The tax ordinance also establishes a penalty of 1.0% on any property tax balance unpaid beyond the due date (§204-10). The City has routinely applied the penalty on October 1 each year. Staff recommend deferring the application of the October 1 penalty for the FY25 tax billing to November 1. While the timing of the tax billing process and the generation of property tax bills in the resident access portal online occurred in the ordinary course of business, the printing and mailing portion of the tax billing was pulled into the third week of August. Regardless of the timing of the printing, we're aware of issues in the new billing system that, at times, prevented acceptance of payments or partial payments online, in-person payments at the customer service office, and minor formatting / messaging issues that add to the challenge adjusting to the new system, both from the City's perspective and from the perspective of Milford property owners. For those reasons, Staff recommend extending the grace period an additional month this tax year.