



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

CITY COUNCIL AGENDA February 10, 2025

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6:00 PM

15-Minute Public Comment Period*

All interested parties are invited to speak during the public comment portion of the Meeting. Discussion of those items appearing on the agenda as a public hearing is prohibited during the Public Comment Period, as an opportunity will be provided at the time it is being considered. Virtual attendees must register prior to start time of the meeting by calling 302-422-1111 Extension 1142 or 1303, or by sending an email to cityclerk@milford-de.gov and providing their name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Meeting. Citizen comments are limited to three (3) minutes. Council and Committee Members are prohibited from responding or taking action since this is not an official session; however, items may be considered for placement on a future agenda.

COUNCIL MEETING

Call to Order - Mayor F. Todd Culotta

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Previous Minutes

Recognition

Proclamation 2025-04/Recognizing Black History Month

Police Officer of the Year/Civilian of the Year

New City Employee Introduction

Staff Reports

Police Department

City Clerk

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

Monthly Finance Report/December 2024

Communications & Correspondence

Unfinished Business

New Business

Appointment/City of Milford Board of Election
Appointment/Auditor/2025 Audit
Authorization/Land Exchange Agreement/111 N Walnut Street LLC

Ordinance introductions:

Ordinance 2025-02
Amendment to City of Milford Code
Chapter 174 Property Maintenance/Habitual Offenders

Ordinance 2025-03

Amendment to City of Milford Code
Chapter 125 Fiber Optics

EXECUTIVE SESSION

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

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

Return to Open Session

Potential Vote- Personnel
Potential Vote- Legal Matters

Adjournment

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

ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING. NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED, DISTRIBUTED, OR PRESENTED AT MEETING ONCE PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE. ANY MATERIALS UTILIZED DURING

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

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

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

020325





CITY OF MILFORD
CITY COUNCIL MEETING MINUTES

January 13, 2025

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, January 13, 2025.

PRESIDING: Mayor F. Todd Culotta

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

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

COUNSEL: Solicitor David Rutt, Esquire

Public Comment

Solicitor Rutt read the public comment rules.

Rex Chege, City of Refuge Church, spoke regarding outreach ministry and Code purple. The church would like information on how to become hosts for Code Purple and are able to accommodate up to 100 people in the sanctuary. They are also interested in being a host for Alcoholics Anonymous (AA) meetings.

There were no additional public comments.

Call to Order

Mayor Culotta called the regular meeting to order at 6:00 pm.

Roll Call showed that there were nine members present. Councilmember Kalesis was present virtually.

Invocation and Pledge

The invocation was given by Councilmember Wilson who also called for a moment of silence for those in the state of California, those in the fires, the lives that have been lost and all of the devastation there. The Pledge of Allegiance followed.

Approval of Agenda

Councilmember Wilson made the motion to approve the agenda. Councilmember James seconded. The motion carried unanimously.

Approval of Previous Minutes

Councilmember Wilson made the motion to approve the November 20, 2024 Council Workshop meeting minutes. Councilmember Zychal seconded. The motion carried unanimously.

Recognition

Proclamation – Martin Luther King Jr. Day

Councilmember Wilson read the Martin Luther King Jr. Day proclamation that was included in the packet.

New City Employee Introduction

There were no new city employee introductions.

Public Hearing

Ordinance 2024-13

*Preliminary Conditional Use application of Mavis Discount Tires
on behalf of LC Management, LLC*

*1.63 +/- acres of land located along the east side of Lexus Drive within
the Cypress Hall Commercial Shopping Center, approximately 260
feet south of the Cypress Hall Boulevard intersection*

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway Commercial District)

Present Use: Vacant Land

Proposed Use: Car Repair Shop

Tax Parcel: 1-30-3.00-261.04

Solicitor Rutt read the Public Hearing rules.

Director Pierce reviewed the staff report and staff analysis that was included in the packet. Jonathan Richard, Becker Morgan Group, 309 South Governors Avenue, Dover, DE 19904, was present and explained the project. He stated that the project had been before the Planning Commission and Council back in 2019 and the economy at that time with Covid did

not allow the project to move forward. So, they are returning seeking the conditional use approval from council on this project.

There were no public comments.

Councilmember Marabello made the motion to approve Ordinance 2024-13 for Preliminary Conditional Use application of Mavis Discount Tires. Councilmember Zychal seconded.

Councilmember Marabello voted yes for the reasons that it agrees, conforms to all the codes, will be a nice addition, it's in conformity with the area, and there's no adverse effect upon the community.

Councilmember Zychal voted yes for the same reasons as stated by Councilmember Marabello and welcomed the business to Milford for the additional jobs as well as the economic growth that it brings.

Councilmember Connor voted yes for the reasons that it's in line with the requirements and it'll be a great addition to Milford.

Councilmember Stewart voted yes for the reason that they have met all the requirements and welcomed the business to Milford.

Councilmember Samaroo voted yes for the reasons that it meets all the requirements for Chapter 230, meets the requirements for the Planning Commission and will be great for job opportunities for Milford.

Councilmember James voted yes for the reasons that it fits into the Comprehensive Plan, it satisfies the requirements of Chapter 230, and it does increase economic development within the city.

Councilmember Wilson voted yes for the reasons that all the agencies signed off on it, it meets the City of Milford codes, and it's another business to support the needs of the city.

Due to technical difficulties, Councilmember Kalesis was unable to vote virtually.

The motion carried 7-Yes 0-No

Ordinance 2024-11 - Marijuana Regulations
Amendment to City of Milford Code Chapter 230/Zoning Code

Solicitor Rutt reviewed Ordinance 2024-11 and the rules for speaking.

Director Pierce reviewed Ordinances 2024-11 & Ordinance 2024-14 which were included in the packet on pages 48-79.

Councilmember Marabello asked what the voting results were for the Planning Commission.

Director Pierce reported that for Ordinance 2024-11 the Planning Commission recommended approval 4-Yes and 1-No. For Ordinance 2024-14, the Planning Commission recommended approval 5-Yes and 0-No.

Solicitor Rutt stated that there was no one present at the Planning Commission meeting. There was no one who spoke so there was no record upon which they could make a recommendation. They had before them the language of the two ordinances and part of the basis was that they had nothing to act on to say reasons for or against. So, they recommended that it be brought to council for council to make the decision, anticipating that there would be people who would speak or information provided to Council.

Laura Patranto, 6 E Bullrush Drive, Milford, DE 19962, spoke in opposition to recreational marijuana retail.

Sharon Roselli, 531 Plain Dealing Road Magnolia, DE 19962, spoke in favor of recreational marijuana retail.

Trish Marvel, 6525 Shawnee Road, Milford, DE 19963, spoke in opposition to recreational marijuana retail.

Joe Palermo, 5 Misty Vale Court, Milford, DE 19963, spoke in opposition to recreational marijuana retail.

Pam Lowe, 16898 Beaver Dam Road, Ellendale, DE 19941 spoke in favor of recreational marijuana retail.

Kalee Warren, Manager of Fresh Delaware Dispensary, 635 N. Dupont Blvd, Milford, DE 19963, spoke in favor of recreational marijuana retail.

Kenneth Grier, 14 W Bullrush Drive, Milford, DE 19963, spoke in opposition to recreational marijuana retail.

Kim Wills, 2 Sunset Lane Milford, DE 19963, spoke in opposition to recreational marijuana retail.

Richard Aversa, 2039 Chimney Hill Road, Felton, DE 19943, spoke in favor of recreational marijuana retail.

Nina Pletcher, 428 S Walnut St Milford, DE 19963, spoke in favor of recreational marijuana retail.

Representative Bryan Shupe, 30048 Stage Coach Circle, Milford, DE 19963, spoke in opposition to recreational marijuana retail.

David Zebley, 644 Phillips Drive, Magnolia, DE 19962, spoke in favor of recreational marijuana retail.

David Henry, 31 Riptide Court, Frederica, DE 19946, spoke in favor of recreational marijuana retail.

The council had a lengthy discussion on the topic.

Councilmember James pointed out that the State acknowledges the need for increased enforcement and funding because 8% of the tax revenue would go to the Marijuana Regulation Fund. He also explained that the City of Milford will also incur additional costs for enforcement, such as increased police presence, traffic control, and potential social impacts for which the city has nothing in place to address the increased cost. He said that potential solutions to address that cost would be to impose an additional fee or to increase property taxes and he is not in favor of those.

Councilmember Zychal referenced Councilmember James's point concerning enforcement, nuisance crimes and the cost on the city. She spoke about the presence of the unregulated gray market for marijuana products in the city that are sold in smoke shops, gas stations and CBD shops. She questioned the ethical implications of strict regulations for allowing regulated businesses to operate while there is a similar unregulated market in operation unchecked.

Councilmember Marabello asked Chief Cecilia Ashe what her thoughts were on the subject.

Chief Ashe stated that she would put her personal opinion aside and base everything on research. She explained that research on the long-term impacts of marijuana legalization is still limited. Some research will show that there's approximately a 4% increase in nuisance crimes, not violent crimes. But other research will show that there has been no significant increase or decrease in overall part one crimes or violent crimes. She spoke about adverse effects on law enforcement due to the legalization of recreational marijuana. There would be increased difficulty in DUI enforcement. Determining driving under the influence of marijuana requires blood tests which are more time-consuming and will likely increase the city's costs associated with DUI enforcement. She then stated that these are things and challenges that are under the legalization of marijuana separate from retail.

Councilmember Marabello asked if it was possible that this could affect the Federal grants that the city receives. Chief Ashe stated that to the best of her knowledge whether council authorized or not authorized the retail sales of marijuana in a state where it's legal it will not adversely affect the grant process right now. She further explained that where it could affect grant processing is if the city were to change policies that would allow employees to have marijuana and things like that. That's where the municipality end of it would come in and start to get challenged with Federal grants. She stated that yes, the city would not get Federal grants based off of the fact that it's a federal law and would be violating the law.

Councilman Marabello stated that he has been to the Fresh Delaware Dispensary and was impressed but at the same time realized the investment they made. It looks like quite a lot but Council's decision shouldn't be based on indemnifying to make up the money that they spent.

Councilmember Kalesis joined the meeting in person at 7:37 pm.

Councilmember Wilson referenced Councilmember Zychal's comments about unregulated products in the area sold in the CBD and convenience stores. She stated that they are scary, harmful and addictive because they have no regulations. She said that she supports the regulation of marijuana. She also went to the Fresh Delaware Dispensary and was able to get explanations on what they do to purify the product to make it suitable for individuals to take. She explained that the negative stigma that goes along with the marijuana and the use of recreational marijuana really outweighs the use of marijuana and those who use it for different reasons. She followed up by saying that after looking at all of the different things, she still supports recreational marijuana and thinks the Fresh Delaware Inc establishment that is already here should be supported. She has supported this for almost a year and the more she learns about it; her opinion has not wavered. It has made her more aware and knowledgeable of what the products do, how they can benefit and would like to see the stigma removed from using marijuana.

Councilmember Kalesis stated that the most important thing to her is what the citizens want, regardless of what her personal opinion is. She took the time to ask the people what they wanted and the majority of the people who wanted the recreational marijuana were over the age of 60. Most of the people who did not want recreational marijuana were in their early ages that had young children in school and they were concerned. She stated that Council should vote based on what their constituents want and not because of their own personal opinions.

Councilmember Samaroo stated that she did speak with some of the residents in to get their input. She got about half that were for recreational marijuana and half that were against marijuana. Some of the feedback was that it should be treated like alcohol and there were some who were concerned about safety issues and the smell.

Councilmember Stewart made the motion to accept Ordinance 2024-11 Marijuana Regulations. Councilmember Kalesis second.

Councilmember Stewart voted yes. He stated that he spoke to a lot of the constituents and it was close but the majority did not want recreational marijuana.

Councilmember Samaroo voted yes.

Councilmember James voted yes. He believes that the State needs to address how they are going to help the municipalities deal with the increase in the traffic and the enforcement that could take place. He polled 25 of his constituents and it was a slim majority who requested that he vote to restrict or prohibit recreational use.

Councilmember Wilson voted no. She stated that the individuals that she spoke to would have filled the house but the stigma that it carries made a lot of them not want to come in. There were both yes and no's but the majority of them wanted it to become legal or recreational where they could go in the store and purchase the clean product.

Councilmember Marabello voted yes. He said considering Councilman James's comments about the unknown cost going forward he is a little torn. There were a lot of good points made by the members of the audience but thinks maybe Council should have a chance to readdress it later.

Councilmember Kalesis voted yes. She stated that the majority of her constituents, about 70/30, that she spoke with did not want recreational marijuana.

Councilmember Zychal voted no. She stated that the cat is out of the bag here in town regarding the gray product and she would have been much more comfortable with a legal product that is highly regulated in a facility and a business that employs people that have gone through every hoop and acted in good faith. Most people who do not use the product were not even aware that the business existed here.

Councilmember Connor voted yes. She stated that her personal opinion and her professional opinion are very different in this situation. She thinks that as elected officials, it is their job to listen to the people that they represent. She had a lot of conversations and education leading up to this and found the same thing, there are a lot of people on both sides of the fence as seen tonight at the meeting. She further stated that there were more people at the meeting who were in support of it but unfortunately, the majority are not actual Milford residents, not that their opinions didn't matter. She feels that the medical use is an amazing tool but thinks that there are so many more things that Council needed to find answers to before they should lead into this and allow it in the city. She would love to have that discussion down the road when they have more information about the impact that it would have within the city.

Motion carried 6-Yes, 2-No

Mayor Culotta stated that the motion carried and there would be no retail recreational sales in Milford.

*Ordinance 2024-14 Zoning Code Chapter 230 – Marijuana Regulations #2 Alternate
Amendment to City of Milford Code Chapter 230/Zoning Code*

Councilmember Stewart made motion to withdraw 2024-14 Zoning Code Chapter 230 – Marijuana Regulations #2 Alternate. Councilmember Samaroo seconded. The motion carried unanimously.

Staff Reports

Police Department

Chief Cecilia Ashe reviewed the police report that was included in the packet on pages 80-85. Councilmember Kalesis made the motion to accept the Police Report. Councilmember Connor seconded.

The motion carried unanimously.

City Clerk

City Clerk Katrina White reviewed the city clerk report that was included in the packet on pages 86-87.

Councilmember Zychal made the motion to accept the City Clerk Report. Councilmember Samaroo seconded.

The motion carried unanimously.

City Manager

City Manager Mark Whitfield reviewed the city manager's report that was included in the packet on pages 88-89.

Public Works Director Willis Shafer reviewed the Public Works Department staff report that was included in the packet on pages 90-93.

Electric Director Tony Chipola reviewed the Electric Department staff report that was included in the packet on pages 94-96.

Planning Director Rob Pierce reviewed the Planning Department staff report that was included in the packet on pages 97-99.

Parks & Recreation Director Brad Dennehy reviewed the Parks & Recreation Department staff report that was included in the packet on pages 100-02.

Human Resources Director Jamesha Williams reviewed the Human Resources Department staff report that was included in the packet on page 103.

Economic Development & Community Engagement Administrator Lauren Swain reviewed the economic development staff report that was included in the packet on pages 104-105.

Director of Information Technology Bill Pettigrew reviewed the IT department staff report that was included in the packet on pages 106-108.

Finance Director Lou Vitola reviewed the Finance department staff report that was included in the packet on pages 106-110.

Councilmember Samaroo made the motion to approve the City Manager staff reports. Councilmember Zychal seconded.

The motion carried unanimously.

Monthly Finance Report

Director Vitola gave the finance report that was included in the packet on pages 111-139. He reported that about \$200,000 is expected from interest income on investments and nearly \$600,000 is expected from internal transfers from utility funds, particularly for the ERP project. \$1 million in property tax receipts from the previous year are expected to be received from the investment portfolio and \$2 million is allocated from realty transfer taxes to support the General Fund's reserve. For the November Cash Flow, he reported that despite over \$1 million in expenditures (primarily for the streets and utility project), the City experienced a net cash gain in November due to strong property tax receipts, utility receipts, and strong investment income. For P & L, he stated that the city is looking good and is currently ahead of budget in both Utilities and the General Fund and this positive performance is largely due to lower-than-expected personnel expenses and the timing of capital projects.

Councilmember James made a motion to approve the finance report. Councilmember Connor seconded.

The motion carried unanimously.

Communications & Correspondence

Councilmember Wilson thanked everyone who came out and supported the Brightway Commons event, including Pedro White and his family and Councilmember Zychal. It was a moment of giving back to that community. There were several vendors, giveaways and free food for those who attended.

City Clerk White announced the upcoming Delaware League of Local Government meeting scheduled for January 23, 2025 at the Cheswold Volunteer Fire Company.

Unfinished Business

There was no unfinished business.

New Business

Ordinance Introductions

Ordinance 2024-15

Amendment to City of Milford Code

Chapter 230 Zoning/Historic District Commission

Director Pierce introduced Ordinance 2024-15 Chapter 230 Zoning/Historic District Commission that was included in the packet on pages 122-138.

Executive Session

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

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

Councilmember Marabello made the motion to go into Executive Session. Councilmember Zychal seconded.

The motion carried unanimously

Return to Open Session

Councilmember Stewart made the motion to go back into open session. Councilmember James seconded.

The motion carried unanimously.

Potential Vote- Real Estate

Potential Vote -Legal Matters

There was no action to be voted on.

Adjournment

Councilmember Stewart made the motion to adjourn. Councilmember Zychal seconded. The motion carried unanimously.

Mayor Culotta adjourned the meeting at 9:02.

Respectfully submitted,

Katrina L. White, MMC
City Clerk/Recorder



PROCLAMATION 2025-02

Black History Month in the City of Milford

WHEREAS, Black History Month was first commemorated in February 1976 by the Association for the Study of African American Life and History (ASALH); and

WHEREAS, the Association continues to support the study of African American History in homes, schools, churches, organizations, businesses, and government; and while it believes that Black history, like American history, should be studied 365 days a year, it continues to view February as the critical month for pursuing this mission; and

WHEREAS, the history of African Americans unfolds across the canvass of America, beginning before the arrival of the Mayflower and continuing to the present. From port cities where Africans disembarked from slave ships to the battle fields where their descendants fought for freedom, from the colleges and universities where they pursued education to places where they created communities during centuries of migration, the imprint of Americans of African descent is deeply embedded in the narrative of the American past. These sites prompt us to remember and over time became hallowed grounds; and

WHEREAS, the Association has made the 2025 theme "African Americans and Labor" which focuses on the various and profound ways that work and working of all kinds – free and unfree, skilled, and unskilled, vocational and voluntary – intersect with the collective experiences of Black people; and

WHEREAS, this City is the proud home of the Milford Eleven, a special group of individuals who gained national attention seventy years ago as the first African American students to attend a previously all-white Milford School following the Supreme Court’s Brown vs. Board of Education decision that ended “separate but equal” in 1954. While only in the Milford School District for 28 days, their impact was far reaching as they proudly paved the way for continued Civil Rights action; and

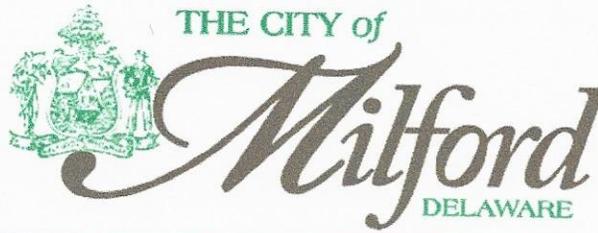
WHEREAS, a little more than a decade later, seven courageous students made the momentous and symbolic decision to integrate Milford High School, and in 1965, became the first African Americans to earn diplomas from the Milford School District. This achievement earned them the celebrated title of the Milford Seven who will live on forever through a specially designated marker at the new \$2.47 million Milford Middle School/former Milford High School, currently under construction and scheduled to open for the 2025-2026 School Year.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim February 2025 as BLACK HISTORY MONTH and urge all citizens of Milford to participate in the appropriate programs and activities of our schools, churches, museum, library, and other organizations that recognize and honor the significant contributions that not only the elite Milford Eleven and Milford Seven, but all Americans of African heritage, have made to the City of Milford, the State of Delaware, to the Nation and throughout the World.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed hereto this 10th day of February 2025.

Signed _____
Mayor F. Todd Culotta

Attest _____
City Clerk Katrina L. White



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

401 NE Front Street
 Milford Delaware 19963
 302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
 FROM: Chief Cecilia E. Ashe *[Signature]*
 DATE: February 3, 2025
 RE: Activity Report for January 2025

In the month of January, Milford PD responded to over 1,202 calls for service.

Chief and Police Command Staff:

- Throughout the month of January, the Chief and Command Staff participated in numerous conference calls, virtual meetings, and in-person meetings including City Council and Workshop meetings, bi-weekly City Manager’s meetings with Department Heads, and PD Staff meetings. Mayor and City Council are provided weekly updates on major incidents and activities within MPD throughout the month to ensure they stay informed of all activities. .
- The Chief has been holding weekly meetings with the Command and Supervisory Staff to explain COMPSTAT Methodology and develop the COMPSTAT format that is best suited for the City of Milford.
- The Chief continues to work on her department staffing and compensation comparison.

MPD Activities for the Month

Community Engagement:

- S/Cpl. Bloodsworth and Pfc. Hernandez attended the Multilingual Olympic that was held at Lulu Ross Elementary. The event consisted of academic challenges with medal presentations. Several community resource agencies were set up to offer services and connections to the local bilingual community.
- S/Cpl. Bloodsworth was asked to find resources for an internet safety presentation for MCA students and is working on outreach for this to happen.

Community Room:

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

Training and Professional Development:

- Two dispatchers attended ALERRT - Active Attack Integrated Response (AAIR) Training held at the DE Army National Guard in Smyrna, DE.
- One officer attended the Delaware Drug Recognition Expert School (DRE) Training held in Wilmington, DE, from 1/6/25 – 1/21/25.
- Communications staff have been enrolled in a new online training platform, Dispatch Pro, where they will take monthly training lessons to keep them on the cutting edge of best practices in dispatch communications.
- All field-training programs (Sworn and Communications) have been moved to the electronic LEFTA database for tracking and retention purposes.

Recognition:

- Officer of the Year- Detective Daniel Burgos



- Civilian of the Year- Victoria Sessoms



Behavioral Health Unit:

Milford Police Department – January 2025 BHU Statistics
Jenna Haines, LCSW, MSW, DE-CMHS
Gregory Bisset, LCSW, C-AADC
Danielle Blackwell, LMSW
Alyssa Lucas, MSW, LBSW

Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Up's
January 1-January 5, 2025 W: NY Day	45.25	1. Rural Subcommittee Meeting	N/A	4	Referrals to Services: 10-81 Check the Welfare Public Assistance	0	1	5
January 6-January 12, 2025	76	1. Opioid System of Care Meeting	1. Disability Services Training	7	Referrals to Services: Public Assistance Check the Welfare Medical Assist Shoplifting	1	1	3
January 13-January 19, 2025	71	1. Division of Public Health Meeting	1. Domestic Violence Coalition Training 2. Opioid Crisis Updates Training	11	Referrals to Services: 10-81 Check the Welfare Public Assistance Homeless Resources	1	0	6
January 20-January 26, 2025 M: MLK Day	68	1. Meeting w/ MeadowWood Behavioral Health Hospital	1. Milford Lions Club Narcan Training 2. Mental Illness in Minority Populations Training	7	Referrals to Services: Missing Person Public Assistance Criminal Mischief	1	1	5
January 27-January 31, 2025	35	1. National Alliance on Mental Illness Meeting	N/A	5	Referrals to Services: Check the Welfare Public Assistance Homeless Resources	0	1	4
Totals:	295.25			34		3	4	23
Year to Date Totals:	295.25			34		3	4	23
Overall Totals:	10486			1706		151	210	1480

Social Media/Public Information Update:

Our Facebook page had 138 new followers for a total following of 16,363. Currently our followers are 34% male and 66% female. Posts during the month were viewed 307,280 times and reached 50,605 people. Our top viewed and top reached post for January was the news released titled: Milford K9 Alert Leads to "Ghost Gun" Arrest. It had a reach of 18,937 people and was viewed 40,286 times.

Our Instagram account had 31 new followers for a total following 2,373. Currently our followers are 39% male and 61% female. Posts during the month were viewed 27,371 times and reached 3,684 people.

Our Twitter followers are 1,447.

Our Nextdoor posts reached 452 people during the month. Nextdoor reaches 3,523 members according to statistics provided by the website.

MPD News Releases:

January 3, 2025: Collaborative Response Leads to Arrest of Seaford Man

<https://www.milfordpoliced.org/news/Collaborative-Response-Leads-to-Arrest-of-Seaford-Man.htm>

January 13, 2025: Swift Response Results in Arrest of Milford Man

<https://www.milfordpoliced.org/news/Swift-Response-Results-in-Arrest-of-Milford-Man.htm>

January 30, 2025: Milford K9 Alert Leads to "Ghost Gun" Arrest

<https://www.milfordpoliced.org/news/Milford-K9-Alert-Leads-to-Ghost-Gun-Arrest.htm>

DATE: February 1, 2025
TO: Mayor and Members of City Council
FROM: City Clerk Katrina White
RE: January 2025

During the month of January, we have invested significant time in training Deputy City Clerk Velazquez on the essential duties and processes of the Clerk's Office. This training has been progressing very well, and she has demonstrated a strong desire to learn and is quickly grasping the necessary skills. Some of the things that were accomplished this month for the Clerks Department are:

- Deputy City Clerk Velazquez registered for the International Municipal Clerks Association (IIMC) Certified Municipal Clerk (CMC) Program to begin working on obtaining her Certified Municipal Clerk Designation.
- On January 15, 2025, Deputy City Clerk Velazquez attended a virtual training class with the University of Delaware IPA on Planning 101. She will be working with the Planning Commission and the Board of Adjustment.
- Deputy City Clerk Velazquez and I met with the IT Dept and Coordinated Response to Develop a Business Impact Analysis (BIA) for the City Clerk's office on January 17, 2025.
- I attended the IIMC Region II Annual Conference in Richmond, VA from December 20 -24, 2025. Some of the session topics were:
 - Ethics in Public Service
 - De-escalation & Safety Awareness
 - eGovernment and the Digital Divide
 - Engaging the Community: Enhancing Public Participation through Boards and Commissions
 - The Coffee Bean-Be the Transformer
 - Building Relationships with Community Stakeholders
 - Media Relations and Crisis Communications
 - Forward Focused-The Power of Positive Leadership
- Attended the staff meetings where council meeting agendas and departmental information were shared.
- Deputy City Clerk Valezquez provided translation services for other departments.

Goals for the Clerk's Department

- Kick off the Diligent meeting software in February 2025 – I have been using it the last couple of months during some of the Council and Committee meetings to get acclimated to the system. We will be working with Nick Jones from the IT Dept over the next couple of weeks to get things up and running with logins for council and city staff.
- Begin the process of the complete uploading of all of the archive documents that are stored in the downstairs file room into the Docuware program.
- Look into obtaining an intern specifically for the Clerk's Department to focus on records management projects.
- Research and evaluate software that will assist in making the FOIA process more efficient.

Monthly Activities

Requests for information are still coming in and I continue to work with other Delaware municipalities assisting with policy, procedural, and related information.

- ❖ FOIA Requests to Date (03)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Attended and Prepared Agendas & Packets for:
 - Council Meetings – January 13, January 22 (Council Workshop) & January 27
 - Public Safety Committee Meeting – January 13
 - Board of Adjustment – January 9
 - Planning Commission – January 21
- ❖ Prepared Public Notices (7)
- ❖ Transcribed and Proofread Minutes (7)
 - Council Meetings
 - Board of Adjustment
 - Planning Commission
 - Charter Review Committee
 - Tree Preservation & Advisory Board
 - Milford Community Cemetery
- ❖ Executive Sessions Year to Date (2)
- ❖ Notary Public Services Provided (0) (Public)
- ❖ Proclamations Created Year to Date (1)
- ❖ Resolutions Created Year to Date (1)
- ❖ Special Event Submissions to Date (3)

Special event applications continue to be submitted for processing. The Clerk's office continues to work with applicants, other city departments and outside agencies to ensure proper preparation and direction. A list of upcoming events in 2025 follows:

Permit #	Organization	Event Name	Event Date
2025 04	DMI	Bud & Bug Festival	4/26/2025
2025 03	Milford Little League	Parade	4/11/2025
2025 02	DMI	Riverwalk Farmers Market	5/3/2025- 12/20/2025
2025 01	Burriss Logistics	100 Year Celebration	7/17/2025



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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: January 2025 Monthly Report
Date: February 5, 2025

Safe Streets for All Grant

Staff along with representatives from Rossi Group met with Federal Highway Administration as a debriefing on the Safe Street for All Grant. The City was not awarded a grant during this round, and the feedback from FHWA was that our application was excellent, but there were simply more applications than money available. They highly suggested we apply during the next grant round.

Milford Corporate Center

Staff met with George and Lynch, the contractor for the Milford Corporate Center's infrastructure. The contractor expects to start construction the beginning of March. Much of the early phase of the construction will be the DELDOT improvements at the entryways, including the round-a-bout at Airport Road and Canterbury Road. The contract has a 365 day completion time, however, final paving of the top coat may need delayed since the completion date would be in February 2026, and most likely weather temperatures would not permit paving.

January 6 Snowstorm

Public Works, Electric, and Parks & Recreation all pulled together to deal with the snowstorm on January 6. It was a long day for everyone involved, with crews working until the end of the day Tuesday to finish up. Equipment held up well with only minor breakdowns. It was the first storm for many employees. It has been nearly 5 since the last major storm, and nearly 70% of employees working on the storm have been hires since that time. We held a debriefing meeting after the storm to review what went well and where we needed to improve. Additionally, City offices were closed, but employees did work that day. Employees were given the option of working from home, coming to the office to work, or take a vacation day. Only a handful of employees chose to take a vacation day. Thanks to the IT Department's work over the last few years to make our workforce mobile. I also want to recognize Shelly Muse from Public Works who made sure everyone working the snowstorm was adequately fed. She did much of the prep work since most restaurants were closed for the day.

Chamber of Commerce

I attended the Chamber of Commerce monthly Executive Board meeting and provided them with Council's actions over the past month, as well as expected topics coming before council in the coming weeks.

Capital Improvement Plan

Staff met several times over the past two weeks to review progress on various projects listed in the CIP. A full report will be given to Council at the workshop on Jan 22.

Site Readiness Grant

Staff met with Becky Harrington of Delaware Prosperity Partnership regarding the potential for an additional \$1.4 million in Site Readiness grant monies. Most everything is on hold until the new state administration comes onboard.

Old Museum

The State conducted a field visit to review historic features of the old post office building. Should the City accept ownership of the building, the State's Division of Historical and Cultural Affairs will place easements on the historical elements of the building, which will need to be incorporated as part of any remodeling.

Land Swap

I have drafted an agreement for the potential land swap for the Walnut/Washington parking lot. I have given it to Mr. Rutt for finalization. I hope to have the agreement on the February 10 agenda for approval.

Bayhealth

Yesterday Rob and I met with John VanGorp with Bayhealth regarding their plans for several projects. With the opening of the PAM Rehab Center, Bayhealth plans to renovate a portion of the area that was for orthopedics to expand the ICU area within the main hospital. Additionally, they are planning a 86,000SF medical office building that will be placed between the child care facility and the round-about. Groundbreaking on the childcare facility will be within the next month or two. They also will be issuing an RFP for design and development of their commercial zoned tract (Hall property) that sits between Route 1 and Route 30. They plan to have a mixed development with high density residential and commercial.

Homeland Security Grant

About a 18 months ago we were awarded a homeland security grant for improvements for employee safety at the customer service building. Because we are contemplating a possible move from that facility, it may not be practical to use the money for that purpose. Bill Pettigrew and I met with Nicole Carey of DEMA to discuss what other projects meet the criteria for the grant monies. We received several projects, including security cameras, that would be eligible. We will be meeting with department heads to develop a path forward on how best to utilize the grant monies.

National Citizens Survey

We have finalized the citizens survey that will go out to residents and businesses early spring. Mailing and email addresses have been forwarded onto the POLCO who will be conducting the survey. Paper surveys will also be available. The survey will be available in English, Spanish and Creole.

Labor Attorney

Jamesha and I had several conversations over the past two weeks with our labor attorney Molly DiBianco regarding potential legal situations with employees.

West Shores

We continue to work on a settlement for the final pavement of the West Shore roads. The developer may pay the City to complete the paving. We are currently in negotiations with the developer on the cost..

Police Maintenance Building

I met with Chief Ashe, Captain Wells, and Sgt. Maloney regarding their plans for the construction of the maintenance garage. Because they will be using the drawings completed by Becker Morgan (who did the police building) with only minor modifications, I believe the best course of action is to hire a construction/project manager and have the CM/PM work with the architect to develop final plans for bidding the project.

RAVE

We included information in the last utility newsletter on how residents can sign up to receive notifications. Notifications can be sent out about utility outages, road closures, trash service, etc. Unfortunately, so far, we have had a very low number of sign-ups. We will be doing another push in the near future. Additionally, I would ask that the Council and Mayor sign up for the service in order to get real time information on utility outages. Notices will be sent by the customer service department during normal business hours, and the police dispatch after hours.

DLLG

Mayor Culotta, Councilwoman Zychal (Craig), Councilman James (Pam) and I attended the DLLG dinner last Thursday night. The keynote speaker was Governor Matt Meyer who laid out his primary initiatives, including affordable housing and streamlining the approval process. Gene Dvornick, Georgetown Town Manager was also selected City Manager of the year for 2024.

DMI MOU

Valerie, Lauren and I met with Terry Rogers regarding the DMI's MOU with the City that expired last June. We agreed on several updates to the agreement and will be updated and meeting again soon to review.

Hearthstone II

Rob and I met with Mayor Culotta and Vice Mayor James along with Solicitor Rutt regarding the expired plans for Hearthstone II and what the potential path would look like for the developer to move forward.

Public Works Department - JAN 2025	JAN 2025	JAN 2024	FY25 YTD (07/01/24-06/30/25)
Streets/Utility Division			
Signs Installed/Replaced	14poles/14signs	15poles/14signs	56 poles/61 signs
Curb Miles Swept	400	1,600	7,400
Sewer Lines Flushed (in feet)	22,000	240,000	22,000
Sewer Back-up Response	4	3	15
Sewer Line Repaired	0	0	0
Water Hydrants Flushed	8	4	86
Fire Hydrants Replaced/Installed	2	1	6
Water Line Repair	1	1	15
Water Valves Exercised	12	12	111
De-icing Salt Used (tons)	98 tons	60	98.50 tons
Potholes Filled - Cold Patch	25	11	134
Potholes Filled/Spray Patch - Gallons Emulsion Used	0	0	251
Leaves Collected (Tons)	2 tons	2	2.47 tons
After Hours Calls	13	8	35
Crack Sealing (pounds of sealant used)	0	0	1,200
Work Orders Completed	10	8	46
Storm Sewer Inlets Cleaned	87	80	537
Street Closures/Festivals	0	2	20
Engineering Division			
Utility Locates Completed	303	Data Unavailable	1,417
Infrastructure Work Orders Completed	17	Data Unavailable	97
Backfill Inspection Work Orders Completed	33	Data Unavailable	216
Operations Division			
Fleet Work Orders Completed	51	Data Unavailable	198
Fuel Use-Diesel (Gallons)	3,291	2,821	22,481
Fuel Use-Gas (Gallons)	5,490	5,081	34,990
Blue Def (Gallons)	112	99.94	560.98
Solid Waste & Facilities Division			
Fuel Use-Diesel SW portion (Gallons)	1,553.15	326.23	7,590.78
Refuse Collected (Tons)	340.02	88.49	2,336
Recycle Collected (Tons)	107.09	14.6	577
Yard Waste Collected (Tons)	1 ton	79	2306.85
Missed Collections	13	36	125
Bulk/Brush Collection Requests Completed	40	62	453
Containers Delivered	99	28	702
Facilities After Hours Calls	2	5	7
Facilities Work Orders Completed	no report	Data Unavailable	15
Water & Waste Water Facilities Division			
(01/01/25-12/31/25)			
Water Treated (Millions of Gallons) 1 Month	80,994,800	81,349,500	80,994,800
Waste water transfer(millions of Gallons.)	no report	106,900,000	no report
Work Orders Completed	0	Data Unavailable	72
Pump Stations Cleaned	0	Data Unavailable	1
After Hours Calls	13	Data Unavailable	13

January 2025

Public Works Accomplishments

Building Maintenance / Solid Waste - Brian Jester

- Fixed wash bay garage door
- Had heat fixed in sewer bay shop
- Had heat fixed in rear wash bay
- Had cameras installed on Sw-28 & Sw-11
- Replaced door handle on rear wash bay
- Fixed toilet at city hall
- Fixed the heat in the finance building
- Fixed Jamesha's door to her office

Engineering – James Puddicombe

- Held a preconstruction meeting for 110 Truitt Avenue
- Held a preconstruction meeting for the Bayhealth Daycare project
- Performed Final Walk Through of Cypress Hall Phase 1
- Met with a property owner along Johnson Road regarding Annexation and extension of water, sewer and electric services from Windward Grove
- Held a preconstruction meeting for Watergate for sewer and water service abandonments and installations.
- Met with ESRI and IT regarding software and hardware requirements to provide required support for new ERP system and proposed Electric Software
- Met with DeIDOT to resolve required signal permit requirements to remove the signal poles at S Walnut and Marshall Street Intersections
- Attended preconstruction meeting for the Southeast Milford Utility Extension project
- Attended preconstruction meeting for the Milford Corporate Center project
- Installed 132 LF of Storm Drain, installed 7 storm drain inlets, replaced 11 ADA ramps to be compliant, completed water tie ins for SE 4th St. as part of the 2024 Streets program

Streets/ Utilities - Charles Nordberg

- Pushed snow from 2 snowstorms back-to-back.
- 279 Manpower hours and 100 tons of salt was used for 8" of snow and ice removal for the storm of 1/6-1/11 2025
- Pick up Christmas Trees.
- Putting fire hydrant flags on.
- Replace fire hydrant at SE. Water Tower.
- Fix water leak at 310 Carlisle meter pit froze and broke.
- Removeable of stop light poles on S Walnut & Marshall St.
- Installed 2 Stop signs, stop ahead and Stop bars on N. Washington at Park Ave.

Water/ Wastewater - Steve Ellingsworth

*Accomplishments attached

January Monthly Accomplishments 2025

1. A new flow meter with totalizer installed at well 4.
2. Heater repaired at Seabury meter room.
3. Year end water usage report complete. 7.58% accountable water. (copy attached)
4. PFAS sampling complete for EPA. Waiting for results.
5. New windsocks changed out at treatment plants.





PUBLIC WORKS FACILITY

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Anthony J. Chipola III, Electric Director
PHONE 302.422.6616, Ext 1137
achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: January 2024 Electric Dept Staff Report
Date: February 4, 2025

Director's Office

- Participating in Monthly Dept Head Mtg
- Attended Weekly Streets Mtg
- Attended monthly AMI call with AMP
 - AMP working with Parsons (MDM provider) for custom report to support preliminary voltage study for potential CVR implementation
- Attended DEMEC Board Mtg
- Participated in multiple Utility Billing Discussion for Tyler Module w/ other municipal Tyler users
- Attended Grant Discussion with UDEL
- Participated in monthly CIP update mtg
- Met w/ DEC to discuss pole attachments
 - DEC looking to attach 3ph Primary to City Poles
 - City looking to attach AMI access points on DEC Poles
- Updated Fiber Ordinance
- Met w/ DELDOT to review Signal Removal requirements
- Met w/ Energy Storage Vendor to review load data
- Troubleshoot EV Charger at Arena's – No issue found
- Met w/ DELDOT Contractor regarding US 113 Corridor Lighting Project
- Provided training for field personnel on mapping and AMI software use

Electric Lines

- Promotion of Tyler Sewell and Matt Patterson to Line Technician, 1st Class
- Replaced Refurbished regulator and readied another for refurbishment
- Attended AMI and GIS Software Training
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

- Developed switching processes for regulator replacements for the 140 Ckt and 240 Ckt
- Found bad transformer using voltage analysis report and reported to crew for replacement
- Identified and resolved issues with SCADA calculation syntax. Calculations involving time now work properly including daily and monthly totals etc.
- Identified issues with Kamstrup meter multipliers. Found all meters with issue and reprogrammed.
- Worked with AMP to temporarily correct issues with surface go tablet used for remote disconnect/reconnect. AMP will be sending an updated device to permanently correct issue going forward.
- Identified and repaired SCADA communications problem at Washington St pump station due to ongoing issues with sewer gas corroding electronics.
- Met with customer at Truitt avenue to discuss high electric consumption concerns. Was successful in resolving issue

System Modernization Strategy Update:

Critical Path(s):

Finalization of Electrical Infrastructure Mapping

Continue auditing power quality issues identified through Meter Data Management tool (ie voltage events)

Working with AMP to determine what tools are available in the MDM platform

May require additional programing and support from IPKeys.

Next Steps:

Engage Engineering Consultant on leveraging current systems and infrastructure for CVR implementation and develop scope of work.

EV Charger Statistics	<u>Previous Month</u>	<u>Current Month</u>
Unique Drivers	51	43
# of Sessions	201	176
Energy Delivered (MWh)	5.37	4.90

Total Avoided Greenhouse Gas Emissions:

35,182kg

Electric Department -January 2025	January 2024	January 2025	FY24 YTD (07/01/23-01/31/24)	FY25 YTD (07/01/24-01/31/25)
Electric Department				
Trouble Service Call	44	49	178	233
Work Orders Completed	67	69	295	456
Outages	7	15	58	58
LED Street Lights Replaced	7	15	29	32
New Service Install	5	9	49	88
Poles Replaced	5	1	15	20
After Hours Calls	17	21	108	113
Vegetation Control (Days)	3	0	14	12
Technical Services Division				
New Electric Service Installed/Meter Set	15	21	89	281
New Water Service Installed/Meter Set	15	12	52	157
Electric Meter Replacement	5	27	37	56
Water Meter Replacement	62	29	460	413
Work Orders Completed	?	319	3,694	2,824
After Hours Calls	9	6	26	43

15 outages: 1 Birds, 1 MVA, 1 weather, 4 unknown, 7 equipment failure, and 1 other.

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: February 3, 2025

RE: January 2025 – Planning Department Staff Report

- During the first month of the 2025 calendar year, the City issued 15 new residential dwelling construction permits.
- The City of Milford has seen 252 projects with a committed investment of over \$38.1 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$4.5 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$1.2 million in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines (click the below link to see project locations).
<https://maps.milford-de.gov/portal/apps/webappviewer/index.html?id=4ae5fcb23f0c466b924cecc41fc1db46>
- There are no items for the February Planning Commission meeting.
- The Board of Adjustment will review a variance request regarding the minor subdivision of 9 Elizabeth Street at the February meeting.
- The City reviewed a final site plan resubmission for the Southern States project and provided plan review comments to the applicant.
- The City reviewed a final site plan resubmission for the Cascades – Phase II project and provided plan review comments to the applicant.
- The City received a final site plan resubmission for the Recovery Solutions project and is currently reviewing the plans.
- The City received a final major subdivision resubmission for the Riverwalk Villas project and is currently reviewing the plans.
- The City received a final site plan resubmission for the Sussex Campus Childcare project and granted final site plan approval.
- The City reviewed a preliminary site plan resubmission for the Reserves at Herring Branch project and placed the item on the January Planning Commission agenda for review.
- The City received a preliminary major subdivision resubmission for Cypress Hall Phase III project and is currently reviewing the plans.
- Staff met with representatives from a church that is proposed along Johnson Road adjacent to the Windward Grove development to discuss the availability of utilities in the annexation process.

- Staff submitted a partial TIF reimbursement request to DelDOT regarding the Milford Corporate Center project. The City is seeking approval for partial reimbursement upon completion of the Phase I offsite improvements to coincide with the Geroge & Lynch construction contract.
- Attended Milford and Slaughter Beach Study check-in meetings.
- Staff attended the Dover/Kent County Metropolitan Planning Organization (MPO) Kent County Safety Action Plan Safety Working Group Meeting.
- Staff participated in a Kent Legislative Breakfast in Dover hosted by the Delaware Affordable Housing Coalition to discuss Milford's approach to smart growth and housing.
- Staff attended the preconstruction meeting for the Milford Corporate Center Phase I Onsite and Phase I Offsite project.
- Staff attended a construction update meeting for the Watergate subdivision.
- Staff met with representatives from the State Historic Preservation Office to discuss the City's proposed Historic Preservation Ordinance. The State has offered to participate in the training of Historic District Commission members. Staff also contacted the Maryland Association of Historic District Commissions to see if they could provide a training series to aid in the establishment of a Historic District Commission.
- Permit Technicians continued processing business, contractor and rental license renewal applications.
- Code Enforcement is preparing for residential rental inspections for Ward 2.
- Staff prepared a draft code amendment to Chapter 174 Property Maintenance to address habitual offenders which will be reviewed by City Council in February.
- Staff continues to work on the Downtown Development District renewal application. Our current designation expires in 2026 and the State has provided an application for current districts to renew their designations for another 5 years. The renewal would extend our designation until 2031.
- Staff continue to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
 - [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
 - [Downtown Development District Plan \(Click Here to View\)](#)
 - [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
 - [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Count
New Cases	26
Cases Closed	31
Open Cases at Start of Period	132
Open Cases at End of Period	139

Violation Activity:

New Violations Cited	Count
Animals	1
Building	4
Exterior Property Areas	1
Exterior Structure	1
Floodplain	0
Interior Structure	0
Legacy	2
Licensing	1
Noise	0
Residential Rental	1
Right-of-Way	0
Rubbish	7
Sidewalk	0
Unregistered/Inoperable Vehicle	4
Vegetation	1
Zoning	3
Total	26

Rental Licenses Issued: 237

Vendor Licenses Issued: 0

Contractors Licenses Issued: 174

Business Licenses Issued: 74

Building Permits Issued:

Permits Issued by Type	Count
New Townhouse	8
New Single-family Detached	7
Fence	3
Solar Part II	3
Roof	3
Electric Utility	2
Residential Interior Renovation	2
Sign	2
Water Utility	2
Deck	1
Demolition	1
Commercial Exterior Renovation	1
Commercial Interior Renovation	1
Commercial Interior Renovation Food Establishment	1
Solar Part I	1
New Tenant Fit-Out	1
Residential Exterior Renovation	1
Sewer Utility	1
Siding	1
Stairs	1
Temporary Trailer	1
Total	44

Inspections Performed:

Inspections Performed by Type	Count
Footing	15
Foundation Wall	7
Slab	12
Waterproofing	11
Foundation As-built	10
Framing	21
Dry-in	15
Insulation	17
Energy Final	9
Final	39
Residential Rental	10
Total	166

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
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TO: Mayor and City Council
FROM: Brad Dennehy-Parks and Recreation Director
DATE: 02/3/2025
RE: January 2025 – Parks and Recreation Staff Report

Parks

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- Staff continue to monitor and address any issues which are submitted by the seeclickfix app.
- In preparation for the January 6th snow event, staff came in on Sunday January 5th to get trucks and equipment ready.
- Crews began early on Monday January 6th (3.30am) plowing snow and treating parking lots.
- As the week continued crews continued clear snow from parking lots, city owned facilities and many of the pedestrian bridges, riverwalk and dog park.
- Following the event additional rock salt was purchased, and some pieces of equipment were sent to the mechanic in preparation for any future snow events.
- Towards the end of the month crews began removing the Christmas decorations at City Hall. At the conclusion of removing the decorations, they began removing the holiday banners, garland, pre-made Christmas greenery baskets, and then began removing Christmas lights.
- Three lawn tractors were taken to the mechanic for routine servicing over the winter.

Other

- The downtown clock had new LED lights installed with new Plexiglas. When the weather warms up the exterior of the clock (pedestal) will be pressure washed and painted.
- Park Superintendent attended the awards and recognition committee meeting.
- Director attended the monthly capital projects meeting. Director also attended Council workshop on capital projects update.
- Director and IT staff met with consultants on business continuity plan.
- Director continues to work with Landscape designer and engineers on several capital projects.

Recreation

Winter Program Information

Our winter Programs began January 4th and are halfway towards completion. Winter tends to be our busiest season of the year and for good reason. This season highlights our ability to utilize the Boys & Girls Club and local schools to carry out our many winter program options. Milford Parks and Recreation is the go-to recreational outlet due to our ability to host indoor opportunities.

- **Pickleball League**
 - Our Pickleball league has been the fastest growing program over the past two years. We have expanded to include more registrations and longer league time and have been at full capacity.

- **Drop-In Pickleball**
 - MPR has included a Drop-In Pickleball morning session.
 - The morning drop in pickleball has proven to be an outstanding social outlet for those interested in a more relaxed environment.
 - This program continues to grow in numbers and all courts are consistently full in the mornings.

- **Youth Basketball**
 - Youth Basketball has been our focal point during the winter season.
 - Several games have already been played with some “nail biting” close games.
 - This program is at maximum capacity with all spots filled and a wait list.

- **Indoor Soccer**
 - Indoor Soccer continues to provide a path towards recreational fun during the winter months.
 - The older style jersey was retired this year and upgraded to a newer and sleeker look, which has bought nothing but positive comments.
 - This is the first year that our 9-10 age group is using the whole court to play.

- **Taekwondo**
 - This program has grown in the past year with new participants.
 - The curriculum is halfway finished, and sparring will now begin in class.

- **Wrestling**
 - Wrestling has concluded with the final session taking place on January 28th.

A Glimpse of Spring

While Spring recreation has not officially started yet, MPR has opened enrollments for our Spring Programs, and we have already signed up 90 participants as of January 28 including:

- Girls Basketball
- Field Hockey
- Soccer
- Tiny Tykes
- Flag Football
- Pickleball League



TO: Mayor and City Council

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

DATE: January 31, 2025

RE: January 2025 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Interviews held/scheduled for the positions of Public Works Equipment Operator II-Streets & Utilities, Public Works Equipment Operator II-Solid Waste, and Cash Operations Clerk II. Job offers will be extended in the month of February.
- Onsite employee meetings were held on January 22, 2025, and January 23, 2025, with Delaware Valley Health Trust as we work to transition effective July 1, 2025.
- DeAndre Wilson, Public Works Equipment Operator I-Solid Waste and Shawn O’Neil, Water & Wastewater Technician I began the Durable Skills Academy on January 28, 2025, hosted by Wilmington University and held in person at Kent County Levy Court focuses on durable skills such as communication, critical thinking, collaboration, and leadership which are critical components of career development and success.
- Promotions to the position of Electric Line Technician, First Class: Matthew Patterson and Tyler Sewell effective January 12, 2025.
- Upcoming Retirement: April 1, 2025: Thurman Benson, Water & Wastewater Technician II after 41 years of dedicated service to the City of Milford.

To: Mayor and City Council
From: Lauren Swain, Economic Development & Community Engagement Administrator
Subject: February 2025 Monthly Report
Date: February 4, 2025

Economic Development

- Worked on planning Milford Corporate Center groundbreaking ceremony.
- Identified grant program that aligns with one of our City engineering projects that we are applying for in partnership with University of Delaware's GAP.
- Worked with Kent Economic Partnership (KEP) to submit a letter of support/commitment for the Industrial Needs Assessment for Kent County
- Reviewed Site Readiness application with Delaware Prosperity Partnership, working on application to submit to State of Delaware
- Currently working with mental health practice business owner from New Castle County who is looking to expand their business to Milford. They are in the process of working with the Small Business Development Center to develop a detailed business plan for their expansion and are interested in applying for the EDGE Grant Program this Spring.
- During my tour of the Milford Police Department, Sgt Maloney, Chief Ashe, and I spoke in length about how a safe community and economic development go hand in hand. When we have both, we attract businesses and people to come to our town. I look forward to continued partnership with our police department.
- Attended Small Business Caucus held at Legislative Hall. We heard from Governor Matt Meyer, and the new Director, CJ Bell, of the Division of Small Business. Attendees were able to ask questions and gauge insight of the new administration's priorities for small businesses within the State of Delaware.
- Worked with a new business owner who is opening a plant shop in Downtown Milford ensure they have proper permits and licenses required by the City of Milford. Partnered with the Kent County Business Manager, Anastasia Jackson, and the business owner to ensure they have all proper licenses and certificates required by the State of Delaware.
- Participated in ribbon cutting event put on by Milford Chamber and DMI for Imperial Nutrition.
- Met with Tom Thunstrom, Center Director Small Business Development Center (SBDC), to discuss how we can partner to boost economic development in Milford.
- Met with Jo Schmeiser, Director of Milford Chamber, to review how we can partner to benefit the city as a whole.
- Attended DMI's Business Forum. DMI provided an overview of their new territory that they are covering and an update on their mission statement and goals. They also shared feedback from their community, business, and visitors survey and are still seeking responses.
- Met with a business owner who has to shut their doors to their business at their current location. We are currently in discussions with landlords for a temporary location along with partnering with other local business owners to utilize their space to hold events.

Community Engagement

- Provided regular updates via social media and website for snowstorm. Fielded questions regarding trash pick up, who is responsible for plowing what roads, etc. Received great feedback giving kudos to our crews for doing such a great job on clearing our streets.
- Requested snow day pics for newsletter via social media and residents became very engaged. I have received many photos and excited for the community to see their photos in the City newsletter.
- Worked with staff, our intern, and a Project Manager at Polco to develop questions for the upcoming Polco survey this Spring that will go out to residents and community members.
- In partnership with the Milford Chamber, DMI, Parks & Rec and community organizations we are planning/organizing our Community Clean Up to be held on April 12, 2025, at Bicentennial Park

Meetings/Trainings

- Attended Weekly Streets Meeting.
- Attended monthly Milford Corporate Center Project Status Meeting
- Attended City of Milford/University of Delaware Grant Assistance Program (GAP) meeting.
- Attended orientation for being a new board member for Kent County Tourism.
- Attended Milford Corporate Center pre-construction meeting
- Attended monthly DMI Economic Vitality Meeting
- Attended the kickoff Polco Survey meeting.
- Met with Chief Ashe and Sgt Tim Maloney and toured the City of Milford Police Department
- Attended onsite presentation for Delaware Health Valley Trust
- Attended monthly Kent County Tourism Board Meeting
- Attended Thriving Communities check-in meeting with key partners
- Met with Mark, Valerie, and Terry Rogers to review DMI MOU
- Attended bi-weekly department head meetings.
- Attended Milford Chamber Community Clean Up planning meeting.
- Participated in IT's Business Impact Analysis Meeting
- Met with Jim Purcell with Milford Housing to learn about their initiatives and how we can partner for future community development opportunities.

Social Media/Website

- January 2025 Insights:
 - City of Milford Facebook: 314 new follows (total: 5,401,); 502,605 reached; 5,785 page visits (^increase in reach was from the DelDOT project post of installing clankers at Mispillion Bridge)
 - City of Milford Instagram: 59 new follows (total: 1,437); 1,552 accounts reached; 194 profile visits
 - Parks & Rec Facebook: 23 new follows (total: 4,026); 3,192 reached; 1,630 page visits

Press Release & Coverage

- Completed newsletter to go out in all utility bills in February 2025, along with sent out email version.
- Police Pay Study
 - Coast TV article 1.23.25
 - Coast TV coverage via tv news broadcast 1.23.25
- Traffic Pattern Change – N. Washington & Park Ave – 3-way stop
 - WBOC coverage via tv news broadcast 1.25.25
 - WBOC article 1.25.25
 - Coast TV article 1.27.25
- Milford City Council Votes Against Sale of Recreational Marijuana
 - Milford Live article 1.22.24



Date: February 2025
To: Mayor and City Council
From: Bill Pettigrew – IT Director
Re: February 2025 Information Technology Department Staff Report

Riverwalk Public Wi-Fi – Our free public Wi-Fi has surpassed over 1,000 unique users that have taken advantage of this popular amenity the city offers. The system is highlighted in this month’s city newsletter with a good word from the Mayor. We will be starting phase III of adding three additional access points in the spring with the help of the electrical department, this will double coverage. As an FYI we designed the public Wi-Fi never to touch the City’s network for security reasons.



Dover Data Breach – After learning of the issues that Dover was having, we offered our services to assist like we did in Kent County. Originally there was a story released of failed hardware that would not have affected Milford, we have many systems in the cloud, we also backup to and can spin up servers in the cloud. We can start up a server into the cloud going back any point in time before the breach initially occurred.

Cybersecurity Awareness Training – An employee who was out on workman’s comp returned and took the awareness training; they passed giving us a 100% employee passing rate of the 2024 cybersecurity training. We will have the next wave of training in April.

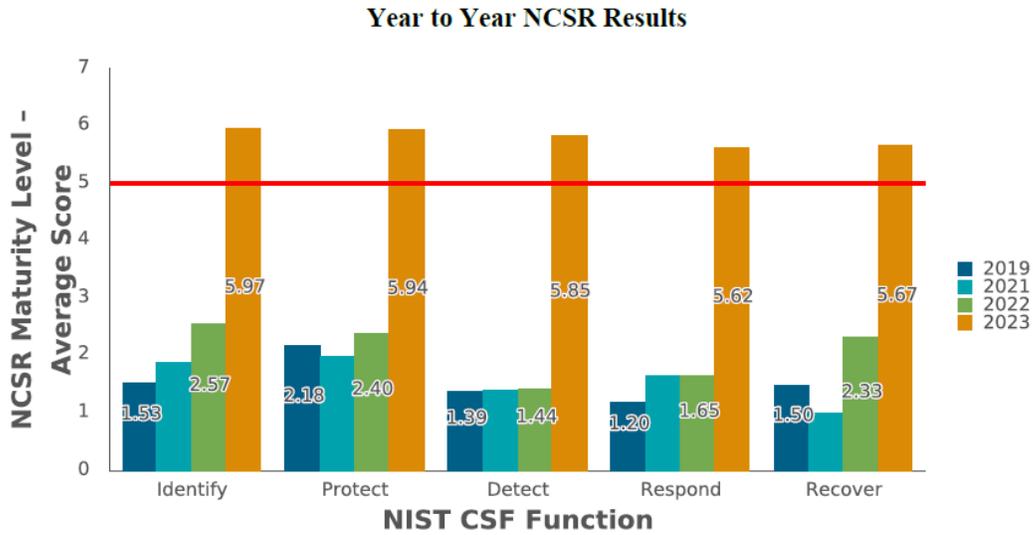


Tyler Munis ERP – We have had much success in the Tyler payroll module and the team is enthusiastic to get us cautiously over the finish line. We provided Tyler with a detailed list of all the features Milford will need in utility billing, we will address this list early to see if there are any possible deal breakers or if we need a work around that is acceptable to us. We expect utility billing will be the most challenging module to date, other towns using Tyler UB gave us good references to the implementors we will utilize.

Business Impact / Business Continuity Plan- Coordinated Response has sent completed business impact studies for 6 departments so far. These studies are in the hands of the department heads for review. The finalized plan will be presented to the council within the next few months. These studies will be a good reference for any new City Manager to review, as well as help during budget time.

State Local Cyber Security Grant funds – I.T. has been in training all of last week to prepare for the implementation of OKTA a single sign on, adaptive MFA cybersecurity tool that will better protect Milford, this was a \$33,000 SLCGP grant. We have a meeting this week with DEMA and DTI to discuss the next wave of funding. We will be implementing a SIEM (network log monitoring), and/or Starlink for network resiliency in case of a disaster.

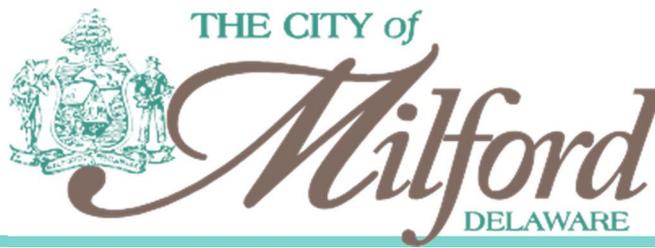
National Cyber Security Review – We expect with the security measures we have implemented our score will be higher than last year, which has tripled in the last 2 years putting us above the national average.



The red line indicates an average score of 5, which is designated as the recommended minimum maturity level

RAVE Notification System– The IT department gathered data from the utility billing database and almost 10,000 emails were sent out inviting users to join our notification system which is Motorola’s RAVE. To geofence an area we ran citizen’s addresses through another system gathering GPS coordinates. Policy will need to be put into place by admin on the use of this application.

Audio in last month’s council meeting – We experienced audio issues in last month’s council meeting, after checking all connections and rebooting the AV system worked fine. To be proactive we replaced the computer in the closet that runs the meetings as it was older, and had been subject to high heat in the past. Facilities maintenance was going to talk to an HVAC vendor to circulate the heat better. Our new policy will be to test the Zoom meeting and audio prior to start. A cell phone as a backup for remote participants was the best recourse for business continuity when the audio failed, as the whole system takes up to 15-20 minutes to reboot.



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
Date: February 5, 2024
Re: January 2025 Finance Department Staff Report

- Monthly Financial Reporting
 - The Finance Report for the YTD period ended November 30, 2024 was deferred to the first meeting in January, as usual; the Report for the YTD period ended December 31, 2024 will be presented February 10
- Training and Improvement Efforts

FINANCE DEPARTMENT TRAINING - JANUARY 2025

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	20.0	20.0	-	GFOA Training in Finance Office
Customer Service	72.0	-	72.0	DEMEC: Rise Above Chaos
Management & Staff Development	-	-	-	
ERP, Software and Technology	21.3	21.3	-	Primarily Payroll/HR ERP
MONTHLY TOTAL (HOURS)	113.3	41.3	72.0	60.5 TOTAL HOURS LAST MONTH

- Finance Department Reorganization
 - Kevin Gaboriault is assessing priorities and responsibilities over short- and long-term horizons to position the department in support of the City’s strategic plan
- Police Facility Project Financing
 - Finance staff is working with the Project Managers at RYJ, Bank Counsel, the City’s Bond Counsel and the USDA on permanent financing
 - Complete reconciliation will be provided to Council when all activity is processed and the loan closes
- Milford Corporate Center & Water Utility Project Financing
 - Staff are working on documentation and action required to support the use of debt financing on the Milford Corporate Center and NW Water Infrastructure projects
- FY24 Audit – Kevin is working with the City’s auditors to develop the FY24 audit timeline
- The Operating Cash Statistics Table below supplements the graph on page 2 by presenting a broader picture of incoming receipts as well as outgoing payments by type

Operating Cash Statistics (\$mm)	CY2023	CY2024	CY Chg	Dec 2024	Jan 2025	Mthly Chg
Avg Ledger Balance	\$ 7.5	\$ 6.9	\$ (0.7)	\$ 8.5	\$ 7.0	\$ (1.4)
Electronic Deposits	28.2	42.0		2.5	2.6	
Traditional Deposits	29.4	29.6		1.7	1.8	
% Electronic	48.9%	58.6%	9.7%	59.3%	59.4%	0.1%
Electronic Payments	(35.8)	(43.5)		(3.7)	(4.6)	
Traditional Payments	(18.3)	(20.0)		(0.9)	(1.6)	
% Electronic	66.2%	68.5%	2.4%	80.7%	74.2%	-6.4%

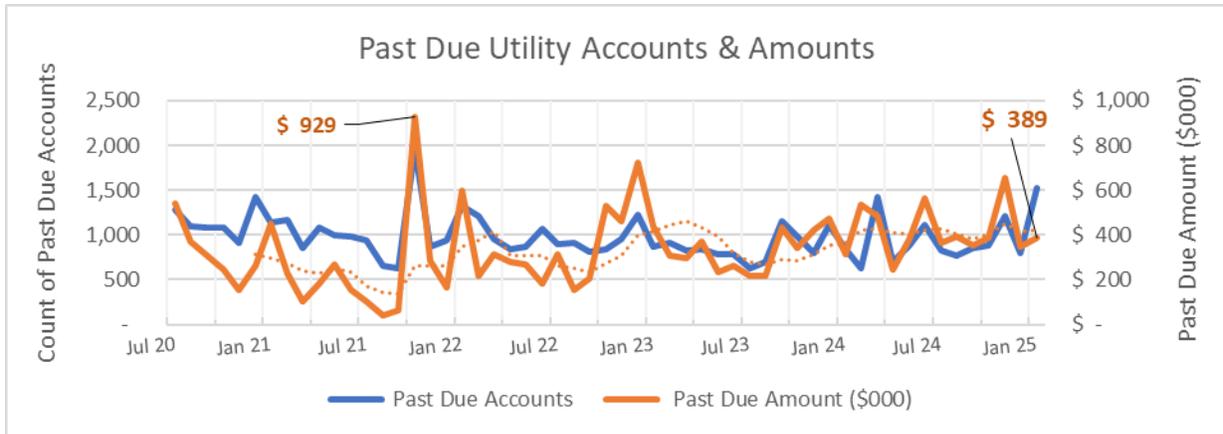
- Billing & Customer Service Department
 - January property tax collections are understated in the table as incoming payments were more than offset by the assessment of late fees

Property Tax Levy	Past Due (\$000) as of:				As % of Levy
	11/1/24	12/1/24	1/1/25	2/1/25	2/1/25
2024 (FY25)	\$766	\$518	\$279	\$271	4.4%
2023 & Prior	\$274	\$209	\$241	\$244	3.9%
Total	\$1,041	\$727	\$520	\$515	8.3%

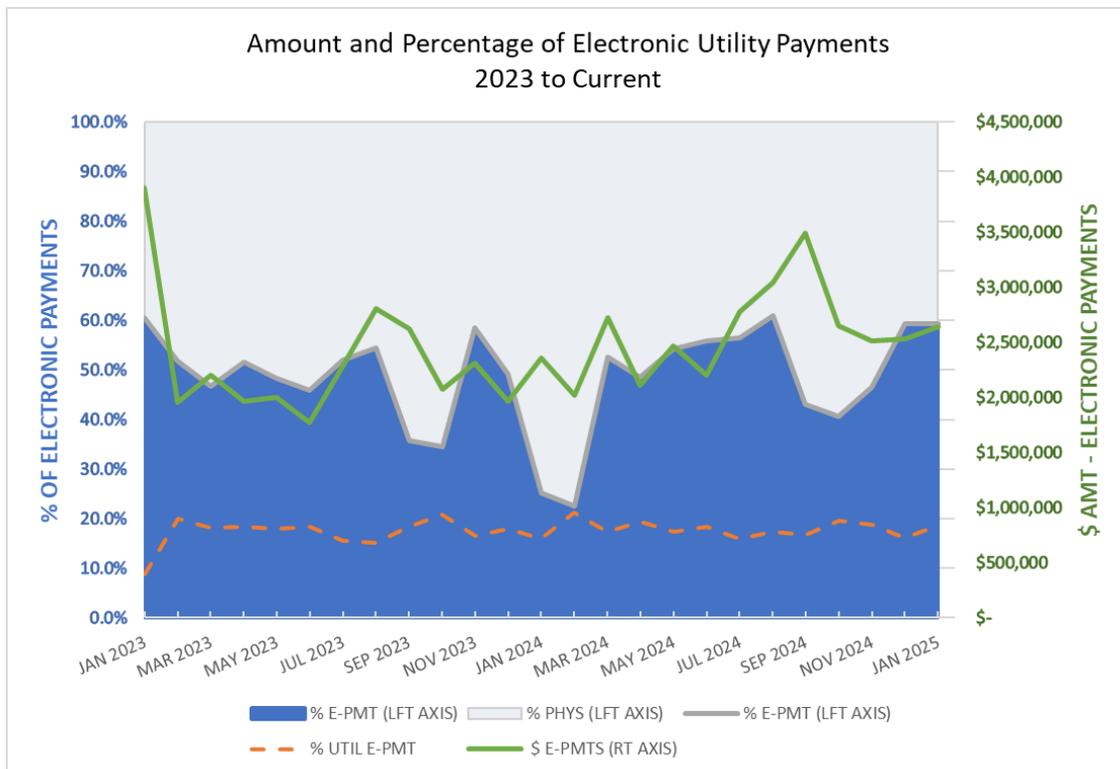
Property Tax Levy	As of:	As % of Levy
	2/1/24	2/1/24
2023 (FY24)	\$235	4.2%
2022 & Prior	\$128	2.3%
Total	\$363	6.4%

- Billing & Customer Service Department, Continued

- January results regressed across the board in terms of both past due amounts and accounts versus December, last January and the long-term average as service interruptions were limited due to freezing temperatures that averaged about 10 degrees colder than last January
 - The count of past due accounts (blue) is 57% above average and 36% higher than last January
 - The dollar amount past due (orange) is 16% above average and 25% higher than last January



- The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through January 31, 2025
 - The blue area represents e-payments as a function of all payments & corresponds to the blue axis
 - The green line represents the dollar amount of e-payments & corresponds to the green axis at right
 - The orange line shows the % of utility e-pmts vs all payments & corresponds to the blue axis at left
 - Electronic receipts were higher in January by all measures and against all periods
 - The percentage of *all* e-payments is likewise up versus all measures, while the proportion specific to utilities (18.5%) is higher than average (17.5%), December (16.2%) and last January (15.9%)





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

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Nov 30, 2024)	Closing Balance (Dec 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
3 General Fund ³	\$ 5,092 →	\$ 4,803	\$ 1,235	\$ (573)	\$ (1,765)	\$ 3,700
4 Electric Fund	3,049 →	2,975	30	(762)	(1,187)	1,056
5 Water Fund	3,643 →	3,851	21	(596)	(330)	2,946
6 Sewer Fund	2,308 →	2,519	17	(248)	(236)	2,052
7 Solid Waste Fund	487 →	514	6	(122)	(201)	197
Operating Cash Totals⁴	\$ 14,578	\$ 14,661	\$ 1,309	\$ (2,299)	\$ (3,719)	\$ 9,952

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

Description	Opening Balance (Nov 30, 2024)	Closing Balance (Dec 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
11 General Improvement	\$ 1,006 →	\$ 1,010	\$ -	\$ (1,010)	\$ -	\$ -
12 Municipal Street Aid (MSA)	319 →	321	140	(461)	-	-
13 Realty Transfer Tax (RTT)	1,353 ↓	1,066	5,334	(4,173)	(1,373)	853
14 Economic Development	703 →	703	89	-	-	792
15 Lodging Tax Fund	810 →	814	99	(913)	-	-
16 ARPA Grant Fund	260 →	260	-	(260)	-	-
Special Purpose Cash Totals⁴	\$ 4,451	\$ 4,174	\$ 5,662	\$ (6,818)	\$ (1,373)	\$ 1,645

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Nov 30, 2024)	Closing Balance (Dec 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
20 General Fund Capital Reserves	\$ 2,248 →	\$ 2,236	\$ 2,573	\$ (4,246)	\$ (329)	\$ 234
21 Water Fund Capital Reserves	3,711 →	3,716	596	(2,022)	(2,229)	60
22 Sewer Fund Capital Reserves	4,291 →	4,302	248	(1,056)	(3,472)	23
23 Solid Waste Fund Capital Reserves	82 →	82	122	(68)	(126)	10
24 Electric Fund Capital Reserves ²	13,143 →	13,144	3,262	(6,924)	(7,045)	2,437
Operating Cash Totals⁴	\$ 23,474	\$ 23,481	\$ 6,799	\$ (14,316)	\$ (13,200)	\$ 2,764

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

Description	Opening Balance (Nov 30, 2024)	Closing Balance (Dec 31, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
28 Police & General Gov't Facilities	\$ 713 →	\$ 729	\$ 97	\$ (826)	\$ -	\$ -
29 Carlisle Fire Co Permit Fund	336 →	342	32	(374)	-	-
30 Parks & Recreation Facilities	160 →	160	-	(160)	-	-
31 Water Impact Fee Reserves	6,315 →	6,336	472	(1,265)	-	5,543
32 Sewer Impact Fee Reserves	3,676 →	3,718	250	(550)	-	3,418
33 Electric Impact Fee Reserves	1,475 →	1,487	76	(1,563)	-	-
Impact Fees & Police/GF Totals⁴	\$ 12,675	\$ 12,772	\$ 926	\$ (4,738)	\$ -	\$ 8,961

Grand Totals⁴	\$ 55,178	\$ 55,087	\$ 14,697	\$ (28,171)	\$ (18,291)	\$ 23,322
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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 reported last month was 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 naturally reverse in September as expected.
 39 ⁴Closing Balance Indicator sets **Red**, **Yellow** and **Green** signify month-to-month cash variance as follows:

40

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

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

Operating Cash Balances

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Nov 30, 2024)	Receipts	Interest Earned	Disbursements	Closing Balance (Dec 31, 2024)
General Fund	\$ 5,091,562	\$ 1,369,157	\$ 7,502	\$ (1,665,053) →	\$ 4,803,168
Electric Fund	3,049,432	2,640,557	4,567	(2,720,051) →	2,974,505
Water Fund	3,642,987	391,652	5,681	(189,793) →	3,850,527
Sewer Fund	2,307,880	598,562	3,659	(391,466) →	2,518,635
Solid Waste Fund	486,517	161,937	758	(135,306) →	513,907
Operating Cash Totals⁴	\$ 14,578,379	\$ 5,161,865	\$ 22,167	\$ (5,101,669) ●	\$ 14,660,743

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Nov 30, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Dec 31, 2024)
General Improvement	\$ 1,005,960	\$ -	\$ 3,999	\$ - →	\$ 1,009,959
Municipal Street Aid (MSA)	319,049	-	1,939	- →	320,988
Realty Transfer Tax (RTT)	1,352,641	262,751	5,732	(555,283) ↓	1,065,841
Economic Development	702,763	-	-	- →	702,763
Lodging Tax Fund	809,842	3,957	-	- →	813,799
ARPA Grant Fund	260,499	-	-	- →	260,499
Special Purpose Cash Totals^{3,4}	\$ 4,450,756	\$ 266,707	\$ 11,670	\$ (555,283) ●	\$ 4,173,850

Reserve Fund Cash Balances

Description	Opening Balance (Nov 30, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Dec 31, 2024)
General Fund Capital Reserves	\$ 2,247,838	\$ -	\$ 7,709	\$ (19,047) →	\$ 2,236,500
Water Fund Capital Reserves	3,710,577	-	12,829	(7,555) →	3,715,851
Sewer Fund Capital Reserves	4,290,918	-	14,842	(3,525) →	4,302,235
Solid Waste Fund Capital Reserves	81,665	-	287	- →	81,952
Electric Fund Capital Reserves	13,142,667	-	45,347	(43,879) →	13,144,136
Reserve Fund Cash Totals^{3,4}	\$ 23,473,666	\$ -	\$ 81,014	\$ (74,006) ●	\$ 23,480,673

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Nov 30, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Dec 31, 2024)
Police & General Gov't Facilities	\$ 713,318	\$ 16,134	\$ -	\$ - →	\$ 729,452
Carlisle Fire Co Permit Fund	336,198	5,378	-	- →	341,576
Parks & Recreation Facilities	159,575	-	-	- →	159,575
Water Impact Fee Reserves	6,314,708	78,709	-	(57,275) →	6,336,141
Sewer Impact Fee Reserves	3,676,400	41,588	-	- →	3,717,988
Electric Impact Fee Reserves	1,474,890	12,600	-	- →	1,487,490
Impact Fees & Police/GF Totals^{3,4}	\$ 12,675,090	\$ 154,409	\$ -	\$ (57,275) ●	\$ 12,772,223

Grand Totals⁴	\$ 55,177,891	\$ 5,582,981	\$ 114,851	\$ (5,788,233) ▲	\$ 55,087,489
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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\$0.1 million disbursed from reserves (lines 20-24) includes vehicle replacements, the ongoing ERP upgrade, and other budgeted utility projects. \$0.6 million disbursed from special purpose funds (line 17) and water impact fees (line 31) reflect ongoing 2024 combined streets project.

³Investments with PFM exceed \$39 million and consist of total reserves (line 25), impact fees (lines 31-33), special purpose funds (lines 13-15), 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 December 31, 2024

General Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/24)	\$	2,236,500
Expected Contributions & Interest		573,150
Restricted Funds:		
Vehicle & Equipment Replacement		(183,105)
Street Repair		(2,082,485)
Parking Enhancements		(620,000)
Parkland, Trails & Recreation		(1,200,313)
PD Projects		(160,489)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ^{6,8}		-
Equipment Replacement Reserve ²		(329,000)
Uncommitted Reserve Balance	\$	234,258

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/24)	\$	13,144,136
Expected Contributions & Interest		3,261,574
Restricted Funds:		
Electric Vehicles & Equipment		(135,000)
Substation Upgrades & Security		(452,841)
Traffic Signal Upgrades		(361,390)
Citywide Projects		(1,914,409)
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	\$	2,437,295

Water Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/24)	\$	3,715,851
Expected Contributions & Interest		595,517
Restricted Funds:		
Vehicle & Equipment Replacement		(218,393)
Reserve-Funded Projects		
Water System Improvements		(1,473,705)
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	\$	59,967

Solid Waste Reserves		Amount
Cash/Investment Balance (12/31/24)	\$	81,952
Expected Contributions & Interest		121,600
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(15,500)
Solid Waste Alloc of Citywide Projects		(52,503)
Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(125,500)
Uncommitted Reserve Balance	\$	10,049

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/24)	\$	4,302,235
Expected Contributions & Interest		247,500
Restricted Funds:		
Sewer Vehicles & Equipment		(125,424)
Reserve-Funded Projects		
Sewer System Improvements		(865,199)
8" Bypass Pump		(65,000)
Reserve (MCR) Policy ^{3,6}		(3,373,571)
Equipment Replacement Reserve ³		(98,000)
Uncommitted Reserve Balance	\$	22,541

MSA & RTT Reserves		Amount
RTT Balance (12/31/24)		1,065,841
MSA Balance (12/31/24)		320,988
MSA & RTT Est Receipts thru FY25:		5,474,000
MSA: Street & Bridge Improvements		(1,169,501)
RTT: Transfer to Police Dept		(50,000)
RTT: Sidewalk Project Funding		(150,000)
MSA & RTT: Combined St-Util		(1,265,119)
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	\$	589,452

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 December 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)	
1 Operating Revenue	\$	16,647	\$	1,928	\$	3,045	\$	902	\$	22,522	100.0%	100.0%
2 Cost of Revenue ¹		(11,976)		(207)		(1,656)		(178)		(14,018)	-62.2%	-61.7%
3 Gross Margin		4,671		1,720		1,389		724		8,504	37.8%	38.3%
4 Operating Expenses												
5 Operations & Maintenance		(1,772)		(659)		(520)		(509)		(3,460)	-15.4%	-14.6%
6 Personnel		(860)		(208)		(204)		(214)		(1,485)	-6.6%	-6.6%
7 Total Operating Expenses		(2,632)		(866)		(724)		(722)		(4,945)	-22.0%	-21.1%
8 Operating Income	\$	2,040	\$	854	\$	664	\$	1	\$	3,559	15.8%	17.2%
9 Non-Operating Revenue (Expense)		-		-		-		-		-	0.0%	0.1%
10 Surplus (Deficit) for debt service & capital		2,040		854		664		1		3,559	15.8%	17.2%
11 Debt Service - Principal & Interest		(0)		(179)		(26)		-		(206)	-0.9%	-1.2%
12 Capital Spending / Contributions from (to) Reserves		(56)		(167)		(5)		(352)		(580)	-2.6%	-2.3%
13 Surplus (deficit) available for transfers		1,983		507		633		(350)		2,773	12.3%	13.6%
14 Transfers Out		(1,971)		(158)		(158)		-		(2,286)	-10.2%	-9.7%
15 Net Surplus (Deficit) - FYTD through Dec 2024	\$	12	\$	350	\$	476	\$	(350)	\$	487	2.2%	3.9%
16 Net Surplus (Deficit) - FYTD through Dec 2023	\$	89	\$	311	\$	337	\$	43	\$	779	3.9%	
17 Current vs Prior - Favorable (Unfavorable)²		\$ (77)		\$ 39		\$ 139		\$ (393)		\$ (292)	-1.8%	
18 Net Surplus (Deficit) - Current FYTD Budget	\$	(607)	\$	136	\$	(134)	\$	(281)	\$	(886)	-4.2%	
19 Current vs Budget - Favorable (Unfavorable)²		\$ 620		\$ 213		\$ 610		\$ (69)		\$ 1,374	6.4%	

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 December 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	\$ 6,261	\$ -	\$ -	\$ -	\$ 6,261	55.8%	62.1%
Permits, Licensing & Franchise Fees	163	-	-	453	616	5.5%	3.9%
Fines, Fees & Misc Revenue	62	483	-	-	545	4.9%	5.3%
General Revenue Subtotal	6,486	483	-	453	7,422	66.1%	71.2%
Utility Transfers & Cost Allocation	3,294	-	-	-	3,294	29.3%	21.0%
Grant Revenue	21	-	-	-	21	0.2%	0.0%
Application of Reserve Balances	441	50	-	-	491	4.4%	7.8%
General Fund Operating Support	3,756	50	-	-	3,806	33.9%	28.8%
Total Sources of Funding	\$ 10,242	\$ 533	\$ -	\$ 453	\$ 11,228	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	332	727	297	533	1,889	16.8%	17.0%
Personnel	354	3,217	368	1,106	5,045	44.9%	50.5%
Total Operating Expenses	687	3,944	664	1,639	6,934	61.8%	67.5%
Surplus (Deficit) for Debt Svc & Capital	\$ 9,555	\$ (3,411)	\$ (664)	\$ (1,186)	\$ 4,294	38.2%	32.5%
Debt Service - Principal & Interest	-	147	-	-	147	1.3%	0.0%
Capital Spending / Transfers from (to) Reserves	42	146	103	72	362	3.2%	13.0%
Net Surplus (Deficit) - FYTD through Dec 2024	\$ 9,514	\$ (3,705)	\$ (767)	\$ (1,257)	\$ 3,784	33.7%	19.5%
Net Surplus (Deficit) - FYTD through Dec 2023	\$ 7,413	\$ (3,009)	\$ (1,211)	\$ (1,408)	\$ 1,785	19.5%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 2,100	↓ \$ (696)	↑ \$ 445	↑ \$ 150	↑ \$ 2,000	↑ 14.2%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 10,013	\$ (5,289)	\$ (865)	\$ (2,071)	\$ 1,789	15.5%	
Current vs Budget - Favorable (Unfavorable)³	→ \$ (499)	↑ \$ 1,584	↑ \$ 98	↑ \$ 813	↑ \$ 1,995	↑ 18.2%	

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 December 31, 2024

50.0% 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	\$ 143,900	50.0%
General Fund Reserves	1,809,271	65,386	297,077	16.4%
Interest Income	35,269	7,196	20,654	58.6%
Realty Transfer Tax - Police	100,000	8,333	50,000	50.0%
Real Estate Tax ¹	6,321,516	(38,929)	6,260,709	99.0%
Business License	67,000	16,300	35,830	53.5%
Rental License	120,000	75,145	92,290	76.9%
Building Permits	250,000	28,302	261,258	104.5%
Planning & Zoning	9,000	4,200	51,821	575.8%
Leases and Franchise Fees	441,814	28,737	162,968	36.9%
Grasscutting Revenue	24,000	2,000	12,000	50.0%
Police Revenues	570,285	168,230	482,810	84.7%
Misc. Revenues	12,000	15,393	62,075	517.3%
Transfers In	6,588,923	549,077	3,294,462	50.0%
Total General Fund Revenue	\$ 16,636,879	\$ 953,352	\$ 11,227,854	67.5%
Enterprise Funds:				
Water Fund Revenues	3,707,513	289,798	1,946,256	52.5%
Sewer Fund Revenues	3,308,391	239,731	1,702,042	51.4%
Kent County Sewer	2,332,578	197,805	1,361,312	58.4%
Solid Waste Fund Revenues	1,859,923	152,243	902,353	48.5%
Electric Fund Revenues	33,710,810	2,969,204	16,696,693	49.5%
Total Enterprise Fund Revenue	\$ 44,919,215	\$ 3,848,781	\$ 22,608,656	50.3%
Application of Enterprise Reserves	3,432,345	74,006	469,377	13.7%
Other Enterprise Revenue	83,000	2,405	39,700	47.8%
Other Enterprise Expense	(83,000)	(2,242)	(29,334)	35.3%
Total General & Enterprise Fund Revenue	\$ 64,988,439	\$ 4,802,296	\$ 33,846,875	52.1%

¹The property tax credit in line 6 for December is related to tax abatement processing. Property tax revenue remains on pace to meet FY25 budget expectations.

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

50.0% 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	\$ 48,955	\$ 252,643	39.3%	\$ 390,070
Operation & Maintenance (O&M)	188,916	26,418	93,316	49.4%	95,600
Capital	48,800	-	1,150	2.4%	47,650
Subtotal: City Administration	880,429	75,374	347,110	39.4%	533,319
City Clerks					
Personnel	285,163	16,870	75,067	26.3%	210,096
O&M	86,846	10,934	32,764	37.7%	54,082
Capital	-	-	-	-	-
Subtotal: City Clerks	372,009	27,803	107,830	29.0%	264,179
Planning & Zoning					
Personnel	764,390	57,967	342,092	44.8%	422,298
O&M	165,112	25,271	66,205	40.1%	98,907
Capital	-	-	-	-	-
Subtotal: Planning & Zoning	929,502	83,238	408,297	43.9%	521,205
Council					
Personnel	54,990	4,915	26,617	48.4%	28,373
Legal	35,150	4,956	22,204	63.2%	12,946
City Hall Building Expense	35,462	2,955	17,731	50.0%	17,731
Insurance	18,290	4,012	16,668	91.1%	1,622
Council Expense	40,000	4,112	22,828	57.1%	17,172
Codification	18,000	-	5,654	31.4%	12,346
Carlisle Fire Company	205,000	-	-	0.0%	205,000
Museum	40,000	-	-	0.0%	40,000
Downtown Milford, Inc.	50,000	50,000	50,000	100.0%	-
Milford Public Library	28,000	-	-	0.0%	28,000
Armory Expenses	20,000	2,986	13,142	65.7%	6,858
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	-	23,000	92.0%	2,000
Subtotal: Council	728,712	73,935	232,844	32.0%	495,868

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

50.0% 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	57,065	329,797	45.7%	391,463
O&M	57,705	4,404	21,179	36.7%	36,526
Capital	-	-	-		-
Subtotal: Finance	778,965	61,469	350,976	45.1%	427,989
Information Technology					
Personnel	536,570	42,355	249,631	46.5%	286,939
O&M	405,476	1,360	154,519	38.1%	250,957
Capital	-	524	17,453		(17,453)
Subtotal: Information Technology	942,046	44,239	421,603	44.8%	520,443
Police Department					
Personnel	6,733,520	619,559	3,216,870	47.8%	3,516,650
O&M	1,301,310	290,958	727,153	55.9%	574,157
Capital	97,260	-	31,391	32.3%	65,869
Debt Service	640,048	30,419	146,299	22.9%	493,749
Subtotal: Police Department	8,772,138	940,936	4,121,713	47.0%	4,650,424
Streets & Grounds Division					
Personnel	441,620	25,908	184,482	41.8%	257,138
O&M	585,177	82,496	291,007	49.7%	294,170
Capital	275,000	-	71,786	26.1%	203,214
Subtotal: Streets & Grounds Division	1,301,797	108,404	547,275	42.0%	754,522
Parks & Recreation					
Personnel	775,360	66,890	367,855	47.4%	407,505
O&M	709,070	62,400	296,507	41.8%	412,563
Capital	446,851	-	102,712	23.0%	344,139
Subtotal: Parks & Recreation	1,931,281	129,290	767,074	39.7%	1,164,207
Total General Fund Expenditures	\$ 16,636,879	\$ 1,544,688	\$ 7,304,722	43.9%	\$ 9,332,157

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

50.0% 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	\$ 68,270	\$ 207,801	44.5%	\$ 259,539
O&M	1,893,512	106,788	658,658	34.8%	1,234,854
Transfer to General Fund	315,000	26,250	157,500	50.0%	157,500
Capital	666,386	7,555	167,494	25.1%	498,892
Debt Service	365,275	89,637	179,274	49.1%	186,001
Subtotal: Water Division	3,707,513	298,500	1,370,727	37.0%	2,336,786
Sewer Division					
Personnel	457,370	67,281	203,770	44.6%	253,600
O&M	1,511,092	96,220	520,431	34.4%	990,661
Transfer to General Fund	315,000	26,250	157,500	50.0%	157,500
Capital	2,504,373	3,525	175,272	7.0%	2,329,101
Debt Service	416,977	413	25,883	6.2%	391,094
Subtotal: Sewer Division (excl. Kent County)	5,204,812	193,689	1,082,856	20.8%	4,121,956
Kent County Sewer	2,863,851	-	1,459,085	50.9%	1,404,766
Subtotal: Sewer Division (Comprehensive)	8,068,663	193,689	2,541,941	31.5%	5,526,722
Solid Waste Division					
Personnel	440,130	30,703	213,820	48.6%	226,310
O&M	1,419,793	105,444	508,646	35.8%	911,147
Capital	595,311	-	426,626	71.7%	168,685
Subtotal: Solid Waste Division	2,455,234	136,147	1,149,092	46.8%	1,306,142
Subtotal: Water, Sewer & Solid Waste	14,231,410	628,336	5,061,760	35.6%	9,169,650
Electric Division					
Personnel	1,931,680	260,015	859,704	44.5%	1,071,976
O&M	3,379,183	203,389	1,771,953	52.4%	1,607,230
Transfer to General Fund	3,942,000	328,500	1,971,000	50.0%	1,971,000
Capital	409,340	43,879	130,866	32.0%	278,474
Debt Service	320,315	413	413	0.1%	319,903
Subtotal: Electric Division (excl. Power)	9,982,518	836,195	4,733,935	47.4%	5,248,583
Power Purchased	24,137,632	1,763,623	11,975,565	49.6%	12,162,067
Subtotal: Electric Division (Comprehensive)	34,120,150	2,599,818	16,709,500	49.0%	17,410,650
Total Enterprise Fund Expenditures	\$ 48,351,560	\$ 3,228,154	\$ 21,771,260	45.0%	\$ 26,580,300
Grand Total Operating Budget	\$ 64,988,439	\$ 4,772,842	\$ 29,075,982	44.7%	\$ 35,912,458

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

50.0% 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	\$ 15,302	\$ 90,667	46.7%	\$ 103,553
Operation & Maintenance (O&M)	126,444	7,480	80,826	63.9%	45,618
Capital	-	-	-		-
Subtotal: Garage	320,664	22,782	171,493	53.5%	149,171
Public Works					
Personnel	877,190	64,321	391,570	44.6%	485,620
O&M	296,460	25,415	192,004	64.8%	104,456
Capital	-	-	-		-
Subtotal: Public Works	1,173,650	89,737	583,575	49.7%	590,075
Tech Services					
Personnel	336,620	27,000	157,131	46.7%	179,489
O&M	501,615	26,274	250,616	50.0%	250,999
Capital	-	-	-		-
Subtotal: Tech Services	838,235	53,274	407,747	48.6%	430,488
Billing & Collections					
Personnel	917,260	68,595	418,827	45.7%	498,433
O&M	423,510	35,505	227,094	53.6%	196,417
Capital	-	-	-		-
Subtotal: Billing & Collections	1,340,770	104,100	645,921	48.2%	694,849
City Hall Cost Allocation					
O&M	83,440	6,337	44,332	53.1%	39,108
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,440	6,337	44,332	53.1%	39,108
Interdepartmental Cost Allocation	\$ (3,756,759)	\$ (276,230)	\$ (1,853,068)	49.3%	\$ (1,903,691)
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.



CITY OF MILFORD, DELAWARE
ANNUAL MUNICIPAL ELECTION
SATURDAY, APRIL 26, 2025

ELECTION NOTICE BOARD OF ELECTION MEMBERS

Notice is hereby given the following residents have been appointed as members of the City of Milford Election Board beginning in 2025:

Karen Boone	303 Parson Thorne Apartments
Carlene Wilson	11 Nelson Street
Donna Merchant	108 Franklin Street

Any changes in membership will be presented to City Council for future action.

For additional information, please contact the City Clerk's Office at 302-422-1111, Ext 1300 or 1142.

Confirmation by City Council: February 10, 2025

To: Mayor and City Council
Finance and Audit Committee
From: Louis C. Vitola
Date: February 5, 2025
Re: Auditor Recommendation for Fiscal Year 2025

EXECUTIVE SUMMARY

The City of Milford Finance Department recommend that City Council appoint Zelenkofske Axelrod (ZA) to serve as the City's independent audit firm for the Fiscal Year 2025 (FY25) audit engagement. On January 27, 2025, the recommendation was made to the Finance and Audit Committee, which unanimously voted to make the formal recommendation to City Council on February 10, 2025.

BACKGROUND

Finance and Administration staff issued a Request for Proposals (RFP) for Independent Audit Services for FY21-23 early in 2021, with two (2) individual renewal options for the FY24 and FY25 audit engagements. In March 2024, Finance Staff and the Audit Committee recommended City Council appoint ZA for the first of two optional years – FY24 – following an RFP issued by the Finance Department on January 12, 2024. Based on staff review of the respondents and feedback from the Finance and Audit Committee, ZA was appointed for the FY24 engagement by City Council on March 25, 2024.

PROPOSALS AND PRICING

The recommendation to select ZA for the second and final one-year extension (five years total) carries the added benefit of efficiency in the avoidance of a second request for proposals in two years. Staff time and effort currently carry a premium, and prospective firms are aware that next year's RFP will represent a multi-year engagement, which could deter meaningful proposals now. Further, ZA's pricing is judged to be fair, the firm have offered to quote supplemental services related to the production of the external financial statements, and the audit team puts forth a high-quality, thorough audit, which benefits the City and all stakeholders.

RECOMMENDATION

The Finance Department, and in turn, the City's Finance and Audit Committee, recommend that City Council appoint ZA as independent auditors for the City's FY2025 audit engagement. The firm's pricing and high quality services are driving the recommendation, while efficiency and continuity benefits further bolster the recommendation.



To: City Council

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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

From: Mark Whitfield, City Manager
Subject: Land Exchange Proposal
Date: February 8, 2025

The 2025-2029 Capital Improvement Plan included funds for the NE Front Street parking lot rehabilitation. The NE Front Street Parking lot is located along NE Front Street and extends between Walnut and Washington Streets. In an attempt to improve the layout and circulation of the lot, as well as provide landscaping and lighting improvements, staff looked at alternatives for resighting or expanding the parking lot area. The rear of the properties located from 105 through 115 North Walnut, owned by 111 North Walnut LLC is mostly vacant, which would allow for a much better functioning parking lot. Additionally, the owner of 111 North Walnut LLC had an interest in developing and improving the street frontage along North Walnut and NE Front Street. Upon negotiating terms for a potential land exchange, an Agreement was drafted for Council's approval.

The proposed land exchange would provide the City with a rectangular lot that would provide the same, if not more, parking spaces that what already exists. Staff did have an appraisal done on the land exchange, and the appraisal determined there was no appreciable difference in value in the land exchange. For this reason, the exchange shall be for equal land areas. The final land area to be owned and have permanent easements, shall be of equal square footage as the land to be owned by 111 North Walnut.

Recommendation

Staff recommends Council approve the Land Exchange Agreement with 111 North Walnut LLC as well as the License Agreement to provide 111 North Walnut temporary access through the proposed parking lot.

LAND EXCHANGE AGREEMENT

THIS LAND EXCHANGE AGREEMENT (this "Agreement") is made and entered into by and between the CITY OF MILFORD, DELAWARE, a municipality in Kent and Sussex Counties Delaware (the "City"), and 111 North Walnut ("111 North Walnut"). The City and 111 North Walnut are hereinafter sometimes referred to individually as a "Party" and collectively as the "Parties," pursuant to the terms and conditions set forth herein.

RECITAL

WHEREAS, the City of Milford desires to construct a more functional parking lot along North Washington Street for downtown patrons, and;

WHEREAS, 111 North Walnut desires to construct a commercial retail/residential building with frontage on NE Front Street and North Walnut Street, and;

WHEREAS, this Agreement contemplates City and 111 North Walnut entering into a land exchange contract of land of equal square footage and value, defined there in as a "Land Exchange", whereby the City and 111 North Walnut would exchange certain parcels of land, subject to certain conditions set forth herein.

NOW, THEREFORE, for and in consideration of the premises and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Attached hereto and incorporated herein as Exhibit 1 is a schematic diagram of the parcels which will be subject to the land exchange. Hereafter all parcels identified by letter shall be those parcels set out on Exhibit 1.
2. City shall complete the property boundary surveys for each property and complete the lot consolidation process through the City of Milford Planning Department.
3. 111 North Walnut will transfer Parcel A to the City in exchange for the City transferring Parcel B and Parcels C. Parcels C shall be owned and improved by 111 North Walnut; however, the City shall retain a permanent utility easement on each of the tracts identified as Parcel C on Exhibit 1.
4. The total area of Parcel A and Parcels C shall be the equivalent square footage as Parcel B. Parcel D will be retained by the City.
5. Parcel A transferred from 111 North Walnut to the City shall maintain a 5 (five) foot minimum set back from the building structures at 109 and 115 North Walnut Street. Parcel B transferred from the City to 111 North Walnut shall have a minimum depth from NE Front Street of 50 (fifty) feet. The 5 (five) foot building set back shall be used to maximize the lot depth from NE Front Street.
6. Planned improvements to Parcels C by 111 North Walnut shall first be approved by the City.

7. City will be responsible for clearing and grubbing the Parcels A, B, C, and D, (shown in Exhibit 1) including removal of asphalt and concrete.
8. The City agrees to complete the construction of a new parking lot by September 1, 2026. 111 North Walnut agrees not to begin any construction on Parcel B until ~~Upon~~ the City's parking lot construction is completed, provided all parking lot work is completed by September 1, 2026.
9. The concrete block garage at the rear of 115 North Walnut Street located on Parcel A shall be razed by the City at City's expense.
10. 111 North Walnut shall construct and maintain a walkway between the proposed parking lot and North Walnut Street for pedestrian access to the parking lot. The exact location of the walkway shall be determined at a later date.
11. 111 North Walnut and City agree that 111 North Walnut shall have a limited access license from Parcel A to the rear of 111 North Walnut's properties located on North Walnut Street. The terms of the license shall be set forth in a separate license agreement.
12. Delaware Law Notice. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Delaware. Any and all notices required or contemplated herein shall be sent to the respective party at the address above by postage prepaid certified mail, hand delivery, national "overnight" courier service, or by facsimile followed by postage prepaid certified mail.
13. Severability. If any section, paragraph, sentence or clause of this Agreement is determined or declared to be invalid or unenforceable by any court of competent jurisdiction, the remainder hereof shall remain in full force and effect.
14. Entire Agreement. This Agreement constitutes the entire understanding of the parties. It supersedes any and all prior agreements between them. There are no representations or warranties other than those herein contained.
15. Amendment. Any modifications or amendments of this Agreement must be in writing and executed with the same formality as this Agreement.
16. Binding Effect. This Agreement and the rights herein granted, together with the obligations herein imposed, are appurtenant and shall run with the lands described herein and shall be binding upon and inure to the benefit of the parties and their successors and assigns.
17. Contra Proferentum. The fact that one party has drafted this Agreement shall in no way be used against that party in construing the terms, condition, and obligations hereunder.
18. Headings. Headings and captions used herein are solely for the convenience of the parties and shall have no legal significance in construing the terms of this Agreement.
19. Non-Waiver. In the event of the failure of either party to this Agreement to insist upon the full performance of any of the terms and conditions of this Agreement by the other, such forbearance shall

not be construed thereafter as a waiver of such term(s) or condition(s), and the same shall continue and remain in full force and legal effect as if no such forbearance had occurred.

20. Enforcement. The rights and liabilities of the parties herein may be enforced by appropriate action, at law or in equity, the parties acknowledging the equitable and legal rights and liabilities created under this Agreement. In the event any action must be taken by either party to compel the performance of the other under this Agreement, the successful party to such action shall be entitled to the recovery of its reasonable costs and attorneys' fees, incurred in the enforcement of this Agreement, along with any other sums due and owing such party, arising under this Agreement.
21. Further Assurances. The parties pledge their active, good faith cooperation in the implementation and operation of this Agreement. Further, the parties agree to make, execute and deliver any and all further instruments, forms, documents or further assurances reasonably required to carry out the intent and purposes of this Agreement

*BALANCE OF PAGE INTENTIONALLY LEFT BLANK;
SIGNATURE PAGES FOLLOW.*

IN WITNESS WHEREOF, the said _____, has caused its name to be hereunto set under seal, on the day and year aforesaid.

111 NORTH WALNUT, LLC

By: _____ (SEAL)
Name: Zach King
Title: Managing Member

STATE OF DELAWARE _____ :
: ss.
COUNTY OF _____ :

BE IT REMEMBERED, that on this ____ day of _____, 2025, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, ZACH KING, Managing Member, of 111 North Walnut, LLC, a Delaware limited liability company, party to this Agreement, known to me personally to be such, and acknowledged this Agreement to be his act and deed, and the act and the deed of the said 111 North Walnut, LLC, that the signature of the authorized person is in his/her own proper handwriting; and that the act of signing, sealing, acknowledging and delivering the said Agreement was first duly authorized by resolution of the members of the said limited liability company.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

NOTARY PUBLIC

Name Typewritten or Printed
My Commission Expires: _____



A Land to be transferred to City

C Permanent easement to be retained by City

B Land to be transferred to 111 North Walnut LLC.

D Land of the City to be retained

LICENSE AGREEMENT BETWEEN ADJOINING LANDOWNERS

THIS LICENSE AGREEMENT ("Agreement"), made this _____ day of _____, 2025, between THE CITY OF MILFORD, a Delaware municipal corporation, with an address of 201 S. Walnut Street, Milford, DE 19963 ("Licensor") and 111 NORTH WALNUT, LLC, with an address of _____, Milford, DE 19963 ("Licensee").

WHEREAS, Licensor is the owner of property identified as Kent County Tax Parcel Number _____, as shown on the Boundary Survey Plan Prepared by Licensor dated _____, a copy of which is attached hereto as Exhibit A and is incorporated herein by reference, said property being a municipal parking lot located on North Washington Street, Milford, DE 19963 and which abuts on property owned by Licensee; and

WHEREAS, Licensee is the owner of properties identified as Kent County as Tax Map Numbers _____, which parcels abut on the aforesaid property owned by Licensor and improved or to be improved by buildings used for commercial or rental purposes; and

WHEREAS, Licensee operates a combined commercial and leased residential business on Licensee's property ("Business"); and

WHEREAS, Licensee desires to have ingress and egress from Licensor's property for Licensee's Business; and

WHEREAS, Licensor desires to allow Licensee to access and use Licensor's property for the benefit of Licensee's Business under certain terms and conditions contained herein.

NOW THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable considerations, receipt of which is hereby acknowledged, the parties agree as follows:

1. ADMISSION OF NO RIGHT. Licensee acknowledges and admits that the true boundary line between its land and the Licensor's land is as shown as Exhibit A of this Agreement. Licensee's parcel is referenced on Exhibit A as lands now or formerly of 111 North Walnut, LLC. The parking lot is part of consolidated parcels of Licensor designated as Tax Map Parcel _____. Licensee further acknowledges and agrees that Licensee has no right, title, or interest in and to, or any claim of right, title or interest in and o, any portion of Licensor's property as depicted on said survey or the consolidated parcels.

2. NON-EXCLUSIVE LICENSE TO USE. Licenser agrees that Licensee may have ingress and egress to Licensee's property from Licenser's property for the limited purpose of permitting maintenance, service and delivery vehicles to serve the rear of Licensee's improvements on Licensee's property. The license access area shall be solely where it is identified on Exhibit A. Licensee shall give to Licenser twenty-four (24) hours notice of the need to gain ingress and egress so Licenser shall have time to move any parking bumpers, abutments or other impediments. Any vehicle shall remain on Licensee's parcel only for so long as necessary to complete the purpose for which it was given access.

3. TERMINATION. This License is revocable and may be terminated by written notice of the Licenser upon an act of default of Licensee. An act of Default shall occur upon any breach by Licensee, or any of Licensee's tenants, that remains uncured for a period of ten (10) days following Licensee's receipt of written notice of such breach from Licenser. However, in no event shall this Agreement remain in effect after either party conveys the properties identified herein to a third party. In accordance with paragraph 8 hereof, either party's conveyance of their property shall automatically terminate this Agreement. Thereafter the new owner shall be obligated to enter into a new License Agreement with Licenser.

4. INDEMNIFICATION. Licensee will at all times indemnify Licenser against all actions, claims, demands, liabilities and damages, including reasonable attorneys' fees, court costs and other expenses incurred, for any and all liability for personal injuries, real and personal property damage or for loss of life or property resulting from, or in any way connected with, the condition and/or use of the premises covered by the license, or any means of ingress thereto or egress therefrom, or which may in any manner be imposed on or incurred by Licenser as a consequence of or arising out of any act, default or omission on the part of Licensee or its tenants, except liability for personal injuries, real or personal property damages, or loss of life or property caused solely by the negligence of Licenser.

5. LIMITATIONS ON LICENSE. This License is being granted as an accommodation to Licensee for the sole purpose stated in Paragraph 2 herein. Licensee's activities under this License shall be limited to the hours of ____ a.m. to ____ p.m., _____ through _____ unless the services to be provided by the vehicles require a longer time in which case Licensee shall so inform Licenser. Licensee acknowledges that Licensee shall, at its cost and expense, maintain and keep the area subject to this License free from trash and debris. Nothing herein shall be construed to create any greater rights in Licensee nor act as Licenser granting permission to allow Licensees to construct any improvements, of any nature whatsoever, on Licenser's property.

6. INGRESS & EGRESS. In this connection, it is expressly understood and agreed that the Licensee may have the right of ingress to and egress from the property for the purpose contemplated herein.

7. COMPLIANCE. Licensees shall comply with all rules and regulations whether federal, state, county or municipal relating to fire prevention and shall take all reasonable precautions to prevent or suppress fires thereon.

8. LICENSE SHALL NOT RUN WITH LAND. This license is personal to Licensees only and shall automatically terminate upon either party's conveyance of the affected parcels as set forth in paragraph 3. Nothing herein shall be construed to create a burden that runs with or binds the land.

9. SUCCESSORS AND ASSIGNS. The privileges and obligations of this License Agreement shall be binding upon the successors and assigns of the parties. Licensee may not assign or sublease any of its rights under this Agreement without the prior written consent of the Licensor, which may be withheld by the Licensor with or without cause.

10. MERGER. All terms, conditions, understandings and discussions between the parties are deemed merged into this Agreement.

IN WITNESS WHEREOF, the Licensees have set their hands and seals on the day and year set forth below.

LICENSOR:

THE CITY OF MILFORD

By: _____ (SEAL)

Print Name and Title

[City Seal]

Attest: _____

Print Name and Title

STATE OF DELAWARE :
 : ss.
COUNTY OF _____ :

BE IT REMEMBERED, that on this _____ day of _____, 2025, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, _____ of the City of Milford, a municipal corporation of the State of Delaware, and acknowledged the foregoing instrument to be the act of said municipal corporation; and at the same time, he/she made oath in due form of law that he/she is the _____ of said municipal corporation and is duly authorized to make this acknowledgment on its behalf.

Given under my hand and seal, the day and year aforesaid.

NOTARY PUBLIC

Name Typewritten or Printed
My Commission Expires: _____

LICENSEE:

111 NORTH WALNUT, LLC

By: _____ (SEAL)

Print Name of General Partner

Attest: _____ (SEAL)

Print Name and Title

STATE OF DELAWARE _____ :

: ss.

COUNTY OF _____ :

BE IT REMEMBERED, that on this _____ day of _____, 2025, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, ZACH KING, Managing Member, of 111 North Walnut, LLC, a Delaware limited liability company, party to this Agreement, known to me personally to be such, and acknowledged this Agreement to be his act and deed, and the act and the deed of the said 111 North Walnut, LLC, that the signature of the authorized person is in his/her own proper handwriting; and that the act of signing, sealing, acknowledging and delivering the said Agreement was first duly authorized by resolution of the members of the said limited liability company.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

NOTARY PUBLIC

Name Typewritten or Printed

My Commission Expires: _____

Exhibit A

Survey

TO: Mayor and City Councilmembers

FROM: Rob Pierce, AICP - Planning Director

DATE: February 24, 2025

RE: Ordinance 2025-02 - Chapter 174 Property Maintenance – Habitual Offenders

The proposed ordinance would amend Chapter 174, Property Maintenance, defining a habitual offender and adding a section establishing a habitual offender violation. A habitual offender would be defined as “any person or entity owning property who receives a notice of violation from the City for violating Chapter 174 Property Maintenance PM 302.1 Sanitation, PM 302.3 Parking on Approved Surfaces, PM 302.8 Motor Vehicles, PM 308.1 Accumulation of Rubbish or Garbage, PM 302.10 Indoor Furniture in Outdoor Areas or Chapter 230-20(O) Parking on the Grass on three separate occasions within a twenty-four-month period. Any person or entity owning property who shall be found guilty of violating the provisions of Chapter 79 Animals, Chapter 88 Building Construction, Chapter 130 Floodplain, Chapter 174 Property Maintenance, Chapter 180 Residential Rental Operating Licenses, or Chapter 230 Zoning on three separate occasions within a twenty-four-month period, exclusive of tall grass.”

The ordinance would increase the minimum property maintenance code violation fine amount from \$50 to \$250 and the maximum property maintenance code violation fine amount from \$1,000 to \$5,000. Fines would be imposed by the Justice of Peace Court.

The ordinance was developed in response to City Council’s concerns regarding the enforcement of the property maintenance code and the residential rental inspection program related to reoccurring violations. These concerns were discussed at a City Council workshop on September 25, 2024 and a draft habitual offender amendment was discussed at a City Council workshop on December 11, 2024.

Recommendation

Staff recommends City Council adopt of Ordinance 2025-02 to amend Chapter 174 Property Maintenance adding language pertaining to habitual offenders and increasing the minimum and maximum property maintenance code violation fine amounts.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
City Council Hearing: Monday, February 24, 2025 @ 6:00 PM

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by the City Council, with action scheduled to occur on the date(s) and time(s) so indicated:

Ordinance 2025-02
Amendment to City of Milford Code
Chapter 174 Property Maintenance/Habitual Offenders

WHEREAS, the Mayor and City Council of the City of Milford are charged with the protection of the public health, safety, and welfare of the citizens of the City of Milford; and

WHEREAS, the Mayor and City Council desire to amend the Property Maintenance code to define habitual, repeat offenders of the property maintenance and City code; and

WHEREAS, the Mayor and City Council desire to establish procedures and penalties related to habitual offenders of the Property Maintenance and City code; and

WHEREAS, the City Council held a public hearing on February 24, 2025, notice for which was published in the Delaware State News on February 2, 2025, at which time all interested members of the public were given an opportunity to comment on this ordinance; and

WHEREAS, the City Council finds that amending the Property Maintenance Code to define and establish penalties for habitual Property Maintenance and City code offenders is in the best interest of the public health, safety and general welfare of the citizens of the City.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. Purpose: The Property Maintenance Code of the City of Milford is hereby amended to add definitions and regulations pertaining to habitual Property Maintenance and City code offenders.

Section 2. Section 174-2 is hereby amended.

Section 3. Strikethrough text denotes a deletion; underlined and bold text denotes an addition.

§ 174-2. Additions, insertions and changes.

The following sections are revised as follows:

- A. Section PM-101.1. Title. These regulations shall be known as the International Property Maintenance Code of Insert: City of Milford, hereinafter referred to as "this code."
- B. Section PM-103.5. Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule. Add: Fees shall be assessed as described throughout this chapter.
- C. Add: Section PM-104.7. Conflict of interest. No officer or employee who has an official duty in connection with the administration and enforcement of this chapter shall be financially interested in the furnishing of labor, materials or appliances or the construction, alteration or maintenance of a building or in making the plans or specifications therefor unless that person is the owner of such

building. No such officer or employee shall engage in any activity which is inconsistent with the public interest and the officer's official duties.

- D. Section PM-106.4. 106.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense. Add: Any person or persons who shall violate a provision of this code shall, upon conviction thereof, shall be fined not less than ~~\$250~~^{\$50} nor more than ~~\$5,000~~^{\$1,000}. Any person or persons who violate the habitual offender provision of this code shall, upon conviction thereof, be fined not less than \$250 for the first offense, \$1,000 for second offense and \$5,000 for each subsequent offense. Should the aforesaid penalties not be paid within 30 days of being assessed, and after notice of said failure is served, then the property covered by this chapter will be assessed for the unpaid penalties, which shall be collected in the same manner and at the same time as City taxes.
- E. Section PM-108.3. Notice. Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner, owner's authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2. Add: If the owner or a holder of a lien of record cannot be found, the order may be served by posting it on the main entrance of the building and by publishing it once each week for three successive weeks in a newspaper of general circulation.
- F. Section PM-111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means. Add: Appeals of orders, decisions, or determination made by the Building and/or Code Official relative to the application and interpretation of this code, shall proceed as described in Chapter 88, Article III of the Code of the City of Milford.
- G. Section PM-112.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than Insert: \$250 or more than Insert: \$1000.

H. Add: Section 113. Habitual Offenders. Any person owning property who meets the definition of habitual offender shall be issued a notice of violation in accordance with the provisions of this Code and shall immediately be summoned to appear in court.

H.I. Section PM-202. General Definitions.

HABITUAL OFFENDER – Any person or entity owning property who receives a notice of violation from the City for violating Chapter 174 Property Maintenance PM 302.1 Sanitation, PM 302.3 Parking on Approved Surfaces, PM 302.8 Motor Vehicles, PM 308.1 Accumulation of Rubbish or Garbage, PM-302.10 Indoor Furniture in Outdoor Areas or Chapter 230-20(O) Parking on the Grass on three separate occasions within a twenty-four-month period. Any person or entity owning property who shall be found guilty of violating the provisions of Chapter 79 Animals, Chapter 88 Building Construction, Chapter 130 Floodplain, Chapter 174 Property Maintenance, Chapter 180 Residential Rental Operating Licenses, or Chapter 230 Zoning on three separate occasions within a twenty-four-month period, exclusive of tall grass.

Add: INDOOR FURNITURE — Furniture and similar objects that are not specifically designed by the manufacturer to withstand the elements or are otherwise not intended for outdoor use. Indoor furniture includes, but is not limited to, beds and upholstered chairs, love seats and couches.

OUTDOOR AREA — That portion of real property or the improvement located thereon that is not fully enclosed and fully roofed so as to provide effective protection from the elements. Outdoor areas include, but are not limited to, sidewalks, yards, driveways, unenclosed porches, patios and balconies.

I.J. Section PM-302.3. Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. Add: All vehicles must park on an approved parking surface. Approved parking surfaces include the following; crushed stone, gravel or similar material installed to a depth approved by the Code Official; asphalt, concrete, brick, paving block, or similar durable, dustless surface. Grass or dirt surfaces are not approved surfaces. All parking areas must be maintained in good order and free from vegetation, standing water and structural defects.

J.K. Section PM-302.4. Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of Insert: 6 inches. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property. Add: When cutting the grass as part of yard maintenance, all grass clippings must be removed immediately from the sidewalk and out of the street upon completion.

Notice of violation; removal by the City. The owner or agent of the property has five working days, after receipt of said notice, to comply with notice. No such notice shall be required for second and/or subsequent violations in the same calendar year. The notice shall be served upon the property owner or agent acting on behalf of the property owner. If the premises is vacant or unoccupied, notice may be served by posting of a notice placard on the premises and mailing a copy of said notice to the owner or his/her agent at his/her last known address. The City may cause the vegetation to be cut and removed and will impose a fee of \$100 per man hour, plus 10% for inspection and other added costs or fees that might be incurred to render the property in compliance with this chapter. In extreme cases, the fee will be levied in accordance with actual costs of equipment and personnel, and the hourly rate could be higher. These costs shall become and form part of the taxes next to be assessed and levied upon such lot or land and shall bear interest at the same rate as taxes and shall be collected and enforced by the same officers and in the same manner as taxes.

K.L. Add: Section PM-302.10. Indoor furniture in outdoor areas.

No person shall place, use, keep, store or maintain in any outdoor area any appliance, mattresses, indoor furniture, furnishings, or decorations customarily associated with the interior portion of a residential dwelling in any outdoor area.

Notice and removal. An occupant(s) shall receive a notice in the form set forth in Section PM-107 to remove said appliance, mattresses, indoor furniture, furnishings or decorations. If the appliance, mattresses, indoor furniture, furnishings or decorations are not removed within 5 days of notification, the Code Official or his/her designated agent will have them removed and collected by

the City of Milford, not as a regular service, but at a rate determined by the Code Official or his/her designee, and appropriate fees will be applied to the next utility bill for the address.

M. Section PM-304.14. Insect screens. During the period from Insert: April 1 to October 1, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

N. Section PM-602.3. Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from Insert: October 1 to April 30 to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.
2. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

O. Section PM-602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from Insert: October 1 to April 30 to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

P. Include: Appendix A is hereby adopted.

Section 4. Dates.

Introduction to City Council: February 10, 2025

City Council Public Hearing: February 24, 2025

Section 6. Effective.

This Ordinance is effective ten days following its adoption.

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

012925

Published: Delaware State News 02.02.25



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Mayor and City Councilmembers
From: Tony Chipola, Electric Director
Subject: Ordinance 2025-03, Chapter 125 Fiber Optics
Date: February 5, 2025

This memo proposes an ordinance to amend Chapter 125, Fiber Optics, by removing the table of fees and charges currently found within Section 2. Each licensee utilizing City fiber facilities is required to execute a Fiber Use Agreement, which governs the terms and conditions of use. This agreement encompasses both annual license fees and one-time charges associated with initial installation.

The current fee and charge table within Chapter 125, Section 2, becomes quickly outdated due to the volatile nature of labor and material expenses related to fiber optic infrastructure. The proposed amendment will eliminate the need for constant revisions to the City Code by delegating fee determination to the more flexible Fiber Use Agreement. This approach allows for a more dynamic pricing structure that reflects current market realities and project-specific costs.

The proposed ordinance will amend Chapter 125, Fiber Optics, by:

1. Removing the existing table of fees and charges from Section 2.
2. Adding language to Section 2 that all fees and charges, including annual license fees and one-time interconnection charges for initial installation, will be determined and documented within the required Fiber Use Agreement between the City and the licensee.

Recommendation:

Staff recommends that City Council adopt Ordinance 2025-03 to amend Chapter 125, Fiber Optics, as described above. This amendment will streamline the process for managing fiber optic cable leases, ensure fair and current pricing, and reduce the administrative burden on City staff.

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW & PUBLIC COMMENT PERIOD
City Council Public Comment Opportunity: Monday, February 24, 2025 @ 6:00 PM

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by the City of Milford City Council, with action scheduled to occur on the date and time as indicated.

ORDINANCE 2025-03
AMENDMENT TO CITY OF MILFORD CODE
CHAPTER 125 – FIBER OPTICS

WHEREAS, the City of Milford installed fiber optic cables to improve internal networking capabilities and to provide telecommunication services to its electrical customers; and

WHEREAS, the City adopted Ordinance 2011-1 creating Chapter 125 Fiber Optics to establish regulations pertaining to the use of the fiber optic network and to establish general conditions and fiber optic rates, fees and charges; and

WHEREAS, from time to time, City Council determines a need for amendments and additions to the Fiber Optic Ordinance of the City of Milford; and

WHEREAS, the City of Milford has the ability to lease unused capacity within its fiber communications network to customers who enter into a fiber use license agreement

WHEREAS, it is recommended that the rates, fees and charges table be removed and replaced with language referencing fiber use agreements.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. Sections 125-1 and 125-2 are hereby amended.

Section 2. Strikethrough text denotes a deletion; underlined, and bold text denotes an addition.

Chapter 125 Fiber Optics

§ 125-1. General Conditions.

- A. The City of Milford has installed fiber optic cables to improve internal networking capabilities and to provide telecommunication services to its electrical customers.
- B. Of those fiber optic facilities, the ~~e~~City has the ability to license certain unused capacity within its communications network to enhance utilization and to obtain additional revenues.
- C. Customers who desire to utilize a portion of the ~~C~~eity's unused fiber optic must enter into a fiber use license agreement in which the terms and conditions are contained therein.
- D. All agreements are subject to the review of the City of Milford Electric Department ~~Superintendent~~Director.
- E. The Mayor of the City of Milford is hereby authorized to execute a fiber use license agreement upon the approval of the Electric Department ~~Superintendent~~Director.

F. Although the City of Milford will make every effort to provide customers with quality, reliable, continuous fiber optic service, the city makes no guarantees to system interruptions specifically caused by weather, earthquakes or any other conditions beyond its control.

§ 125-2. Fiber optic rates, fees and charges.

A. Rates, fees and charges shall be in accordance with the following table: **developed as part of the fiber use agreement and shall reflect market prices.**

(1) Fiber Pricing		
(Per Month/Per Fiber/Per Mile)		
— 1 — 12 Fibers	Current	New
— 1 year term	\$75.90	\$103.50
— 5 year term	\$66.00	\$90.00
— 10 year term	\$59.40	\$81.00
— 15 year term	\$50.76	\$72.90
— 13 or More Fibers	Current	New
— 1 year term	\$70.67	\$96.36
— 5 year term	\$60.67	\$82.73
— 10 year term	\$55.40	\$75.54
— 15 year term	\$48.88	\$70.20
(2) Drop cable	\$2.20/ft	(Pole to building)
(3) Construction cost (labor)	\$3.00/ft	(4 men and 2 bucket trucks—16 hrs)
(4) Splices (City)		
	Splices and trays	\$40.00/splice
	Splice enclosure	\$1,000.00
(5) Splices (Under/comm, Incorporated)		
Set up and splice designated strands of the 96 fiber loop to new cable using splice cases and trays provided by the City.		
	Splice setup per location	\$300.00
	Splice per strand	\$25.00
(6) Set up and terminate designated strands of new cable at customers' location using new hardware and pigtails provided by Under/comm, Incorporated		
	Termination setup per location	\$200.00
	Splice pigtail per location	\$34.00
(7) Rates are subject to change annually.		

Section 3. Dates

Council Introduction: February 10, 2025

Council Public Comments/Determination: February 24, 2025

Section 4.

Ordinance is effective Ten (10) days following adoption date.

013025

Published: Daily State News 02.05.25



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