



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

Council Meeting Agenda Monday, April 14, 2025

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

<https://zoom.us/j/99156131279>

or

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

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

Call 301 715 8592 Webinar ID: 991 5613 1279

6:00 PM

15-Minute Public Comment Period*

All interested parties are invited to speak 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

Page

- 1. Call to Order - Mayor F. Todd Culotta**
- 2. Roll Call**
- 3. Invocation**
- 4. Pledge of Allegiance**

5. Approval of the Agenda

6. Recognition

Proclamation 2025-03 National Arbor Day*

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Proclamation 2025-04 Public Safety Dispatchers Week*

- b. [2025 04 Public Safety Dispatchers Week](#)  7

Proclamation 2025-05 National Lineman Appreciation Day*

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New Employee Recognition

7. Staff Reports

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9. Communications & Correspondence

10. Unfinished Business

11. New Business

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- g. [Memo - Becker Morgan](#)  87 - 88
- h. [Park Site plan](#)  89
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Charter Change Update/ Wording Changes

12. EXECUTIVE SESSION

Motion to Recess into 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

Return to Open Session

Potential Motion/Resulting from Executive Session Discussion

13. 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.

033125 040725

*040825 Items added

040925, 041025 Item removed



PROCLAMATION 2025-03
NATIONAL ARBOR DAY

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees provide shade, increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, on behalf of the residents and City Council, and in conjunction with the celebration by residents and visitors of the Annual Bug and Bud Festival, do hereby proclaim the 25th day of April 2025 as Arbor Day in the City of Milford and urge all citizens to protect and improve our environment for present and future generation by planting and caring for trees.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 14th day of April 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White



PROCLAMATION 2025-04

National Public Safety Telecommunicators Week

April 13-19, 2025

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

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

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

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

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

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

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

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim the week of April 13 through 19, 2025, to be National Public Safety Telecommunicators Week in the City of Milford, in honor of the men and women of the Milford Police Department Emergency Communications Center, whose diligence and professionalism keep our city, county and citizens safe.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 14th day of April 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White



PROCLAMATION 2025-05
LINEMAN APPRECIATION DAY

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

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

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

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

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

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

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, hereby proclaim April 18, 2025 as

Lineman Appreciation Day in the City of Milford

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed hereto this 14th day of April 2025.

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 
 DATE: April 9, 2025
 RE: Activity Report for March 2025

In the month of March, the Milford PD responded to over 1,428 calls for service.

Chief and Police Command Staff:

- Throughout the month of March, 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. The 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 continues to hold weekly meetings with the Command, Supervisory Staff and City Council to explain COMPSTAT Methodology and develop the COMPSTAT format that is best suited for the City of Milford.
- The Chief and Command Staff attended and assisted with traffic control duties for the groundbreaking of the Milford Corporate Center.
- During the month, Detectives and Command Staff participated in a Group Violence Intervention (GVI) problem analysis that was held in the Milford PD Community Room. It was a joint analysis between Milford, Seaford and Laurel. This is one of the crime strategy programs that Chief Ashe has brought to Milford.

MPD Activities for the Month

Community Engagement:

- S/Cpl. Golding spoke with a group of young men at Milford Central Academy about his career path and life before police work. These young men were identified by their counselors for this opportunity.
- S/Cpl. Golding continues to work with the school district and Carlisle Fire Department to plan this year’s Prom Promise DUI Collision demo that will take place at Milford High School.

- Sgt. Maloney and S/Cpl. Bloodsworth gave a tour of the Police Department to Cub Scout Pack 185. The cub scouts also got to see a K9 demonstration by our new K9, Kai, and his handler, S/Cpl. Badger.



- Our Behavioral Health Unit (BHU) in partnership with the Milford Public Library and Partners in Public Safety Solutions held a free Narcan Training at the Library. Our BHU staff was able to provide training to several community members and were able to distribute numerous Opioid rescue kits. They also handed out Deterra drug deactivation and disposal kits, which allow people to properly dispose of unwanted prescription drugs in a safe manner.



- We are thankful for our partnership with Paige's Kindness Project, who assist us with providing a victims' closet at the police department. This closet has clothing, blankets, shoes and stuffed animals for both our adult and child victims. Recently Paige's Kindness Project dropped off warm weather gear for the closet.



- Chief Ashe and Sgt. Maloney participated in the Annual Law Enforcement Torch Run Tip-A-Cop for Special Olympics! This event raised over \$12,000 this year to support Special Olympic athletes throughout the state.



Community Room:

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

Training and Professional Development:

- One officer has completed the At-Scene Traffic Crash/Traffic Homicide Investigations training held online with the Institute of Police Technology and Management from 3/3/25 – 3/16/25.
- An officer and a dispatcher attended Child Abduction Response Team (CART) training held at the Bethany Beach Ocean Suites Residence Inn by Marriott.
- Chief Ashe attended the 2025 IACP Health and Wellness Conference in Anaheim CA.
- The department held in-service training during the month. This training included CPR/AED/First Aid recertification and Strangulation Protocol Training. We would like to thank the Delaware Attorney General’s Office and Kent County Emergency Medical Services for the informative training sessions they provided to the department.



Recognition:

- Patrolman Samuel Smith graduated from the Dover Municipal Police Academy Class # 8. He is now completing his Field Training Program.



- In recognition of Women’s History Month, we would like to highlight the women within the Milford Police Department, both sworn and professional staff. They each contribute to the department in unique ways with their talents, leadership and dedication to serving the City of Milford’s residents and visitors alike.



Behavioral Health Unit:

Milford Police Department – March 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
March 1- March 9, 2025	121	1. Rural Subcommittee Meeting 2. Onboarding of New Part-Time Mental Health Clinician 3. Meeting with Dover Behavioral Health	N/A	14	Referrals to Services: Domestic USC Homeless Resources Public Assistance Check the Welfare	3	2	6
March 10- March 16, 2025	89	1. Opioid System of Care Meeting	1. Mandated Reporter Training 2. Milford Public Library Narcan Training Event	9	Referrals to Services: 10-81 Check the Welfare Homeless Resources Victim Services Public Assistance	1	2	7
March 17- March 23, 2025	70.5	N/A	1. Child Abduction Response Team Training - 30 Hours 2. CPR Training	11	Referrals to Services: Check the Welfare Public Assistance Victim Services Homeless Resources	0	1	6
March 24- March 30, 2025	96	1. National Alliance on Mental Illness Meeting	1. Ethical Social Work in Minority Populations Training	8	Referrals to Services: Public Assistance Homeless Resources Check the Welfare 10-81	0	2	5
3/31/2025	15.25	N/A	N/A	2	Referrals to Services: Public Assistance Check the Welfare	0	0	1
Totals:	391.75			44		4	7	25
Year to Date Totals:	973.5			118		10	14	73
Overall Totals:	11164.4			1790		158	220	1530

Social Media/Public Information Update:

Our Facebook page had 216 new followers for a total following of 17,057. Currently our followers are 35% male and 65% female. Posts during the month were viewed 599,222 times and reached 205,930 people. Our top viewed and top reached post for March was the news release “Two Arrested For Shots Fired Incident.” It had a reach of 26,773 people and was viewed 89,797 times.

Our Instagram account had 6 new followers for a total following 2,386. Currently our followers are 39% male and 61% female. Posts during the month were viewed 29,292 times and reached 3,595 people.

Our Twitter followers are 1,450.

We did not have any Nextdoor posts during the month of March. Nextdoor reaches 3,594 members according to statistics provided by the website.

MPD News Releases:

March 3, 2025: ****UPDATE**** Attempted Murder Suspect Located

<https://www.milfordpolicede.org/news/UPDATE-Attempted-Murder-Suspect-Located.htm>

March 13, 2025: Two Arrested for Shots Fired Incident

<https://www.milfordpolicede.org/news/Two-Arrested-For-Shots-Fired-Incident.htm>

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

During the month of March, the Clerk's Office worked on several key projects. We kicked off the new Diligent Community Meeting Software for the March 10th Council meeting. We prepared for the 2025 Water Infrastructure Bond Referendum by creating public notices, working with the Department of Elections, meeting advertising deadlines, finalizing the voter registration list with Engineering/GIS and processing absentee ballots. We also planned and made the necessary preparations for the April 2nd SCAT meeting hosted by Milford. Some additional things that were accomplished this month for the Clerks Department are:

- Deputy City Clerk Velazquez and I attended the Milford Corporate Center Groundbreaking Ceremony on March 4th.
- On March 5th, DCC Velazquez and I met with the Employee Rewards & Recognition Committee to discuss the feedback from the 2024 Employee Holiday Party, plan the 2025 Field Day Event, Touch A Truck event and new ideas to recognize employee excellence.
- DCC Velazquez and I attended a virtual Diligent Community Webinar on Workflow (Agenda Items) and DCC Velazquez attended virtual training with New England Municipal Clerks Institute Association (NEMCIA).
- I met with Lou Vitola, Finance Department and Timothy Anderson, Taylor English Duma LLP, on March 5th, 12th, and 19th in preparation for the April 26, 2025, Water Infrastructure Bond Referendum. We will continue to hold weekly meetings.
- DCC Velazquez and I attended the Quarterly Meeting of the Delaware Municipal Clerks Association virtually on March 20, 2025 and I was re-appointed as the Membership Committee Chair.
- The Clerk's office also planned and organized the Special Meeting & Luncheon on March 20, 2025.
- On March 27, 2025, DCC Velazquez and I attended the Delaware League of Local Government meeting.
- I attended the staff meetings where council meeting agendas and departmental information were shared.
- Deputy City Clerk Valezquez continued to provide translation services for other departments.

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 (16)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Prepared Agendas & Packets for:
 - Council Meetings – March 3 Special, March 10, March 12 Workshop, March 20 Special, & March 24
 - Public Works & Utilities Committee Meeting – March 10
 - Board of Adjustment – March 13
 - Milford Community Cemetery – March 14
 - Planning Commission – March 18
 - Parks & Recreation Advisory Board – March 19
- ❖ Prepared Public Notices (8)
- ❖ Transcribed and Proofread Minutes (3)
- ❖ Executive Sessions Year to Date (7)
- ❖ Notary Public Services Provided (0) (Public)
- ❖ Proclamations Created Year to Date (2)
- ❖ Resolutions Created Year to Date (4)
- ❖ Special Event Submissions to Date (14)

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 14	Boys & Girls Club	Easter Eggstravaganza	4/12/2025
2025 13	Milford Library	Music in the Park	6/25/25, 7/2/25, 7/9/25, 7/16/25, 7/23/25, 7/30/25
2025 12	Mike Savage	Wheels for Meals	5/17/2025
2025 11	Chamber of Commerce for Greater Milford	Riverwalk Freedom Festival	9/20/2025
2025 10	Milford Advocacy for the Homeless	Free Community Event	4/5/2025
2025 09	Milford High School	Senior Cruise	5/27/2025
2025 08	Boys & Girls Club of DE	The Goat Run 5K	6/20/2025
2025 07	Anchor Church	Milford Movie Night	4/12/2025
2025 06		BH Milford Community Reunion	8/2/2025
2025 05	Dolce	Coffee & Cars	5/17/2025
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	Burris 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: March 2025 Monthly Report
Date: April 9, 2025

Milford Highlighted in National Publication

At the March 12 Council meeting, I highlighted an article in the APWA Reporter March 2025 edition that Jamesha Williams was part of. The full article highlights Milford's efforts in engaging youth about municipal functions.

Milford Corporate Center Groundbreaking

The groundbreaking ceremony for the MCC went well, with great attendance, including a visit and talk by Gov. Meyer. It was a culmination of great deal of work to get to this point, and it is good to see dirt being moved and activity taking place at the site. We did receive word that DelDOT will not allow the contractor to begin work on Route 15 and Airport Road round-a-bout until September due to summer traffic concerns. They are permitted to complete work on the Route 14 entrance through the summer.

Public Works/Electric Coordinator Positions

Jamesha and I met with Tony Chipola and Willis Shafer regarding the reorganization of duties within their departments to address the expanding workload being brought on with the numerous developments. As you may recall, we deferred filling a vacant position due to budget constraints last year, which has only exasperated the situation. A reorganization of duties and personnel will be proposed with the 2026 Operating Budget.

Delaware Valley Health Trust

After giving notice to the State Benefits Office of our decision to withdrawal from healthcare coverage from them, Jamesha and I continue to meet with DVHT to finalize the agreement with them for healthcare coverage starting July 1, 2025. DVHT will have final cost numbers for us once the State Benefits Office decides on final costs to members within their program. We are confident that DVHT will be at least 5% less than the State, but possibly more.

DEMEC

I attended the monthly Executive Board meeting of DEMEC. The board voted to establish a Financial Assessment policy that each municipality will need to complete on an annual basis. Part of the reason for the assessment is to alleviate on-going concerns from bond rating agencies have on DEMEC members. DEMEC is only as strong as it's weakest member, so knowing where the weaknesses are and how to correct them is crucial.

Food Bank of Delaware and Solar

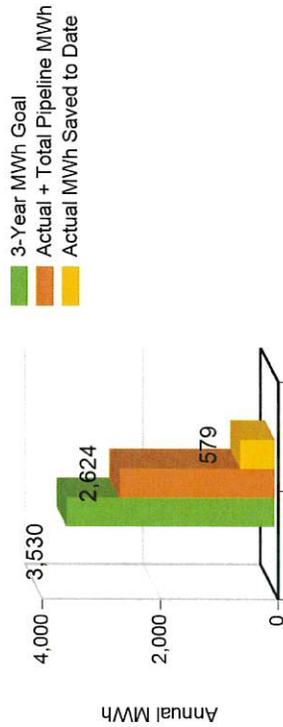
Tony and I continue to work with the FBD on their desire to place solar panels on the roof of their Milford facility. The panels would go a long way in reducing their on-going utility costs. In order for the City to accommodate the solar, we need to alleviate capacity issues at our substation that takes electric from the large solar farm on Route 14. The battery storage project that we have been working with DEMEC on would alleviate that concern, but due to new tariffs being implemented, the feasibility of the project is marginal. DEMEC, City staff and FBD staff have been working with Energize Delaware for a possible grant that would help cover cost overruns on the DEMEC battery project, as well as a grant to FBD to cover the cost of solar panels. We are both fairly confident we will receive grant monies from Energize Delaware for both projects.

West Shores Road Paving

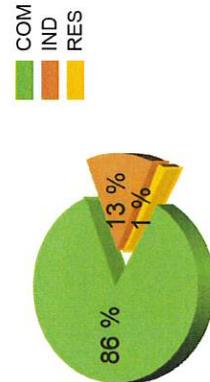
The developer has informed us that the final paving of roads in the West Shore development will be completed the week of April 14.

Actuals

Progress Toward 3-year Goals



Lifetime Customer Savings by Market



Lifetime Customer Savings by Market

Market	IND	RES	Total
COM	\$148,729	\$16,970	\$1,152,366

\$1,152,366

Lifetime Customer Savings for
City of Milford

Achieved

16%
Percent of
3-Year
MWh Goal

579
MWh Saved

40

Completed Residential Transactions

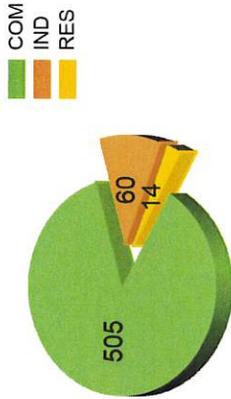
19

Completed C & I Projects

Total Pipeline

Planned Residential Initiatives	
Projects	MWh
Active C&I Projects	
Agreement Signed	259 MWh
3 Projects	
Agreement Sent	16 MWh
3 Projects	
Analysis Underway	
16 Projects	842 Estimated MWh
Project Leads	
5 Projects	928 MWh
Total in Pipeline	
27 Projects	2,045 MWh

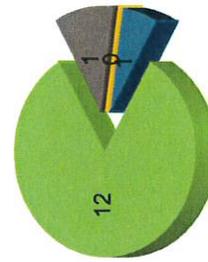
Annual MWh by Market



Actual Annual MWh Savings

Market	IND	RES	Total
COM	60	14	579

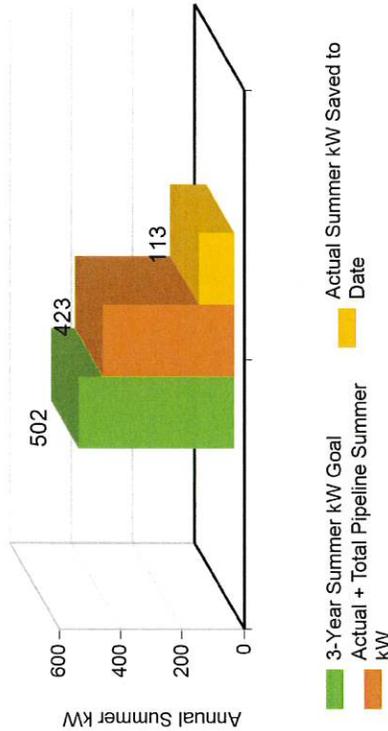
Annual Residential MWh by Initiative



All savings are reported in Gross throughout this report.

Summer kW Actuals

Progress Toward 3-year Goals



Achieved

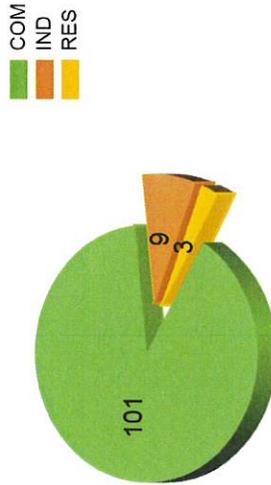
22%

Percent of
3-Year
Summer kW Goal

113

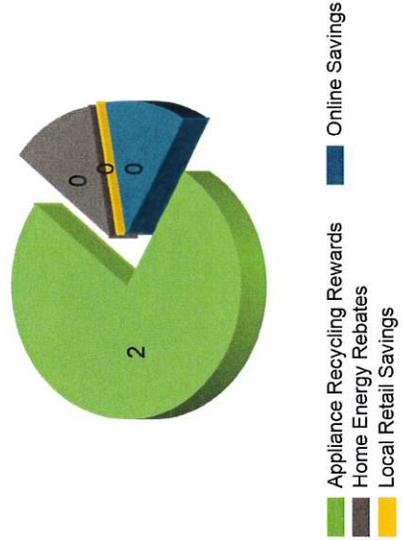
Summer kW Saved

Annual Summer kW by Market



Actual Annual Summer kW Savings			
COM	IND	RES	Total
101	9	3	113

Annual Residential Summer kW by Initiative



Total Summer kW Pipeline

Planned Residential Initiatives	
Projects	Summer kW
Active C&I Projects	
Agreement Signed	49
Projects	Summer kW
Agreement Sent	
3	8
Projects	Summer kW
Analysis Underway	
16	101
Projects	Est. Summer kW
Project Leads	
5	152
Projects	Summer kW
Total in Pipeline	
27	311
Projects	Summer kW



Efficiency Smart 2024 Contract Cumulative to Date Summary Report for City of Milford

Reporting Period: 3/1/2024 through 2/28/2025

Summary of Sector Results (Residential, Commercial, & Industrial)

Sector	Quantity of Measures	MWh Savings	Lifetime MWh Savings	Summer kW Savings	Annual Customer Savings	Lifetime Customer Savings
Large Business Solutions	495	555	8,278	105	\$74,986	\$1,118,316
Residential	109	14	105	3	\$2,232	\$16,970
Small Business Solutions	187	11	159	5	\$1,139	\$17,081
Total	791	579	8,542	113	\$78,357	\$1,152,366

Summary of Residential Results

Measure Description	Qty of Measure	MWh Savings	Summer kW Savings	Annual Customer Savings
Advanced Thermostat	3	1	0	\$176
Dehumidifier Recycling	5	6	1	\$892
Energy Star Clothes Dryer	1	0	0	\$28
Energy Star Clothes Washer	1	0	0	\$22
Energy Star clothes washer CEE Tier 2	1	0	0	\$35
Energy Star Dehumidifier	1	0	0	\$16
Energy star refrigerator	3	0	0	\$27
ENERGY STAR Room Air Cleaner	1	0	0	\$15
Freezer early retirement program, secondary	2	1	0	\$230
Heat pump, air source	1	1	0	\$95
LED Screw Base Lamp	82	0	0	\$0
Refrigerator early retirement program, secondary	7	4	1	\$685
Tier 2 refrigerator	1	0	0	\$11
Total	109	14	3	\$2,232

TO: Mayor and City Council

FROM: Willis Shafer, Public Works Director

DATE: April 1, 2025

RE: March 2025 – Public Works Department Staff Report

The following are some highlights of what public works staff have done during the month of March. Most tasks public works perform on a day-to-day basis are essential tasks, like refuse collection, pothole repair, site inspection and vehicle repair, which generally are not listed in the monthly reports.

- The public works director has been working with KCI to obtain proposals on several CIP projects.
- The SE Crossing project is scheduled to begin mid-April
- Several staff members met with the Milford Ponds development team on site and reviewed the existing sidewalk and upcoming sections that are to be accepted by the City within the next few months
- Staff are working with KCI on the second phase of the I (inflow) and I (infiltration) inspection for the Washington basin. The results of the first phase of the basin's inspection were good with no infiltration and no repairs needed.
- Well 3R, is being rehabilitated
- Leadership have been working on their departments O and M and CIP budgets.
- The infrastructure coordinator reviewed 27 Electric Utility permits, assisted with the public works O & M budget, and managed the activities and scheduling of inspections for 9 active residential developments and 11 commercial projects
- The engineering team responded to 345 Miss U requests, 37 right of way inspections, 16 sewer backfill inspections, 2 sewer tap inspections, 1 water tap inspection and 29 utility permits reviewed.
- GIS technician verified the election rolls for the City Clerk

- An engineer team member worked overnight overseeing the water connection at the new Storage Unit construction site
- The road rehabilitation project installed 145 lf of 4” watermain and 670 lf of 6” watermain on Washington and 333 lf of curb on SE 4th.
- Facilities performed the annual sprinkler system inspection City wide
- Facilities performed the annual fire extinguisher inspection City wide
- Facilities performed the annual HVAC service to all units City wide
- Fleet completed 46 workorder
- Refuse delivered 19 new residential containers and replaced 52
- Street crews repaired 2 water main breaks on Vickers Drive and Park Place.
- Street crew removed additional sidewalk along the Riverwalk for GPI consultants
- Street crews replaced a hydrant at Well 2, which is used for the Well blowoff.
- Streets crews began the water-valve exercise program. Exercised 12 valve locations.
- Streets crews cleaned 85 storm structures
- Water and Sewer crews cleaned the wet- well at Fisher pumpstation
- Water and Sewer replaced the grinder at Windward pumpstation
- Water and Sewer performed maintenance at the Forklanding pumpstation

Willis L. Shafer
 Director, Public Works





PUBLIC WORKS FACILITY

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

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

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: March 2025 Electric Dept Staff Report
Date: April 9, 2025

Director's Office

- Continued Preliminary Engineering and Coordination for Proposed Battery
 - Reviewed Tariff Impacts
 - Discussed phased installation options
- Continued work on Smart Energy Provider Application
- Participated in Tyler Utility Billing Demo
- Attended monthly AMI call with AMP
- Participated in Motorola Analytics Presentation for Camera Systems
 - Held Subsequent Field Visit to review Substation Deployment
- Participated in Monthly Dept Head Mtg
- Attended DEMEC Monthly Board Mtg
- Completed City of Milford 10-year Load Forecast
- Met w/ Food Bank of Delaware to discuss Solar and Battery Installation
- Participated in Substation Training Yard Planning Session at DEMEC
- Participated in Discussions regarding GIS licensing needs for Electric Department
- Met w/ Consultants to review and update draft Business Impact Analysis
- Attended Various Preconstruction and Project Update Meetings
 - Red Cedar Farms, Milford Ponds, Masten Circle, etc.
- Attended Weekly Streets Mtg
- Continued work on FY26 O&M Budget
- Scheduled and coordinated infrared and acoustic testing of distribution and substation equipment

Electric Lines

- Repaired reported Hots spots on Aerial Distribution System
- Investigated nuisance circuit operations due to wind
 - Re-tensioned long stretch of circuit
 - Installed Fault Indicators
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

- Mapped out Fiber route and fiber patch panel topology throughout the city
- Updated multipliers of the water meters to ensure correct flow readings
- Developed material list (din rail, breakers, power supply, etc..) and installed wiring for SCADA related to the Seabury Ave upgrades
- Developed switching for the 100 Ckt and the 250 Ckt so line crew can repair the hot spots and acoustic anomalies
- Worked with PD and their contractor for license plate camera installs (equipment needs, pole ownership, etc.)

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 programming and support from IPKeys.

Next Steps:

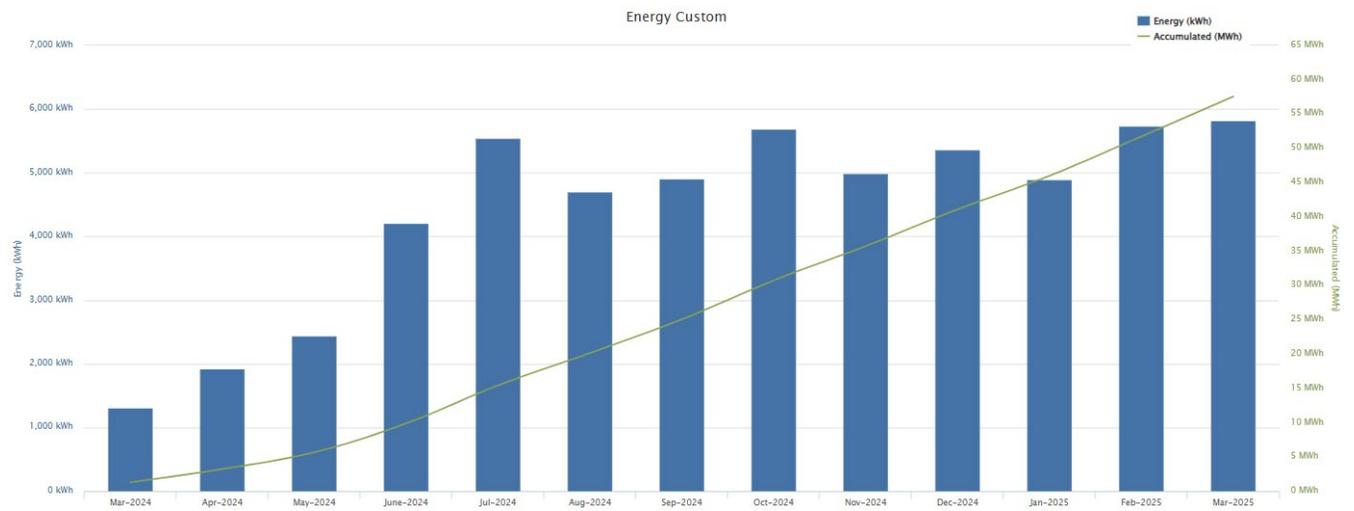
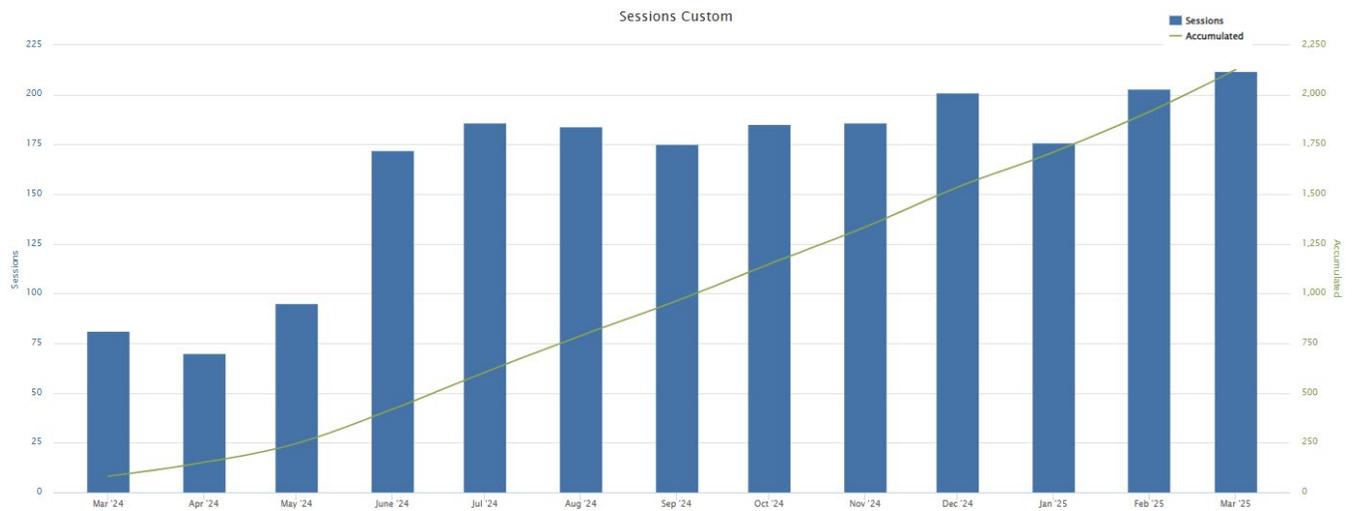
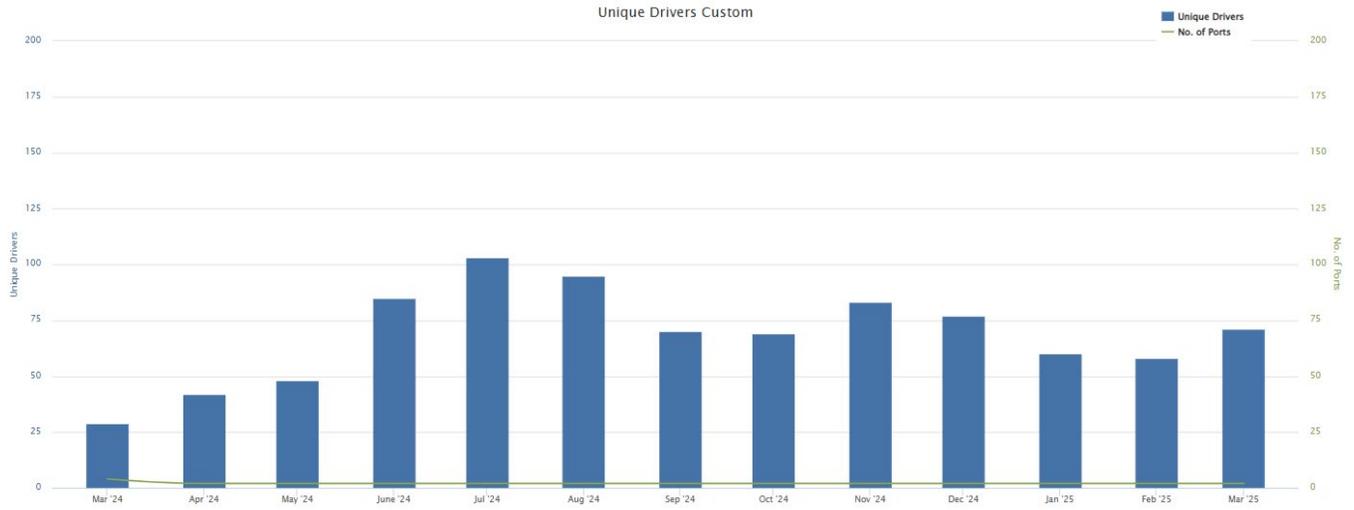
Engage Engineering Consultant on leveraging current systems and infrastructure for CVR implementation and develop scope of work.

EV Charger Statistics	<u>Previous Month</u>	<u>Current Month</u>
Unique Drivers	38	46
# of Sessions	203	212
Energy Delivered (MWh)	5.73	5.83

Total Avoided Greenhouse Gas Emissions:

44,719kg

EV Chargers 1st Year Performance:



Electric Department -March 2025	March 2024	March 2025	FY24 YTD (07/01/23-03/31/24)	FY25 YTD (07/01/24-03/31/25)
Electric Department				
Trouble Service Call	29	28	235	305
Work Orders Completed	49	78	389	600
Outages	3	4	63	66
LED Street Lights Replaced	2	6	41	46
New Service Install	7	19	67	130
Poles Replaced	3	5	19	26
After Hours Calls	7	2	123	132
Vegetation Control (Days)	1	0	15	12
Technical Services Division				
New Electric Service Installed/Meter Set	15	17	121	317
New Water Service Installed/Meter Set	8	16	70	209
Electric Meter Replacement	5	7	43	67
Water Meter Replacement	48	46	541	518
Work Orders Completed	?	231	3,694	3,368
After Hours Calls	6	15	34	67

4 outages; 2 wind related, 1 equipment failure, 1 fire related



TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: April 8, 2025

RE: March 2025 – Planning Department Staff Report

- During the first three months of the 2025 calendar year, the City issued 35 new residential dwelling construction permits.
- The City of Milford has seen 253 projects with a committed investment of over \$38.2 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>
- Enclosed is a copy of the State’s 2024 Downtown Development District Annual Report. The report highlights several Milford projects including the historic restoration of 10 NW Front Street, the historic restoration of 113 NW Front Street, a mixed-use project at 39 N Walnut Street and commercial project at 10 SW Front Street (see pages 11, 13 and 15). On page 18 of the report is a table summarizing private investment, rebates and number of projects to date for the thirteen (13) designated district (see below).

Projects by Districts, FYs 2014-24

District	Private Investment	DDD Rebate	Large Projects	Small Projects
Clayton	\$76,080	\$13,942	0	2
Delaware City	\$1,725,909	\$280,724	0	10
Dover	\$18,872,035	\$2,125,404	5	65
Georgetown	\$8,111,725	\$1,093,827	2	15
Harrington	\$9,188,588	\$998,183	1	35
Laurel	\$4,349,602	\$752,627	1	19
Middletown	\$2,583,434	\$314,905	1	8
Milford	\$23,233,787	\$2,812,404	7	69
New Castle (City)	\$2,994,302	\$412,098	1	12
Seaford	\$30,222,544	\$2,708,627	4	32
Smyrna	\$7,504,786	\$955,884	1	33
Wilmington	\$465,809,697	\$26,775,688	50	54
Total	\$574,672,489	\$39,244,314	73	354

It should be noted that the City of Milford ranks 3rd in total private investment (behind Wilmington and Seaford), ranks 2nd in total DDD rebate amounts (behind only Wilmington), ranks 2nd in the number of large project reservations (behind only Wilmington) and ranks 1st in the number of small project rebates. It should be noted that Wilmington, Dover and Seaford received their designations in January 2015 while Milford received our designation in August 2016. Additionally, due to the populations of the districts, Milford is allowed 200 acres to be designated while Wilmington and Dover are permitted to have up to 275 acres within the DDD. This is a testament to the property owners, investors, residents and business owners in Milford who have invested in their properties.

- The Planning Commission will not meet during the month of April.
- The Board of Adjustment will review three variance applications at the April meeting. Milford Plaza is seeking approval to have a freestanding sign to advertise the property leasing company. A property owner on Sunset Lane is seeking height variances related to the construction of a detached garage. An owner on Cedar Beach Road is seeking a driveway material variance to utilize stone instead of a hard, dustless surface associated with the construction of a new house.
- The City received a final site plan submission for the Mispillion Apartments II project and provided plan review comments to the applicant.
- The City received a preliminary conditional use site plan application for PUGS2, LLC Phase II and provided plan review comments to the applicant.
- The City received a final site plan application for PUGS2, LLC Phase I and provided plan review comments to the applicant.
- The City received a preliminary conditional use site plan application for Iglesia Pentecostal Bethel Delaware, Inc. and are currently reviewing the plans.
- The City received a final major subdivision application for Milford Ponds Phase II and provided plan review comments to the applicant.
- The City received a final site plan resubmission for the Mavis Discount Tire project and provided plan review comments to the applicant. The City received a subsequent resubmission and provided plan review comments to the applicant.
- The City received a final site plan resubmission for the Cascades Phase II project and are currently reviewing the plans.
- The City reviewed construction plans for Brightway Commons improvements and provided plan review comments to the applicant.
- The City reviewed a preliminary conditional use site plan resubmission for the KD Properties, LLC project and provided comments to the applicant.
- The City received a resubmission of the 609 Walnut LLC minor subdivision project and provided review comments to the applicant. The City received a subsequent resubmission and is currently reviewing the plans.
- Staff submitted a comprehensive future land use map amendment request to the State of Delaware Office of State Planning Coordination to change the future land use designation of an existing office at 100 Kings Highway from Employment to Low Density Residential. The comprehensive plan future land use map amendment request and change of zone request will be reviewed by the Planning Commission and City Council in May. Staff attended the PLUS meeting related to this application on March 26, 2025.
- Staff attended the Milford Corporate Center groundbreaking ceremony.
- Staff attended the Milford Corporate Center progress meeting.
- Staff attended the Downtown Milford, Inc (DMI) Economic Vitality (EV) meeting.

- Staff met with representatives of DeIDOT to discuss an amendment to the City’s TIIF agreement related to road improvements associated with the Milford Corporate Center. The City is requesting permission to submit for partial reimbursement for Phase I improvements. The request will be reviewed by the TIIF Council on April 30, 2025.
- The City and Slaughter Beach held a public workshop for the Milford-Slaughter Beach Shared Use Path Feasibility Study on March 19, 2025 at the Public Works Facility. The workshop presented the public several alternatives for various sections of Cedar Beach Road between Rehoboth Boulevard in Milford and the Town of Slaughter Beach. Options included doing nothing, adding full shoulders, adding a shared use path on the north side of Cedar Beach Road or reconstructing the road by shifting the travel lanes to the south and constructing a shared use path along the north side within the public right-of-way. The consultant will finalize the report which will be presented to City Council at a later date.
- Staff attended the Dover/Kent Metropolitan Planning Organization (MPO) Kent County Safety Action Plan working group meeting.
- Staff prepared and submitted the FY26 Planning Department O&M draft budget to the Finance Department and updated capital improvement plan items in the 5-year CIP.
- The City held a public workshop for several DeIDOT projects occurring along Front Street and Route 113 on March 26, 2025 at the Public Works Facility. The workshop presented a concept plan for the NW Front Street Pathway Project, which includes a shared use path that would connect existing pathways on NW Front Street at the Milford Plaza Shopping Center to the western limits of the Riverwalk Trail on Maple Avenue. DeIDOT also shared a concept plan for a shared use path along the east side of Route 113 from the Milford Plaza Shopping Center to Buccaneer Boulevard, then along the south side of Buccaneer Boulevard to N. Walnut Street. DeIDOT also presented two concept plans for two separate Transportation Alternatives Program (TAP) projects on NE and NW Front Street. The NW Front Street TAP project includes decorative sidewalks from N. Church Street to Truitt Avenue/Mill Street. The NE Front Street TAP project includes pedestrian and cyclist improvements from NE Fourth Street to N. Rehoboth Boulevard.
- Staff attended a development coordination meeting for the Milford Ponds development. The developer is looking to get started with phases 2 and 3.
- Staff attended a DeIDOT pre-submittal meeting for the Hearthstone Manor II development.
- 2025 Residential Rental Operating License late fee notices were mailed out to property owners in early March.
- Residential rental inspection request notices for the first group of Ward 2 property owners were mailed out in early March. Additional notices will be sent at the beginning of April, May and June.
- Staff continues to prepare materials for the City’s 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	61
Cases Closed	34
Open Cases at Start of Period	117
Open Cases at End of Period	141

Violation Activity:

New Violations Cited	Count
Animals	1
Building	11
Exterior Property Areas	3
Exterior Structure	0
Floodplain	0
Interior Structure	0
Legacy	4
Licensing	0
Noise	0
Residential Rental	15
Right-of-Way	0
Rubbish	8
Sidewalk	0
Unregistered/Inoperable Vehicle	10
Vegetation	1
Zoning	8
Total	61

Rental Licenses Issued: 59

Vendor Licenses Issued: 0

Contractors Licenses Issued: 75

Business Licenses Issued: 41

Building Permits Issued:

Permits Issued by Type	Count
Fence	16
Roof	15
New Single-family Detached	12
Addition	5
Shed	5
Commercial Interior Renovation	3
New Townhouse	3
Sign	3
Demolition	2
Residential Exterior Renovation	2
Residential Interior Renovation	2
Stairs	2
Water	2
Accessory Structure	1
Carport	1
Change of Occupancy Classification	1
Electric	1
Solar Part 1	1
New Commercial Fit-out	1
Right of Way Construction	1
Sewer	1
Temporary Trailer	1
Total	81

Inspections Performed:

Inspections Performed by Type	Count
Footing	18
Foundation Wall	15
Slab	24
Waterproofing	1
Foundation As-built	18
Framing	23
Dry-in	21
Insulation	12
Energy Final	11
Final	74
Residential Rental	31
Total	248



THE FIRST STATE'S FORMULA FOR DOWNTOWN SUCCESS.

10 Years of DDD: Building a Stronger
Delaware, District by District.

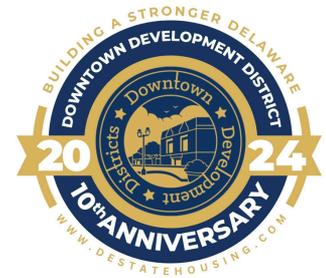
2024 DOWNTOWN DEVELOPMENT DISTRICT
ANNUAL REPORT

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10 Years of Building a Stronger Delaware, District by District.



Ten years and \$575 million later, Delaware has found its formula for downtown development success. Ever since the Downtown Development District (DDD) Act was signed into law, the program has thrived in its efforts to accelerate private investment in designated downtown areas throughout Delaware.

As we celebrate the program's 10th anniversary, we are excited to share the extraordinary work of this true public-private partnership. Over 427 residential, commercial, and mixed-use projects have been completed. A total of \$39 million in state DDD funds has leveraged \$575 million in private investment. For every \$1 in DDD state funds, \$14.8 in private investment is brought to a local town or city.

We are proud of the DDD's success and hope you share our optimism for the future of Delaware's downtowns and the opportunity they hold for everyone.

THE FIRST TEN YEARS OF DOWNTOWN SUCCESS

LARGE
PROJECTS

73

SMALL
PROJECTS

354

STATE DDD
DOLLARS

\$39M

PRIVATE
INVESTMENT

\$575M

HISTORY OF DOWNTOWN DEVELOPMENT DISTRICT PROGRAM

In 2014, The DDD program was created to promote the revitalization of designated districts by leveraging state and local resources to spur private capital investment, improve commercial vitality, and build stable communities of long-term residents.

- 2014**
 - Gov. Markell announces first Districts
 - Seaford's 1st Large Project - The Residences at Seaford Place receives \$671K DDD Rebate
- 2016**
 - Five more Districts designated
 - \$115M in private investment to date
- 2018**
 - Gov. Carney Designates More Districts
 - 100 DDD projects completed to date
 - Georgetown's Jaelen LLC (SPLASH) receives \$458K DDD Rebate
- 2020**
 - 175 completed projects
 - Despite the COVID-19 crisis, demand for DDD rebate remains strong
- 2022**
 - Over 300 completed projects
 - \$24M in state funds leveraged \$356M
- 2024**
 - 427 completed projects
 - **OVER HALF BILLION IN PRIVATE INVESTMENT!**



2015 DISTRICTS

Dover
Seaford
Wilmington

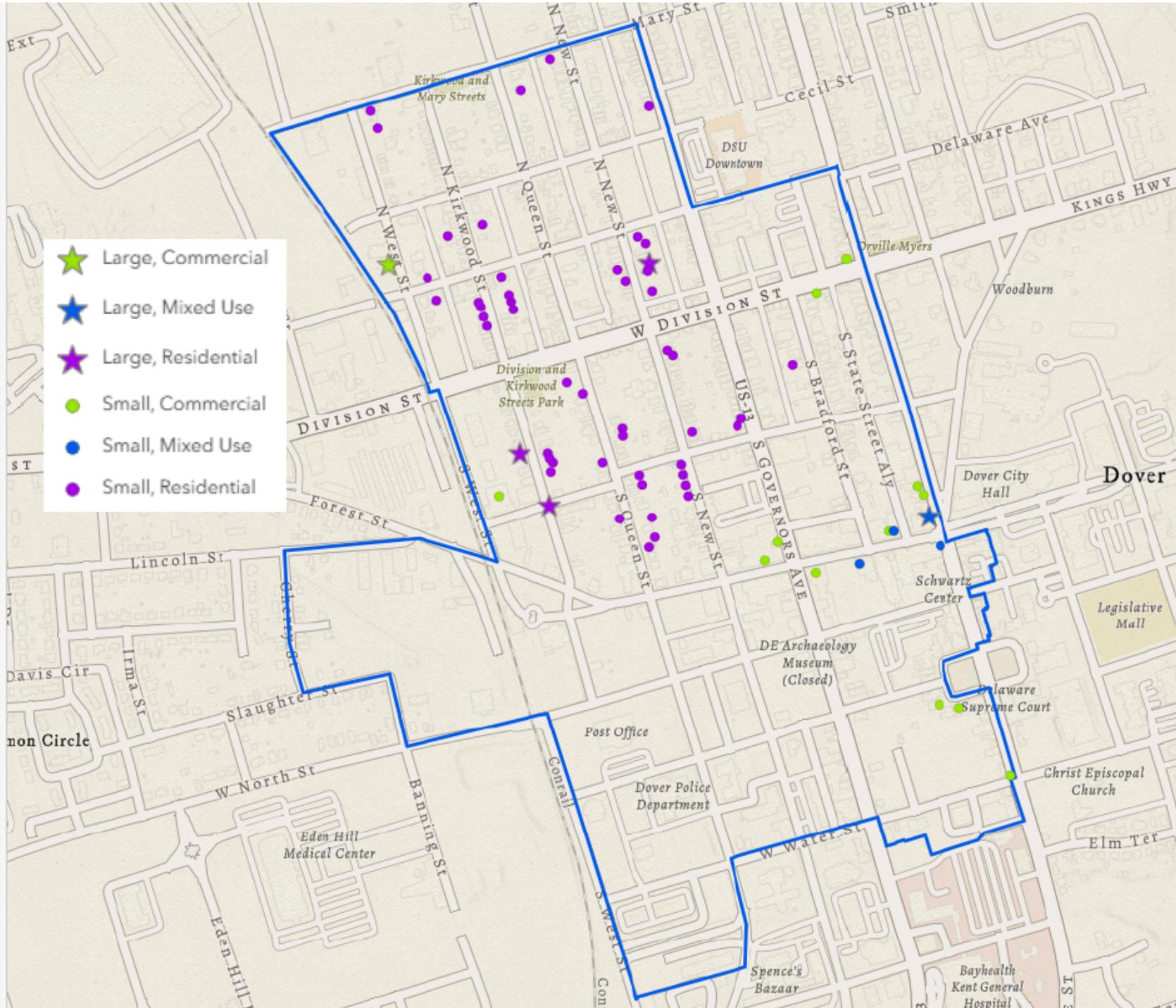
2016 DISTRICTS

Georgetown
Harrington
Laurel
Milford
Smyrna

2019 DISTRICTS

Clayton
Delaware City
New Castle
Middletown

DOWNTOWN DEVELOPMENT DISTRICT 10 YEARS CITY OF DOVER



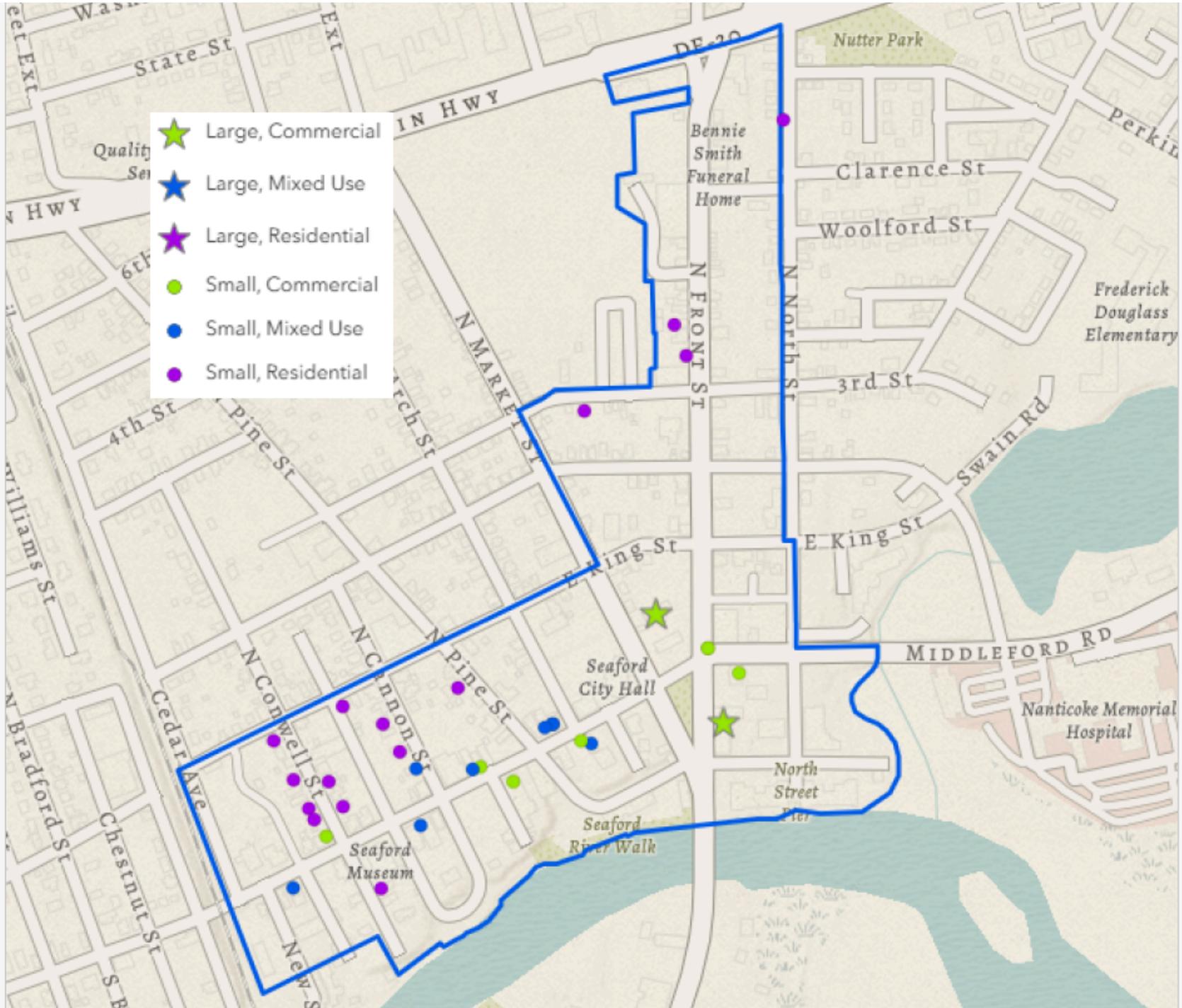
LARGE
PROJECTS
5

SMALL
PROJECTS
65

STATE DDD
DOLLARS
\$2.1M

PRIVATE
INVESTMENT
\$18.9M

DOWNTOWN DEVELOPMENT DISTRICT 10 YEARS CITY OF SEAFORD



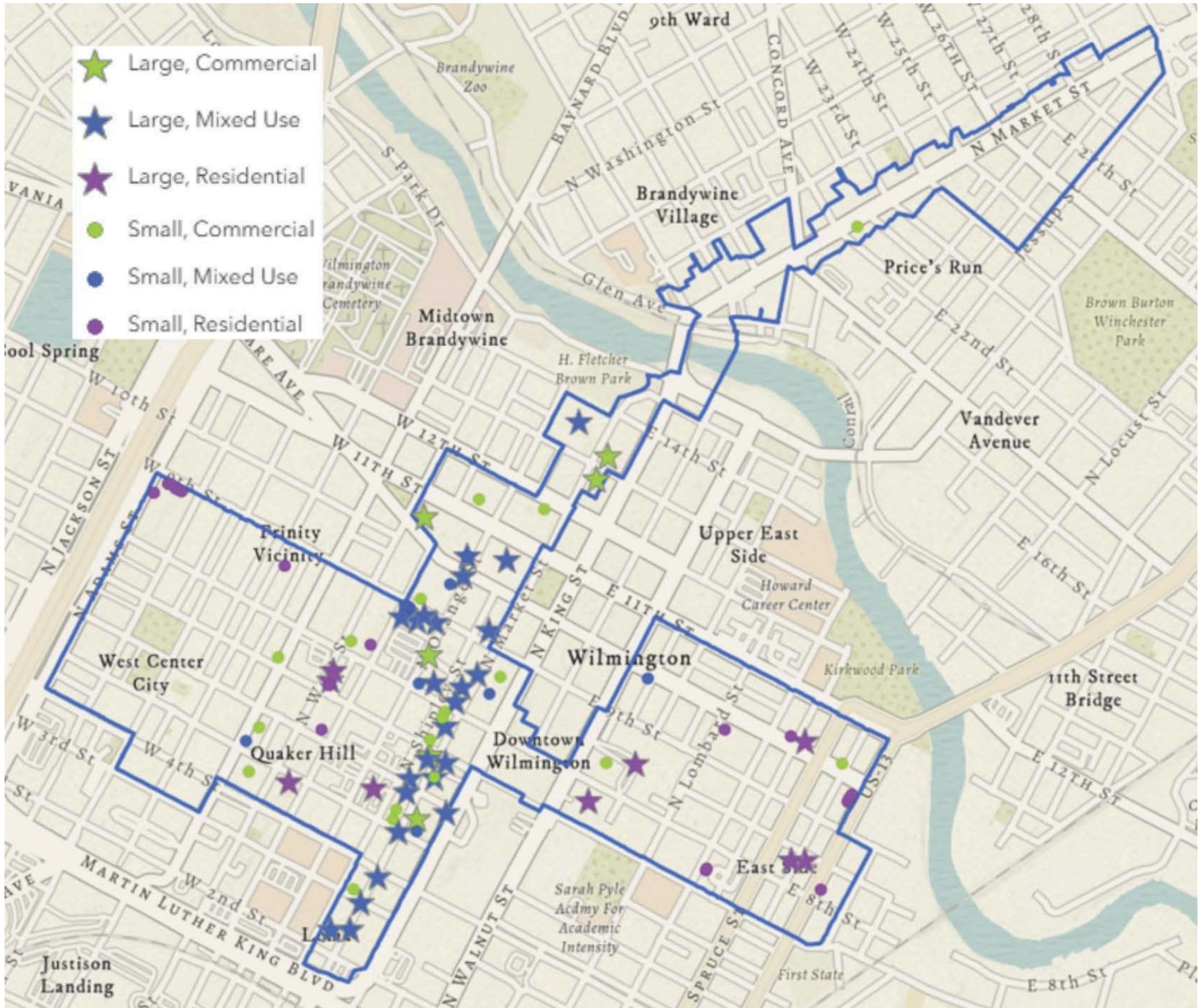
LARGE
PROJECTS
4

SMALL
PROJECTS
32

STATE DDD
DOLLARS
\$2.7M

PRIVATE
INVESTMENT
\$30.2M

DOWNTOWN DEVELOPMENT DISTRICT 10 YEARS CITY OF WILMINGTON



LARGE
PROJECTS
50

SMALL
PROJECTS
54

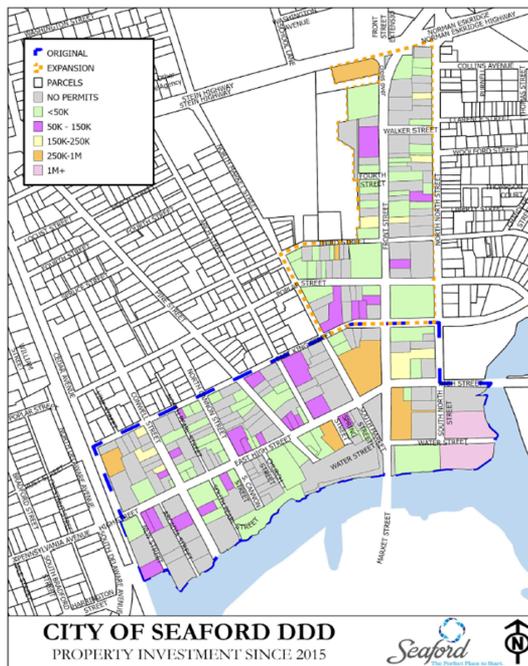
STATE DDD
DOLLARS
\$26.7M

PRIVATE
INVESTMENT
\$466M

FORMULA FOR SUCCESS



At its core, the DDD program is a partnership between state and local governments to provide investors with incentives sufficient to overcome financial barriers associated with downtown redevelopment. Delaware Code guides the DDD program by establishing criteria and procedures for designating districts and eligibility criteria for investors seeking incentives.



This partnership, combined with meaningful incentives and key stakeholders, helps District investors overcome the financial barriers and redevelopment challenges associated with downtown infill development.

STATE OF DELAWARE

- Governor designates Districts
- Office of State Planning Coordination (OSPC) facilitates application process
- Delaware State Housing Authority (DSHA) administers the DDD Rebate

LOCAL GOVERNMENTS

- Identifies area in downtown needing revitalization
- Develops District Plan and adopts local incentives specific to District investors
- Markets DDD program to potential investors

DISTRICT INVESTORS

Investors who make real property investments within a District boundary. This includes property owners, tenants, for-profit developers, nonprofit organizations, businesses, and homeowners.

- Eligible for a variety of state and local incentives
- Provides up to 20% rebate on eligible exterior, interior and structural improvements

DISTRICT REBATE

The primary state-level incentive to support and encourage range of projects in designated Districts and is administered by DSHA.

This rebate is combined with municipal and other partner incentives to produce a compelling package for investors.

QUALIFIED REAL PROPERTY INVESTMENT (QRPI)

Capital expenses necessary for the rehabilitation, expansion, or new construction of a commercial, residential, or mixed-use buildings.

“Hard costs” associated with building structure and often includes labor and material required to construct building envelope and interior.

DISTRICT INVESTORS RECEIVE A REBATE OF UP TO 20 PERCENT OF THEIR QRPI.

Rebate Limit

Limited to \$2,000,000 per building or facility within a 5-year period.

Performance-based

The project must be completed and placed in service to receive rebate.



PROJECT SET-ASIDES

Small Project Set-Aside

Minimum QRPI: \$25,000

Maximum rebate: \$70,000

Can apply anytime as long as funding is available

Large project Set-Aside

Minimum QRPI: \$350,000

Maximum rebate: \$2,000,000

Reservation is required

District Set-Aside

Based on District population to ensure that Investors from all Districts have reasonable access to DDD funds.

Priority Consideration

When requests exceed available funding, priority is given to projects that meet mutual state and local community priorities.

SUPPORT AND RESOURCES

Participating jurisdictions are part of a support network comprised of DSHA, OSPC and the Delaware Division of Small Business (DSB) to bring training, online resources, marketing materials and coaching to support Districts in attracting private investment and redevelopment.

A ONE-TIME, YEAR-LONG CAMPAIGN

A one-year campaign of events and public outreach to **celebrate** 10 years of program achievements, **raise awareness** of impacts, and **recruit** stakeholders and investors.

DDD STORY MAP

Showcases private investment in each District.

COMMUNITY DEVELOPMENT COACH

Assists Districts in **building capacity** to attract new or expand existing businesses.

CENTRAL INCENTIVES WEBSITE

Contains all incentives for District investors.



9 WORKSHOPS & EVENTS	800 PEOPLE EDUCATED	41 INVESTORS RECEIVING TA
30K MEDIA IMPRINTS	5K WEBSITE VIEWS	17 MEDIA MENTIONS/ NEWS ARTICLES

PROTECTING HISTORIC RESOURCES

PROJECT PROFILES



Over the past ten years, the DDD program has preserved approximately 120 historic structures that are either listed on or eligible for the U.S. National Park Services National Register of Historic Places. Many also received Federal and State Historic Preservation Tax Credits. These programs are providing investors enough incentive to face unknown and often costly challenges associated with renovating existing building stock. *The following are examples from Fiscal Year 2024.*

HISTORIC WELLS BUILDING 10 N.W. Front St., Milford

Interior and exterior rehabilitation and expansion of the Historic Wells Building located in North Milford Historic District. This mixed-use building contains commercial space on the 1st floor and rental apartments on the upper floors.



CIRCA 1860 137 E. Main St., Middletown

Extensive renovation was completed on the exterior of this home to preserve and restore one of Middletown's original homes.

PROTECTING HISTORIC RESOURCES

PROJECT PROFILES



CIRCA 1830 BUILDING 411 Delaware St., New Castle

Extensive interior renovation to the second floor of this building listed on the National Register included new electric and plumbing, renovating hardwood floors, and replacing bathroom and kitchen.



CIRCA 1850 BUILDING 10 S. Main St., Smyrna

Extensive exterior renovation was made to the exterior replacing the stucco siding, repairing the decorative molding and storefront window. The first-floor commercial flooring was also replaced.

MEETINGHOUSE APARTMENTS LLC 430 N. West St., Wilmington

Even in the face of several unexpected challenges, using both the DDD rebate and Federal/State Historic Tax Credits made the rehabilitation of this historic 11-unit multi-family building possible.





PROTECTING HISTORIC RESOURCES

INVESTOR SPOTLIGHT

WILLIAM N.W. DORSEY HOUSE 113 N.W. Front St., Milford

Lisa and James Hutchins purchased this historic home in 2021. It was originally built in 1840 by William N.W. Dorsey who was from a prominent family in Annapolis society. In its early years, it served as a post office and then a Clerk of the Peace.

The Hutchins family worked with architects and contractors experienced in historic structures, to carefully return the house to “period appearance”. The owners shared their positive experience in using the DDD rebate, Historic Preservation Tax Credits and incentives provided by Milford. The ease of use and multiple incentives made the renovation possible.



***“This program has saved the
downtowns of Delaware. The
spirit of cooperation is great.
It’s palpable.”***

~ James Hutchins

EXPANDING HOUSING OPPORTUNITIES

PROJECT PROFILES



Since the program's inception, 72 percent (or 309) of all DDD projects had a residential component and created or preserved over 1,850 residential units. ***The following are examples from Fiscal Year 2024.***

QUAKER ARTS LLC N. West St., Wilmington

This 53-rental unit project is affordable to residents earning 30-80 percent of the area median income. Eight units are specifically adapted for persons needing accessible features.



SUSSEX COUNTY HABITAT FOR HUMANITY E. North St., Georgetown

This newly constructed home by Sussex County Habitat for Humanity provides affordable homeownership and stabilizes distressed neighborhoods.

ALEMAN FITZGERALD PROPERTIES LLC 326 High St., Seaford

Extensive interior and exterior renovations were completed to this mixed-use building with first floor commercial space and four residential units on the upper floor.



SUPPORTING DOWNTOWN BUSINESSES PROJECT PROFILES



A total of 98 commercial projects were completed which ranged from very large commercial establishments to small-scale businesses. *Here are Fiscal Year 2024 examples.*



Photo Credit: 39 N Walnut LLC



Photo Credit: My Sisters Fault LLC



RAIL HAUS (pictured above) **92 N. West St., Dover**

This project redeveloped an unused (previously industrial) building and its adjacent parcel into an indoor/ outdoor food venue.

39 NORTH WALNUT LLC **39 N. Walnut St., Milford**

This historic building was in a severe state of disrepair and underwent substantial renovation to the exterior and interior of the building. The result is two prominent commercial tenants, office space, and residential units on the second floor.

MY SISTERS FAULT **10 S.W. Front St., Milford**

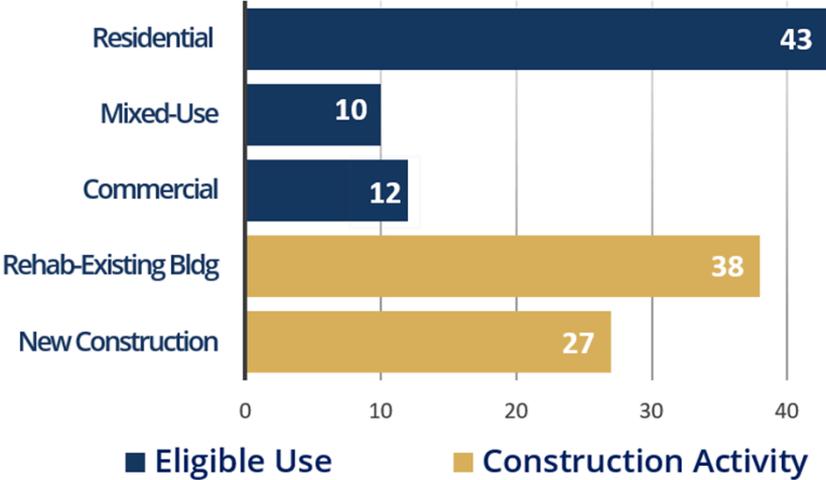
Interior and exterior renovation of a commercial space to expand an existing business.

FISCAL YEAR 2024

PROGRAM ACTIVITY

Over the past year, 9 Large and 56 Small Projects were completed, receiving \$4.3 million in state funds and leveraging \$48 million in private investment. In addition to numerous projects underway, \$8.5 million in state funds were reserved for 14 Large Projects and are expected to leverage \$171 million more in private investment.

Eligible Use and Construction Activity



Most projects had a residential component creating a variety of housing options that help build a strong customer base for local downtown businesses. Forty-three residential projects created 118 residential units. Ten mixed-use projects contained street-level commercial and an additional 61 residential units in the upper floors.

Twelve projects were commercial and most were completed through the rehabilitation of existing buildings that were vacant or underutilized, and placing them back into productive use. Several historic buildings were restored using both the DDD rebate and state and federal historic tax credits.

Summary of Fiscal Year (FY) 2024 Activity

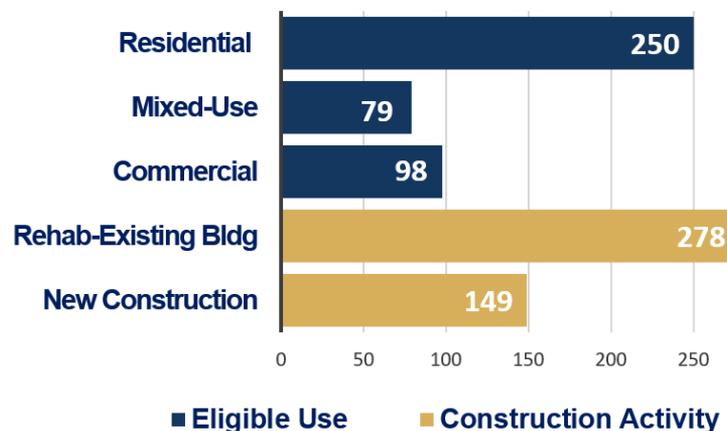
Rebates Issued	Total Project Costs	Rebates	Number
Small Projects	\$14,880,170	\$1,577,816	56
Large Projects	\$32,830,440	\$2,723,272	9
Total	\$47,710,610	\$4,301,088	65

FISCAL YEARS 2014-2024

PROGRAM ACTIVITY

Over 427 projects have been completed across all 12 Districts. This represents 354 Small and 73 Large Projects that are supporting new and existing businesses, creating a range of housing opportunities, renovating vacant buildings and supporting historic preservation. Just \$39 million in state DDD funds was able to leverage \$575 million in private investment.

Eligible Use and Construction Activity



Almost 68 percent (or 250) of all DDD projects were residential and created 883 residential units. The mixed-use category has 79 projects which added an additional 1,000 residential units in traditional downtown buildings characterized by street-level retail and commercial and residential in the upper floors. There were 98 commercial projects completed.

Most projects were completed through renovating and adaptively reusing vacant buildings. In addition, the number of historical structures being preserved or restored continues to grow as investors become more comfortable combining the DDD rebate with federal and state historic tax credits.

Rebates Issued by Activity and Eligible Use, FYs 2014-24

Rebates Issued	Total Project Costs	Rebates	Number
Small Projects	\$70,113,957	\$8,687,306	354
Large Projects	\$504,558,532	\$30,557,008	73
Total	\$574,672,489	\$39,244,314	427

FISCAL YEARS 2014-2024

DISTRICT USAGE

Program provisions ensure that investors from all Districts have access to DDD funds. The below table shows the completed projects by District through Fiscal Year 2024. The City of Wilmington has experienced the most activity with the completion of 50 Large Projects and 54 Small Projects since its designation in 2015. Approximately \$27 million of state DDD funds leveraged \$283 million in private investment.

The City of Milford created a range of strong incentives that are actively marketed to prospective investors. As a result, an infusion of projects and private investment has poured into their District with 7 Large Projects and 69 Small Projects.

Each District uses the program to address objectives specific to their community. Dover saw over 60 Small Projects completed by nonprofits to promote sustainable homeownership in areas. The Town of Seaford continues to be tremendously successful with its riverfront redevelopment.

Projects by Districts, FYs 2014-24

District	Private Investment	DDD Rebate	Large Projects	Small Projects
Clayton	\$76,080	\$13,942	0	2
Delaware City	\$1,725,909	\$280,724	0	10
Dover	\$18,872,035	\$2,125,404	5	65
Georgetown	\$8,111,725	\$1,093,827	2	15
Harrington	\$9,188,588	\$998,183	1	35
Laurel	\$4,349,602	\$752,627	1	19
Middletown	\$2,583,434	\$314,905	1	8
Milford	\$23,233,787	\$2,812,404	7	69
New Castle (City)	\$2,994,302	\$412,098	1	12
Seaford	\$30,222,544	\$2,708,627	4	32
Smyrna	\$7,504,786	\$955,884	1	33
Wilmington	\$465,809,697	\$26,775,688	50	54
Total	\$574,672,489	\$39,244,314	73	354

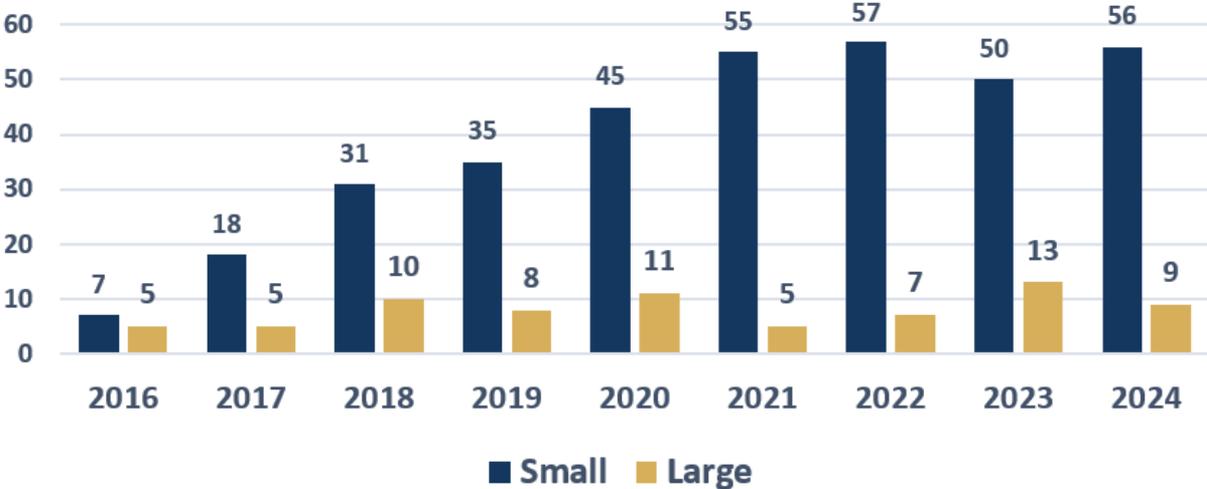
FISCAL YEARS 2014-2024

PROGRAM ACTIVITY

The below table breaks down the distribution of projects and private investment by Districts. As shown, the number of Small Projects has grown until year 2021 and has remained around 55 since. The number of Large Programs has remained consistent through the years. Unlike Large Projects, reservations are not required for Small Projects which makes it difficult to project the number of Small Projects currently underway.

See the Appendix Tables for more information on all projects.

Project Type, FYs 2014-24



APPENDIX: FISCAL YEARS 2014-2024



Table 1: DDD Rebates Issued To-Date by Eligible Use

Large Projects	Total Project Costs	Rebate	Projects
Commercial	\$125,109,648	\$7,883,744	21
mixed-use	\$244,954,975	\$14,835,335	34
Residential	\$134,493,909	\$7,837,929	18
	\$504,558,532	\$30,557,008	73
Small Projects			
Commercial	\$20,024,660	\$2,052,586	77
Mixed Use	\$11,615,689	\$1,493,973	45
Residential	\$38,473,608	\$5,140,747	232
	\$70,113,957	\$8,687,306	354
All Projects			
Commercial	\$145,134,308	\$9,936,330	98
Mixed Use	\$256,570,664	\$16,329,308	79
Residential	\$172,967,517	\$12,978,676	250
	\$574,672,489	\$39,244,314	427

Table 2: DDD Rebates Issued To-Date by Activity

Large Projects	Total Project Costs	Rebate	Projects
New Construction	\$173,260,304	\$9,805,069	20
Rehabilitation	\$331,298,228	\$20,751,939	53
	\$504,558,532	\$30,557,008	73
Small Projects			
New Construction	\$23,739,114	\$3,314,539	129
Rehabilitation	\$46,374,843	\$5,372,766	225
	\$70,113,956	\$8,687,305	354
All Projects			
New Construction	\$196,999,418	\$13,119,608	149
Rehabilitation	\$377,673,071	\$26,124,705	278
	\$574,672,488	\$39,244,313	427

APPENDIX: FISCAL YEAR 2024



Table 3: Large Project Reservations - Round 16

Investor	District	Eligible Use	Project Costs	Rebate
Battery Fee Owner LLC	New Castle (City)	Mixed-Use	\$49,853,409	\$2,000,000
DE OZ Property Management LLC	Milford	Residential	\$6,550,000	\$680,000
Georgetown Preservation Assoc.	Georgetown	Residential	\$13,625,790	\$680,000
Loockerman Suites LLC	Dover	Mixed-Use	\$1,912,340	\$341,135
Milford Housing Development Corp.	Milford	Residential	\$3,173,241	\$353,028
Spak Group LLC	Wilmington	Residential	\$1,728,400	\$236,140
Strokem II LLC	Wilmington	Commercial	\$2,242,237	\$360,433
The Residences at River Place LLC	Seaford	Residential	\$11,456,095	\$980,000
The Warner Eden Hall LLC	Wilmington	Mixed-Use	\$7,279,677	\$620,000
United Way of Delaware (UWDE)	Wilmington	Commercial	\$5,472,984	\$500,000
West Grand DE LLC	Dover	Mixed-Use	\$4,895,440	\$500,000
			\$108,189,613	\$7,250,736

Table 4: Large Project Reservations - Round 16 Resubmissions

Investor	District	Eligible Use	Project Costs	Rebate
801 Market LLC (Commercial 1)	Wilmington	Commercial	\$1,689,726	\$299,013
801 Market LLC (Commercial 2)	Wilmington	Commercial	\$1,478,984	\$260,785
BPG Office Partners VII LLC	Wilmington	Mixed-Use	\$59,707,364	\$650,000
			\$62,876,074	\$1,209,798

APPENDIX: FISCAL YEAR 2024



Table 5: Large Projects Rebated

Investor	District	Eligible Use	Project Costs	Rebate
Rail Haus Inc.	Dover	Commercial	\$3,400,000	\$311,601
Greenlea LLC (3)	Georgetown	Commercial	\$2,262,166	\$346,616
10Front LLC	Milford	Mixed Use	\$845,694	\$107,511
Ministry of Caring Inc.	Wilmington	Residential	\$1,133,560	\$121,252
Quaker Arts LLC	Wilmington	Residential	\$16,584,941	\$740,000
Meetinghouse Apartments LLC	Wilmington	Residential	\$682,386	\$91,153
Habitat for Humanity of New Castle County	Wilmington	Residential	\$1,008,654	\$73,375
801 Market LLC	Wilmington	Mixed Use	\$4,670,640	\$560,000
Girard & Tatnall Holding Comp. LLC	Wilmington	Mixed Use	\$2,242,399	\$371,764

Table 6: Small Projects Rebated

Investor	District	Eligible Use	Project Costs	Rebate
Kevin R Jones & Margaret Swyka	Clayton	Residential	\$32,122	\$5,150
Sara J Stewart (Single-family Rehab)	Clayton	Residential	\$43,958	\$8,792
Central DE Habitat for Humanity (21)	Dover	Residential	\$224,051	\$22,561
Central DE Habitat for Humanity (22)	Dover	Residential	\$234,662	\$25,671
NeighborGood Partners Inc. (14)	Dover	Residential	\$276,345	\$17,880
NeighborGood Partners Inc. (15)	Dover	Residential	\$327,091	\$18,292
NeighborGood Partners Inc.	Dover	Residential	\$275,747	\$17,469
NeighborGood Partners Inc.	Dover	Residential	\$268,358	\$17,572
Shank Shack LLC	Dover	Commercial	\$127,445	\$25,489
Central DE Habitat for Humanity (23)	Dover	Residential	\$126,058	\$21,278
MITM, LLC DBA Key to Life Juice Bar	Dover	Commercial	\$37,000	\$5,390
Central DE Habitat for Humanity (24)	Dover	Residential	\$223,222	\$22,638
Sussex County Habitat for Humanity (15)	Georgetown	Residential	\$74,310	\$11,480
Sussex County Habitat for Humanity (16)	Georgetown	Residential	\$214,872	\$23,517

APPENDIX: FISCAL YEAR 2024



Table 6: Small Projects Rebated, Continued.

Investor	District	Eligible Use	Project Costs	Rebate
Sussex County Habitat for Humanity (17)	Georgetown	Residential	\$264,012	\$32,644
Sussex County Habitat for Humanity (19)	Georgetown	Residential	\$145,343	\$18,728
Sussex County Habitat for Humanity (18)	Georgetown	Residential	\$178,127	\$24,607
Sussex County Habitat for Humanity (20)	Georgetown	Residential	\$265,012	\$15,920
Sussex County Habitat for Humanity (21)	Georgetown	Residential	\$159,344	\$24,907
Sussex County Habitat for Humanity (22)	Georgetown	Residential	\$192,981	\$31,748
Sussex County Habitat for Humanity (23)	Georgetown	Residential	\$192,396	\$25,818
Warfel Construction Company, Inc. (8)	Harrington	Residential	\$192,746	\$26,875
Warfel Construction Company, Inc. (9)	Harrington	Residential	\$191,231	\$26,048
Warfel Construction Company, Inc (10)	Harrington	Residential	\$384,032	\$53,389
Blue Hen Homes LLC	Harrington	Mixed-Use	\$326,475	\$54,011
Shree Radhe Krishna LLC	Laurel	Commercial	\$148,467	\$23,000
Raul and Maryanna Valladares	Middletown	Residential	\$206,026	\$36,481
Michael Brown	Middletown	Residential	\$156,565	\$22,668
39 North Walnut LLC	Milford	Mixed-Use	\$1,640,000	\$57,888
Dontaya Sturgis	Milford	Residential	\$47,069	\$9,414
My Sisters Fault LLC	Milford	Commercial	\$742,538	\$28,403
Mautiste LLC (5)	Milford	Residential	\$206,879	\$26,897
Bay to Beach Builders (3)	Milford	Residential	\$269,353	\$44,293
Bay to Beach Builders (2)	Milford	Residential	\$152,273	\$21,160
27 South Walnut QOZB LLC	Milford	Commercial	\$1,200,000	\$67,152
Lisa Hutchins	Milford	Residential	\$474,750	\$51,988
27 South Walnut QOZB LLC (2)	Milford	Commercial	\$340,000	\$45,902
Trolley Associates LLC	New Castle	Residential	\$71,756	\$12,985
Sussex County Habitat for Humanity (14)	Seaford	Residential	\$115,661	\$18,383
Aleman Fitzgerald Properties LLC	Seaford	Mixed-Use	\$475,000	\$68,846
Adriana Lee	Seaford	Residential	\$36,151	\$7,188
Joseph M. Price Jr., and Andrew B. Price	Smyrna	Residential	\$257,986	\$36,200

APPENDIX: FISCAL YEAR 2024



Table 6: Small Projects Rebated, Continued.

Investor	District	Eligible Use	Project Costs	Rebate
Mt. Olive Pentecostal Church	Smyrna	Mixed-Use	\$326,001	\$28,040
Curt Wayne Jackson	Smyrna	Residential	\$66,452	\$9,374
C & T DE Properties LLC	Smyrna	Mixed-Use	\$89,868	\$14,574
212 9th LLC (SP)	Wilmington	Mixed-Use	\$357,630	\$70,000
NCRC Housing Rehab Fund, LLC (5)	Wilmington	Residential	\$328,222	\$51,539
Inter-Neighborhood Comm Builders LLC (2)	Wilmington	Residential	\$225,000	\$16,435
Inter-Neighborhood Comm Builders LLC (3)	Wilmington	Residential	\$225,000	\$16,435
Ezion-Mount Carmel United Methodist Church	Wilmington	Commercial	\$275,838	\$33,013
James Smith	Wilmington	Mixed-Use	\$81,900	\$8,214
Wilmington Alliance	Wilmington	Commercial	\$416,975	\$54,796
DE Square LLC	Wilmington	Residential	\$548,496	\$53,649
ZNC Holdings LLC	Wilmington	Commercial	\$61,782	\$12,056
Justin & Kristen Lantz, Michelle Conlin, Tedi Vatnika	Wilmington	Residential	\$234,591	\$28,677
City of Love at Brandywine	Wilmington	Commercial	\$125,001	\$24,292



2024 DOWNTOWN DEVELOPMENT DISTRICT ANNUAL REPORT



TO: Mayor and City Council
FROM: Brad Dennehy-Parks and Recreation Director
DATE: 04/8/2025
RE: March 2025 – Parks and Recreation Staff Report

Parks

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- Staff continued to get mowing equipment ready for the grass cutting season.
- 8 seasonal park technicians began 3/10/25 after staff conducted interviews. All rules and responsibilities were explained to the new hires at the beginning of the season.
- Cemetery cleanup began the week of 3/10/25 with all holiday decorations being removed by seasonal staff.
- Several flower bed locations around the city had dead flowers and shrubs removed.
- The remainder of the small lights in the trees downtown were removed to be in sync with the time change.
- The bathroom at the Can-Do playground was opened for the season and made operational. This will be put back on the cleaning schedule.
- Crews began spreading mulch at several city owned locations. These included City Hall, Parks and Rec. office, Dog Park, Police Station, all city owned flower beds, areas of the downtown and several areas along the Riverwalk.
- Staff continued to respond and address any issues reported on the seeclickfix app.
- New basketball nets were installed at the courts alongside the Riverwalk.
- A planter box at the cemetery was removed and rebuilt.
- A concentrated effort was put in by staff down at the floating dock behind the old police station. This included power washing sidewalks, floating dock and the pavilion. Removing old signs, trimming trees, and painting wooden posts and flower bed areas.
- Numerous items downtown received fresh coats of paint including the boat anchor, the art boat pedestals and wooden flower beds.
- The railing system beside the Milford theater was installed and all the existing posts were painted black to match the guardrail system.

Other

- Director attended the monthly capital projects meeting.
- Director and Parks Superintendent attended the Community cleanup meeting.
- Director submitted CIP budget for next fiscal year.
- Director attended quarterly Parks and Recreation committee meeting.
- Director attended the Motorola security camera demonstration.
- Landscape architect revised plans for City Hall Plaza to reduce the scope of work as directed by Council and has provided a cost estimate.
- Director attended new time clock/attendance meeting with other directors.
- Deep Creek branch park update. Plan received preliminary site plan approval from the Sussex County Council Planning on March 19th. Design architects also presented at the Parks and Rec. advisory board meeting March 19th whereby the board voted to approve the plan.

Recreation

Spring Program Information

Our Spring Programs have all started and will last until May 31.

- **Pickleball League**
 - Back by popular demand, our Outdoor Spring Pickleball League has completed its first week of play. Teams will find themselves playing against opponents that share the same skill levels.
 - This program has reached max capacity of 16 teams.
- **Girl's Youth Basketball League**
 - Our Girl's Youth Basketball League is back for its 2nd year. This newly formed program started off with 26 girls, but the enrollment rate has increased to 37 girls which has allowed an increase in supporting 4 teams.
- **Outdoor Spring Soccer League**
 - Our Outdoor Soccer League has continued its trend of maxing out its enrollment rate. We currently have 144 players active between the ages of 5-14. We also have 11 players that are currently wait-listed.
 - A new fresh look with updated styles of jerseys has been a big hit not only with the players but also with the parents and the community in general. A total of 12 brand new designs were created across this program.
- **Flag Football**
 - This program provides a basic understanding of gameplay and instructions. This program has continued to be at capacity with 8 individuals on the waitlist.

- **Tiny Tykes**
 - This program is in its 2nd year since its implementation in 2023. This program has provided an outlet for our 3–4-year-olds in the community. This program is a gateway towards continuing growth across all programs as these kids decide their sport interests.

- **Spring Field Hockey**
 - This program has seen an increase in enrollment this past season. We currently have 31 active players with 2 on the waitlist.

II. Summer Programs

Summer Program Dates

- Summer Fun Club – Start: June 23 – August 1
- Basketball Camp – Start: July 28 – July 31
- Flag Football Camp – Start: August 4 – August 7
- Soccer Camp – Start: June 28 – July 3
- Pickleball Camp – Start: August 11 – August 14



TO: Mayor and City Council

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

DATE: April 3, 2025

RE: March 2025 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Onboarded new employee for the position of Public Works Equipment Operator II-Streets & Utilities.
- Job offer extended for the position of Cash Operations Clerk II.
- Meeting scheduled with Evergreen Solutions and City Manager for Wednesday April 9, 2025, to review the preliminary salary solution file.
- Homeownership presentation scheduled for employees on Tuesday, April 15, 2025.
- Employee Appreciation Event scheduled for Friday, May 9, 2025, from 11:00am-3:30pm at the Parks and Recreation Facility.
- 2025 Touch-A-Truck Event scheduled for Saturday June 7, 2025, from 10:00am-2:00pm, S. Walnut Street.

To: Mayor and City Council
From: Lauren Swain, Economic Development & Community Engagement Administrator
Subject: April 2025 Meeting - Monthly Report
Date: April 9, 2025

Economic Development

- Held the Milford Corporate Center groundbreaking ceremony on March 4th. We had a great turnout, and it marked a milestone for future economic development for our community.
- Met with Emory Hill and several business owners who are interested in property/space at the Milford Corporate Center
- Worked with Delaware Prosperity Partnership to submit an application to the Delaware Division of Small Business for Level II Site Readiness; present to CDF council April 28th at Buena Vista in New Castle
- Worked with Michael Valenti with Abbotts Mill and various department heads to identify projects that are eligible for the Mispillion River Watershed NFWF Grant
- Currently working with Salt Fitness on their fit-out efforts at their new location on SE 2nd St. We are working on securing grant funds to paint a mural honoring the heritage of Milford on the exterior of their building.
- Worked with Kent Economic Partnership on identifying if Milford Corporate Center infrastructure would work for a potential project/business.
- Worked with a business owner/commercial landlord to potentially relocate a business to Downtown Milford.
- Planning Director, Rob Pierce, and I reviewed the DDD renewal application in preparation for our upcoming submission.
- Assisted with the T-Mobile hometown grant submission to assist with the City Hall Community Plaza project.

Community Engagement

- Released communication to Milford community members to engage them to take the Polco/Community-Wide Survey.
- Community Survey open to residents through March 20, 2025. We will use results to steer strategic plan.
- Community clean-up is April 12, 2025 – Managed and maintained Community Clean Up volunteer registration
- Attended the Milford-Slaughter Shared Use Path public input meeting at Public Works
- Created a video for social media of Mayor Culotta explaining the upcoming water infrastructure referendum
- Created Water Infrastructure Referendum Q&A flyer for social media/hand outs
- Met with Rails to Trails to discuss marketing efforts for our Riverwalk and other trails we have in our community
- Setup an Instagram account for Parks & Rec for further engagement on their programs.

- Participated in the Milford Chamber marketing meeting and reviewed how we can market Milford as a full or ½ day destination.
- Provided community members with “Keeps Kids Alive Drive 25” signs, and provided MPD with signs that they can hand out to community members as needed.

Meetings/Trainings

- Attended bi-weekly department head meetings.
- Attended monthly DMI Economic Vitality Meeting
- Attended monthly meeting with City Manager
- Participated in supervision meetings with Salisbury University intern.
- Attended Sussex Economic Development Action Committee (SEDAC) meeting.
- Met with CivicPlus to discuss training that is needed and discussed setting up a meeting to review all modules on our website and how often they are utilized, etc.
- Attended Demonstration of Motorola AI Analytics for Camera & ID Card Smart Software
- Attended Community Clean Up meeting to discuss logistics.
- Met with Placer AI for a demonstration of their software which assists businesses with identifying target customers, how far their customers are traveling, hours of operation that their customers are seeking, etc.
- Met with Salisbury University intern, Salisbury University professor, City Manager, to discuss interns progress this semester.
- Attended monthly SEDAC meeting.

Social Media/Website

- March 2025 Insights:
 - City of Milford Facebook: 91 new follows (total: 5,545,); 58.4K reached; 3.0K page visits
 - City of Milford Instagram: 42 new follows (total: 1,521); 1.3K accounts reached; 135 profile visits

Press Release & Coverage

- Completed newsletter to go out in all utility bills in April 2025, along with sent out email version.
- Referendum for cost of water tower and related construction/infrastructure improvements, up to \$8.5M
 - WBOC News broadcast 3/10/25
 - CoastTV interview 3/10/25
 - CoastTV broadcast 3/10/25
 - Delaware Public Media article 3/11/25
- Milford-Slaughter Shared Use Path Feasibility Study Public Workshop
 - WBOC News broadcast 3/16/25
 - WBOC News interview 3/18/25
 - WBOC News broadcast 3/18/25
 - CoastTV News broadcast 3/19/25
- Milford to review Riverwalk Villas townhouse development at Planning Commission Meeting
 - WBOC News broadcast 3/17/25
 - CoastTV article 3/17/25
- City of Milford City Manager Extension/Recruitment
 - Daily State News requested information 3/18/25
 - Daily State News article 3/19/25
- Debate continues over Milford’s Deep Branch Park proposal
 - CoastTV article 3/19/25

- Carlisle Fire Department Equipment Funding/City of Milford
 - WBOC broadcast 3/24/25
 - CoastTV news broadcast 3/24/25
- Riverwalk Villas Authorization/Land Donation Agreement/Street Improvements/Milford Housing Development Corporation
 - CoastTV news broadcast 3/24/25
 - WBOC news broadcast 3/25/25
- DelDOT/Milford Pedestrian and Bike Path Workshop
 - CoastTV news broadcast 3/24/25
 - WBOC news broadcast 3/25/25



Date: April 2025

To: Mayor and City Council

From: Bill Pettigrew – IT Director

Re: April 2025 Information Technology Department Staff Report

Riverwalk Public Wi-Fi: The IT and Electric departments have been discussing Phase III, which involves adding three additional access points in the coming weeks. This upgrade is projected to double the current Wi-Fi coverage. To date, over 1,400 unique users have accessed this amenity.

Cybersecurity Awareness Training: Our next cybersecurity training session will commence this month. We appreciate the council's support for this initiative.

Tyler Munis ERP: Progress continues on the payroll module. A meeting was held to review the necessary features for Utility Billing; it concluded successfully with only a few outstanding questions. However, Tyler Technologies informed us that the initial implementer has accepted another position within their company. We were presented with two options: proceed with a less experienced implementer or delay the timeline to secure one with more expertise. We unanimously agreed that postponing the timeline is the best course of action, as a skilled implementer is crucial to the success of this vital project phase. We will vet the new implementer thoroughly, just as we did the previous one. We are currently targeting a start date of January 26th, following preliminary assessments.

Business Impact Analysis / Business Continuity Plan: Several departments submitted recommended changes related to their specific operations. Coordinated Response is finalizing these adjustments. Once the Business Impact Analysis (BIA) is fully completed, work will commence on the Business Continuity Plan.

State Local Cybersecurity Grant Program: We have initiated the implementation of Okta Multi-Factor Authentication (MFA) and Single Sign-On (SSO) within the IT department, parts of the Finance department, and for select personnel in Public Works. Once we are comfortable with the initial rollout, we will expand this grant-funded security measure city-wide.

National Cybersecurity Review (NCSR): The NCSR assessment has been completed. We anticipate our score will increase because of the new security measures implemented. Notably, our score has tripled over the last two years, placing us above the national average.

Milford's AI Policy: The Chief of Police and the Public Works Director have provided their recommendations for the AI Policy. We are close to finalizing the document and plan to publish it on the city's website soon.



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: April 9, 2024
Re: March 2025 Finance Department Staff Report

- Monthly Financial Reporting
 - The Finance Report for the YTD period ended January 31, 2025 was presented to Council on March 10
- Training and Improvement Efforts

FINANCE DEPARTMENT TRAINING - MARCH 2025

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	-	-	-	
Customer Service	80.0	-	80.0	New Hire Training/Onboarding
Management & Staff Development	-	-	-	
ERP, Software and Technology	50.0	50.0	-	Primarily Payroll/HR ERP
MONTHLY TOTAL (HOURS)	130.0	50.0	80.0	63 TOTAL HOURS LAST MONTH

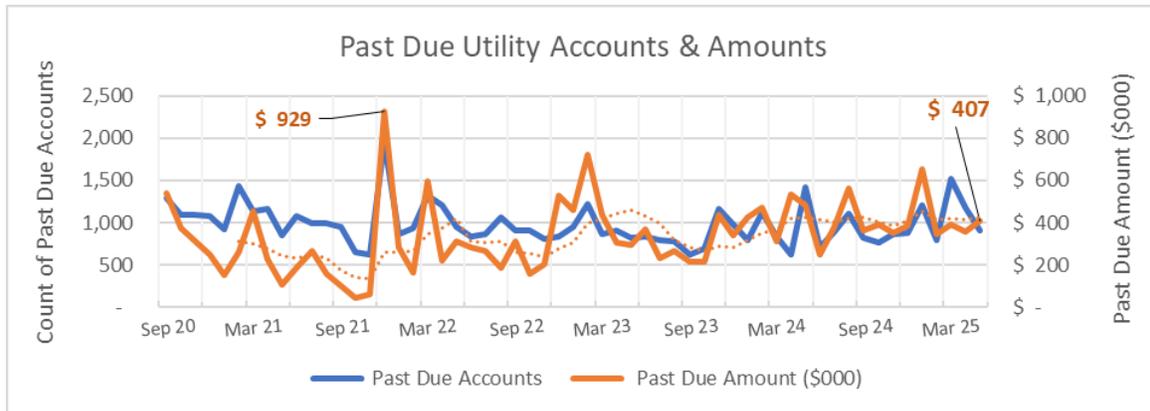
- Police Facility Project Financing
 - Finance staff continue to work with the USDA on permanent financing; significant progress was made toward closing for the \$8.5 million “Tranche A,” scheduled for mid-May
 - Complete reconciliation will be provided to Council when all activity is processed and the loans close
- No Property Tax, No Utility Rate Increase Referendum for Water Utility Project Financing
 - Resolutions 2025-02 & 2025-04 establishing the public hearing and referendum dates were approved on February 24 and March 10, respectively
 - The notice period began early with a spot in the Milford Chronicle on Sunday, April 6
 - Additional notices will be published for the next two weeks pursuant to City Code
 - Polls are open Saturday, April 26, 2025 from 10 a.m. to 6 p.m. at the Public Works Facility for registered voters, and absentee ballots are available through the City Clerk’s Office as late as 4/22
- FY24 Audit
 - Staff continue to work toward development of the FY24 audit timeline
 - The City’s independent auditors, Zelenkofske Axlerod (ZA), are engaged through the FY25 audit for financial statement production services in addition to the financial audit
 - Finance Staff are working on balance sheet reconciliation and other prerequisites to the production of FY24 audit workpapers
- FY2026-30 CIP Process & Annual Operating Budget Preparation
 - Directors and staff have been submitting CIP updates and Operating Budget drafts since February
 - Admin, IT, and Finance Staff have been working together to streamline the information gathering and reporting functions in support of the CIP development process
 - The Finance team is working on citywide revenue and expense projections and budget drafts
 - Internal, department-level budget meetings begin the second full week of April
 - The City Manager’s Office has been coordinating Council workshops and meetings to facilitate the public participation and Council review and approval process for the CIP and Operating Budgets
- Billing & Customer Service Department
 - Property tax collections through March 2025 are reported in the table below with a comparison to March 2024

Property Tax Levy	Past Due (\$000) as of:						As % of Levy
	11/1/24	12/1/24	1/1/25	2/1/25	3/1/25	4/1/25	4/1/25
2024 (FY25)	\$766	\$518	\$279	\$271	\$262	\$229	3.7%
2023 & Prior	\$274	\$209	\$241	\$244	\$244	\$230	3.7%
Total	\$1,041	\$727	\$520	\$515	\$506	\$458	7.3%

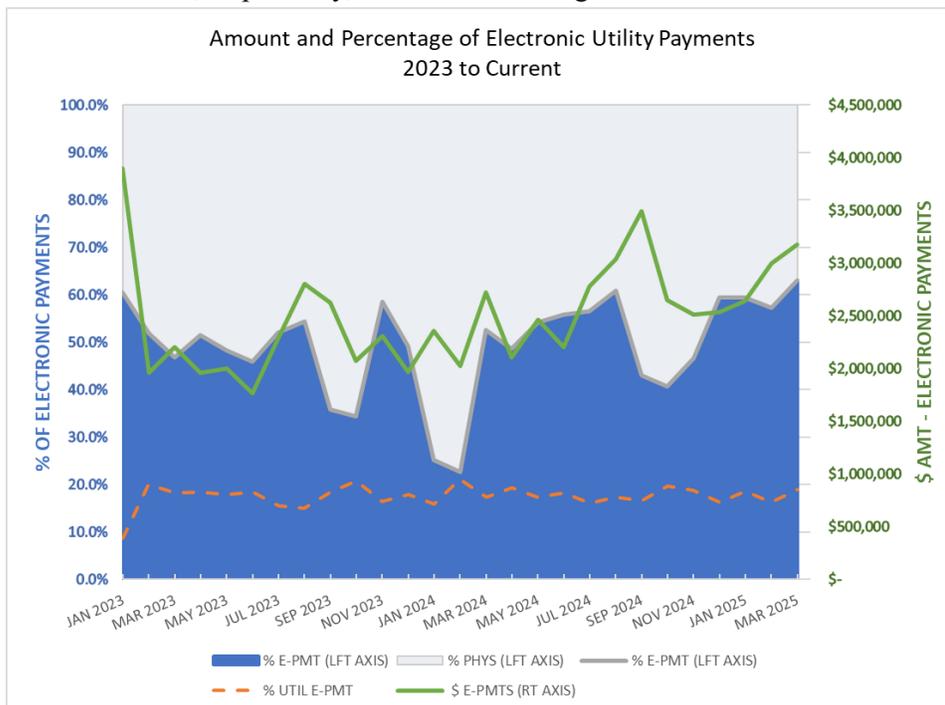
Property Tax Levy	As of:	As % of Levy
	4/1/24	4/1/24
2023 (FY24)	\$222	3.9%
2022 & Prior	\$127	2.2%
Total	\$348	6.1%

- Billing & Customer Service Department, Continued

- March results are mixed as compared to last month and the long-term average, but better than last March in terms of both the count and dollar amount of past due utilities.
 - The count is 23% lower but the amount is 13% higher than last month, which is likely attributable to resumed collection efforts but higher overall balances related to high consumption in January
 - The count of past due accounts (blue) is 8% and 37% lower than avg and last March, respectively
 - The dollar amount past due (orange) is 21% above average but 16% lower than last March



- The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through March 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 March across the board (that is, for both utilities and all other, and versus last month, last March, and the average) in terms of both the count and amount processed
 - The percentage of *all* e-payments (63%) is 28% and 20% higher than the average and last March, respectively, and 10% higher than last month
 - The proportion of e-payments specific to utilities (19.0%) is 8.1% and 9.4% above the average and last March, respectively, and almost 17% higher than last month





Financial Reporting Package
As of and For the Period Ended February 28, 2025

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 February 28, 2025

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Jan 31, 2025)	Closing Balance (Feb 28, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund ³	\$ 4,618 →	\$ 4,511	\$ 1,229	\$ (523)	\$ (1,765)	\$ 3,453
Electric Fund	2,731 →	2,768	20	(623)	(1,187)	978
Water Fund	3,985 →	4,101	14	(564)	(330)	3,221
Sewer Fund	2,340 →	2,448	12	(212)	(236)	2,012
Solid Waste Fund	507 →	506	4	(121)	(201)	189
Operating Cash Totals⁴	\$ 14,182 🟡	\$ 14,335	\$ 1,279	\$ (2,042)	\$ (3,719)	\$ 9,853

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

Description	Opening Balance (Jan 31, 2025)	Closing Balance (Feb 28, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 1,015 →	\$ 1,022	\$ -	\$ (1,022)	\$ -	\$ -
Municipal Street Aid (MSA)	392 →	395	70	(465)	-	-
Realty Transfer Tax (RTT)	666 ↑	844	5,187	(4,153)	(1,373)	505
Economic Development	703 ↓	559	89	-	-	648
Lodging Tax Fund	826 →	832	99	(931)	-	-
ARPA Grant Fund	260 →	260	-	(260)	-	-
Special Purpose Cash Totals⁴	\$ 3,861 🟡	\$ 3,912	\$ 5,445	\$ (6,831)	\$ (1,373)	\$ 1,153

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Jan 31, 2025)	Closing Balance (Feb 28, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 2,241 →	\$ 2,198	\$ 2,523	\$ (4,185)	\$ (329)	\$ 207
Water Fund Capital Reserves	3,710 →	3,714	564	(2,000)	(2,229)	48
Sewer Fund Capital Reserves	4,296 →	4,266	212	(994)	(3,472)	12
Solid Waste Fund Capital Reserves	80 ↓	71	121	(66)	(126)	1
Electric Fund Capital Reserves ²	13,138 →	13,120	3,123	(6,801)	(7,045)	2,397
Operating Cash Totals⁴	\$ 23,465 🟡	\$ 23,369	\$ 6,542	\$ (14,046)	\$ (13,200)	\$ 2,665

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

Description	Opening Balance (Jan 31, 2025)	Closing Balance (Feb 28, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 743 →	\$ 759	\$ 67	\$ (827)	\$ -	\$ -
Carlisle Fire Co Permit Fund	346 →	352	22	(374)	-	-
Parks & Recreation Facilities	160 →	160	-	(160)	-	-
Water Impact Fee Reserves	6,391 →	5,861	239	(1,265)	-	4,834
Sewer Impact Fee Reserves	3,745 →	3,776	126	(550)	-	3,353
Electric Impact Fee Reserves	1,498 →	1,523	100	(1,622)	-	-
Impact Fees & Police/GF Totals⁴	\$ 12,881 🟡	\$ 12,430	\$ 554	\$ (4,797)	\$ -	\$ 8,187

Grand Totals⁴	\$ 54,390 🟡	\$ 54,046	\$ 13,820	\$ (27,716)	\$ (18,291)	\$ 21,858
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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 February 28, 2025

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Jan 31, 2025)	Receipts	Interest Earned	Disbursements	Closing Balance (Feb 28, 2025)
General Fund	\$ 4,618,410	\$ 1,394,918	\$ 4,975	\$ (1,507,067) →	\$ 4,511,236
Electric Fund	2,730,963	3,740,582	3,020	(3,707,050) →	2,767,515
Water Fund	3,985,473	345,186	3,760	(233,108) →	4,101,311
Sewer Fund	2,340,303	546,898	2,420	(441,246) →	2,448,375
Solid Waste Fund	506,929	146,093	500	(147,063) →	506,458
Operating Cash Totals⁴	\$ 14,182,078	\$ 6,173,676	\$ 14,675	\$ (6,035,533) ●	\$ 14,334,895

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

Description	Opening Balance (Jan 31, 2025)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Feb 28, 2025)
General Improvement	\$ 1,014,859	\$ -	\$ 6,910	\$ - →	\$ 1,021,769
Municipal Street Aid (MSA)	391,501	-	3,350	- →	394,851
Realty Transfer Tax (RTT)	665,795	176,921	9,910	(8,333) ↑	844,293
Economic Development	702,763	-	-	(143,900) ↓	558,863
Lodging Tax Fund	825,976	5,555	-	- →	831,531
ARPA Grant Fund	260,499	-	-	- →	260,499
Special Purpose Cash Totals^{3,4}	\$ 3,861,395	\$ 182,476	\$ 20,170	\$ (152,234) ●	\$ 3,911,806

18 **Reserve Fund Cash Balances**

Description	Opening Balance (Jan 31, 2025)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Feb 28, 2025)
General Fund Capital Reserves	\$ 2,240,916	\$ -	\$ 13,347	\$ (56,574) →	\$ 2,197,690
Water Fund Capital Reserves	3,709,550	-	22,180	(18,172) →	3,713,558
Sewer Fund Capital Reserves	4,296,020	-	25,660	(55,192) →	4,266,488
Solid Waste Fund Capital Reserves	80,216	-	490	(9,322) ↓	71,384
Electric Fund Capital Reserves	13,138,340	-	78,400	(96,416) →	13,120,324
Reserve Fund Cash Totals^{3,4}	\$ 23,465,043	\$ -	\$ 140,077	\$ (235,676) ●	\$ 23,369,444

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

Description	Opening Balance (Jan 31, 2025)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Feb 28, 2025)
Police & General Gov't Facilities	\$ 742,510	\$ 16,800	\$ -	\$ - →	\$ 759,310
Carlisle Fire Co Permit Fund	345,929	5,600	-	- →	351,529
Parks & Recreation Facilities	159,575	-	-	- →	159,575
Water Impact Fee Reserves	6,390,770	59,660	-	(589,916) →	5,860,514
Sewer Impact Fee Reserves	3,744,954	31,523	-	- →	3,776,477
Electric Impact Fee Reserves	1,497,690	24,900	-	- →	1,522,590
Impact Fees & Police/GF Totals^{3,4}	\$ 12,881,429	\$ 138,484	\$ -	\$ (589,916) ●	\$ 12,429,996

Grand Totals⁴	\$ 54,389,944	\$ 6,494,635	\$ 174,922	\$ (7,013,359) ▲	\$ 54,046,142
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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\$0.2 million disbursed from reserves (lines 20-24) includes vehicle replacements, the ongoing ERP upgrade, and other budgeted utility projects. \$0.6 million disbursed from water impact fees (line 31) reflects ongoing 2024 combined streets project & Milford Corporate Center projects. \$0.1mm (line 14) reflects the half-year budgeted transfers to support FY25 operating expenditures.
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 February 28, 2025

General Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/25)	\$	2,197,690
Expected Contributions & Interest		523,100
Restricted Funds:		
Vehicle & Equipment Replacement		(162,692)
Street Repair		(2,052,964)
Parking Enhancements		(620,000)
Parkland, Trails & Recreation		(1,190,813)
PD Projects		(158,284)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ^{6,8}		-
Equipment Replacement Reserve ²		(329,000)
Uncommitted Reserve Balance	\$	207,037

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/25)	\$	13,120,324
Expected Contributions & Interest		3,122,716
Restricted Funds:		
Electric Vehicles & Equipment		(74,762)
Substation Upgrades & Security		(452,841)
Traffic Signal Upgrades		(361,390)
Citywide Projects		(1,851,990)
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	\$	2,397,282

Water Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/25)	\$	3,713,558
Expected Contributions & Interest		564,017
Restricted Funds:		
Vehicle & Equipment Replacement		(218,393)
Reserve-Funded Projects		
Water System Improvements		(1,451,674)
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	\$	48,205

Solid Waste Reserves		Amount
Cash/Investment Balance (2/28/25)	\$	71,384
Expected Contributions & Interest		120,567
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(15,500)
Solid Waste Alloc of Citywide Projects		(50,417)
Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(125,500)
Uncommitted Reserve Balance	\$	534

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/25)	\$	4,266,488
Expected Contributions & Interest		211,667
Restricted Funds:		
Sewer Vehicles & Equipment		(125,424)
Reserve-Funded Projects		
Sewer System Improvements		(803,764)
8" Bypass Pump		(65,000)
Reserve (MCR) Policy ^{3,6}		(3,373,571)
Equipment Replacement Reserve ³		(98,000)
Uncommitted Reserve Balance	\$	12,395

MSA & RTT Reserves		Amount
RTT Balance (2/28/25)		844,293
MSA Balance (2/28/25)		394,851
MSA & RTT Est Receipts thru FY25:		5,257,186
MSA: Street & Bridge Improvements		(1,169,501)
RTT: Transfer to Police Dept		(33,333)
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	\$	241,621

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 February 28, 2025 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	\$ 23,212	\$ 2,519	\$ 4,006	\$ 1,208	\$ 30,944	100.0%	100.0%
2	Cost of Revenue ¹	(17,040)	(276)	(2,126)	(229)	(19,672)	-63.6%	-61.0%
3	Gross Margin	6,172	2,243	1,879	978	11,273	36.4%	39.0%
4	Operating Expenses							
5	Operations & Maintenance	(2,435)	(863)	(792)	(696)	(4,787)	-15.5%	-15.6%
6	Personnel	(1,207)	(301)	(295)	(285)	(2,089)	-6.7%	-7.1%
7	Total Operating Expenses	(3,643)	(1,165)	(1,087)	(981)	(6,875)	-22.2%	-22.8%
8	Operating Income	\$ 2,530	\$ 1,078	\$ 793	\$ (3)	\$ 4,397	14.2%	16.3%
9	Non-Operating Revenue (Expense)	-	-	-	-	-	0.0%	1.5%
10	Surplus (Deficit) for debt service & capital	2,530	1,078	793	(3)	4,397	14.2%	17.8%
11	Debt Service - Principal & Interest	(280)	(359)	(367)	-	(1,006)	-3.3%	-3.6%
12	Capital Spending / Contributions from (to) Reserves	(179)	(190)	(30)	(391)	(788)	-2.5%	-4.0%
13	Surplus (deficit) available for transfers	2,071	530	396	(394)	2,603	8.4%	10.2%
14	Transfers Out	(2,628)	(210)	(210)	-	(3,048)	-9.8%	-9.3%
15	Net Surplus (Deficit) - FYTD through Feb 2025	\$ (557)	\$ 320	\$ 186	\$ (394)	\$ (445)	-1.4%	0.9%
16	Net Surplus (Deficit) - FYTD through Feb 2024	\$ (204)	\$ 307	\$ 80	\$ 59	\$ 242	0.9%	
17	<i>Current vs Prior - Favorable (Unfavorable)²</i>	<i>\$ (353) ↓</i>	<i>\$ 13 →</i>	<i>\$ 105 ↑</i>	<i>\$ (453) ↓</i>	<i>\$ (687) ↓</i>	<i>-2.3%</i>	
18	Net Surplus (Deficit) - Current FYTD Budget	\$ (764)	\$ (335)	\$ (312)	\$ (436)	\$ (1,847)	-6.4%	
19	<i>Current vs Budget - Favorable (Unfavorable)²</i>	<i>\$ 207 ↑</i>	<i>\$ 655 ↑</i>	<i>\$ 498 ↑</i>	<i>\$ 42 ↑</i>	<i>\$ 1,402 ↑</i>	<i>5.0%</i>	

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 February 28, 2025 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 (as % of Rev)	FY24 Total ² (as % of Rev)
Sources of Funding:							
Real Estate (Property) Taxes	\$ 6,378	\$ -	\$ -	\$ -	\$ 6,378	49.6%	54.3%
Permits, Licensing & Franchise Fees	215	-	-	553	768	6.0%	6.7%
Fines, Fees & Misc Revenue	80	543	-	-	623	4.8%	5.5%
General Revenue Subtotal	6,673	543	-	553	7,770	60.4%	66.5%
Utility Transfers & Cost Allocation	4,393	-	-	-	4,393	34.1%	24.5%
Grant Revenue	21	-	-	-	21	0.2%	0.0%
Application of Reserve Balances	619	67	-	-	686	5.3%	9.0%
General Fund Operating Support	5,032	67	-	-	5,099	39.6%	33.5%
Total Sources of Funding	\$ 11,706	\$ 610	\$ -	\$ 553	\$ 12,869	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	382	941	339	699	2,361	18.3%	22.2%
Personnel	531	4,509	513	1,562	7,116	55.3%	65.1%
Total Operating Expenses	914	5,450	852	2,261	9,478	73.6%	87.3%
Surplus (Deficit) for Debt Svc & Capital	\$ 10,792	\$ (4,840)	\$ (852)	\$ (1,708)	\$ 3,391	26.4%	12.7%
Debt Service - Principal & Interest	-	184	-	-	184	1.4%	0.0%
Capital Spending / Transfers from (to) Reserves	49	31	112	101	294	2.3%	12.9%
Net Surplus (Deficit) - FYTD through Feb 2025	\$ 10,742	\$ (5,056)	\$ (964)	\$ (1,809)	\$ 2,913	22.6%	-0.2%
Net Surplus (Deficit) - FYTD through Feb 2024	\$ 7,943	\$ (4,531)	\$ (1,511)	\$ (1,924)	\$ (25)	-0.2%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 2,800	↓ \$ (524)	↑ \$ 547	↑ \$ 115	↑ \$ 2,938	↑ 22.9%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 11,200	\$ (6,595)	\$ (1,093)	\$ (2,645)	\$ 867	6.6%	
Current vs Budget - Favorable (Unfavorable)³	→ \$ (458)	↑ \$ 1,539	↑ \$ 129	↑ \$ 836	↑ \$ 2,046	↑ 16.0%	

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 February 28, 2025

66.7% of Year Elapsed

Account / Function	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 287,801	\$ 23,983	\$ 191,867	66.7%
General Fund Reserves	1,809,271	102,912	427,281	23.6%
Interest Income	35,269	7,196	20,654	58.6%
Realty Transfer Tax - Police	100,000	8,333	66,667	66.7%
Real Estate Tax	6,321,516	117,225	6,378,294	100.9%
Business License	67,000	8,750	53,780	80.3%
Rental License	120,000	19,200	126,265	105.2%
Building Permits	250,000	24,643	298,345	119.3%
Planning & Zoning	9,000	3,869	58,982	655.4%
Leases and Franchise Fees	441,814	51,681	214,649	48.6%
Grasscutting Revenue	24,000	2,000	16,000	66.7%
Police Revenues	570,285	54,753	543,170	95.2%
Misc. Revenues	12,000	8,078	80,245	668.7%
Transfers In	6,588,923	549,077	4,392,616	66.7%
Total General Fund Revenue	\$ 16,636,879	\$ 981,702	\$ 12,868,815	77.4%
Enterprise Funds:				
Water Fund Revenues	3,707,513	296,067	2,518,938	67.9%
Sewer Fund Revenues	3,308,391	264,332	2,213,771	66.9%
Kent County Sewer	2,332,578	215,851	1,792,075	76.8%
Solid Waste Fund Revenues	1,859,923	152,685	1,207,575	64.9%
Electric Fund Revenues	33,710,810	3,407,950	23,212,132	68.9%
Total Enterprise Fund Revenue	\$ 44,919,215	\$ 4,336,884	\$ 30,944,492	68.9%
Application of Enterprise Reserves	3,432,345	235,676	746,049	21.7%
Other Enterprise Revenue	83,000	8,465	48,165	58.0%
Other Enterprise Expense	(83,000)	(5,037)	(34,371)	41.4%
Total General & Enterprise Fund Revenue	\$ 64,988,439	\$ 5,322,014	\$ 43,827,100	67.4%

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2025

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 642,713	\$ 50,116	\$ 374,931	58.3%	\$ 267,782
Operation & Maintenance (O&M)	188,916	13,999	121,083	64.1%	67,833
Capital	48,800	-	1,150	2.4%	47,650
Subtotal: City Administration	880,429	64,115	497,164	56.5%	383,265
City Clerks					
Personnel	285,163	19,509	122,021	42.8%	163,142
O&M	86,846	9,046	44,479	51.2%	42,367
Capital	-	-	-	-	-
Subtotal: City Clerks	372,009	28,555	166,500	44.8%	205,509
Planning & Zoning					
Personnel	764,390	60,058	485,818	63.6%	278,572
O&M	165,112	67,961	137,998	83.6%	27,114
Capital	-	-	-	-	-
Subtotal: Planning & Zoning	929,502	128,019	623,817	67.1%	305,685
Council					
Personnel	54,990	2,815	34,427	62.6%	20,563
Legal	35,150	2,828	25,928	73.8%	9,222
City Hall Building Expense	35,462	2,955	23,641	66.7%	11,821
Insurance	18,290	-	16,668	91.1%	1,622
Council Expense	40,000	784	23,875	59.7%	16,125
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	100.0%	-
Milford Public Library	28,000	-	-	0.0%	28,000
Armory Expenses	20,000	-	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	9,382	251,335	34.5%	477,377

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2025

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	721,260	57,555	465,268	64.5%	255,992
O&M	57,705	2,975	27,194	47.1%	30,511
Capital	-	-	-		-
Subtotal: Finance	778,965	60,531	492,463	63.2%	286,502
Information Technology					
Personnel	536,570	42,992	352,581	65.7%	183,989
O&M	405,476	1,469	157,837	38.9%	247,639
Capital	-	7,671	25,124		(25,124)
Subtotal: Information Technology	942,046	52,132	535,543	56.8%	406,503
Police Department					
Personnel	6,733,520	524,978	4,509,063	67.0%	2,224,457
O&M	1,301,310	72,469	941,258	72.3%	360,052
Capital	97,260	-	31,391	32.3%	65,869
Debt Service	640,048	9,652	183,797	28.7%	456,251
Subtotal: Police Department	8,772,138	607,099	5,665,508	64.6%	3,106,630
Streets & Grounds Division					
Personnel	441,620	35,760	258,770	58.6%	182,850
O&M	585,177	31,922	375,686	64.2%	209,491
Capital	275,000	29,521	101,307	36.8%	173,693
Subtotal: Streets & Grounds Division	1,301,797	97,203	735,763	56.5%	566,034
Parks & Recreation					
Personnel	775,360	58,635	513,437	66.2%	261,923
O&M	709,070	22,085	338,883	47.8%	370,187
Capital	446,851	9,500	112,212	25.1%	334,639
Subtotal: Parks & Recreation	1,931,281	90,220	964,532	49.9%	966,749
Total General Fund Expenditures	\$ 16,636,879	\$ 1,137,255	\$ 9,932,625	59.7%	\$ 6,704,254

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2025

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 467,340	\$ 68,883	\$ 301,259	64.5%	\$ 166,081
O&M	1,893,512	93,245	863,369	45.6%	1,030,143
Transfer to General Fund	315,000	26,250	210,000	66.7%	105,000
Capital	666,386	-	189,525	28.4%	476,861
Debt Service	365,275	89,637	358,548	98.2%	6,727
Subtotal: Water Division	3,707,513	278,015	1,922,701	51.9%	1,784,812
Sewer Division					
Personnel	457,370	67,760	294,858	64.5%	162,512
O&M	1,511,092	111,953	791,766	52.4%	719,326
Transfer to General Fund	315,000	26,250	210,000	66.7%	105,000
Capital	2,504,373	-	199,687	8.0%	2,304,686
Debt Service	416,977	45,586	367,196	88.1%	49,781
Subtotal: Sewer Division (excl. Kent County)	5,204,812	251,550	1,863,507	35.8%	3,341,305
Kent County Sewer	2,863,851	215,818	1,843,284	64.4%	1,020,567
Subtotal: Sewer Division (Comprehensive)	8,068,663	467,368	3,706,792	45.9%	4,361,872
Solid Waste Division					
Personnel	440,130	27,756	285,004	64.8%	155,126
O&M	1,419,793	104,350	696,353	49.0%	723,440
Capital	595,311	37,020	465,732	78.2%	129,579
Subtotal: Solid Waste Division	2,455,234	169,126	1,447,089	58.9%	1,008,145
Subtotal: Water, Sewer & Solid Waste	14,231,410	914,509	7,076,582	49.7%	7,154,828
Electric Division					
Personnel	1,931,680	254,607	1,207,491	62.5%	724,189
O&M	3,379,183	327,051	2,435,083	72.1%	944,100
Transfer to General Fund	3,942,000	328,500	2,628,000	66.7%	1,314,000
Capital	409,340	61,251	253,523	61.9%	155,817
Debt Service	320,315	-	280,320	87.5%	39,995
Subtotal: Electric Division (excl. Power)	9,982,518	971,409	6,804,417	68.2%	3,178,101
Power Purchased	24,137,632	2,073,732	17,039,742	70.6%	7,097,890
Subtotal: Electric Division (Comprehensive)	34,120,150	3,045,141	23,844,159	69.9%	10,275,991
Total Enterprise Fund Expenditures	\$ 48,351,560	\$ 3,959,650	\$ 30,920,741	63.9%	\$ 17,430,819
Grand Total Operating Budget	\$ 64,988,439	\$ 5,096,905	\$ 40,853,366	62.9%	\$ 24,135,073

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2025

66.7% of Year Elapsed

Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 194,220	\$ 14,039	\$ 128,272	66.0%	\$ 65,948
Operation & Maintenance (O&M)	126,444	5,550	93,997	74.3%	32,447
Capital	-	-	-		-
Subtotal: Garage	320,664	19,589	222,269	69.3%	98,395
Public Works					
Personnel	877,190	63,496	545,801	62.2%	331,389
O&M	296,460	135,748	355,399	119.9%	(58,939)
Capital	-	-	-		-
Subtotal: Public Works	1,173,650	199,244	901,200	76.8%	272,450
Tech Services					
Personnel	336,620	26,002	220,759	65.6%	115,861
O&M	501,615	56,403	354,994	70.8%	146,621
Capital	-	-	-		-
Subtotal: Tech Services	838,235	82,405	575,753	68.7%	262,482
Billing & Collections					
Personnel	917,260	60,384	562,424	61.3%	354,836
O&M	423,510	38,347	309,849	73.2%	113,661
Capital	-	-	-		-
Subtotal: Billing & Collections	1,340,770	98,731	872,273	65.1%	468,497
City Hall Cost Allocation					
O&M	83,440	7,177	57,518	68.9%	25,922
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,440	7,177	57,518	68.9%	25,922
Interdepartmental Cost Allocation	\$ (3,756,759)	\$ (407,147)	\$ (2,629,013)	70.0%	\$ (1,127,746)
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.



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980.270.9100

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

www.beckermorgan.com

April 9, 2025

Mr. Brad Dennehy, CPRP
Director of Parks & Recreation
207 Franklin Street
Milford DE 19963

RE: MILFORD CITY HALL PLAZA– REDUCED SCOPE
2022173.00

Dear Brad,

Please see below for a brief memo regarding the updates to the Milford City Hall Plaza:

Brief History of the Project

- **Design Services: Becker Morgan Group** engaged in **April 2022** to prepare conceptual designs for a new civic plaza for City of Milford.
 - Prepared Conceptual Designs: **2022**
 - Prepared Construction Documents: **2023-2024**
 - Project went to bid: September **2024**
 - Milford Council decided that bid results were too high
- Revised Concept prepared: **February 2025**

Reduced Scope:

- **The following changes were made to the plan:**
 - Eliminated improvements to South Walnut and South East Streets
 - No DeIDOT coordination required
 - Maintained vehicular access to City Hall
 - Eliminated removable bollards
 - Reduced footprint of Paver Plaza
 - Removed brick inlays from drive lanes
 - Existing drive lanes outside plaza to remain unimproved.
 - Reduced overall site work required

Proposed Plaza

- **Plaza Features:**
 - **3000 SF +/- paver plaza**
 - 3 Flag Poles
 - Signage Wall
 - Pedestrian Connection to intersection
 - New Foundation Landscaping
 - Site Lighting upgrades

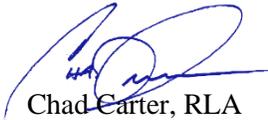
Result

- Original Bid Result: **\$588,002**
 - Updated Budget based on reduced scope: **\$305,432**
 - Note: Final Costs subject to bid results may vary.
-

In summary, we have reduced the overall scope of the project based on input gathered from the Milford City Mayor and Council discussions, and ultimately have reduced the overall costs that may be incurred as a result of implementation. The budget figures were based on the results of bidding the original scope, but may vary with the ultimate bid results of the final design. Additional engineering will be required to finalize the drawing set to be ready for a new round of bidding.

Please feel free to reach out with any questions!

Kind regards,



Chad Carter, RLA
Senior Associate



TO: Mayor and City Council
FROM: Brad Dennehy-Parks and Recreation Director
DATE: April 9, 2025
RE: City Hall Plaza

Dear Mayor and Council,

As directed by Mayor and Council, the City Hall Plaza project has been redesigned to reduce the cost of the project.

The redesign of the plaza includes the following changes:

- Removed the improvements to S. Walnut St. and S.E Front St. which eliminated DeIDOT involvement.
- Eliminated the removal bollards and maintained vehicular access to City Hall.
- Reduced the footprint of the paver plaza.
- Removed the brick inlays from the drive lanes.
- Reduced the overall site work needed.

The bid result for the initial project was \$588,002. The updated engineering estimate for the cost of construction is \$305,432.

The finance department have confirmed that \$336,223 remains available from the initial project budget approval funded through general fund reserves.

Some additional engineering will be required to place this project back out for competitive bidding. The remaining funding approval is sufficient to meet both the engineering costs and the revised project, assuming the engineering estimate holds.

Recommendation

Staff recommend that Council authorize the additional engineering and let a competitive bid for the revised project.



**PRELIMINARY OPINION OF
PROBABLE CONSTRUCTION COST
FOR
City of Milford - City Hall Plaza**

ARCHITECTURE
ENGINEERING

3/12/2025
BMG #: 2022173.00

Prepared by:
Becker Morgan Group, Inc
309 S. Governors Avenue, Dover, DE 19904

Prepared By: AJD
Checked By: CDC

	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
<u>GENERAL</u>				
Mobilization	1	EA	\$12,500.00	\$12,500.00
			Subtotal	\$12,500.00
<u>SITE CLEARING</u>				
Paving Demo (12" depth)	2750	SF	\$4.29	\$11,798.00
Landscape Demo	1	EA	\$2,500.00	\$2,500.00
			Subtotal	\$14,298.00
<u>EARTHWORK</u>				
Excavation/Grading	5500	SF	\$1.50	\$8,300.00
E&S Controls	1	EA	\$5,700.00	\$5,700.00
			Subtotal	\$14,000.00
<u>SITE WORK</u>				
Concrete Work	650	SF	\$54.50	\$35,425.00
Brick Pavers	3,000	SF	\$45.00	\$135,000.00
Signage / Lighting	6	EA	\$2,087.08	\$12,522.50
Raise Electric Box	1	EA	\$1,500.00	\$1,500.00
			Subtotal	\$184,447.50
<u>SITE FURNISHING</u>				
Flag Pole	3	EA	\$9,760.33	\$29,281.00
			Subtotal	\$29,281.00
			SITE WORK TOTAL:	\$254,526.50
			20% CONTINGENCY:	\$50,905.30
			TOTAL	\$305,431.80

NOTE:

- 1.) This preliminary opinion of probable construction cost has been prepared based upon review of Concept Site Plan as prepared by Becker Morgan Group Inc, dated 02/26/2025. Costs were derived by bid results dated 11/01/2024.
- 2.) Since Becker Morgan Group, Inc has no control over the cost of labor, materials or equipment, or over the contractor's method of determining process or over competitive bidding or market conditions, the opinions of probable construction cost provided hereon are made on the basis of our experience and qualifications. These opinions represent our best judgement as Engineers familiar with the local construction industry. However, the Engineer cannot and does not guarantee the proposals, bids, or the construction costs will not vary from opinions of probable costs prepared. If the Owner wishes greater assurances as to the construction cost, an independent cost estimator should be employed.
- 3.) This opinion of probable construction cost excludes costs that may be associated with the dewatering, unforeseen sub-surface conditions, environmental conditions, earth work, adverse weather conditions, material requirements, temporary utility installations, electrical transformer costs, water meter costs, etc. This estimate is not to be utilized for proforma or finance purposes.

Chamber of Commerce for Greater Milford
24 NE Front St. ~ Suite 101
Milford, DE 19963
Phone: 302-422-3344
Fax: 302-422-7503
www.milfordchamber.com

March 3, 2025

Milford City Council
201 S. Walnut Street
Milford DE 19963



Dear Council Members:

The Chamber of Commerce for Greater Milford is excited to host the 25th Riverwalk Freedom Festival scheduled for Saturday, September 20th, 2025. As in the past, the event will be held on one day, with vendors and various attractions beginning at 9 am continuing throughout the day, concluding with fireworks after dark that evening. We would like to host the Red, White and Brew Garden in Bicentennial park again this year. We request your permission to waive the alcohol restrictions in the park on the date of the festival.

We will use a similar layout that has worked so well in past years. There will be a fenced area in a section of the park with a view of the stage. We will be checking identifications and applying wrist bands to those twenty-one (21) years old or older. This will allow the purchase and consumption of alcoholic beverages in the designated area only. As the Delaware Alcoholic Beverage Control regulations permit, the designated area will be family friendly, so all ages will be permitted to enter the area. We will have one entrance/exit clearly marked with eye level signage that no alcoholic beverages are permitted beyond the designated area. We will have crowd monitors to assure no one leaves the area with alcohol. We will have portable restrooms and a handwashing station in the enclosed area, as well as multiple trash bins. We plan to have cornhole and food vendor(s) in the area as well. We will provide several open tents to provide shade, cover and in the evening the area will be well lit. All Delaware Alcoholic Beverage Control regulations regarding alcohol service, including obtaining a "Gathering License" will be observed and adhered to.

The Brew Garden would open at 12 noon on Saturday, September 20th and would close at 10:30 pm. All alcoholic beverage sales will end promptly at 10:00 pm. We are requesting your approval to waive the restrictions against alcohol in the park on this date. If you have any questions, please contact me at 302-588-3573 or email at angeladorey@comcast.net.

Thank you for your consideration in this matter.

Sincerely,

Angela Dorey
Event Chairperson



TO: Mayor and City Council
FROM: Brad Dennehy-Parks and Recreation Director
DATE: April 9, 2025
RE: Deep Branch Park Recap and Update

Dear Mayor and Council,

This memo serves as a recap and an update on the status of the Deep Branch Park.

Background and Prioritization

- Citizen surveys in 2017 and 2019 demonstrated strong support – 87% and 92%, respectively – for the investment of financial resources into parks and recreation facilities^{1,2}
- The survey results were factored into the City’s 2018-2023 Strategic Plan
- The FY22 Capital Improvement Plan (CIP) was the first to identify and prioritize funding initiatives based on input from citizens through the strategic planning process³
- During FY22, the opportunity to acquire open space emerged, and Council approved the acquisition described in the following section

Site Acquisition and Funding

- 19.4 acres of vacant farmland was acquired in November 2021 for a total price of \$555,926
- Funded by electric fund reserves of \$494,926, net of grant and lease revenue
 - Milford was awarded \$60,000 from the Delaware Land and Water Conservation Trust Fund, Outdoor Recreation Parks and Trails Program (ORPT) for land acquisition
 - Entered lease agreement with seller primarily to avoid maintenance costs during planning and design stages, secondarily to nominally offset purchase price
 - General fund to reimburse electric fund over 10 years to begin fiscal year following development of park
- \$0.8 million in additional grant funding was received during 2023 and 2024 as described in the following section

¹ <https://cityofmilford.com/DocumentCenter/View/2464/2017-NCS-Report-3?bidId=>

² <https://cityofmilford.com/DocumentCenter/View/2555/2017-Strategic-Plan-FINAL?bidId=>

³ <https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/3394> see page 10, line 214

Grant Awards for Park Design and Development

2023

- Community Reinvestment Fund (State Bond Bill): \$250,000
- Outdoor Recreation Parks and Trails Program (ORPT): \$ 62,500

2024

- Community Reinvestment Fund (State Bond Bill): \$200,000
- Community Transportation Fund (CTF): \$200,000
- Outdoor Recreation Parks and Trails Program (ORPT): \$125,000

Total grant funding for design and development: **\$837,500**

Design Status

- Conceptual plans presented at the public open house, generating 53 comments
- Consensus of those 53 comments were consolidated into the preliminary plan
- Conceptual plans were placed on the city website and a dedicated email was set up to receive public comment, though no comments were received via the website
- Conceptual plans and preliminary plans have been presented to the Parks and Recreation Advisory board
- March 19th Parks and Recreation Advisory Board voted to approve the Preliminary plan
- Preliminary site plan approval has been obtained from Sussex County Planning and Zoning Commission on March 19, 2025
- Awaiting other agency approvals (DeIDOT, Sussex Conservation District, State Fire Marshal)

Next Steps

- Obtain all other agency approvals
- Create construction documents
- Obtain final Sussex County Planning and Zoning approval
- Bid project in phases
- Continue to seek grant funding

Recommendation

Staff recommend that City Council approve the preliminary site plan, authorize the continued solicitation of agency approvals, including final approval from Sussex County Planning and Zoning and competitively bid the project in phases, subject to Council approval following receipt of bids.



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1942 EAST 7TH STREET, SUITE 240
CHARLOTTE, NORTH CAROLINA 28204
980.270.9100

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CLAYTON, NORTH CAROLINA 27520
919.243.1332

www.beckermorgan.com

April 7, 2025

Mr. Brad Dennehy, CPRP
Director of Parks & Recreation
207 Franklin Street
Milford DE 19963

RE: DEEP BRANCH PARK – PHASE 1
2023139.00

Dear Brad,

Please see below for a brief memo regarding the status of Deep Branch Park – Phase 1:

Deep Branch Park – Overview

Brief History of the Property

- **Size:** 19.4 acres
- **Acquisition:** Purchased by the City of Milford on **November 30, 2021**, after being on the market for ~4 years.
- **Design Services:** **Becker Morgan Group** engaged in **April 2023** to prepare conceptual designs as part of the **South Milford Greenway** initiative.
- **Zoning:** AR-1 (Sussex County); Public Park use is **by-right**.

Public Open House

- **Date:** **September 12, 2024**
- **Purpose:** Present 3 conceptual park designs and collect community feedback.
- **Key Takeaways:**
 - Concepts were **well-received**.
 - **Community requests led to:**
 - Increased buffer between park and residences.
 - No lighting intrusion (park use limited to dawn–dusk).
 - **Top Desired Amenities:**
 - Multi-age Playground
 - Picnic Pavilion
 - Open Space
 - Pickleball Courts
 - Basketball Courts

DelDOT Coordination

- **Meeting Held:** **October 30, 2024**
- **Outcome:** Access design from South Rehoboth Blvd will comply with DelDOT guidance and traffic data.

Sussex County Preliminary Plan

- Initial Submission: January 22, 2025
 - Preliminary Approval: March 19, 2025
 - Note: Final approval by staff once agency approvals are in hand.
-

Current Plan Features (Phase 1)

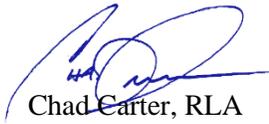
- **Trail System:**
 - ~½ mile walking/biking trail
 - Stone dust surface
 - Connects to South Rehoboth Ave
- **Open Space:**
 - 7.75 acres of active space for flexible uses (temporary sports fields, events, expansion)
- **Recreational Amenities:**
 - Multi-age Playground
 - 20' x 40' Picnic Pavilion
 - Pickleball Courts
 - Basketball Courts
- **Infrastructure:**
 - Landscaping Buffer Zones (plans shifted westward)
 - Reforestation Areas
 - Public Restroom (connected to nearby pump station)
 - Parking Lot with 97 spaces

Next Steps

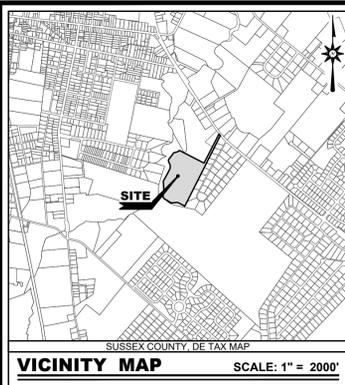
- **Prepare Construction Documents**
 - **Submit for Agency Review:**
 - DelDOT
 - Sussex Conservation District
 - Delaware State Fire Marshal
-

Please feel free to reach out with any questions!

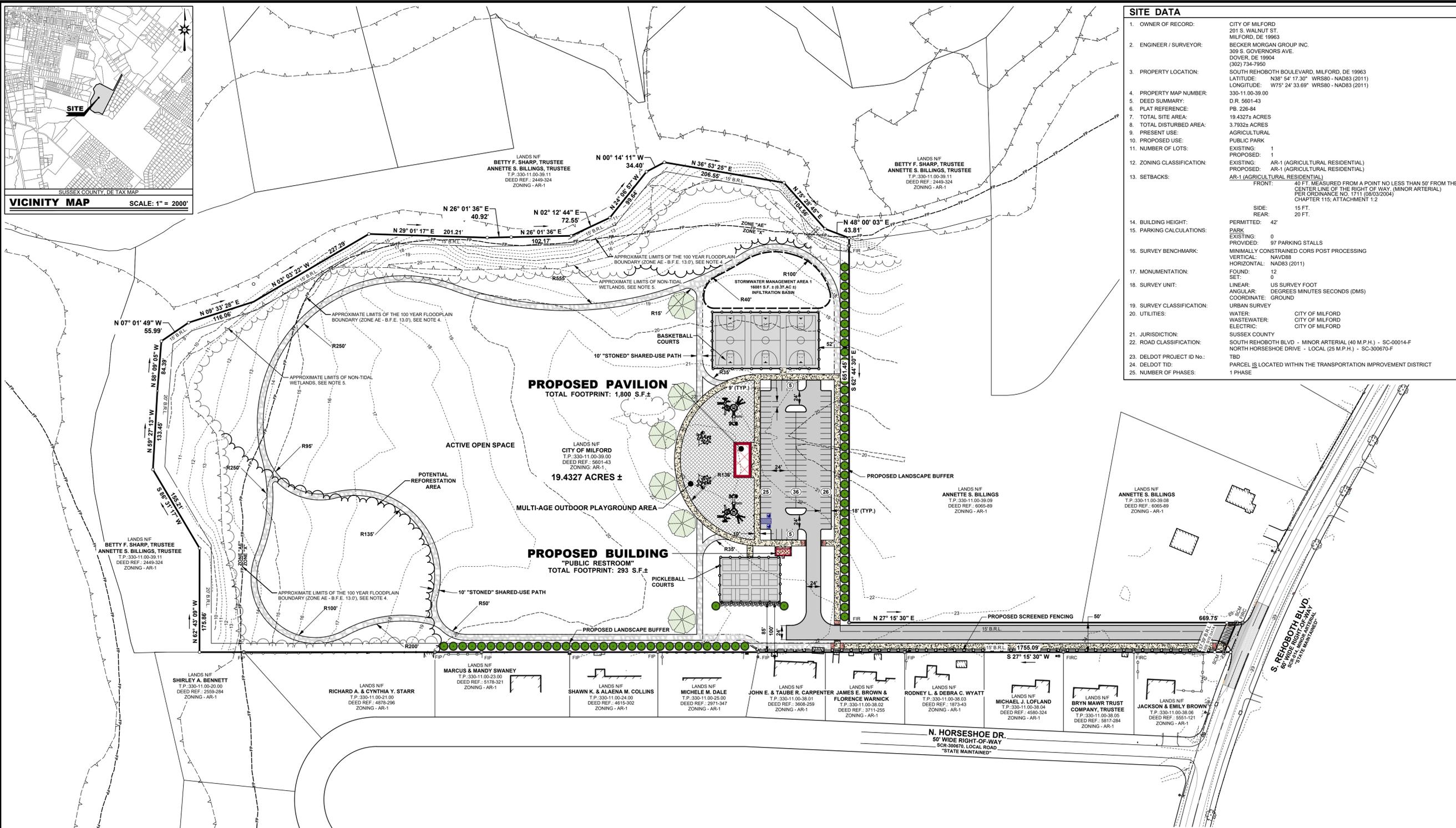
Kind regards,



Chad Carter, RLA
Senior Associate



VICINITY MAP SCALE: 1" = 2000'



SITE DATA	
1. OWNER OF RECORD:	CITY OF MILFORD 201 S. WALNUT ST MILFORD, DE 19963
2. ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 S. GOVERNORS AVE. DOVER, DE 19904 (302) 734-7950
3. PROPERTY LOCATION:	SOUTH REHOBOTH BOULEVARD, MILFORD, DE 19963 LATITUDE: N38° 54' 17.30" WRS80 - NAD83 (2011) LONGITUDE: W75° 24' 33.69" WRS80 - NAD83 (2011)
4. PROPERTY MAP NUMBER:	330-11-00-39-00
5. DEED SUMMARY:	D.R. 5601-43
6. PLAT REFERENCE:	PB. 226-84
7. TOTAL SITE AREA:	19.4327+ ACRES
8. TOTAL DISTURBED AREA:	3.7932+ ACRES
9. PRESENT USE:	AGRICULTURAL
10. PROPOSED USE:	PUBLIC PARK
11. NUMBER OF LOTS:	EXISTING: 1 PROPOSED: 1
12. ZONING CLASSIFICATION:	EXISTING: AR-1 (AGRICULTURAL RESIDENTIAL) PROPOSED: AR-1 (AGRICULTURAL RESIDENTIAL)
13. SETBACKS:	AR-1 (AGRICULTURAL RESIDENTIAL) FRONT: 40 FT. MEASURED FROM A POINT NO LESS THAN 50' FROM THE CENTER LINE OF THE RIGHT OF WAY (MINOR ARTERIAL) PER ORDINANCE NO. 1711 (08/03/2004) CHAPTER 115, ATTACHMENT 1.2 15 FT. SIDE: 40 FT. REAR: 20 FT.
14. BUILDING HEIGHT:	PERMITTED: 42'
15. PARKING CALCULATIONS:	PARK: 0 EXISTING: 0 PROVIDED: 97 PARKING STALLS MINIMALLY CONSTRAINED CORRS POST PROCESSING VERTICAL: NAVD88 HORIZONTAL: NAD83 (2011)
16. SURVEY BENCHMARK:	SET: 0 LINEAR: US SURVEY FOOT ANGULAR: DEGREES MINUTES SECONDS (DMS) COORDINATE: GROUND
17. MONUMENTATION:	FOUND: 12 SET: 0
18. SURVEY UNIT:	LINEAR: US SURVEY FOOT ANGULAR: DEGREES MINUTES SECONDS (DMS) COORDINATE: GROUND
19. SURVEY CLASSIFICATION:	URBAN SURVEY
20. UTILITIES:	WATER: CITY OF MILFORD WASTEWATER: CITY OF MILFORD ELECTRIC: CITY OF MILFORD
21. JURISDICTION:	SUSSEX COUNTY
22. ROAD CLASSIFICATION:	SOUTH REHOBOTH BLVD. - MINOR ARTERIAL (40 M.P.H.) - SC-00014-F NORTH HORSESHOE DRIVE - LOCAL (25 M.P.H.) - SC-300670-F
23. DELDOT PROJECT ID No.:	TBD
24. DELDOT TID:	PARCEL IS LOCATED WITHIN THE TRANSPORTATION IMPROVEMENT DISTRICT
25. NUMBER OF PHASES:	1 PHASE

LEGEND					
ITEM	EXISTING	PROPOSED	ITEM	EXISTING	PROPOSED
CONCRETE CURB & GUTTER	[Symbol]	[Symbol]	SANITARY GRAVITY SEWER LINE (S) SIZE & FLOW DIRECTION	[Symbol]	[Symbol]
CONCRETE SIDEWALK, SLAB / PAVING	[Symbol]	[Symbol]	SANITARY SEWER FORCE MAIN (F.M.) SIZE & FLOW DIRECTION	[Symbol]	[Symbol]
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT	[Symbol]	[Symbol]	SANITARY SEWER MANHOLE (S.S.M.H.)	[Symbol]	[Symbol]
INDIVIDUAL TREE OR BUSH	[Symbol]	[Symbol]	SANITARY SEWER CLEANOUT (C.O.)	[Symbol]	[Symbol]
WIRE FENCE	[Symbol]	[Symbol]	WATER MAIN & SIZE	[Symbol]	[Symbol]
CHARLINK FENCE	[Symbol]	[Symbol]	FIRE HYDRANT (F.H.)	[Symbol]	[Symbol]
STOCKADE FENCE	[Symbol]	[Symbol]	WATER VALVE (W.V.) OR METER (W.M.)	[Symbol]	[Symbol]
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)	[Symbol]	[Symbol]	STORM DRAIN MANHOLE (S.D.M.H.)	[Symbol]	[Symbol]
DRAINAGE DITCH OR SWALE	[Symbol]	[Symbol]	STORM DRAIN LINE (CMP, RCP, HDPE)	[Symbol]	[Symbol]
WETLAND BOUNDARY LINE	[Symbol]	[Symbol]	CATCH BASIN (C.B.)	[Symbol]	[Symbol]
CONTOUR	[Symbol]	[Symbol]	UTILITY POLE W/ OVERHEAD SERVICE (TELEPHONE (O.T.), ELECTRIC (O.E.))	[Symbol]	[Symbol]
ELEVATION SPOT SHOT	[Symbol]	[Symbol]	UNDERGROUND ELECTRIC (U.E.)	[Symbol]	[Symbol]
BENCH MARK	[Symbol]	[Symbol]	UNDERGROUND TELEPHONE (U.T.)	[Symbol]	[Symbol]
PROPERTY OR RIGHT-OF-WAY LINE	[Symbol]	[Symbol]	UNDERGROUND GAS MAIN (G)	[Symbol]	[Symbol]
CENTERLINE	[Symbol]	[Symbol]			
LIGHT POLE	[Symbol]	[Symbol]			

SURVEY LEGEND		
ITEM	EXISTING	PROPOSED
UNMARKED POINT	[Symbol]	[Symbol]
CONCRETE MONUMENT	[Symbol]	[Symbol]
IRON PIPE	[Symbol]	[Symbol]
IRON PIPE W/ CAP	[Symbol]	[Symbol]
IRON ROD	[Symbol]	[Symbol]
IRON ROD W/ CAP	[Symbol]	[Symbol]
DRILL HOLE	[Symbol]	[Symbol]
STONE	[Symbol]	[Symbol]
PK NAIL	[Symbol]	[Symbol]

SUSSEX COUNTY APPROVAL BY:

SIGNATURE _____ DATE _____

OWNERS CERTIFICATION

WE, THE CITY OF MILFORD, HEREBY CERTIFY THAT WE ARE THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

SIGNATURE _____ DATE _____

ENGINEERS CERTIFICATION

I, JONATHAN D. RICHARD, P.E. HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

JONATHAN D. RICHARD P.E. NO. 18832 DATE _____

GENERAL NOTES:

- TOPOGRAPHIC SURVEY DATA SHOWN HEREON WAS PREPARED BY BECKER MORGAN GROUP, DOVER, DE., IN NOVEMBER 2023. VERTICAL DATUM IS BASED ON NAVD88.
- BOUNDARY LINES AS SHOWN HEREON, WERE TAKEN FROM A PLAT ENTITLED "MINOR LOT LINE ADJUSTMENT - THE ESTATE OF BETTY F. SHARP (TRUSTEE)", AS PREPARED BY BOB NASH ASSOCIATES, DATED 02/08/2016.
- PROPERTY SHOWN HEREON IS SUBJECT TO ANY RIGHT-OF-WAY, EASEMENTS, RESTRICTIONS, ETC. AS MAY BE SHOWN OR NOTED IN ANY RECORD, PUBLIC OR OTHERWISE, OR ANY REQUIREMENT OR REGULATION OF ANY PUBLIC AGENCY.
- PORTIONS OF SUBJECT PARCEL ARE LOCATED WITHIN ZONE "X". AREA OF MINIMAL FLOOD HAZARD AND ZONE AE, B.F.E. 13.0', BASED ON SUSSEX CO. FEMA FIRM MAP 10005C0043K, EFFECTIVE DATE 03/16/2015.
- APPROXIMATE WETLAND LIMITS SHOWN HEREON ARE BASED ON STATE OF DELAWARE WETLAND MAPS AS TAKEN FROM THE STATE GIS DATUM. NO FIELD WETLAND DELINEATION PERFORMED ON PROPERTY.
- ALL ROADS, PARKING AND OTHER PAVED AREAS WILL BE PRIVATELY OWNED AND MAINTAINED AND ARE NOT INTENDED FOR DEDICATION.
- THE EXISTING UTILITIES SHOWN WERE TAKEN FROM THE BEST AVAILABLE RECORDS. THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELMARVA (1-800-282-8555) TO VERIFY THEIR EXACT LOCATION PRIOR TO THE START OF ANY CONSTRUCTION. ANY DAMAGE INCURRED TO ANY UTILITIES SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTORS EXPENSE. IF THE CONTRACTOR RELIES ON THE UTILITY LOCATIONS SHOWN HEREON, HE DOES SO AT HIS OWN RISK AND WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION DUE TO TIME DELAYS FROM SAID RELIANCE.
- DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING EXCAVATION MUST BE REMOVED AND PROPERLY DISCARDED.
- THE DRAWING DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
- BEFORE THE CONTRACTOR CAN BEGIN CONSTRUCTION HE MUST OBTAIN THE PROPER PERMITS AND/OR APPROVALS FROM THE CITY OF MILFORD, DELAWARE DEPARTMENT OF TRANSPORTATION AND APPROPRIATE STATE AND COUNTY AGENCIES.
- ALL ACCESSIBLE PARKING STALLS, LOGOS, AND ACCESS AISLES SHALL BE MARKED WITH BLUE PAINT AND HATCHED ACCORDINGLY.
- ALL CONSTRUCTION METHODS AND MATERIALS SHALL BE ACCORDING TO THE CITY OF MILFORD AND THE STATE OF DELAWARE STANDARDS, AND CONSTRUCTION SPECIFICATIONS.

BECKER MORGAN GROUP

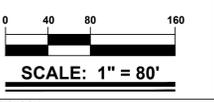
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DEEP BRANCH PARK

S. REHOBOTH BOULEVARD
CITY OF MILFORD
SUSSEX COUNTY, DE
CEDAR CREEK HUNDRED

PRELIMINARY SITE PLAN



ISSUE BLOCK			
NO.	DATE	DESCRIPTION	REVISION
1.	02/18/25	REVISED PER SUSSEX COUNTY PLANNING COMMENTS	
2.	03/12/25	REVISED PER SUSSEX COUNTY PLANNING COMMENTS	

PROJECT NO.: 2023139.00
DATE: 06/14/2024
SCALE: 1" = 80'
DRAWN BY: A.J.D. / PROJ. MGR.: C.D.C.
SHEET
C-001
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