



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

City Council Meeting Agenda Monday, May 12, 2025

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6:00 PM

15-Minute Public Comment Period*

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

COUNCIL MEETING

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- 4. Pledge of Allegiance**

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13. EXECUTIVE SESSION

Motion to Recess into Executive Session

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

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

Return to Open Session

Potential Motion/Real Estate

Potential Motion /Personnel

14. 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.

050525, 050725 Item Removed

*050725 Late addition by City Manager

050925 Item removed



CITY OF MILFORD
CITY COUNCIL SPECIAL MEETING MINUTES

May 1, 2025

The City Council of the City of Milford met in the Milford City Hall in Special Meeting Session on Thursday, May 1, 2025.

PRESIDING: Mayor F. Todd Culotta

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

STAFF: City Manager Mark Whitfield, City Clerk Katrina White and Human Resources Director Jamesha Williams

COUNSEL: Solicitor David Rutt, Esquire

Public Comment

There were no public comments.

Call to Order – Mayor Todd Culotta

Mayor Todd Culotta called the meeting to order at 8:36 pm. Roll Call showed that there were nine members present.

Invocation

The invocation was given by Councilmember Wilson.

Councilmember James made the motion for Council to forgo the interviews with the candidates and go into recess until 2:00 pm. Seconded by Councilmember Samaroo.

The motion carried unanimously.

Councilmember James made the motion to recess until 2:00 pm. Seconded by Councilmember Samaroo.

The motion carried unanimously.

Mayor Culotta called the regular session back into order at 2:31 pm.

Councilmember James made the motion to return to open session. Councilmember Zychal seconded.

The motion carried unanimously.

Motion to Recess into Executive Session

Councilmember James made the motion to go into Executive Session. Councilmember Samaroo seconded.

The motion carried unanimously.

Executive Session

Personnel - 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

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

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

Potential Motion/Personnel - City Manager Interviews

Councilmember Marabello made the motion to offer the position of city manager to Candidate #2. Seconded by Councilmember Wilson.

Yes Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

No Madula Kalesis

The motion carried. 7-1

City Manager Whitfield stated that he and the recruiter could work on the contract and thought it would be good for council to determine a salary range. His recommendation was to start out around \$180,000-\$185,000

Councilmember Connor made the motion that if Candidate #2 were to decline or Council couldn't come to an agreement with Candidate #2 that Council would move forward in hiring Candidate #1. Seconded by Councilmember James.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

No Nadia Zychal

The motion carried. 7-1

The hiring recruiter, Rick Ginex, stated that he would suggest that whatever offer is being sent to Candidate #2 would not be only salary and asked what other benefits council wanted to be included. He stated that a reasonable time is usually given to respond to an offer.

Councilmember Stewart made the motion for Council to give no more than 7 business days for Candidate #2 to respond to the offer. Councilmember James seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

Councilmember James stated that the advertised pay range was from \$160,000 to \$190,00 and the mid-range is \$180,000.

City Manager Whitfield stated that they would put together a contract package and bring it back to Council, based on the negotiations.

Councilmember Connor made the motion to start with a salary offer of \$170,000. Councilmember Kalesis seconded.

Yes Madula Kalesis, Lori Connor, and Michael Stewart

No Daniel Marabello, Nadia Zychal, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion was denied. 3-5

Councilmember James made the motion that the current city manager and the recruiter to negotiate the contract with a salary offer of \$180,000. Councilmember Wilson seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried. 8-0

Adjournment

Councilmember Wilson made the motion to adjourn. Councilmember Zychal seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

The meeting was adjourned at 5:03 pm

Respectfully submitted,

Katrina L. White, MMC
City Clerk/Recorder



CITY OF MILFORD
CITY COUNCIL MINUTES

April 28, 2025

The City Council of the City of Milford met in the Milford City Hall in Regular Session on Monday, April 28, 2025.

PRESIDING: Mayor F. Todd Culotta

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

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

COUNSEL: Solicitor David Rutt, Esquire

Public Comment

Solicitor Rutt read the public comment rules.

Kathy Stetson, 311 S. Walnut Street, Milford, DE 19963, spoke in favor of the Deep Branch Park project. She highlighted the benefits of parks for citizens of all ages, including beautiful spaces, outdoor gathering, and community building. She noted that the city had already taken significant steps, including purchasing the property, obtaining grant funding, and developing plans that appear beautiful and thoughtfully designed with various recreational opportunities. She encouraged the Council to continue developing the park for the benefit of all Milford residents

She also stated that May 1, 2025, was National Law Day and requested the Milford City Council to adopt a resolution affirming its commitment to the rule of law, a foundational principle of the United States celebrated nationally since 1958. She asked for the resolution to specifically state the city's commitment to due process for all accused individuals and the right to defend oneself in court before incarceration.

Call to Order - Mayor F. Todd Culotta

Mayor Culotta called the meeting to order at 6:04 pm.

Roll Call

There were nine members present.

Invocation and Pledge of Allegiance

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

Approval of the Agenda

Councilmember James made a motion to approve the agenda. Councilmember Samaroo seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

Recognition

Proclamation 2025-06 - Professional Municipal Clerks Week

Mayor Culotta read Proclamation 2025-06 for Professional Municipal Clerks Week.

[Proclamation 2025 06 Professional Municipal Clerks Week](#) 

Mayor Culotta acknowledged City Clerk White's coordination, and organization of the recent Special Election.

Public Hearings/Comments/Final Determination

Ordinance 2025-07 Personnel/Emergency Conditions

Solicitor Rutt read the public hearing rules into the record.

City Manager Whitfield introduced the purpose of Ordinance 2025 07 - Personnel/Emergency Conditions. He stated that this ordinance is being updated to reflect the city's increased capacity for employees to work from home, a change prompted by past emergency situations where buildings closed. Previously, employees who worked during emergency closures received time and a half. Now, with most employees able to work remotely, the ordinance is being adjusted to allow employees to work from home during such situations. For those unable or unwilling to work from home, the option of using benefit time for a day off will be available.

Human Resources Director Jamesha Williams explained that the proposed work-from-home policy aligns with the personnel manual, which was adopted in April 2018 and is regularly updated to reflect changes in the workforce and policies. This new policy enables remote work capabilities for both essential and non-essential employees. While some essential personnel will still need to report to the office, this policy aims to ensure the continuity of

daily operations for the majority of the workforce, even during weather events or other emergencies.

There were no public comments.

Councilmember Samaroo made the motion to adopt Ordinance 2025-07. Councilmember Wilson seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

[2025 07 Personnel Section 6.08 Emergency Conditions](#) 

Communications & Correspondence

Councilmember Zychal reported that she had a resident who wanted to thank the city for its involvement in the Bug and Bud Festival that went off flawlessly with the inclement weather and appreciated the addition of the city trucks blocking off the areas along with the barriers.

City Clerk White thanked numerous individuals and departments for their crucial assistance in the recent special election/referendum. She thanked the Public Works Department, Charlie Nordberg, Brian Jester for set up, Parks & Recreation for the downtown banner, the IT Department for morning set up, Customer Service, Finance, Milford PD, Milford Library, Milford Chamber (for posting notices), Lauren Swain and Valerie Heritage (for website and online postings), Lou Vitola and Kevin Gaboriault for behind-the-scenes financial work, the Board of Election - Karen Boone, Carlene Wilson, Donna Merchant, and the election day workers, Kayla Boone, Laurie Earhart, William Hughes, Shanika Kirby, Lisa Levis, Sean O'Neill, Tommy Henderson, RJ Skinner, and Deputy City Clerk Milanie Velazquez. She stated that the success of the special election/referendum was a collective effort.

She then read the Special Election Report for April 26, 2025.

The Board of Election for the city of Milford met on Monday, April 28, 2025, to certify the results of the 2025 Milford Water Utility Project Funding Special Election. Upon completion of the audit and certification of machine and absentee votes, cast the Board members hereby certify the following results:

For the proposed borrowing - 135

Against the proposed borrowing - 21.

The total votes, 157

1 undervote and 0 rejected absentee ballots.

Therefore, the proposal is hereby approved by the city of Milford Board Members, Karen Boone, Carlene Wilson, and Donna Merchant.

Councilmember Samaroo reported that she had a resident from the 3rd ward complain about the smell from Seawatch.

City Manager Whitfield reported that the Council on Development Financing with the State approved an additional \$1.4 million in Site Readiness funds for the Milford Corporate Center. This brings the total Site Readiness funding received by the city for this project to \$2.5 million. He acknowledged and thanked Lauren Swain, Rob Pierce, Lou Vitola, and Kevin Gaboriault for their work in preparing and applying to obtain the funding.

Councilmember Wilson reported that they held the first meeting for the annual Juneteenth Celebration, which will take place on June 19, 2025. They are actively planning for what they hope will be a wonderful event, aiming for it to be as good as or even better than the previous year, and they encourage everyone to come out and show their support.

Councilmember Zychal thanked the Carlisle Fire Department for writing a letter emphasizing the importance of public safety regarding water infrastructure and the necessity of passing the recent referendum

City Solicitor Comments***

City Solicitor Rutt submitted a letter of resignation. He stated that it has been his pleasure to serve the city council and offered well wishes as they determine Milford's place in the future.

Unfinished Business

There was no unfinished business.

New Business

Charter Change Update

City Manager Whitfield gave an update on the charter change, as directed by the Council. He contacted Representatives Shupe and Postles to attend the meeting. While Representative Postles did not respond, Representative Shupe did. After discussing the Council's concerns and deliberations regarding the charter change, Representative Shupe stated that he would endorse and champion it in the House if a single change was made. This change involved restricting the use of eminent domain for recreational purposes both inside and outside the

city. Currently, it only restricted outside the city. Representative Shupe also indicated that he spoke with Representative Postles, who would also support this change.

Councilmember James made the motion that the charter change that was presented to the state legislators be amended to remove the language "of outside of city limits" so that it included inside and outside. Councilmember Wilson seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

Authorization/Change Order/ 2024 Utilities and Street Rehabilitation Contract 2023-EN/ST-002

Public Works Director Shaffer explained the change order that was included in the packet. He stated that staff would like Council's approval to create a change order to the contract for an additional \$500,000 to do additional roadways.

Councilmember James made the motion to authorize a change order to contract 2023-EN/ST-002 in the amount of \$500,000 to proceed with additional road improvements. Councilmember Samaroo seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

[Change Order Utility and Street Rehab Contract](#)

Authorization/Purchase/Public Works/Gas Chlorine System

Director Shaffer explained the need for the purchase of the gas Chlorine System. He stated that staff would like to get Council's approval, to purchase the first chlorine scrubber for 10th Street at a contract price of \$75,000.

Councilmember James made the motion to authorize a purchase order in the amount of \$75,000 to acquire the chlorine scrubber system to replace the chlorine tablets to move to gas. Councilmember Zychal seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

[Water Treatment Chlorine Scrubber Purchase](#) 

Authorization/S. Washington Street Well-3R/Additional Maintenance

Director Willis explained the S. Washington St. Well project. City Manager Whitfield stated that they were requesting Council's authorization to do the change order to do the relining.

Director Willis explained that relining is a process similar to what's done with sanitary sewers, where a thin layer is installed inside the existing pipe or casing.

Councilmember James made the motion for Council to approve the total cost to rehabilitate Well-3R in the amount of \$77,720 to come out of O&M budget and CIP \$42,000 and \$35,000 out of O&M Budget. Councilmember Marabello seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

[Required Additional Maintenance Well 3-R](#) 

EXECUTIVE SESSION*

Mayor Culotta thanked Councilmember Samaroo. He acknowledged her four years of service and noted that this was her last council meeting before the Annual Organizational Meeting.

Motion to Recess into Executive Session

Mayor Culotta asked for a motion to go into Executive Session at 6:47 pm.

Councilmember James made a motion to go into Executive Session. Councilmember Connor seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

Councilmember James made the motion that the Executive Session would include Solicitor Rutt, City Clerk White, HR Director Jamesha Williams, and City Manager Whitfield.

Councilmember Marabello seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

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

Mayor Culotta asked for a motion to return to open session at 6:49 pm.

Councilmember James made a motion to return to open session. Councilmember Kalesis seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

Clarification on City Manager Recruitment Process

[City Manager Recruitment Process Memo](#) 

Potential Vote/Personnel – City Manager Recruitment Process

Councilmember James made the motion that all motions and votes after March 24, 2025, be rescinded related to the city manager recruitment. Councilmember Wilson seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

Councilmember Connor stated that she would like to reaffirm her motion from March 24, 2025, to make it clear.

City Clerk White read Councilmember Connor's motion from March 24, 2025, for the record: *I'd like to make a motion to rescind the motion from March 20th and to have the recruiter reevaluate the most current documents for candidates, 1, 2, 3, and 4, and then for any candidates that are determined to meet all qualifications, return for a second round of interviews with council and city department panel, and have the recruiter prepare our documents and to oversee the process and kind of lead the way. I amend my prior motion to say that we will be rescinding all 3 motions from March the 20th.*

Councilmember Connor made the motion I'd like to make a motion to rescind the motion from March 20th and to have the recruiter reevaluate the most current documents for candidates, 1, 2, 3, and 4, and then for any candidates that are determined to meet all qualifications, return for a second round of interviews with council and city department panel, and have the recruiter prepare our documents and to oversee the process and kind of lead

the way. I amend my prior motion to say that we will be rescinding all 3 motions from March the 20th. Councilmember Kalesis seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

The motion carried unanimously. 8-0

Councilmember Marabello asked if HR Director Williams would be in charge of the recruitment process.

Councilmember Connor stated that her motion clarified that they would like for her and the recruiter to be a part of the process and lead the way.

The council was all in agreement.

Adjournment

Mayor Culotta asked for a motion to adjourn.

Councilmember Kalesis made the motion to adjourn. Councilmember Zychal seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson, and Jason James

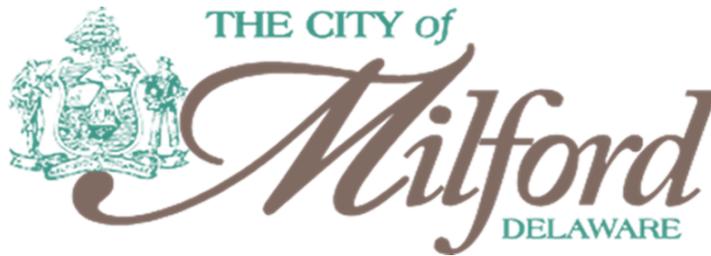
The motion carried unanimously. 8-0

The meeting adjourned at 7:36 pm.

Respectfully submitted,

Katrina L. White, MMC

City Clerk/Recorder



PROCLAMATION 2025-07

National Safe Boating Week

May 17-23, 2025

- Whereas, For over 100 million Americans, boating continues to be a popular recreational activity.
- Whereas, From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling, and fishing.
- Whereas, During National Safe Boating Week, the U.S. Coast Guard, and the National Safe Boating Council, along with federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.
- Whereas, Beginning with preparation, the Coast Guard estimates that human error accounts for most boating accidents and that life jackets could prevent nearly 75 percent of boating fatalities.
- Whereas, Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.
- Whereas, National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.
- Whereas, on average, 650 people die each year in boating-related accidents in the U.S.; 75 percent of these are fatalities caused by drowning; and
- Whereas, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and
- Whereas, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

Therefore, I, F. Todd Culotta, do hereby support the goals of the Safe Boating Campaign and PROCLAIM MAY 17-25, 2025 as NATIONAL SAFE BOATING WEEK in the CITY OF MILFORD by starting a year-round effort to promote safe boating and ask that our residents practice safe boating habits by always wearing a life jacket while boating.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 12th day of May 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White



PROCLAMATION 2025-08

National Public Works Week

May 18–24, 2025

“People, Purpose, Presence”

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

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

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

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

NOW, THEREFORE, BE IT RESOLVED, I, F. Todd Culotta, Mayor of the City of Milford, do hereby designate the week May 18–24, 2025, as National Public Works Week, and urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford this 12th day of May 2025.

Mayor F. Todd Culotta

City Clerk Katrina L. White



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

401 NE Front Street
 Milford Delaware 19963
 302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
 FROM: Chief Cecilia E. Ashe *[Signature]*
 DATE: May 6, 2025
 RE: Activity Report for April 2025

In the month of April, the Milford PD responded to 1300 calls for service.

Chief and Police Command Staff:

- Throughout the month of April, 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.

MPD Activities for the Month

Community Engagement:

- Our Officers attended the "We Are Milford" Day. It was a great event and our officers really enjoyed talking with our students and community members.





- K9 Raven and K9 Kai participated in a demo at Yogi Bear’s Jellystone Park at Delaware Beaches during the 2025 Hero’s Weekend. During the demo, the K9s showed obedience and apprehension skills.
- During the month, we held our first meeting with the Police Accountability Council (PAC). This council is an established requirement for Delaware Law Enforcement Agencies through the Police Officer Standards and Training Commission. PAC will collaborate with the Chief on policies, training, and other things affecting the department and the Milford community. Our PAC is comprised of nine (9) individuals that equally represent our community. This first planning meeting encompassed an overview of PAC from the Executive Director of POST, introductions of PAC members and departmental staff and a tour of the police facility.
- The Chief and staff assisted Special Olympics Delaware with their annual Ride to the Tide Event that ended this year in the Nemours Parking Lot off Wellness Way. Officers provided traffic safety so that riders were able to exit off Route 1 and into the Nemours parking lot safely.



- Officers participated in a medal presentation at the Elks Lodge for the Special Olympics Delaware Young Athlete Program.

- Officers conducted foot patrol during the annual Bug & Bud Festival. Officers were able to engage with the community and provided added police presence for the event.



Community Room:

- We had eleven (11) organizations use the community room in April.

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.
- Chief Ashe and Officer Maloney attended the Law Enforcement Torch Run (LETR) Region II Conference held in Silver Springs, PA.



- One officer attended the Criminal, Narcotics & Terrorist Interdiction Workshop held in Salisbury, MD.
- One dispatcher attended the Critical Incident Response for First Responders Seminar held in Dover, DE.
- Two officers attended NTOA Basic SWAT training held in Salisbury, MD.
- Two officers attended “My Brother’s Keeper” Officer Wellness Training held in Dover, DE.

- One officer attended the FBI LEEDA Supervisory Institute training held in Dover, DE.
- Two officers attended Legal Updates training held at the Delaware State Police Training Academy.
- Two officers attended the FBI LEEDA Trilogy Graduation held in New Orleans, LA.
- K9 officer and K9 Kai attended a 3-day class hosted by the Delaware State Police. During this class, K9 Kai was put through apprehension, drug hide and tracking drills.

Recognition:

- 14 of our officers were recognized at the 2025 Sussex County Phoenix Awards. These officers were awarded with the prestigious Phoenix Award for their life saving efforts on victims who were suffering from cardiac arrest over the last year.



- The month of April had several special recognition days/weeks for our employees



Property & Evidence Professionals' Week



National Public Safety Telecommunicators' Week



Administrative Professionals' Day



National Volunteer Week

- Officer of the 1st Quarter 2025 – PFC. Garrett Smith



- During the month, we learned that Sgt. Tim Maloney had been named the 2025 “Winnie Spence” Torch Runner of the Year for the Annual Law Enforcement Torch Run for Special Olympics Delaware. Sgt. Maloney will have the honor of running the torch into the 2025 Summer Games with the 2025 Athlete of the Year, Deshawn Scye.



Behavioral Health Unit:

Milford Police Department – April 2025 BHU Statistics

Jenna Haines, LCSW, MSW, DE-CMHS

Gregory Bisset, LCSW, C-AADC

Danielle Blackwell, LMSW

Alyssa Lucas, MSW, LBSW

Watara Heath, LMSW, MA

Rachel Gray

Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Ups
April 1- April 6, 2025	85.75	1. Rural Subcommittee Meeting	N/A	8	Referrals to Services: Homeless Resources Public Assistance Check the Welfare 10-81	1	1	6
April 7- April 13, 2025	98.5	1. Opioid System of Care Meeting 2. Delaware CJC COSSUP Clinician Meeting	1. Domestic Violence Awareness and Resources Training	13	Referrals to Services: Domestic 10-81 Check the Welfare Public Assistance	1	2	7
April 14- April 20, 2025 F: Good Friday	60	JH on Vacation	JH on Vacation	8	Referrals to Services: Check the Welfare Public Assistance Homeless Resources	1	1	5
April 21- April 27, 2025	80	1. Division of Public Health Meeting	1. Veterans Affairs Training 2. MH Training for New MPD Recruit	10	Referrals to Services: Public Assistance 10-81 Check the Welfare Victim Services Domestic	1	1	8
April 28- April	42.5	1. National Alliance on Mental Illness Meeting 2. Sun Behavioral Health Meeting	N/A	6	Referrals to Services: Check the Welfare	0	1	5

30, 2025		3. Child Abduction Response Team Meeting			Public Assistance Homeless Resources Domestic			
Totals:	366.75			45		4	6	31
Year to Date Totals:	1340.25			163		14	20	104
Overall Totals:	11531.1			1835		162	226	1561

Social Media/Public Information Update:

Our Facebook page had 254 new followers for a total following of 17,311. Currently our followers are 35% male and 65% female. Posts during the month were viewed 370,255 times and reached 96,108 people. Our top viewed post for April was the news release “Milford Police Investigating Fatal Pedestrian Crash.” It was viewed 84,806 times. Our top reach post was the 2025 Sussex County Phoenix Awards post, which reached 47,383 people.

Our Instagram account had 18 new followers for a total following 2,404. Currently our followers are 39% male and 61% female. Posts during the month were viewed 17,468 times and reached 1,915 people.

Our Twitter followers are 1,451.

Our Nextdoor posts reached 212 people during the month. Nextdoor reaches 3,638 members according to statistics provided by the website.

MPD News Releases:

April 1, 2025: Milford Police Investigating Fatal Pedestrian Crash

<https://www.milfordpolicede.org/news/Milford-Police-Investigating-Fatal-Pedestrian-Crash.htm>

April 30, 2025: City Park Violation leads to Drug and Gun Arrest of Milford Man

<https://www.milfordpolicede.org/news/City-Park-Violation-leads-to-Drug-and-Gun-Arrest-of-Milford-Man.htm>

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

- The month of April was heavily dedicated to preparing for the 2025 Water Infrastructure Bond Referendum. This included the absentee ballot process, setting up the polling place, organizing and coordinating with the election board and workers, and managing the numerous details required for the special election day. These activities required a significant time commitment. The Clerk's office also prepared for the Annual Organizational meeting. This included processing the necessary documents, oaths of office and certificates as well as coordinating with Judge Primos's office. In addition, the Clerk's Office also completed these items this month:
- Deputy City Clerk Velazquez and I attended a meeting with City Manager Whitfield along with several staff members with DMI and the new DMI Coordinator.
- HR Director Jamesha Williams and I conducted City Manager Fellows Program interviews with UD-IPA on April 16th.
- On April 17th, I attended a budget meeting with City Manager Whitfield and the finance department.
- On April 22nd, DCC Velazquez and I met with the Employee Rewards & Recognition Committee to finalize the planning for the 2025 City of Milford Employee Field Day Picnic Event.
- DCC Velazquez and I attended a virtual Diligent Community Webinar on Minutes and DCC Velazquez attended another virtual training with New England Municipal Clerks Institute Association (NEMCIA) working towards her Certified Municipal Clerk (CMC) certification.
- I met with Lou Vitola & Kevin Gaboriault, Finance Department and Timothy Anderson, Taylor English Duma LLP, in preparation for the April 26, 2025, Water Infrastructure Bond Referendum.
- On April 24, 2025, DCC Velazquez and I attended the Delaware League of Local Government meeting.
- On April 26, 2025, the clerk's office managed the process of overseeing the Milford Water Infrastructure Bond Special Election. Last minute pre-election activities continued late on Friday night and into the early morning on Saturday. We worked with the Public Works staff to arrange the voting room to ensure the safety of our voters and workers and received assistance from the Parks & Rec staff. The voter turnout was low this year and no calls needed to be made to the State Election Commissioner's staff to determine the eligibility of any voters.

- DCC Velazquez and I met with the Board of Elections on April 28th to certify the Water Infrastructure Bond Referendum results.
- 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 (24)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Prepared Agendas & Packets for:
 - Council Meetings – April 14, April 23 Workshop, April 23 Special Meeting/Exec Session & April 28
 - Finance & Audit Committee Meeting – April 28
 - Board of Adjustment – April 10
 - Milford Community Cemetery – April 25
 - Board of Elections – April 28
- ❖ Prepared Public Notices (4)
- ❖ Transcribed and Proofread Minutes (3)
- ❖ Executive Sessions Year to Date (10)
- ❖ Notary Public Services Provided (0) (Public)
- ❖ Proclamations Created Year to Date (8)
- ❖ Resolutions Created Year to Date (4)
- ❖ Special Event Submissions to Date (17)

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 17	DMI	First Friday	6/6/25, 7/4/2025, 8/1/2025, 9/5/2025, & 10/3/2025
2025 16	American Foundation for Suicide Prevention	Milford Delaware Out of the Darkness Walk	10/18/2025
2025 15	Milford Senior Center Inc	Bloodmobile Bloo Drive	7/22/2025
2025 14	Boys & Girls Club	Easter Eggstravaganza	4/25/2025
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	Burriss Logistics	100 Year Celebration	7/17/2025



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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: April 2025 Monthly Report
Date: May 7, 2025

2026 Budget

Much of the month was spent reviewing budget sections with City Department Heads along with Sandra Peck, Lou Vitola and Kevin Gaboriault. For the most part, Department Heads have been cognizant of the financial climate and new “asks” have been minimal. There will be some challenges in funding some staff expansion requests, however, we will look at how to best fund those requests over a broader time period, since I do not believe we can cover the funding in a single year. Our goal is generally to have 0% (other than that \$0.01 increase agreed upon 5 years ago to roll back the use of RTT funds for operating expenses).

Capital Improvement Plan

The 2026-2030 Capital Improvement Plan was presented to Council at the April 23 Workshop. During the workshop we highlight the projects slated for 2026 and to a short review of the projects slated for 2027-2030. Funding for and approval of the CIP will come with the adoption of the 2026 Operating Budget in June.

Charter Changes

I met with Representative Shupe regarding the Charter changes. After reviewing the background on all the requested changes, the only item he and Representative Postles would like to add is that eminent domain is not used for the taking of land solely for recreational purposes **INSIDE** or outside the City. If that change is made, they will sponsor the bill for the charter change. Representative Shupe cannot attend the April 28 Council meeting as requested by Council.

Battery Storage Project

Staff continues to work with DEMEC and LightShift on the battery storage project that will be placed at the solar farm along Route 14 next to our substation. A presentation will be given to Council on the project at the May 14 Workshop. We were notified that DEMEC will receive \$2 million in grant funding from Energize Delaware for the project.

DMI

Staff met with DMI and met the new DMI Coordinator Sade Truiett. The Coordinator position is a new position within DMI and will be overseeing all of the events for DMI.

Orchard Hill Drainage Issue

I spoke with a resident regarding a drainage issue with her property. Presently her yard floods due to the grading of lots where houses were constructed after her house was built. I met with David Baird of the Sussex County Soil Conservation District regarding a means to correct this issue. We will be meeting with the homeowner's association in the near future to review how best to correct the issue.

Milford Community Cemetery Association Bike Path Easement

The MCCA met and heard a presentation from Century Engineering on a DeIDOT proposal for a multiuse path along US 113 that will extend from Buccaneer Blvd to NW Front Street. Much of the path is already completed along the shopping center. A new path will necessitate a construction easement along the cemetery. The board approved the easement and requested DeIDOT compensate the cemetery for any loss of trees due to the construction. The board will use the money to plant replacement trees along the new bike path.

Delaware Economic Development Authority Grant

We received word that the DEDA authorized an additional \$1.4 million in Site Readiness funds for the Milford Corporate Center. The additional monies will help keep the cost of lots at or below the market value for commercial land.

POLCO

Lauren, Valerie and I met with POLCO staff to review the findings from the National Citizen Survey that was completed in Milford this past Spring. The results will be presented to Council at their next meeting.

Route 1 Corridor Capacity Study

Rob and I met with DeIDOT and Drew Boyce (Century Engineering) on the various alternatives for the Route 30 interchange and service road. Century Engineering is finalizing the study for DeIDOT. DeIDOT will use the study for future improvements along the corridor.

Pay Study

Jamesha and I met with Evergreen Solutions regarding the update to our pay study. A presentation on the pay study is slated for the May 14 workshop. Jamesha also reviewed the pay study with each of the department heads.

IBEW

Jamesha and I met with IBEW representatives regarding possible changes in the Meter Tech job descriptions.

West Shores Road Paving

The developer has completed the final paving of roads in the West Shore development. City acceptance of the roads and infrastructure will be done at an upcoming Council meeting.

TO: Mayor and City Council

FROM: Willis Shafer, Public Works Director

DATE: May 1, 2025

RE: April 2025 – Public Works Department Staff Report

The following are some highlights of what public works staff have done during the month of April. 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 streamline the new development internal coordination process.
- The SE Crossing project is scheduled to begin mid-May.
- The public works director has been working on the sidewalk infrastructure plan presentation
- The road rehabilitation project installed 8 new water services, 1 water tie in, removed 341 LF of sewer line, repaired a 10-foot section of sewer main, and milled and paved all of N Washington for a total of 623 tons of hot mix.
- Facilities installed the new ice machine at the Armory
- Fleet completed 49 workorder and 15 police service calls
- GIS staff member verified the voters register list for the City Clerk
- Refuse delivered 52 new residential containers and replaced 38
- Street crews repaired 1 fire hydrant at N Walnut.
- Street crew crack sealed Lindsay Lane and Joshua Drive
- Street crews repaired 3 water lines
- Streets crews continued the water-valve exercise program and exercised 12 valves.
- Streets crews cleaned 88 storm structures
- Water and Sewer received the new FY25 bypass pump
- Water and Sewer received the Fork Landing emergency generator



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: April 2025 Electric Dept Staff Report
Date: May 7, 2025

Director's Office

- Met with L. Vitola to discuss Corporate Center Electric Budget
- Held Departmental Mtg to review various process issues
- Participated in Monthly Dept Head Mtg
- Participated in Capital Project Meeting
- Celebrated National Lineman Appreciation Day
- Met w/ Contractors to review electric service application process and requirements
- Met w/ DEMEC to review Responses for SEP Application
 - Successfully submitted Application ahead of deadline
- Onsite Mtg w/ 5 Below
- Met w/ DELDOT Contractor to review design concerns regarding New Wharf Rd project
- Held Mtg to discuss As-Building Process with Infrastructure Coordinator, GIS Analysis and Engineering
- Continued Preliminary Engineering and Coordination for Proposed Battery
 - Met with Solar Field to discuss potential impacts to interconnection
- Attended DEMEC Monthly Board Mtg
- Continued work for CIP and O&M Budgets
- Met with Line Truck Vendor to discuss options for replacement vehicle
-
- 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
- Met with Cable Manufacturer to review Aerial Cable Systems

Electric Lines

- Participated in the Milford School Districts "We are Milford Day" with Touch-A-Truck
- Attended Departmental Mtg
- Celebrated Lineman Appreciation Day
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

- Updated Del 1 & Del 2 SCADA diagrams to reflect transfer bus configuration
- Developed switching processes for Del 2 Relay Upgrades
- Revised DELDOT requested 113 lighting plans
- Coordinated with Assurance Media to re-terminate connectors for Del 2 relay upgrade project
- Coordinated with Asplundh for pre-emergent spraying of Substations and solar field
- Trouble shot and fixed wells 1 and 2 as they were not running properly

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	46	76
# of Sessions	212	255
Energy Delivered (MWh)	5.83	6.66

Total Avoided Greenhouse Gas Emissions:

50,023kg

Electric Department -April 2025	April 2024	April 2025	FY24 YTD (07/01/23- 04/30/24)	FY25 YTD (07/01/24- 04/30/25)
Electric Department				
Trouble Service Call	37	14	272	319
Work Orders Completed	69	53	458	653
Outages	5	2	68	68
LED Street Lights Replaced	7	0	48	46
New Service Install	14	8	81	138
Poles Replaced	2	0	21	26
After Hours Calls	17	9	140	141
Vegetation Control (Days)	ASPLUND	2	15	14
Technical Services Division				
New Electric Service Installed/Meter Set	15	8	136	325
New Water Service Installed/Meter Set	17	10	87	219
Electric Meter Replacement	6	5	49	72
Water Meter Replacement	28	57	569	575
Work Orders Completed*	?	Unavailable	3,694	3,368
After Hours Calls	4	5	38	72

2 documented outages, 1 bird and 1 equipment failure

*Unable to run a report in Cognos for tech services Completed WOs. The site was not responding.



TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: May 2, 2025

RE: April 2025 – Planning Department Staff Report

- During the first four months of the 2025 calendar year, the City has issued 48 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>
- The Planning Commission will review four land use applications at the May meeting. There is a comprehensive plan future land use map amendment and change of zone request associated with 100 Kings Highway as well as a conditional use application for a new mixed-use building at 111 N. Walnut Street. The commission will also review a final site plan approval extension for the Deep Branch Plaza and will have a workshop to review Chapter 230 zoning regulations related to fences, driveways, decks and porches.
- The Board of Adjustment will review three variance applications at the May meeting. The Bacon and Rutland variance applications pertain to fences for corner lots within Orchard Hills and Milford Ponds. The third application is a height, density and lot width variance for 111 N. Walnut Street.
- The City received a final site plan resubmission for the Mispillion Apartments II project and is currently reviewing the plans.
- The City reviewed a preliminary conditional use site plan application for Iglesia Pentecostal Bethel Delaware, Inc. and provided plan review comments to the applicant.
- The City reviewed a final major subdivision application for Milford Ponds Phase II and provided plan review comments to the applicant. The City received a subsequent resubmission and is currently reviewing the plans.
- The City reviewed 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 is currently reviewing the plans.

- The City reviewed a final site plan resubmission for the Cascades Phase II project and granted final site plan approval.
- The City received a resubmission for the KD Properties, LLC preliminary conditional use site plan and is currently reviewing the plans.
- The City received a preliminary site plan for a Dollar General to be located on Windward Boulevard and are currently reviewing the plans.
- The City received a preliminary site plan submission for the Reserve at Herring Branch and is currently reviewing the plans.
- The City received a major subdivision for 615 N Walnut Street and is awaiting payment of the plan review fee before beginning review.
- The City received a resubmission of construction plans for Brightway Commons improvements and is currently reviewing the plans.
- The City reviewed a resubmission of the 609 Walnut LLC minor subdivision project and provided review comments to the applicant.
- Staff attended the Milford Corporate Center progress meeting.
- Staff attended the Bayside Gymnastics pre-construction meeting for the construction of a building on W. Liberty Way.
- Staff attended the Recovery Solutions Group pre-construction meeting for the construction of a building on E. Liberty Way.
- Staff attended the Milford Ponds Phase 1.10B and Phase 3A pre-construction meeting.
- Staff met with DelDOT to review conceptual plans for the Milford Corporate Center off-site improvements at the Church Hill Road and Canterbury Road intersection.
- Staff attended the Simpsons Crossing Phase 2 pre-construction meeting.
- Staff attended the Dover/Kent Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) meeting.
- Staff met with the Finance Department to review the FY26 Planning Department operating budget.
- Staff met with representatives from Central Delaware Habitat for Humanity to discuss opportunities for affordable housing in Milford, specifically in the Downtown Development District area.
- Staff met with the Dover/Kent MPO, Town of Slaughter Beach and Whitman, Requardt and Associates to review the public comments from the Milford-Slaughter Beach Shared Use Path feasibility study. WRA is working on finalizing the report which will be presented to City Council at a later date.
- Staff attended the Council on Development Finance (CDF) meeting with Lauren Swain to request additional Site Readiness funding for the Milford Corporate Center. The CDF awarded the City an additional \$1.4 million, bringing the total Site Readiness funding from the State of Delaware to \$2.5 million.
- Staff attended the Transportation Infrastructure Investment Fund (TIIF) Council meeting with Lauren Swain to request an extension of the TIIF funding associated with transportation improvements for the Milford Corporate Center. The TIIF Council approved a one-year extension and authorized partial disbursement of funds as phases of the road improvements are completed.
- Staff met with representatives from DelDOT and Century Engineering to review proposed updates to the SR-1 Corridor Capacity Preservation Plan.
- Residential rental inspections continue and the last notices for Ward 2 inspection requests will be mailed in early May.

- 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	73
Cases Closed	25
Open Cases at Start of Period	141
Open Cases at End of Period	216

Violation Activity:

New Violations Cited	Count
Animals	1
Building	1
Exterior Property Areas	5
Exterior Structure	1
Floodplain	0
Interior Structure	0
Legacy	0
Licensing	0
Noise	0
Residential Rental	10
Right-of-Way	0
Rubbish	6
Sidewalk	0
Unregistered/Inoperable Vehicle	13
Vegetation	31
Zoning	5
Total	73

Rental Licenses Issued: 49

Vendor Licenses Issued: 0

Contractors Licenses Issued: 43

Business Licenses Issued: 19

Building Permits Issued:

Permits Issued by Type	Count
Fence	13
Roof	9
New Townhouse	8
New Single-family Detached	5
Deck	4
Water	4
Commercial Interior Renovation	3
Shed	3
Commercial Sign	3
Commercial Addition	2
Exterior Renovation	2
Residential Interior Renovation	2
Sewer	2
Temporary Trailer	2
Commercial Accessory Structure	1
Demolition	1
Solar Part 2	1
Solar Part 1	1
New Commercial Construction	1
New Core & Shell	1
Non-tower WCF	1
Pool/Spa	1
Residential Exterior Renovation	1
Siding	1
Stairs	1
Total	73

Inspections Performed:

Inspections Performed by Type	Count
Footing	40
Foundation Wall	27
Slab	26
Waterproofing	15
Foundation As-built	18
Framing	41
Dry-in	24
Insulation	27
Energy Final	1
Final	51
Residential Rental	42
Total	312



TO: Mayor and City Council
FROM: Brad Dennehy-Parks and Recreation Director
DATE: 05/6/2025
RE: April 2025 – Parks and Recreation Staff Report

Parks

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- Staff began the mowing season by cutting the grass at all City owned facilities and parkland.
- The soccer fields at Tony Silicato Memorial Park were prepared with cutting the grass, lining the fields, setting additional trash cans and setting up the goal post for spring soccer. The bathrooms were also cleaned and opened for the season.
- Staff continue to address any issues which are submitted by the seeclckfix app.
- Some replacement pieces of equipment were secured for the grass cutting season, including some new line trimmers and backpack leaf blowers.
- Seasonal “beautification” staff returned and began planting new flowers and shrubs at various locations around the city. Work also began on prepping and installing the hanging baskets on the light posts.
- A new historic sign was installed in the parks, showing the history of the original “Red Mill”. This is located alongside the riverwalk behind “God’s way to recovery”.
- A wooden gate alongside the riverwalk suffered some vandalism but has been rebuilt by staff.
- The 5th annual community cleanup day was postponed from the original date of April 12th to May 3rd due to inclement weather.
- Little League Ball fields were cut and prepared for the parade and opening day on April 12th.
- Seasonal crews worked Easter Friday, and a tree came down on the trail on Goat Island which had to be removed.
- Crews trimmed all the sidewalks in the downtown area in preparation for the Bug and Bud festival.
- An ice machine was installed at the maintenance shop. This will be of great benefit for the grass cutting crews but will also be used by our recreation staff for sports events, summer camp and day trips.

- April 25th crews prepared for the “Bug and Bud” festival, by getting the parks ready, additional trash cans installed, and making sure all electrical outlets were operational in the downtown area.
- April 25th crews worked the “Bug and Bud” festival on trash detail, making sure all trash cans were emptied, and the event was trash free. Crews stayed after the event to make sure the downtown area was cleaned up.
- Some graffiti occurred at the playground behind the Parks and Rec. office, so crews pressure washed the entire playground and removed the graffiti.

Other

- Park superintendent attended a two-day training session for playground equipment safety inspection and took the exam on the third day.
- Park Superintendent attended the Chamber of Commerce meeting to thank volunteers for helping with events with the Mayor and City Manager.
- Director met onsite with Milford Housing to discuss the transfer of land to Milford, and the possibility of what it could be used for.
- Director met with Milford Housing and the Delaware Center for Horticulture regarding the same piece of property and developing a planting plan.
- Director attended the CIP review meeting and continued to update the CIP planning document.
- Director worked on Bond Bill submissions on behalf of the city with the City Manager’s executive assistant.
- Director met with the City Manager and finance members regarding FY26 budget.
- Director attended the CIP workshop with Council.
- Director met with members of Del.DOT to discuss the unfreezing of federal funds for the downtown restroom and a path to move forward.
- Director attended the “Bug and Bud” festival.
- Director and recreation staff met with HR to discuss the advertisement of summer camp positions and job descriptions.

Recreation

Spring Program Information

Our Spring Programs are approaching their mid-season marks.

- **Pickleball League**
 - Our Spring pickleball league is nearing completion. Our final meeting is arranged for May 19th.
 - Our Upcoming Summer Pickleball league is open for registration; we look to expand up to **30** possible team!

- **Girl's Youth Basketball League**
 - Our Girl's Youth Basketball League has reached mid-season form. Girls now have several weeks of basketball knowledge and on-court experience. This combination has made for closer and more exciting games.

- **Outdoor Spring Soccer League**
 - Our outdoor soccer program has reached the mid-season point. 5–6-year-olds have two more remaining sessions to learn new skills and play fun games.
 - Our older groups who participate in games have 4 more games left to play.

- **Tiny Tykes**
 - Tiny Tykes have 2 more sessions left of programming. These last two weeks participants will be introduced to the ins and outs of basketball. They will learn to dribble, pass and shoot.

- **Spring Field Hockey**
 - This program will be completed on May 22nd.

II. Summer Programs

Summer Program Dates

- | | |
|---------------------------------------------------------------------------|------------------|
| ○ Summer Fun Club – Start: June 23 – August 1 | Length (6 weeks) |
| ○ Basketball Camp – Start: July 28 – July 31 | Length (1 week) |
| ○ Flag Football Camp – Start: August 4 – August 7 | Length (1 week) |
| ○ Soccer Camp – Start: June 28 – July 3 | Length (1 week) |
| ○ Pickleball Camp – Start: August 11 – August 14 | Length (1 week) |
| ○ Pickleball League – Start: June 9 th – July 28 th | Length (8 weeks) |







HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

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www.cityofmilford.com

RIVER TOWN • ART TOWN • HOME TOWN

TO: Mayor and City Council
FROM: Jamesha C. Williams, MBA, MSL, IPMA-CP- Human Resources Director
DATE: May 6, 2025
RE: April 2025 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Onboarded employees for the positions of Police Dispatcher, Police Officer, and Cash Operations Clerk II.
- Assisted with the City Manager recruitment process.
- Interviews held for the positions of Public Works Equipment Operator II-Solid Waste and Public Works Equipment Operator II-Streets and Utilities, Public Works Coordinator, and City Management Fellow-Clerk's Office.
- Worked with Delaware Valley Health Trust to start planning the enrollment process for July 1, 2025, for health and dental insurance.
- Employee Appreciation Event is being held on Friday, May 9, 2025.

To: Mayor and City Council
From: Lauren Swain, Economic Development & Community Engagement Administrator
Subject: May 2025 Meeting - Monthly Report
Date: May 7, 2025

Economic Development

- Met with Emory Hill and several business owners who are interested in property/space at the Milford Corporate Center
- Met with a boutique owner who currently operates in Smyrna and is looking to expand to Milford, we discussed a few options and are looking for locations with retail/warehouse space. Additionally, I connected her with the SBDC to develop a detailed business plan to set her up for success for her expansion.
- Attended the Site Readiness meeting with Delaware Prosperity Partnership to prepare for our presentation to Council Development Finance (CDF) at the end of April.
- City Manager, Mark Whitfield, department heads, and the mayor met with DMI board members and the new DMI Coordinator to introduce ourselves so she is familiar with the Milford team
- Met with Efficiency Smart and Recovery Solutions to assist with energy savings for their new construction project in Independence Commons Business Park
- Attended Kent Economic Partnership meeting with other Kent County municipalities' planners and managers. We heard from DNREC and Energize Delaware on energy savings grants/programs for residents and business owners.
- Met with Neon Lease to discuss property and business opportunities.
- Attended Elevated Real Estate Solutions ribbon cutting for their grand opening at their new location.
- Attended Council on Development Finance meeting (CDF) for consideration of our recent Site Readiness application. The council approved our application for an additional \$1.4M in Site Readiness Level 2 funds for our Milford Corporate Center project.
- Attended TIF council meeting, with Rob Pierce, Planning Director, for consideration on request of extension and progress payments for our road improvement infrastructure for the Milford Corporate Center. Our request was voted on and approved by TIF council.

Community Engagement

- Community clean-up was rescheduled to May 3rd due to inclement weather. Managed and maintained Community Clean Up volunteer registration.
- Consistent outreach efforts were made via social media/newsletter/website to promote/bring awareness to the Water Infrastructure Referendum on April 26th
- Assisted Efficiency Smart with their communication efforts and giveaway for Earth Day.
- Worked with DelDot to inform the community of the public information session that will be held regarding bridge repairs coming to the bridges over Haven Lake spillway in early May.
- Attended Bug & Bud Festival – engaged with local business owners, vendors, and community members. I took several photos of business owners, city employees, community members, and details of the festival for social media post/community engagement.

- Reviewed Polco results with our designated Survey Associate. Results will be presented to council at the May 12th council meeting.

Meetings/Trainings

- Attended bi-weekly department head meetings.
- Attended monthly meeting with City Manager
- Participated in supervision meetings with Salisbury University intern and completed final evaluation/reviewed prior to the end of internship.
- Participated in the homebuilders association/Milford nuts and bolts meeting with Planning Director, Rob Pierce
- Participated in DelDot meeting for offsite improvements for Milford Corporate Center
- Participated in budget meeting for this upcoming fiscal year
- Attended DEMEC's Efficiency Smart 101 webinar

Social Media/Website

- April 2025 Insights:
 - City of Milford Facebook: 123 new follows (total: 5,653,); 43.9K reached; 2.9K page visits
 - City of Milford Instagram: 41 new follows (total: 1,553); 1.1K accounts reached; 152 profile visits

Press Release & Coverage

- Completed newsletter to go out in all utility bills in May 2025, along with sent out email version.
- Milford-Slaughter Shared Use Path Protest
 - CoastTV News broadcast 4/14/25
 - WBOC News broadcast 4/14/25 & 4/15/25
- Rt 113 Wildflower Discussion – Milford, DE
 - WBOC News broadcast 4/24/25
- Water Infrastructure Referendum
 - News Journal interview 4/24/25
 - WBOC news interview 4/25/25
 - CoastTV News article 4/25/25
 - WBOC news broadcast 4/25/25
- Water Infrastructure Referendum Unofficial Results
 - WBOC news broadcast 4/26/25, 4/27/25, 4/28/25
 - Milford Times feature 4/26/25
- Water Infrastructure Referendum Official Results
 - News Journal interview 4/28/25



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

Riverwalk Public Wi-Fi: The IT department has identified a few sites for expansion and have a date scheduled next week with the electric department for a site survey for installation for Phase III, this involves adding three additional access points. This upgrade is projected to double the current Wi-Fi coverage. To date, close to 1,500 unique users have accessed this important amenity.

Summary Report from Nov 10, 2024 00:00 EST - May 8, 2025 00:00 EDT

NETWORK(S)
 DEVICE TAG
 SSID
 SHOW TOP RESULTS
Export to Excel
Customize report

Anomalies

Jan 13th: Above average usage for a Monday
 Bandwidth usage was 735% higher than the last 10 Mondays recorded [View details >](#)
[View 17 more](#)

Clients with high usage

2 clients used more than 100.00 GB
 'Android' and 'Android'

Usage stats

TOTAL DATA TRANSFERRED	TOTAL DATA DOWNLOADED	TOTAL DATA UPLOADED
1.12 TB	1.00 TB	121.75 GB

Usage over time

Download Total

Client stats

TOTAL UNIQUE CLIENTS	AVERAGE # OF CLIENTS PER DAY	AVERAGE USAGE PER CLIENT
1470	34	798.2 MB

Clients per day



Top application categories

Category	Usage	% Usage
Other	814.97 GB	61.30%
Social web	276.15 GB	20.77%

Cybersecurity Awareness Training: Our cybersecurity training is well under way, and we appreciate the council’s support for this initiative.

Tyler Munis ERP: Progress continues the payroll module; the finance director met with Payroll and believes the issues are minimal. The finance team will be working through parallel payrolls on their own without Tyler supervision or cost overruns. To successfully get a 3-month parallel payroll we believe we will miss the July 1st target date, but we all agree that we are close. We do not have a start date from

Tyler yet regarding Utility Billing but are looking at 1st quarter 2026. I am currently at the Tyler Connects conference this week to meet with peers and train in the modules that council had selected for Milford.

Business Impact Analysis / Business Continuity Plan: The Business Impact Analysis (BIA) has been completed, and I have received a draft for the Business Continuity Plan that we will fine tune with all of the department heads. These documents will be a good asset to the new City Manager.

State Local Cybersecurity Grant Program: We have been rolling out the Okta Multi-Factor Authentication (MFA) and Single Sign-On (SSO) solution and hope to be complete by the end of the month or early June.

Milford's AI Policy: The chief of police and the public works director have provided their recommendations for the AI policy; it is in the city manager's hands for review for finalizing and publishing on the city's website.



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

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To: Mayor and City Council
From: Louis C. Vitola
Date: May 7, 2025
Re: April 2025 Finance Department Staff Report

- Monthly Financial Reporting
 - The Finance Report for the YTD period ended February 28, 2025 was presented to Council on April 14
- Training and Improvement Efforts

FINANCE DEPARTMENT TRAINING - APRIL 2025

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	-	-	-	
Customer Service	116.0	8.0	108.0	New Hire Training/Onboarding
Management & Staff Development	-	-	-	
ERP, Software and Technology	1.5	1.5	-	
MONTHLY TOTAL (HOURS)	117.5	9.5	108.0	130 TOTAL HOURS LAST MONTH

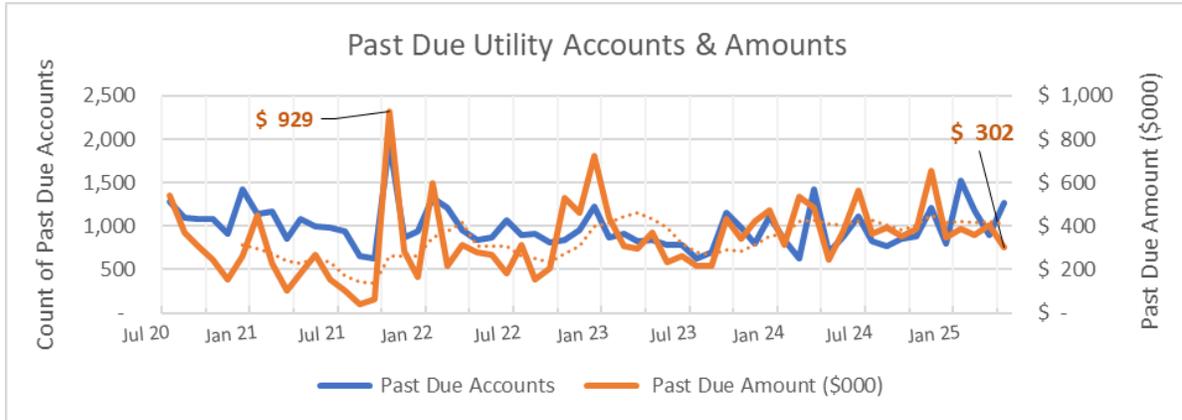
- Police Facility Project Financing
 - Finance staff continue to work with the USDA on permanent financing; significant progress was made toward closing for the \$8.5 million “Tranche A,” scheduled for mid-May
 - Complete reconciliation will be provided to Council when all activity is processed and the loans close
- No Property Tax, No Utility Rate Increase Referendum for Water Utility Project Financing
 - On Saturday, April 26, 2025, the referendum was approved by a vote of 135-21 (87%)
- 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 working together to update the CIP presentation based on the questions and valuable feedback provided by Council during and after the April 23 workshop
 - The Finance team is working on citywide revenue and expense projections and budget drafts
 - Internal, department-level budget meetings were held the last half 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 April 2025 are reported in the table below with a comparison to April 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	5/1/25	5/1/25
2024 (FY25)	\$766	\$518	\$279	\$271	\$262	\$229	\$158	2.5%
2023 & Prior	\$274	\$209	\$241	\$244	\$244	\$230	\$230	3.7%
Total	\$1,041	\$727	\$520	\$515	\$506	\$458	\$389	6.2%

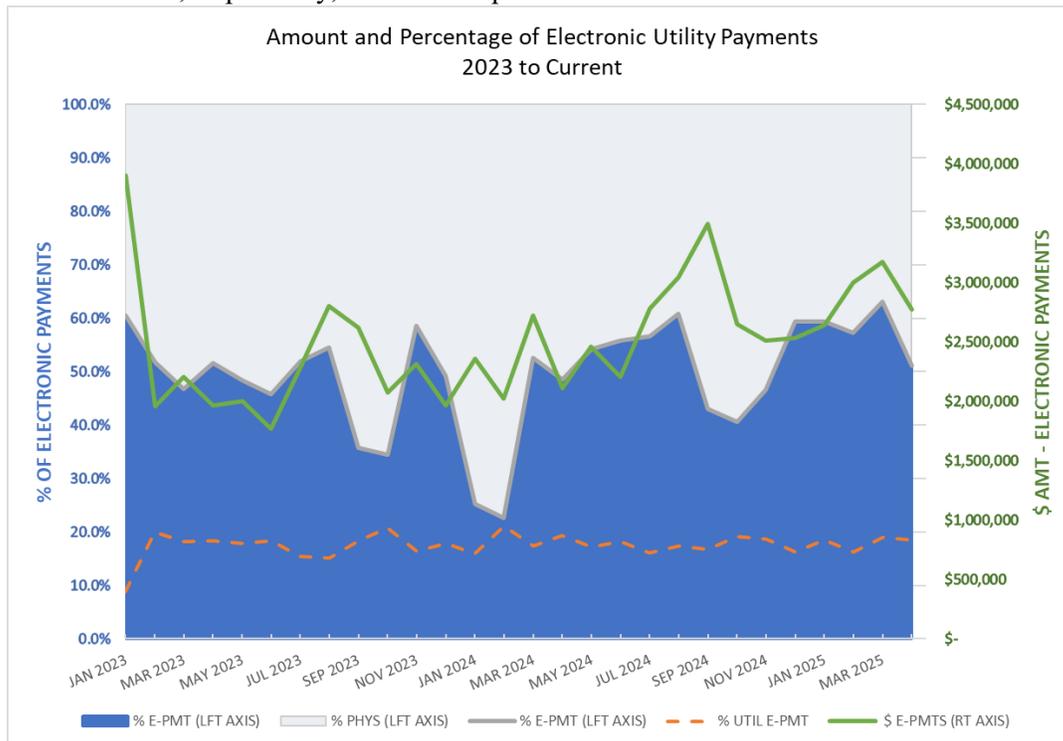
Property Tax Levy	As of:	As % of Levy
	5/1/24	5/1/24
2023 (FY24)	\$221	3.9%
2022 & Prior	\$118	2.1%
Total	\$339	6.0%

- Billing & Customer Service Department, Continued

- April results are mixed as compared to last month and the long-term average, but better than last April in terms of both the count and dollar amount of past due utilities.
 - The count is 41% higher but the amount is 26% lower than last month
 - The count of past due accounts (blue) is 30% above average but 11% lower than last April
 - The dollar amount past due (orange) is 11% and 37% lower than avg and last April, respectively



- The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through April 30, 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 April for both utilities and non-utility versus the average and last April, though not as high as last month
 - The percentage of *all* e-payments (51%) is 3% and 6% higher than the average and last April, respectively, but 19% lower than last month
 - The proportion of e-payments specific to utilities (18.5%) is 6% above average, but 4% and 2% off the mark, respectively, versus last April and last month





Financial Reporting Package
As of and For the Period Ended March 31, 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 March 31, 2025

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Feb 28, 2025)	Closing Balance (Mar 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund ³	\$ 4,511	↓ \$ 3,840	\$ 1,227	\$ (498)	\$ (1,765)	\$ 2,804
Electric Fund	2,768	→ 2,921	15	(553)	(1,187)	1,196
Water Fund	4,101	→ 4,167	11	(548)	(330)	3,299
Sewer Fund	2,448	→ 2,497	9	(194)	(236)	2,076
Solid Waste Fund	506	→ 548	3	(120)	(201)	230
Operating Cash Totals⁴	\$ 14,335	\$ 13,972	\$ 1,263	\$ (1,913)	\$ (3,719)	\$ 9,603

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

Description	Opening Balance (Feb 28, 2025)	Closing Balance (Mar 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 1,022	→ \$ 1,027	\$ -	\$ (1,027)	\$ -	\$ -
Municipal Street Aid (MSA)	395	→ 398	70	(468)	-	-
Realty Transfer Tax (RTT)	844	↑ 1,014	5,104	(4,142)	(1,373)	603
Economic Development	559	→ 559	89	-	-	648
Lodging Tax Fund	832	→ 838	99	(937)	-	-
ARPA Grant Fund	260	→ 260	-	(260)	-	-
Special Purpose Cash Totals⁴	\$ 3,912	\$ 4,097	\$ 5,362	\$ (6,835)	\$ (1,373)	\$ 1,251

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Feb 28, 2025)	Closing Balance (Mar 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 2,198	→ \$ 2,110	\$ 2,498	\$ (4,086)	\$ (329)	\$ 193
Water Fund Capital Reserves	3,714	→ 3,463	548	(1,731)	(2,229)	51
Sewer Fund Capital Reserves	4,266	→ 4,234	194	(940)	(3,472)	16
Solid Waste Fund Capital Reserves	71	→ 68	120	(62)	(126)	0
Electric Fund Capital Reserves ²	13,120	→ 13,145	3,053	(6,760)	(7,045)	2,393
Operating Cash Totals⁴	\$ 23,369	\$ 23,020	\$ 6,413	\$ (13,580)	\$ (13,200)	\$ 2,653

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

Description	Opening Balance (Feb 28, 2025)	Closing Balance (Mar 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 759	→ \$ 782	\$ 69	\$ (851)	\$ -	\$ -
Carlisle Fire Co Permit Fund	352	→ 359	23	(382)	-	-
Parks & Recreation Facilities	160	→ 160	-	(160)	-	-
Water Impact Fee Reserves	5,861	→ 5,914	177	(1,265)	-	4,826
Sewer Impact Fee Reserves	3,776	→ 3,805	85	(550)	-	3,340
Electric Impact Fee Reserves	1,523	→ 1,531	25	(1,556)	-	-
Impact Fees & Police/GF Totals⁴	\$ 12,430	\$ 12,550	\$ 378	\$ (4,763)	\$ -	\$ 8,165

Grand Totals⁴	\$ 54,046	\$ 53,639	\$ 13,417	\$ (27,092)	\$ (18,291)	\$ 21,672
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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:

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

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended March 31, 2025

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Feb 28, 2025)	Receipts	Interest Earned	Disbursements	Closing Balance (Mar 31, 2025)
General Fund	\$ 4,511,236	\$ 1,425,567	\$ 5,754	\$ (2,102,531) ↓	\$ 3,840,025
Electric Fund	2,767,515	3,491,150	3,480	(3,341,615) →	2,920,530
Water Fund	4,101,311	351,292	4,330	(290,339) →	4,166,595
Sewer Fund	2,448,375	554,868	2,790	(508,857) →	2,497,176
Solid Waste Fund	506,458	164,310	570	(123,511) →	547,827
Operating Cash Totals⁴	\$ 14,334,895	\$ 5,987,187	\$ 16,924	\$ (6,366,854) ●	\$ 13,972,153

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

Description	Opening Balance (Feb 28, 2025)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Mar 31, 2025)
General Improvement	\$ 1,021,769	\$ -	\$ 5,730	\$ - →	\$ 1,027,499
Municipal Street Aid (MSA)	394,851	-	2,780	- →	397,631
Realty Transfer Tax (RTT)	844,293	169,580	8,210	(8,333) ↑	1,013,750
Economic Development	558,863	-	-	- →	558,863
Lodging Tax Fund	831,531	6,763	-	- →	838,294
ARPA Grant Fund	260,499	-	-	- →	260,499
Special Purpose Cash Totals^{3,4}	\$ 3,911,806	\$ 176,343	\$ 16,720	\$ (8,333) ●	\$ 4,096,536

18 **Reserve Fund Cash Balances**

Description	Opening Balance (Feb 28, 2025)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Mar 31, 2025)
General Fund Capital Reserves	\$ 2,197,690	\$ -	\$ 11,071	\$ (98,695) →	\$ 2,110,066
Water Fund Capital Reserves	3,713,558	-	18,390	(269,010) →	3,462,938
Sewer Fund Capital Reserves	4,266,488	-	21,280	(53,692) →	4,234,076
Solid Waste Fund Capital Reserves	71,384	-	410	(3,780) →	68,014
Electric Fund Capital Reserves	13,120,324	-	65,020	(40,648) →	13,144,696
Reserve Fund Cash Totals^{3,4}	\$ 23,369,444	\$ -	\$ 116,171	\$ (465,825) ●	\$ 23,019,790

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

Description	Opening Balance (Feb 28, 2025)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Mar 31, 2025)
Police & General Gov't Facilities	\$ 759,310	\$ 22,837	\$ -	\$ - →	\$ 782,147
Carlisle Fire Co Permit Fund	351,529	7,612	-	- →	359,141
Parks & Recreation Facilities	159,575	-	-	- →	159,575
Water Impact Fee Reserves	5,860,514	58,942	-	(5,685) →	5,913,771
Sewer Impact Fee Reserves	3,776,477	28,295	-	- →	3,804,772
Electric Impact Fee Reserves	1,522,590	8,400	-	- →	1,530,990
Impact Fees & Police/GF Totals^{3,4}	\$ 12,429,996	\$ 126,086	\$ -	\$ (5,685) ●	\$ 12,550,397

Grand Totals⁴	\$ 54,046,142	\$ 6,289,616	\$ 149,815	\$ (6,846,697) ▲	\$ 53,638,876
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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\$0.5 million disbursed from reserves (lines 20-24) includes \$0.2 million related to the ongoing 2024 streets/utilities project, equipment replacement, the ongoing ERP upgrade, and other budgeted utility projects. The minor disbursement from water impact fees (line 31) also reflects the streets project.
³Investments with PFM exceed \$40 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 March 31, 2025

General Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/25)	\$	2,110,066
Expected Contributions & Interest		498,075
Restricted Funds:		
Vehicle & Equipment Replacement		(156,847)
Street Repair		(2,002,590)
Parking Enhancements		(620,000)
Parkland, Trails & Recreation		(1,162,302)
PD Projects		(144,319)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ^{6,8}		-
Equipment Replacement Reserve ²		(329,000)
Uncommitted Reserve Balance	\$	193,083

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/25)	\$	13,144,696
Expected Contributions & Interest		3,053,287
Restricted Funds:		
Electric Vehicles & Equipment		(74,762)
Substation Upgrades & Security		(452,841)
Traffic Signal Upgrades		(361,390)
Citywide Projects		(1,811,342)
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	\$	2,392,873

Water Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/25)	\$	3,462,938
Expected Contributions & Interest		548,267
Restricted Funds:		
Vehicle & Equipment Replacement		(218,393)
Reserve-Funded Projects		
Water System Improvements		(1,182,664)
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	\$	50,845

Solid Waste Reserves		Amount
Cash/Investment Balance (3/31/25)	\$	68,014
Expected Contributions & Interest		120,050
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(15,500)
Solid Waste Alloc of Citywide Projects		(46,637)
Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(125,500)
Uncommitted Reserve Balance	\$	427

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/25)	\$	4,234,076
Expected Contributions & Interest		193,750
Restricted Funds:		
Sewer Vehicles & Equipment		(125,424)
Reserve-Funded Projects		
Sewer System Improvements		(750,072)
8" Bypass Pump		(65,000)
Reserve (MCR) Policy ^{3,6}		(3,373,571)
Equipment Replacement Reserve ³		(98,000)
Uncommitted Reserve Balance	\$	15,759

MSA & RTT Reserves		Amount
RTT Balance (3/31/25)		1,013,750
MSA Balance (3/31/25)		397,631
MSA & RTT Est Receipts thru FY25:		5,174,196
MSA: Street & Bridge Improvements		(1,169,501)
RTT: Transfer to Police Dept		(25,000)
RTT: Sidewalk Project Funding		(150,000)
MSA & RTT: Combined St-Util		(1,265,119)
RTT: 4th St Project 9/9/24		(263,757)
RTT: Support GF Policies ¹		(2,000,000)
RTT: Reserve Policy ⁵		(1,373,000)
Uncommitted Reserve Balance	\$	339,200

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 March 31, 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	\$ 26,034	\$ 2,810	\$ 4,462	\$ 1,361	\$ 34,667	100.0%	100.0%
2	Cost of Revenue ¹	(18,960)	(312)	(2,377)	(257)	(21,907)	-63.2%	-60.0%
3	Gross Margin	7,074	2,498	2,085	1,103	12,761	36.8%	40.0%
4	Operating Expenses							
5	Operations & Maintenance	(2,470)	(1,064)	(885)	(772)	(5,191)	-15.0%	-20.4%
6	Personnel	(1,349)	(340)	(333)	(312)	(2,333)	-6.7%	-6.1%
7	Total Operating Expenses	(3,818)	(1,404)	(1,218)	(1,084)	(7,524)	-21.7%	-26.5%
8	Operating Income	\$ 3,256	\$ 1,094	\$ 867	\$ 19	\$ 5,236	15.1%	13.6%
9	Non-Operating Revenue (Expense)	-	-	-	-	-	0.0%	0.0%
10	Surplus (Deficit) for debt service & capital	3,256	1,094	867	19	5,236	15.1%	13.6%
11	Debt Service - Principal & Interest	(280)	(359)	(367)	-	(1,006)	-2.9%	-3.1%
12	Capital Spending / Contributions from (to) Reserves	(419)	(254)	(83)	(395)	(1,151)	-3.3%	-4.7%
13	Surplus (deficit) available for transfers	2,556	482	416	(375)	3,080	8.9%	5.8%
14	Transfers Out	(2,957)	(236)	(236)	-	(3,429)	-9.9%	-9.0%
15	Net Surplus (Deficit) - FYTD through Mar 2025	\$ (400)	\$ 246	\$ 180	\$ (375)	\$ (349)	-1.0%	-3.2%
16	Net Surplus (Deficit) - FYTD through Mar 2024	\$ 40	\$ (98)	\$ (877)	\$ (86)	\$ (1,021)	-3.2%	
17	<i>Current vs Prior - Favorable (Unfavorable)²</i>	\$ (440)	\$ 344	\$ 1,057	\$ (289)	\$ 672	2.2%	
18	Net Surplus (Deficit) - Current FYTD Budget	\$ (844)	\$ (703)	\$ (60)	\$ (480)	\$ (2,087)	-6.4%	
19	<i>Current vs Budget - Favorable (Unfavorable)²</i>	\$ 444	\$ 949	\$ 240	\$ 104	\$ 1,737	5.4%	

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

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

City of Milford, Delaware
 General Fund: Statement of Revenues & Expenditures¹
 For the YTD Period Ended March 31, 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 <i>(as % of Rev)</i>	FY24 Total ² <i>(as % of Rev)</i>
Sources of Funding:							
Real Estate (Property) Taxes	\$ 6,504	\$ -	\$ -	\$ -	\$ 6,504	46.8%	51.3%
Permits, Licensing & Franchise Fees	279	-	-	637	916	6.6%	7.7%
Fines, Fees & Misc Revenue	130	584	-	-	714	5.1%	5.7%
General Revenue Subtotal	6,913	584	-	637	8,134	58.5%	64.6%
Utility Transfers & Cost Allocation	4,942	-	-	-	4,942	35.5%	25.8%
Grant Revenue	21	-	-	-	21	0.1%	0.0%
Application of Reserve Balances	732	75	-	-	807	5.8%	9.5%
General Fund Operating Support	5,694	75	-	-	5,769	41.5%	35.4%
Total Sources of Funding	\$ 12,607	\$ 659	\$ -	\$ 637	\$ 13,903	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	688	1,018	388	738	2,832	20.4%	31.5%
Personnel	606	5,033	571	1,755	7,965	57.3%	68.0%
Total Operating Expenses	1,294	6,052	959	2,493	10,797	77.7%	99.5%
Surplus (Deficit) for Debt Svc & Capital	\$ 11,313	\$ (5,393)	\$ (959)	\$ (1,856)	\$ 3,106	22.3%	0.5%
Debt Service - Principal & Interest	-	213	-	-	213	1.5%	0.0%
Capital Spending / Transfers from (to) Reserves	56	47	139	152	394	2.8%	13.7%
Net Surplus (Deficit) - FYTD through Mar 2025	\$ 11,257	\$ (5,653)	\$ (1,097)	\$ (2,008)	\$ 2,499	18.0%	-13.2%
Net Surplus (Deficit) - FYTD through Mar 2024	\$ 8,130	\$ (5,554)	\$ (1,708)	\$ (2,348)	\$ (1,480)	-13.2%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 3,127	→ \$ (99)	↑ \$ 611	↑ \$ 340	↑ \$ 3,979	↑ 31.2%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 11,952	\$ (8,999)	\$ (1,621)	\$ (4,470)	\$ (3,138)	-21.7%	
Current vs Budget - Favorable (Unfavorable)³	↓ \$ (695)	↑ \$ 3,346	↑ \$ 523	↑ \$ 2,463	↑ \$ 5,637	↑ 39.7%	

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 March 31, 2025

75.0% of Year Elapsed

Account / Function	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 287,801	\$ 23,983	\$ 215,851	75.0%
General Fund Reserves	1,809,271	145,033	515,740	28.5%
Interest Income	35,269	7,196	20,654	58.6%
Realty Transfer Tax - Police	100,000	8,333	75,000	75.0%
Real Estate Tax	6,321,516	125,948	6,504,242	102.9%
Business License	67,000	6,450	60,230	89.9%
Rental License	120,000	8,800	135,065	112.6%
Building Permits	250,000	28,693	327,038	130.8%
Planning & Zoning	9,000	37,494	96,476	1072.0%
Leases and Franchise Fees	441,814	64,552	279,201	63.2%
Grasscutting Revenue	24,000	2,000	18,000	75.0%
Police Revenues	570,285	40,845	584,015	102.4%
Misc. Revenues ¹	12,000	49,574	129,819	1081.8%
Transfers In	6,588,923	549,077	4,941,693	75.0%
Total General Fund Revenue	\$ 16,636,879	\$ 1,097,979	\$ 13,903,024	83.6%
Enterprise Funds:				
Water Fund Revenues	3,707,513	290,804	2,809,742	75.8%
Sewer Fund Revenues	3,308,391	251,828	2,465,599	74.5%
Kent County Sewer	2,332,578	204,649	1,996,724	85.6%
Solid Waste Fund Revenues	1,859,923	153,127	1,360,702	73.2%
Electric Fund Revenues	33,710,810	2,822,319	26,034,451	77.2%
Total Enterprise Fund Revenue	\$ 44,919,215	\$ 3,722,727	\$ 34,667,219	77.2%
Application of Enterprise Reserves	3,432,345	465,825	1,211,874	35.3%
Other Enterprise Revenue	83,000	11,385	59,550	71.7%
Other Enterprise Expense	(83,000)	(2,090)	(36,461)	43.9%
Total General & Enterprise Fund Revenue	\$ 64,988,439	\$ 4,830,002	\$ 48,593,332	74.8%

¹Vehicle & Equipment Sales and Insurance Recoveries are driving the unusually high Miscellaneous Revenue in the General Fund. Proceeds from Vehicle sales accrue to the replacement funding.

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended March 31, 2025

75.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 642,713	\$ 48,336	\$ 423,267	65.9%	\$ 219,446
Operation & Maintenance (O&M)	188,916	18,006	139,089	73.6%	49,827
Capital	48,800	1,780	2,930	6.0%	45,870
Subtotal: City Administration	880,429	68,122	565,286	64.2%	315,143
City Clerks					
Personnel	285,163	19,818	141,840	49.7%	143,323
O&M	86,846	6,743	51,221	59.0%	35,625
Capital	-	-	-	-	-
Subtotal: City Clerks	372,009	26,561	193,061	51.9%	178,948
Planning & Zoning					
Personnel	764,390	59,943	545,761	71.4%	218,629
O&M	165,112	6,006	144,005	87.2%	21,107
Capital	-	-	-	-	-
Subtotal: Planning & Zoning	929,502	65,949	689,766	74.2%	239,736
Council					
Personnel	54,990	6,287	40,713	74.0%	14,277
Legal	35,150	2,478	28,406	80.8%	6,744
City Hall Building Expense	35,462	2,955	26,597	75.0%	8,865
Insurance	18,290	-	16,668	91.1%	1,622
Council Expense	40,000	1,342	25,217	63.0%	14,784
Codification	18,000	-	5,654	31.4%	12,346
Carlisle Fire Company	205,000	205,000	205,000	100.0%	-
Museum	40,000	40,000	40,000	100.0%	-
Downtown Milford, Inc.	50,000	-	50,000	100.0%	-
Milford Public Library	28,000	28,000	28,000	100.0%	-
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	-	24,000	96.0%	1,000
Subtotal: Council	728,712	286,061	538,396	73.9%	190,316

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended March 31, 2025

				<i>75.0% of Year Elapsed</i>	
Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
29 Finance					
30 Personnel	721,260	57,617	522,885	72.5%	198,375
31 O&M	57,705	2,865	30,059	52.1%	27,646
32 Capital	-	-	-		-
33 Subtotal: Finance	778,965	60,482	552,945	71.0%	226,020
34 Information Technology					
35 Personnel	536,570	43,042	395,623	73.7%	140,947
36 O&M	405,476	1,617	159,455	39.3%	246,021
37 Capital	-	4,300	29,424		(29,424)
38 Subtotal: Information Technology	942,046	48,959	584,502	62.0%	357,544
39 Police Department					
40 Personnel	6,733,520	524,337	5,033,400	74.8%	1,700,120
41 O&M	1,301,310	77,198	1,018,456	78.3%	282,854
42 Capital	97,260	-	46,901	48.2%	50,359
43 Debt Service	640,048	29,052	212,849	33.3%	427,199
44 Subtotal: Police Department	8,772,138	630,587	6,311,605	72.0%	2,460,533
45 Streets & Grounds Division					
46 Personnel	441,620	31,932	290,703	65.8%	150,918
47 O&M	585,177	28,597	404,283	69.1%	180,894
48 Capital	275,000	50,374	151,681	55.2%	123,319
49 Subtotal: Streets & Grounds Division	1,301,797	110,903	846,666	65.0%	455,131
50 Parks & Recreation					
51 Personnel	775,360	57,265	570,702	73.6%	204,658
52 O&M	709,070	49,188	388,071	54.7%	320,999
53 Capital	446,851	26,731	138,943	31.1%	307,908
54 Subtotal: Parks & Recreation	1,931,281	133,184	1,097,716	56.8%	833,565
55 Total General Fund Expenditures	\$ 16,636,879	\$ 1,430,809	\$ 11,379,943	68.4%	\$ 5,256,935

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended March 31, 2025

75.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 467,340	\$ 70,290	\$ 339,650	72.7%	\$ 127,690
O&M	1,893,512	200,762	1,064,130	56.2%	829,382
Transfer to General Fund	315,000	26,250	236,250	75.0%	78,750
Capital	666,386	64,010	253,535	38.0%	412,851
Debt Service	365,275	-	358,548	98.2%	6,727
Subtotal: Water Division	3,707,513	361,312	2,252,113	60.7%	1,455,400
Sewer Division					
Personnel	457,370	69,338	332,596	72.7%	124,774
O&M	1,511,092	93,660	885,426	58.6%	625,666
Transfer to General Fund	315,000	26,250	236,250	75.0%	78,750
Capital	2,504,373	53,692	253,379	10.1%	2,250,994
Debt Service	416,977	-	367,196	88.1%	49,781
Subtotal: Sewer Division (excl. Kent County)	5,204,812	242,940	2,074,848	39.9%	3,129,965
Kent County Sewer	2,863,851	204,615	2,047,900	71.5%	815,951
Subtotal: Sewer Division (Comprehensive)	8,068,663	447,556	4,122,747	51.1%	3,945,916
Solid Waste Division					
Personnel	440,130	27,614	312,018	70.9%	128,112
O&M	1,419,793	75,766	772,119	54.4%	647,674
Capital	595,311	3,780	469,512	78.9%	125,799
Subtotal: Solid Waste Division	2,455,234	107,160	1,553,649	63.3%	901,585
Subtotal: Water, Sewer & Solid Waste	14,231,410	916,027	7,928,509	55.7%	6,302,901
Electric Division					
Personnel	1,931,680	248,896	1,348,713	69.8%	582,967
O&M	3,379,183	34,571	2,469,654	73.1%	909,529
Transfer to General Fund	3,942,000	328,500	2,956,500	75.0%	985,500
Capital	409,340	240,648	494,171	120.7%	(84,831)
Debt Service	320,315	-	280,320	87.5%	39,995
Subtotal: Electric Division (excl. Power)	9,982,518	852,615	7,549,358	75.6%	2,433,160
Power Purchased	24,137,632	1,920,503	18,960,246	78.6%	5,177,386
Subtotal: Electric Division (Comprehensive)	34,120,150	2,773,118	26,509,603	77.7%	7,610,547
Total Enterprise Fund Expenditures	\$ 48,351,560	\$ 3,689,145	\$ 34,438,112	71.2%	\$ 13,913,448
Grand Total Operating Budget	\$ 64,988,439	\$ 5,119,954	\$ 45,818,056	70.5%	\$ 19,170,383

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended March 31, 2025

75.0% of Year Elapsed

Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 194,220	\$ 15,253	\$ 143,525	73.9%	\$ 50,695
Operation & Maintenance (O&M)	126,444	12,916	106,913	84.6%	19,531
Capital	-	-	-		-
Subtotal: Garage	320,664	28,169	250,438	78.1%	70,226
Public Works					
Personnel	877,190	54,337	600,138	68.4%	277,052
O&M	296,460	30,786	386,185	130.3%	(89,725)
Capital	-	-	-		-
Subtotal: Public Works	1,173,650	85,124	986,324	84.0%	187,326
Tech Services					
Personnel	336,620	27,517	248,276	73.8%	88,344
O&M	501,615	56,974	411,968	82.1%	89,647
Capital	-	-	-		-
Subtotal: Tech Services	838,235	84,490	660,243	78.8%	177,992
Billing & Collections					
Personnel	917,260	65,130	627,554	68.4%	289,706
O&M	423,510	15,619	325,468	76.9%	98,042
Capital	-	-	-		-
Subtotal: Billing & Collections	1,340,770	80,749	953,023	71.1%	387,747
City Hall Cost Allocation					
O&M	83,440	5,152	62,670	75.1%	20,770
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,440	5,152	62,670	75.1%	20,770
Interdepartmental Cost Allocation	\$ (3,756,759)	\$ (283,685)	\$ (2,912,697)	77.5%	\$ (844,062)
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.

THE NCS™

THE NATIONAL COMMUNITY SURVEY™

Milford, DE

The National Community Survey™

2025 Results





Civic Communication & Analytics Platform

Smarter, better-connected communities. A civic surveying, policy polling, and constituent communication tech platform.

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Advanced Survey Science & Performance Analytics

Data insights to help communities move forward. The premiere provider of professional civic surveys and performance benchmarking analyses.

Exclusive Partners



Resident Surveys in Local Governance



**Monitor trends
in resident
opinion**



**Measure
government
performance**



**Inform budget,
land use,
strategic
planning
decisions**



**Benchmark
against other
communities**

The NCS™ Facets of Community Livability



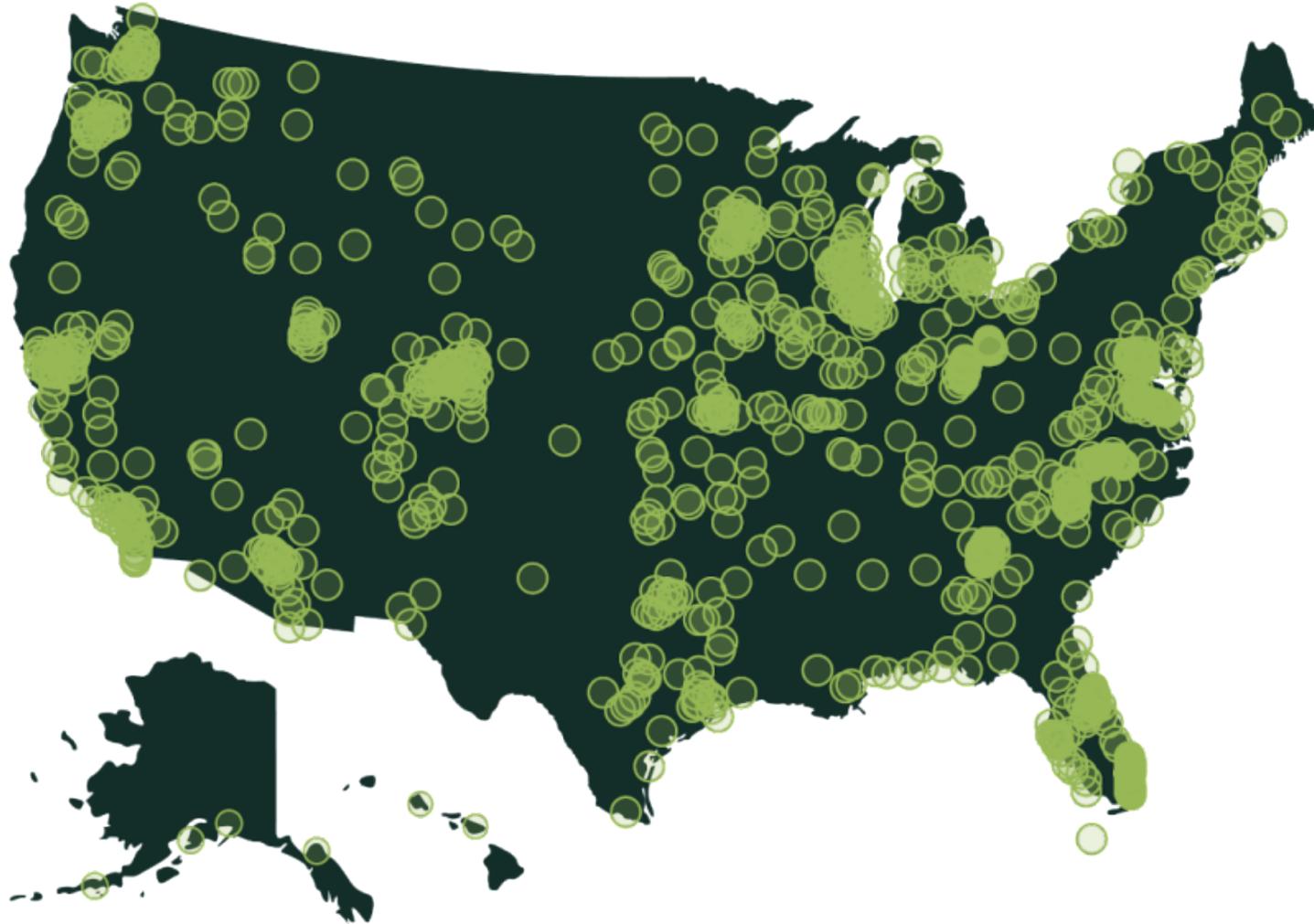
The National Community Survey™ in Milford



The NCS™ for Milford, DE

- 4th time conducting The NCS (previous surveys in 2022, 2019, 2017)
- Survey conducted from February 6th – March 20th
- Mailing approach employed:
 - Probability-based sample of 3000 randomly selected households
 - 361 total responses received
 - 12% overall response rate
 - Non-probability, open-participation survey: 34 responses
- Results statistically weighted to reflect Milford overall
95% confidence interval with a +/- 5.2% margin of error

Polco's Benchmarking Database



More than
500
comparison
communities
across the
nation.

Representing
the opinions
of more than
50 million
residents.



Overview of Survey Results



Facets of Community Livability: Quality



National Benchmark Comparisons:

- Higher
- Similar
- Lower



Percent excellent or good



Facets of Community Livability: Importance



National Benchmark Comparisons:

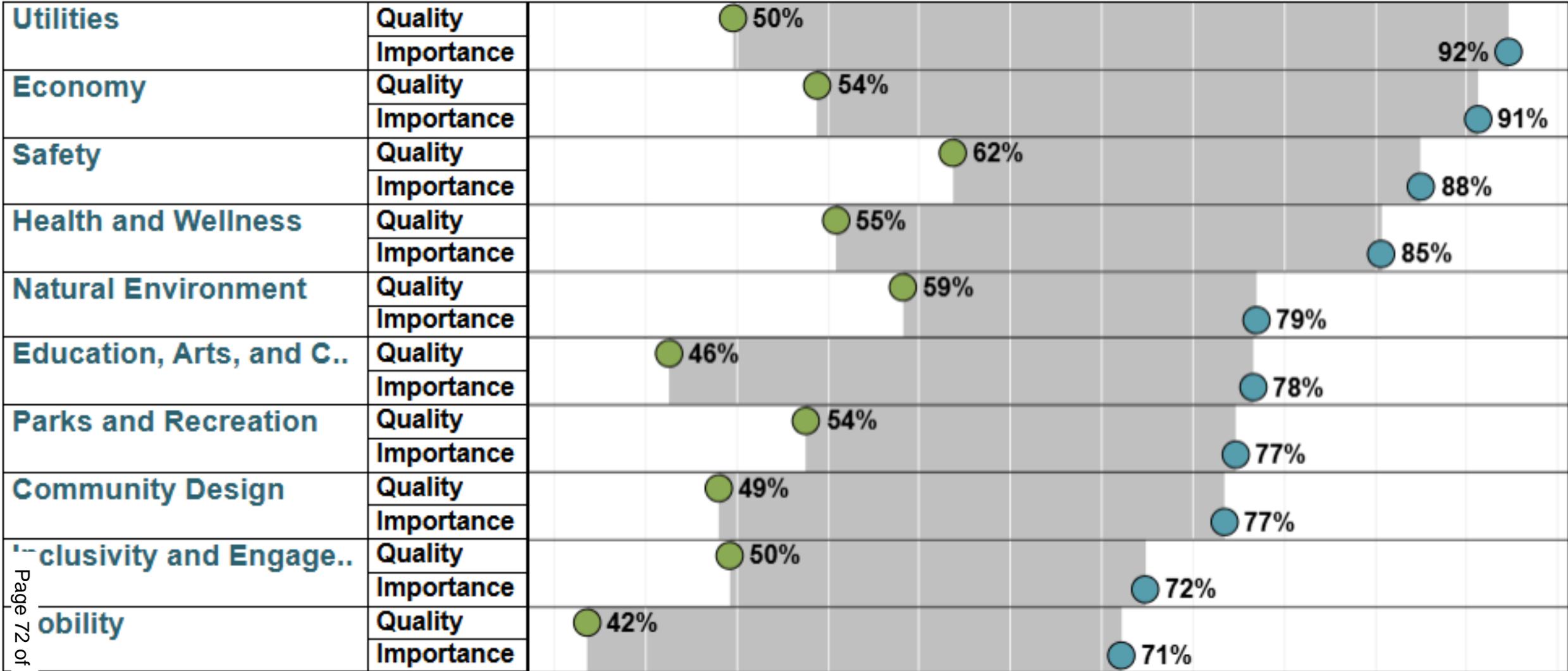
- Higher
- Similar
- Lower



Percent essential or very important



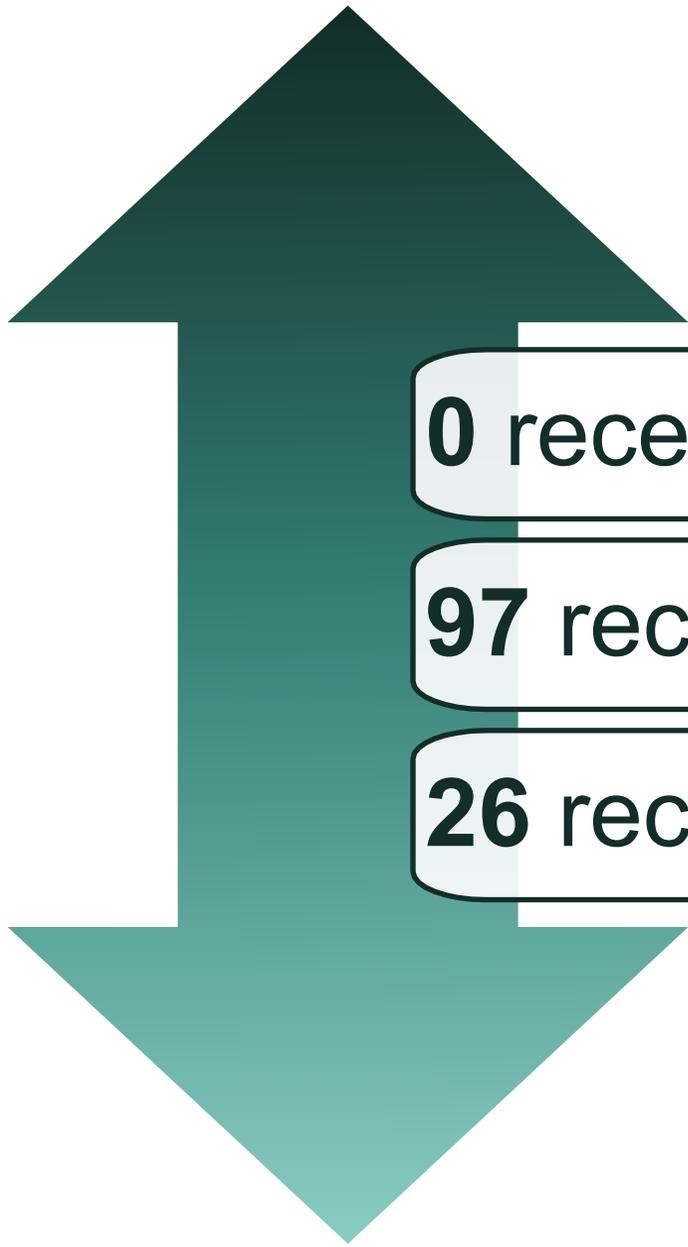
Balancing Quality and Importance



■ Quality ■ Importance



Comparisons to National Benchmarks



0 received **higher** ratings

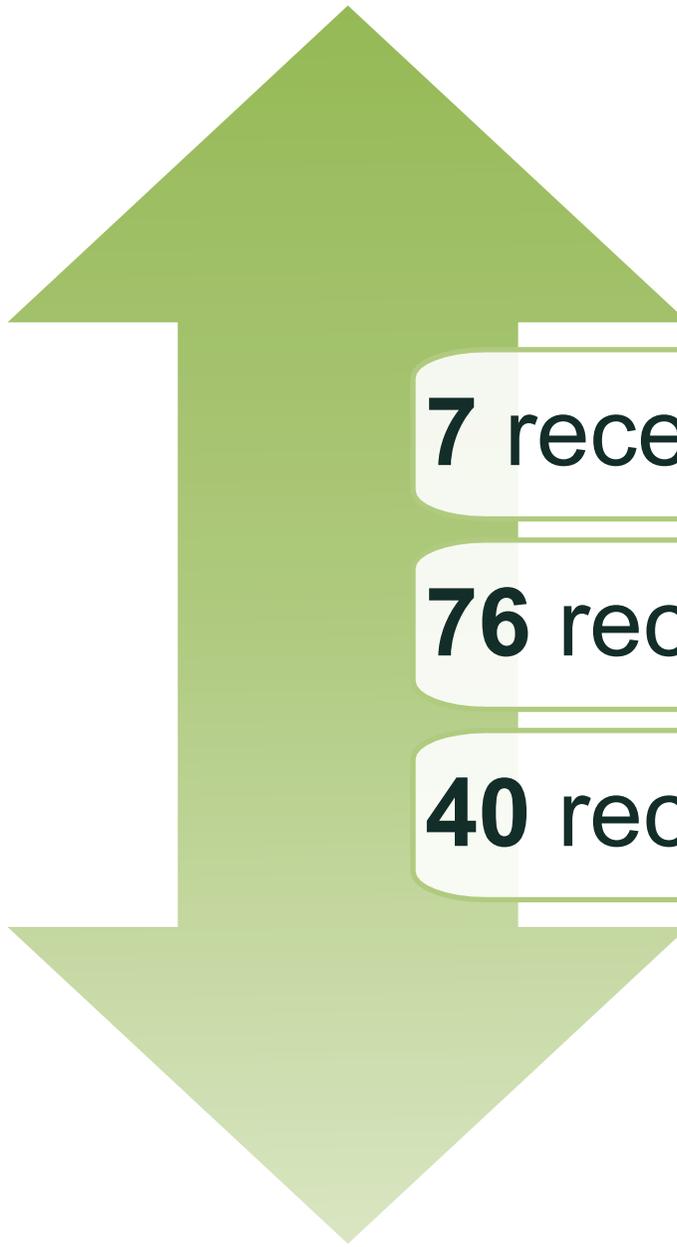
97 received **similar** ratings

26 received **lower** ratings





Comparisons to Previous Survey (2022)



7 received **higher** ratings

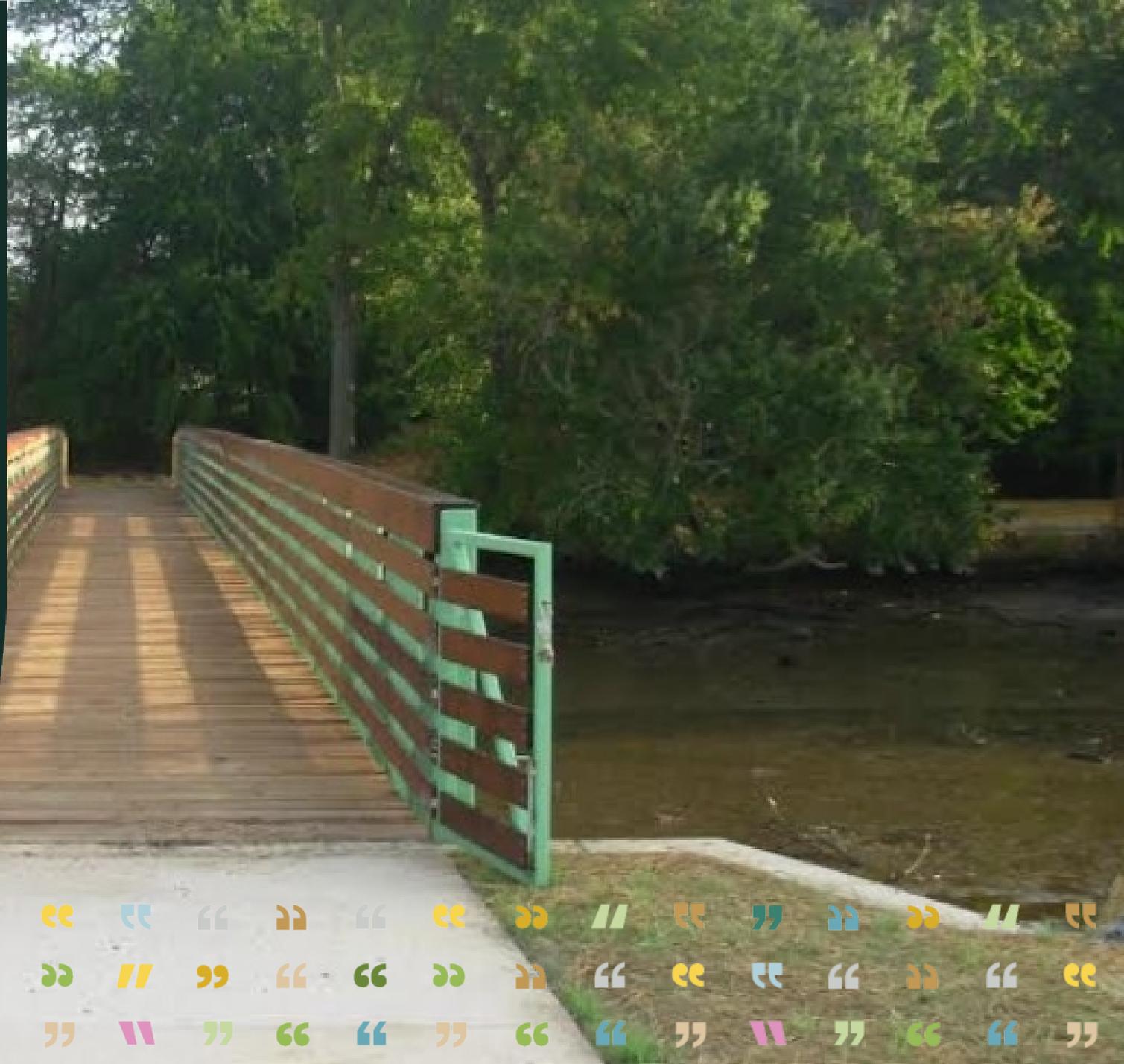
76 received **similar** ratings

40 received **lower** ratings





Key Findings



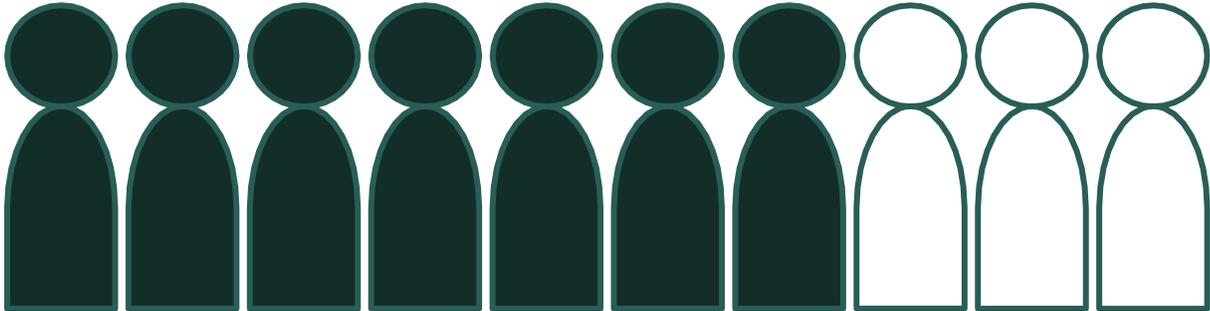


Milford's
quality of life
ratings remain
consistent with
national
trends.

1



Overall Community Quality



About

7 in 10

residents gave **excellent** or **good** ratings to:

- Milford as a place to live

**About 8 in 10
residents**

- Plan to remain in Milford for the next five years
- Would recommend living in Milford to someone who asked



**Most residents
feel a strong
sense of safety
in Milford.**

2



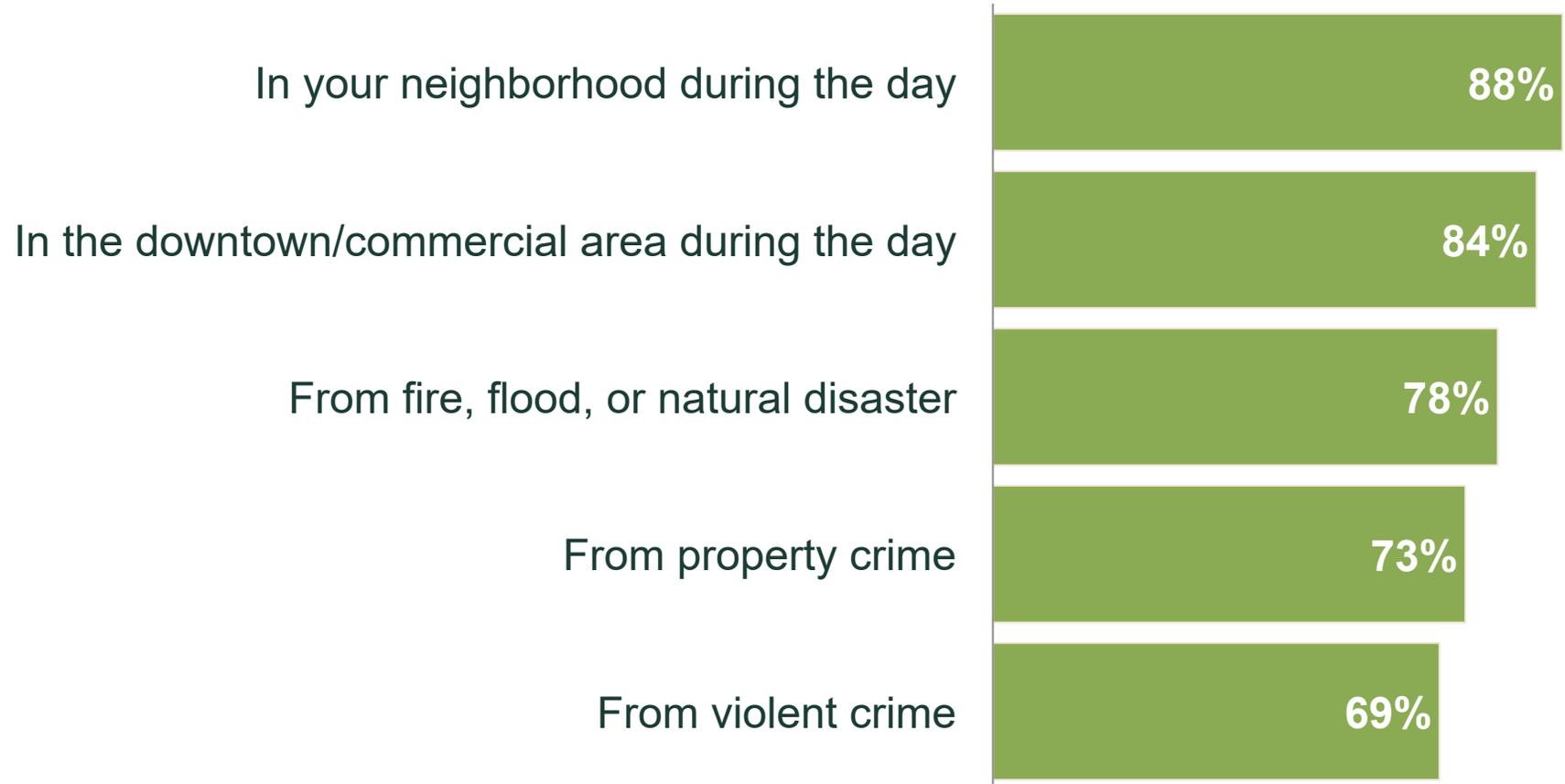
Safety in Milford



Please rate how safe or unsafe you feel:

National Benchmark Comparison

- Higher
- Similar
- Lower



trends over Time: Increasing/Decreasing Significantly

Percent very or somewhat safe

Safety Services in Milford



83%

Fire services



78%

Ambulance/
Emergency
medical
services



71%

Police/Sheriff
services



57%

Emergency
preparedness



56%

Animal
Control



Trends over Time: Increasing/Decreasing Significantly

Percent excellent or good



Milford's economic health is important to residents.

3



The Economy in Milford



Please rate each of the following in the Milford community:

National Benchmark Comparison

■ Higher

■ Similar

■ Lower



Percent excellent or good



trends over Time: Increasing/Decreasing Significantly



Milford's natural environment and parks and recreation opportunities show areas of opportunity.

4



Natural Environment in Milford



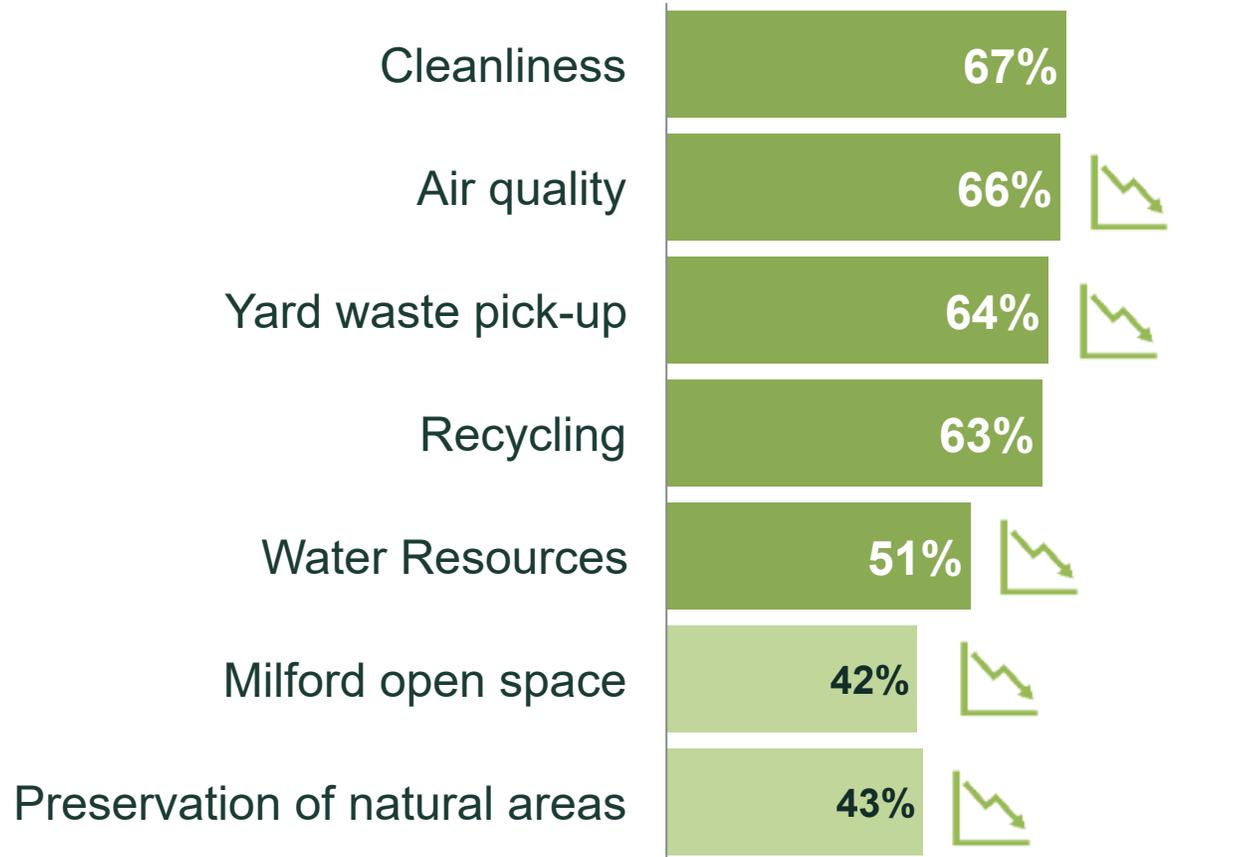
Please rate each of the following in the Milford community:

National Benchmark Comparison

■ Higher

■ Similar

■ Lower



Trends over Time: Increasing/Decreasing Significantly

Percent excellent or good

Parks and Recreation in Milford



Please rate each of the following in the Milford community:

National Benchmark Comparison

- Higher
- Similar
- Lower



trends over Time: Increasing/Decreasing Significantly

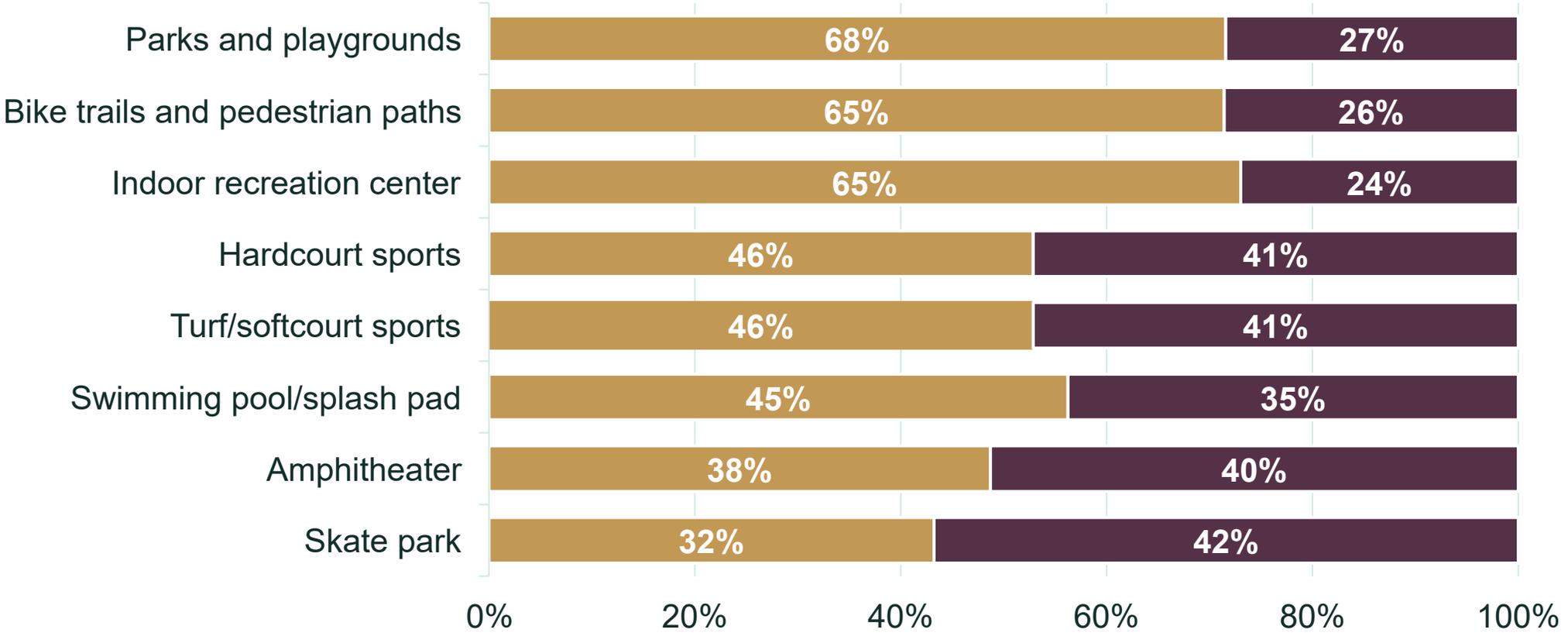
Percent excellent or good

Recreation Opportunities in Milford



Please rate how important, if at all, you think it is to add or expand the following city recreation opportunities in Milford.

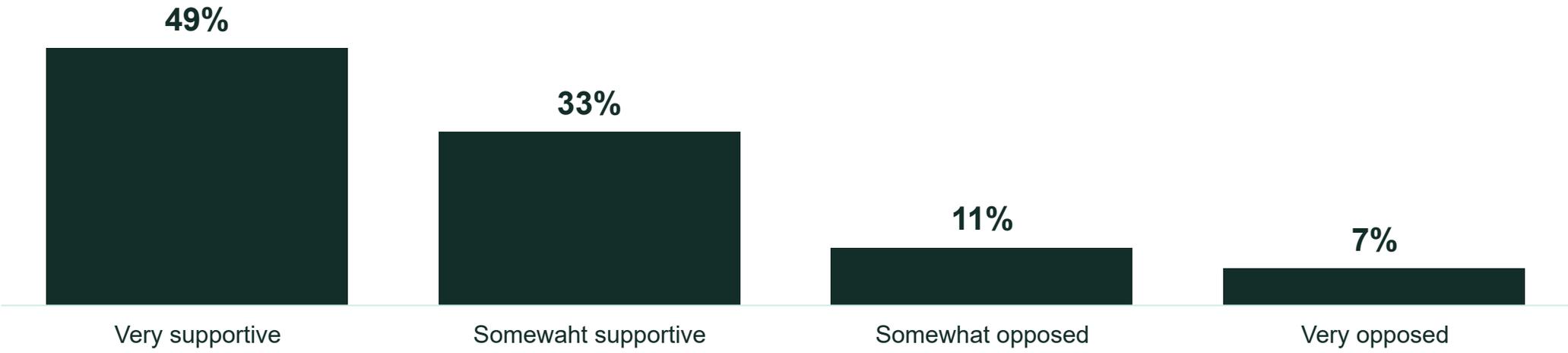
- Essential or Very important
- Somewhat important



Indoor Recreation Facility



How supportive, if at all, are you of the City of Milford constructing a new indoor recreation facility?





Mobility is an area of focus for the City.

6



Mobility in Milford



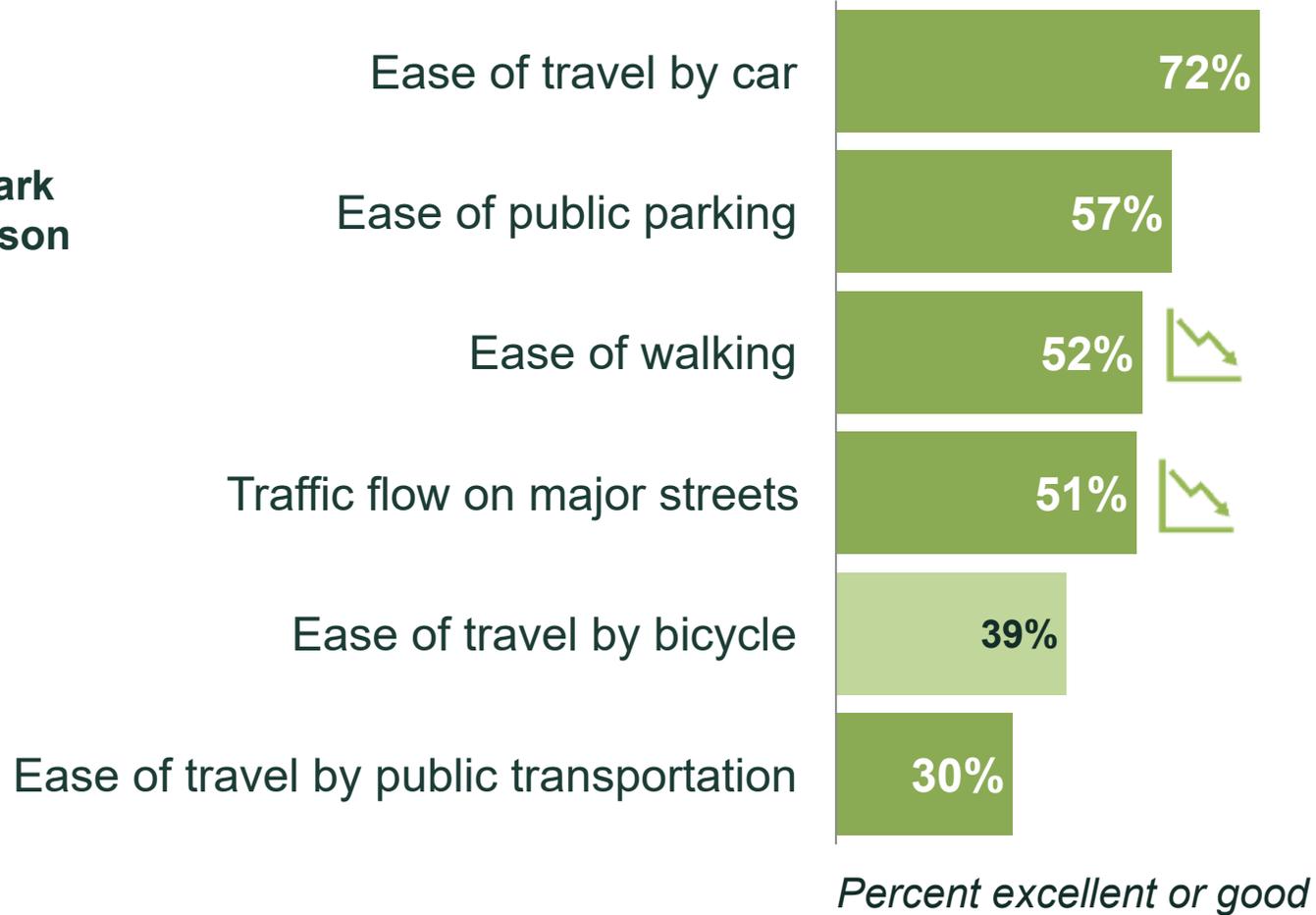
Please rate each of the following in the Milford community:

National Benchmark Comparison

■ Higher

■ Similar

■ Lower



Trends over Time: Increasing/Decreasing Significantly

Mobility Services in Milford



63%

Street lighting



62%

Traffic enforcement



60%

Snow removal



57%

Sidewalk maintenance



57%

Bus or transit services



Percent excellent or good



trends over Time: Increasing/Decreasing Significantly



Additional Special Topics

13. Please rate how important, if at all, you think it is to add or expand the following city recreation opportunities in Milford.

	<u>Essential</u>	<u>Very important</u>	<u>Somewhat important</u>	<u>Not at all important</u>
Parks and playgrounds.....	1	2	3	4
Bike trails and pedestrian paths	1	2	3	4
Hardcourt sports (basketball, tennis, pickleball, etc.).....	1	2	3	4
Turf/softcourt sports (soccer, baseball, softball, beach volleyball, etc.).....	1	2	3	4
Swimming pool/splash pad	1	2	3	4
Indoor recreation center with sports, fitness, and youth programming.....	1	2	3	4
Skate park	1	2	3	4
Amphitheater	1	2	3	4

14. How supportive, if at all, are you of the City of Milford permitting recreational sales of marijuana?

- Very supportive
- Somewhat supportive
- Somewhat opposed
- Very opposed
- Don't know

15. How supportive, if at all, are you of the City of Milford constructing a new indoor recreation facility?

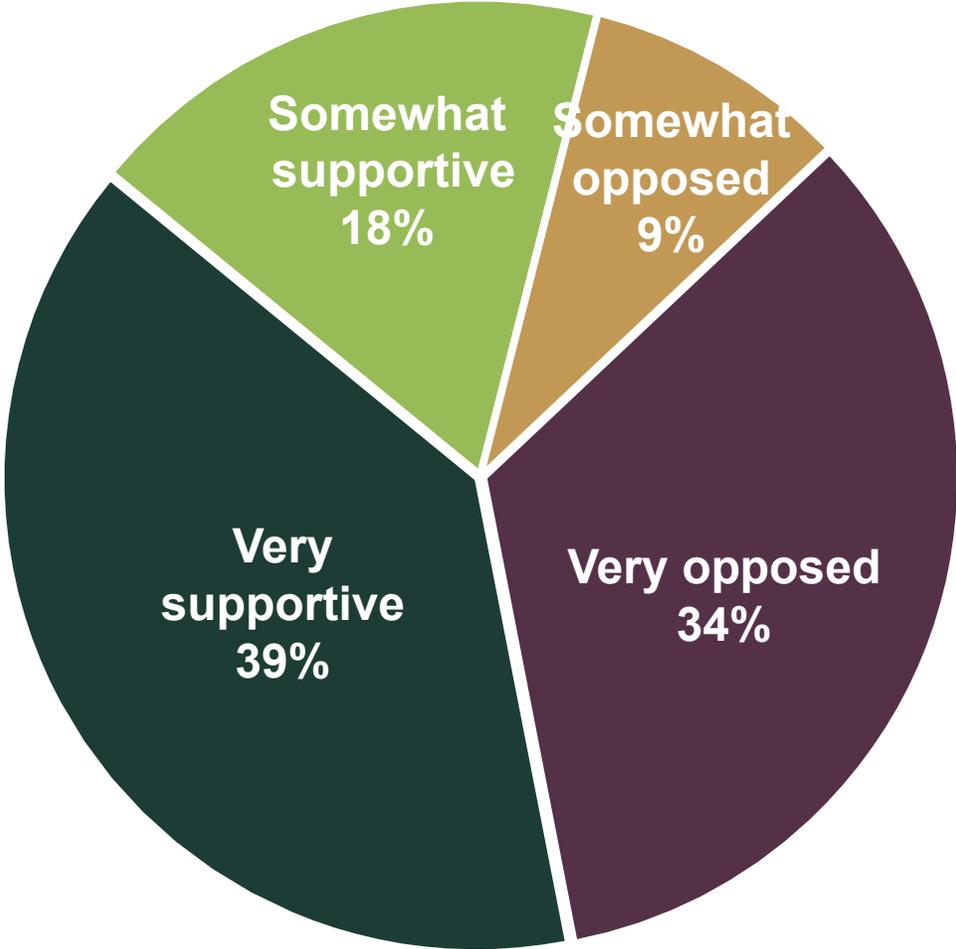
- Very supportive
- Somewhat supportive
- Somewhat opposed
- Very opposed
- Don't know



Recreational Sales of Marijuana



How supportive, if at all, are you of the City of Milford permitting recreational sales of marijuana?





Summary of Conclusions

1. **Milford's quality of life ratings remain consistent with national trends.**
2. **Most residents feel a strong sense of safety in Milford.**
3. **Milford's economic health is important to residents.**
4. **Milford's natural environment and parks and recreation opportunities show areas of opportunity.**
5. **Mobility is an area of focus for the City.**



Next Steps: ENGAGE With Community Members



ENGAGE

Participants

Content

Outreach

Polco Library



This library contains curated surveys and polls created by survey scientists at National Research Center, Polco's dedicated research team. You can use these as they are, look around for inspiration, or make a copy and customize to fit your needs.

All content in the Polco Library is proprietary and is for exclusive use on the Polco platform. The use of Polco Library content in unsolicited ways is prohibited. Please refer to our [Terms of Use](#) for details.

We also have toolkits which cover a range of questions based around certain topics. The modules in our toolkit can be used individually by your organization over time to provide an environmental scan.

Available toolkits:

- COVID-19
- Libraries
- School Districts

Public Safety Communications

Governance Safety

As part of our ongoing efforts to better serve the community, we need input from you! Take this quick survey to share your feedback about the (XYZ)'s communication pertaining to public safety issues and news. Your responses will be kept confidential, and no identifying

communications governance safety outreach
information public safety emergency communication

View

Emergency Communications

Safety Governance

Used by 2 profiles

As we continue our efforts to meet the dynamic needs of (ABC) residents, we need your critical input. Please take this quick survey to share your thoughts on emergency preparedness and related (XYZ) communications. The results will help us improve our

information alert urgent public safety
communications emergency preparedness alerts news
disaster emergency 311 disaster preparedness safety
communication governance

View

Search

Filter or search to find the content you are looking for.

Content Type

All

Domain

All

Text search

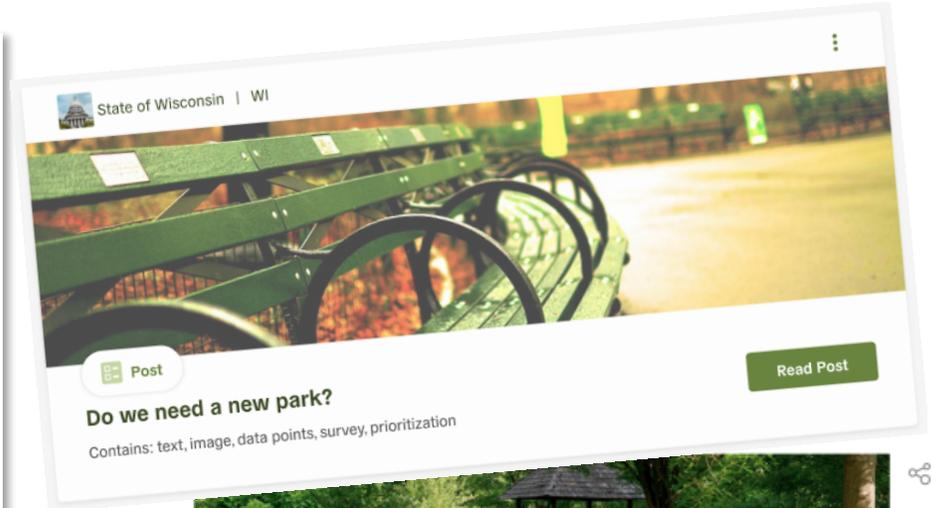
communication

Popular tags

communications government
information communication
news media
customer service governance
safety public safety

Clear all tags

Search



Park Initiative Survey

Text about the new park initiative and a quick summary of what this entails or whatever message the city wants to provide for the residents to read. Text about the new park initiative and a quick summary of what this entails or whatever message the city wants to provide for the residents to read. Text about the new park initiative and a quick summary of what this entails or whatever message the city wants to provide for the residents to read. Text about the new park initiative and a quick summary of what this entails or whatever message the city wants to provide for the residents to read. Text about the new park initiative and a quick summary of what this entails or whatever message the city wants to provide for the residents to read.

Map of projected park



Customizable surveys and polls created by survey scientists at Polco.



Milford currently has 197 subscribers on Polco.



Next Steps: TRACK ABC's Data



Performance Summary

Score last updated December 2023

Benchmarking [Reset Filters](#)

My State
 Compare my score to communities within my state

Population Size
 Compare my score to communities with a similar population

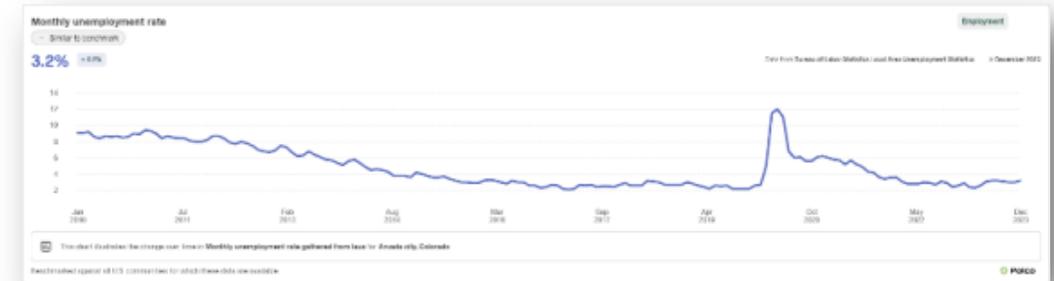
Domain Index Scores



Score last updated January 2023

Economy

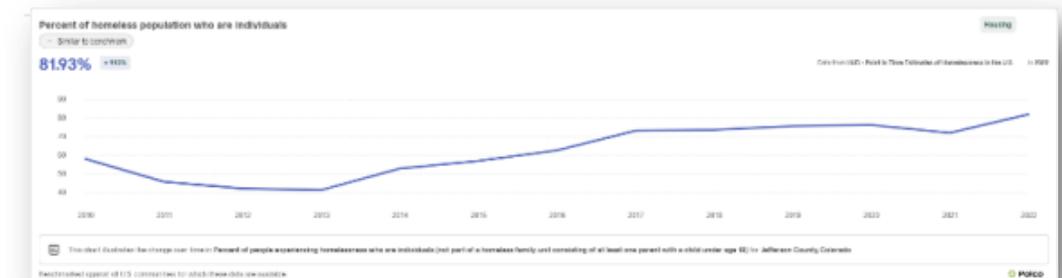
71 / 100 -1



Score last updated December 2023

Community Design

59 / 100 -3



Additional Offerings: Continue to ASSESS



✓ **THE NCS™**
THE NATIONAL COMMUNITY SURVEY™



CASOA®
COMMUNITY ASSESSMENT SURVEY
FOR OLDER ADULTS™

THE NBS™
THE NATIONAL BUSINESS SURVEY™

THE NLES
THE NATIONAL LAW ENFORCEMENT SURVEY

THE NES™
THE NATIONAL EMPLOYEE SURVEY™

THE NES-LE
THE NATIONAL EMPLOYEE SURVEY LAW ENFORCEMENT

BalancingAct™ BY POLCO



Selected: \$961,000 Available: \$239,000

City Hall Accessibility \$315,000
Tourism Renovation \$398,000
Bandshell Roof Repair \$125,000
Beacon Park Pathway \$340,000
Archaeological Reporting
Window Repair
Park Street Light Poles \$74,000

You are balanced.

Where the Money Goes

Revenue

- Taxes: \$4.6m
- Fines: \$435,000

Police Dept
Some research suggests that lower-cost, non-sworn officers could perform some services currently done by sworn officers, saving money that could be used in other parts of the budget.

Parks and Recreation: \$1.3m

Streets and Transportation: \$750,000

Fire: \$1.5m

Administrative Services: \$230,000

Governance: \$127,000

Submit

Reset all to start over

Please be sure to attend the budget open house on Friday, October 30 at 6:00. We will be using Meeting Mode so that everyone can see the entire group's responses. City staff will be on hand to answer questions and facilitate.



YOUR CITY AND COUNTY OF DENVER TAX RECEIPT

Affordable Housing	
Dedicated Affordable Housing Property Tax Mill	\$1.89
Housing Investment Fund Transfer	\$0.00
Office of Housing and Opportunities for People Everywhere (HOPE)	\$0.01
Social Impact Bond	\$0.10
Capital Projects	
Bond Principal and Interest Property Tax Mill	\$0.98
Capital Improvement Projects	\$13.50
Improvement and Maintenance Property Tax Mills	\$0.80
Community Planning and Development	
Board of Adjustment for Zoning Appeals	\$8.23
Planning, Permitting, Inspections and Administration of Community Planning & Development Dept	\$0.10
Courts/Legal	
City Attorney	\$8.13
County Court & Municipal Public Defender	\$15.79
Economic Development	
Economic Development	\$8.71
Excise and Licenses	\$7.08
Finance	
Contingency	\$3.52
Finance/Payments for Public Buildings	\$2.14
Governing	
City Council	\$1.38
Mayor's Office	\$33.31
	\$7.33
	\$25.98
	\$2.16
	\$1.70
	\$0.46
TOTAL:	\$76.62

BalancingAct

Questions?

Thank you!

Brandon Barnett
Senior Survey Associate
Polco/National Research Center
brandon@polco.us

City of Milford

Electronic Red Light Safety Program (ERLSP) Introduction

City Council Agenda Item for DeIDOT
Milford City Hall
Monday, May 12, 2025



Safe System Approach



- The transportation profession is moving from a **reactive** to a **proactive** approach to safety – The Safe System Approach
- Reduce the potential for fatal and serious injury to ensure a safer transportation system for all users

Traditional

Safe System

Prevent crashes	→	Prevent deaths and serious injuries
Improve human behavior	→	Design for human mistakes/limitations
Control speeding	→	Reduce system kinetic energy
Individuals are responsible	→	Share responsibility
React based on crash history	→	Proactively identify and address risks

Delaware Traffic Fatalities Dashboard

2025 Delaware Total Fatalities									
as of 05/06/25									
	2025	2024			2023				
	Year-to-date	Year-to-Date		Total	Year-to-Date			Total	
Fatalities	28	44	↓	-36%	130	57	↓	-51%	137
Delaware Residents	21	38	↓	-45%	110	43	↓	-51%	110
Person Types									
Vehicle Occupant	13	26	↓	-50%	65	41	↓	-68%	89
Pedestrian	11	10	↑	+10%	34	9	↑	+22%	28
Bicyclist	1	3	↓	-67%	5	2	↓	-50%	5
Motorcyclist	2	4	↓	-50%	21	5	↓	-60%	14
Other Person Type	1	1		0%	5	0	↑	+100%	1
Crash Types									
Curve Related	2	6	↓	-67%	23	11	↓	-82%	28
Roadway Departure	11	17	↓	-35%	42	29	↓	-62%	69
Intersection Related	6	16	↓	-62%	48	16	↓	-62%	37
Median Crossover	0	0		N/A	0	4	↓	-100%	8
Wrong Way	2	1	↑	+100%	4	0	↑	+100%	1
Work Zone	2	2		0%	5	5	↓	-60%	9

[Click here for Delaware Traffic Fatalities Information](#)



ERLSP Site Selection Guidelines



Electronic Red Light Safety Program Intersection Selection Process January 26, 2016

**Sites are identified strictly based on safety (crash history)
not revenue**

Initial Screening

- Intersections are ranked statewide by reported red-light running (RLR) crashes
- Recent improvements or constructability constraints are also considered

Final Screening

- Police narratives are reviewed to determine at-fault approach and movements
- Intersections are then re-ranked by approach and movement
- Other safety countermeasures for RLR crashes are also considered
- 6 AM – 10 PM video data is collected to assess violation frequency and to guide final approach and movement selection

Initial Screening

- 1) Intersections are first ranked (highest to lowest) by the total number of red-light running crashes by approach using the most recent five years of available crash data. Summary crash data is used (i.e., individual police reports are not reviewed during this step). This includes existing ERLSP intersections with approaches that are not currently monitored.
- 2) The following intersections are eliminated from further consideration during the current selection process:
 - a) Locations that were eliminated from consideration in prior years due to site constraints (see Step 5 below)
 - b) Locations where remedial improvements were installed during or after the crash study period that would reduce the potential for red-light running crashes (e.g., signal reconstruction or intersection improvements project)
- 3) Cameras are installed on an intersection approach; therefore, the top-ranked intersections (typically intersections with 5 or more red-light running crashes during the study period) identified in Steps 1 and 2 are then re-ranked (highest to lowest) by the highest number of "at-fault" crashes by approach based on a review of police reports.
- 4) The top-ranked intersections are evaluated to determine whether other types of engineering solutions could address the red-light running crashes.
 - a) If the engineering solutions can be implemented in a relatively short time period, they are implemented based on availability of funding and the intersection is eliminated from consideration during the current selection process.
 - b) If DelDOT Traffic determines that the solutions cannot be implemented in a timely manner or may require a capital project, the intersection in question may still be considered for red light camera installation.
 - c) For all intersections under consideration, required yellow change and red clearance interval times are calculated and updated based on DelDOT's revised engineering practices which went into effect as of February 25, 2015 (*Traffic Design Manual - 2015 Edition* http://www.deldot.gov/information/pubs_forms/manuals/traffic_design/index.shtml).
- 5) Site visits are performed to determine whether it is feasible to install and operate ERLSP equipment at the remaining candidate intersections. Factors considered include:
 - a) Compatibility with site conditions/infrastructure

[Click here for ERLSP Selection Process](#)



City of Milford Site Selection Findings

Initial Statewide Rankings

- US 113 at SR 14: #20
 - RLR crashes: 15
- SR 14 at Washington St: #42
 - RLR crashes: 12
- US 113 at Airport Rd/
NW 10th St: #57
 - RLR crashes: 11



2020 Electronic Red Light Safety Program Identification of Candidate Locations February 11, 2020

Legend	
 Candidate Intersection	 To Be Determined
 Eliminate Intersection	 Existing Camera Location

Statewide Rank	Permit Number	Major Intersecting Road	Minor Intersecting Road	County or City	Red Light Crashes ('15-'18)	Comments
20	K117	US 113	SR 14 (Milford Harrington Hwy / N Front St)	Milford	15	
21	S111	US 113	US 9 (W Market St)	Georgetown	15	
22	N491	SR 41 (Newport Gap Pk)	Graves Rd	New Castle	14	
23	N233	SR 7 (Limestone Rd)	Milown Rd	New Castle	14	
24	N156	SR 141 / SR 100 (Centre Rd)	SR 48 / SR 100 (Lancaster Pk)	New Castle	14	
25	N561	US 13	Duck Creek Rd	Smyrna / New Castle	13	
26	N468	US 202	Prospect Ave	New Castle	13	
27	W222	W. 2nd St	N. Adams St	Wilmington	13	Existing Camera Location
28	N168	Centerville Rd	Bowwood Rd	New Castle	13	
29	N579	SR 141 (Powder Mill Rd)	Childrens Dr / Powder Mill Rd	New Castle	12	
30	N483	US 40	SR 896	New Castle	12	Existing Camera Location
31	N462	SR 72 (S Chapel St)	Kenmar Dr / Pencader Plaza	New Castle	12	Existing Camera Location
32	N429T	SR 273 EB (E Delaware Ave)	Academy St	Newark	12	
33	N397	SR 4 WB (Justis St)	Marshall St	Newport	12	
34	N330	US 13	SR 896 (Boyd's Corner Rd) / Pole Bridge Rd	New Castle	12	
35	N325	SR 141 SB (Bash Rd)	Airport Rd	New Castle	12	
36	N245	US 13	SR 299 (Main St)	Odessa	12	
37	W211	N. Union St	W. 2nd St	Wilmington	12	Future CoW Camera Location
38	N192	SR 273 (Christiana Rd)	SR 7 (Bear Christiana Rd / E Main St)	New Castle	12	Existing Camera Location
39	N191	SR 58 (Churchmans Rd)	I-95 / SR 1 SB / SR 7 SB ramps	New Castle	12	Existing Camera Location
40	N187	US 40	Glasgow Ave	New Castle	12	
42	K175T	SR 14	Washington St	Milford	12	
43	N153	Elkton Rd (SR 279 / SR 896)	Christina Pkwy (SR 4 / SR 896) / Suburban Plaza	Newark	12	Existing Camera Location
44	N150	SR 141 / SR 100 (Centre Rd)	SR 100 (Montchanin Rd)	New Castle	12	
45	S121	SR 1	US 9	Sussex	12	Existing Camera Location
46	N715	SR 299 (Middletown Warwick Rd)	Merrimac Ave	Middletown	11	
47	N633	US 40	Buckley Blvd	New Castle	11	
48	N538	Center Blvd / SR 1 NB ramps	Fashion Center Blvd / Road A	New Castle	11	
49	N324	Harvey Rd	I-95 NB off-ramp	New Castle	11	
50	N317	SR 2	Red Mill Rd / Polly Drummond Hill Rd	New Castle	11	Existing Camera Location
51	N272	SR 2	SR 100 (Dupont Rd)	Elsmere	11	Existing Camera Location
52	N242	SR 4	Salem Church Rd / SR 273 Connector	New Castle	11	Existing Camera Location
53	K201	US 13	SR 1 ramps / Simon's Corner	Smyrna	11	
54	K199	US 13	Scarborough Rd	Dover	11	Existing Camera Location
55	W171	W. 4th St	N. Lincoln St	Wilmington	11	Future CoW Camera Location
57	K132	US 113	Airport Rd / NW 10th St	Milford	11	
58	N008P	US 13	School Ln / NCC Airport	New Castle	11	
59	N726	SR 299 / Middletown Warwick Rd	SR 15 (Levels Rd) / SR 299 (Warwick Rd)	Middletown / New Castle	10	
60	N422T	SR 2 / SR 72 (Capitol Tr)	Cleveland Ave / Woodlawn Ave	Newark	10	

[Click here for 2020 ERLSP Site Selection Report](#)



City of Milford Site Selection Findings



2020 Electronic Red Light Safety Program Recommended Candidate Locations - Crash & Violation Data April 30, 2021

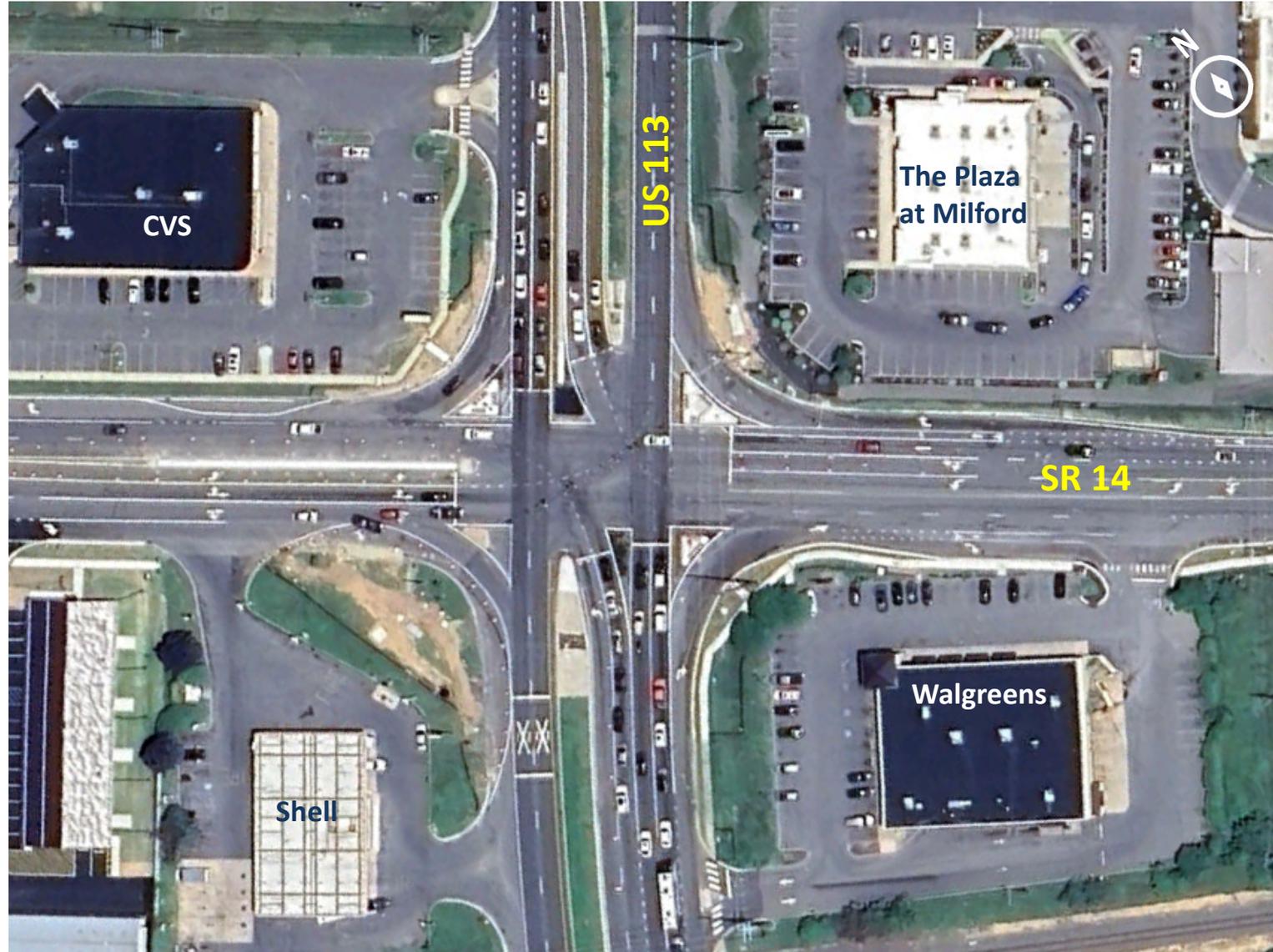
Statewide Rank	Major Intersecting Road	Minor Intersecting Road	County / Municipality	Signal Phasing		RLR Crashes By At-Fault Approach								Maximum Crashes by At-Fault Approach	Total Angle Crashes (1/15-12/19)	Violations (6AM - 10 PM)									
						NB		SB		EB		WB				Unk./ Other	NB		SB		EB		WB		Total
				Left	Thru	Left	Thru	Left	Thru	Left	Thru	Left	Thru				Left	Thru	Left	Thru	Left	Thru			
1	US 202 SB	I-95 NB off-ramp	New Castle	SB-Only Half Sig	One Way	0	0	0	25	0	0	0	0	11	25	36			0	33					33
2	US 13	Old North Rd	Camden	NB Prot-Only	T-Intersection	0	1	0	15	0	0	0	0	2	15	18			0	5					5
3	US 13	S Carter Rd / Pharmacy Dr	Smyrna	Prot-Only	Prot-Perm	0	4	0	12	0	0	0	0	1	12	17	4	4	20	44					72
5	US 40	Pleasant Valley Rd	New Castle	Prot-Only	Split	0	0	0	1	1	5	1	10	2	11	20					34	4	12	9	59
6	SR 141 / SR 100 (Centre Rd)	SR 100 (Montchanin Rd)	New Castle	Prot-Only	SB Prot-Perm	0	0	0	0	1	2	3	8	3	11	17					104	12	35	15	166
7	US 13	Duck Creek Rd	Smyrna	Prot-Only	Split	1	3	2	9	0	0	0	0	0	11	15	11	19	58	16					104
8	SR 41 (Newport Gap Pk)	Graves Rd	New Castle	Prot-Perm	Split	0	2	0	11	0	0	0	0	2	11	15	6	5	0	4					15
9	US 13	SR 1 ramps / Simon's Corner	Smyrna	Prot-Only	Split	0	2	0	10	0	0	0	0	3	10	15	66	26	15	15					122
10	US 202	Prospect Ave	New Castle	Prot-Perm	Split	0	2	0	10	0	0	1	0	0	10	13	3	18	8	12					41
11	US 113	SR 14 (Milford Harrington Hwy / N Front St)	Milford	Prot-Only	Split	0	4	1	8	0	2	0	1	2	9	18	21	6	4	20	2	3	16	57	129
12	SR 14	Washington St	Milford	Prot-Perm	Concurrent	0	1	0	0	0	9	0	2	3	9	15					4	29	2	15	50
14	US 113	Airport Rd / NW 10th St	Milford	Prot-Only	Split	0	9	0	3	0	0	0	0	0	9	12	12	21	6	23					62
15	SR 1	Shuttle Rd (Rd 273D) / Sea Blossom Blvd	Sussex	Prot-Only	Split	1	1	1	8	0	0	0	0	0	9	11	11	24	27	13	9	1	4	12	101
16	SR 141 (Powder Mill Rd)	Childrens Dr / Powder Mill Rd	New Castle	Prot-Only	Prot-Only	0	1	4	4	0	2	0	5	2	8	18	18	2	36	15	12	4	3	14	104
17	SR 4 WB (Justis St)	Marshall St	Newport	One Way	One Way	0	4	0	0	0	1	0	8	1	8	14	169	17					0	154	340
18	US 40	Brookmont Dr	New Castle	EB Prot-Only	T-Intersection	0	0	1	0	0	0	0	8	1	8	10					54	40	0	15	109

[Click here for 2020 ERLSP Site Selection Report](#)

City of Milford Site Selection Findings

US 113 at SR 14

- Final ranking: #11
- **SB US 113** is high-crash approach that must be monitored
- 129 violations in 16-hour monitoring period
- Cameras recommended for **all 4 directions** based on frequency of red light running



City of Milford Site Selection Findings

SR 14 at Washington St

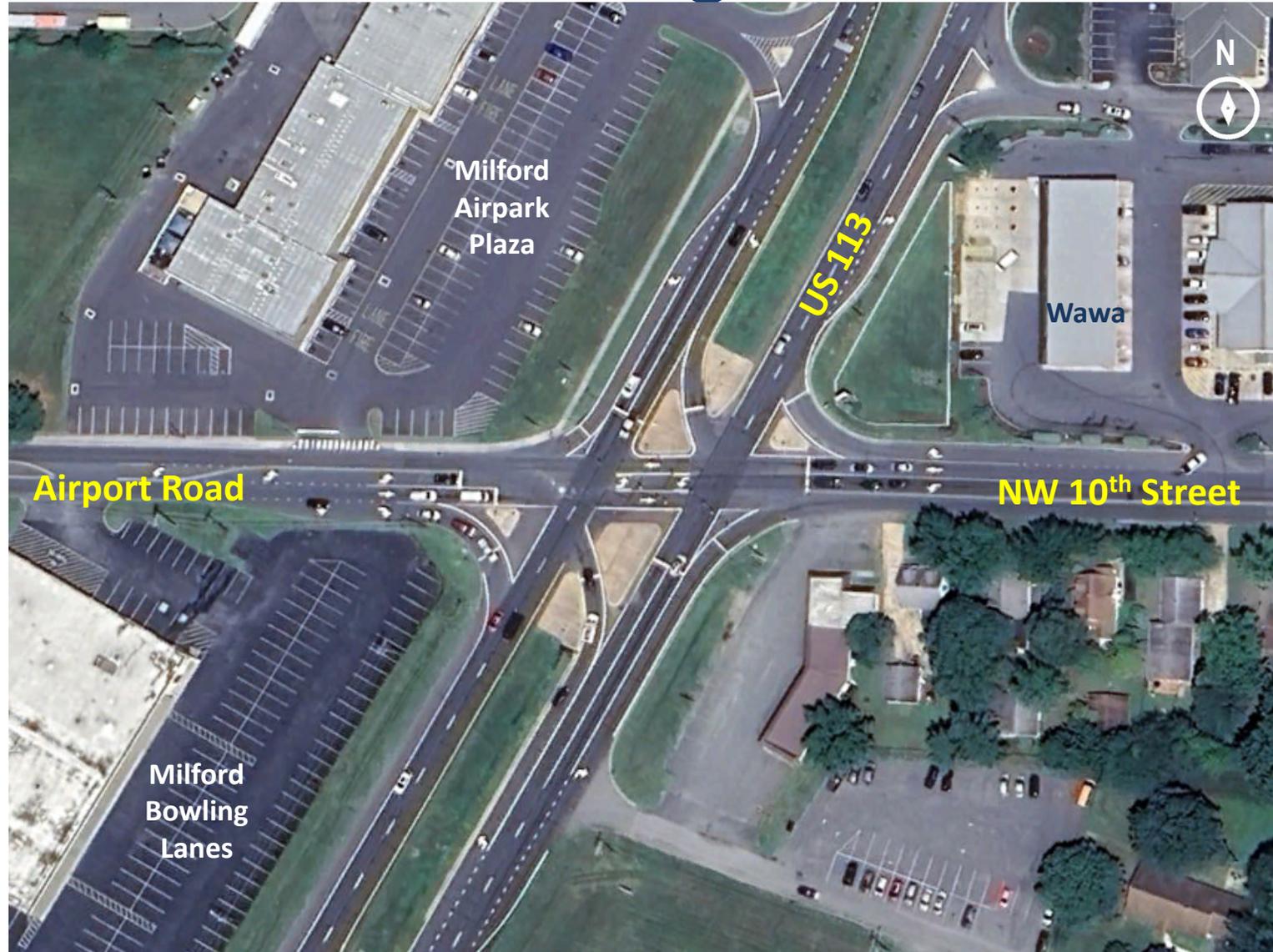
- Final ranking: #12
- **EB SR 14** is high-crash approach that must be monitored
- 50 violations in 16-hour monitoring period
- Cameras recommended for **EB and WB SR 14** based on frequency of red light running



City of Milford Site Selection Findings

US 113 at Airport Rd/NW 10th St

- Final ranking: #14
- **NB US 113** is high-crash approach that must be monitored
- 62 violations in 16-hour monitoring period
- Cameras recommended for **NB and SB US 113** based on frequency of red light running



ERLSP Annual Report

Transparent annual reporting of safety and financial data for all 46 intersections

- Before vs. After Crash Types
 - Total crashes: ↑ 6%
 - Angle crashes: ↓ 41%
 - Red light running crashes: ↓ 25%
 - Rear end crashes: ↑ 10%
- Before vs. After Crash Severity
 - Fatal crashes: ↓ 100%
 - Serious injury crashes: ↓ 73%
 - Minor injury crashes: ↓ 23%
 - Possible injury crashes: ↑ 23%
 - Property damage only crashes: ↓ 1%

Electronic Red Light Safety Program

Program Report for CY 2023

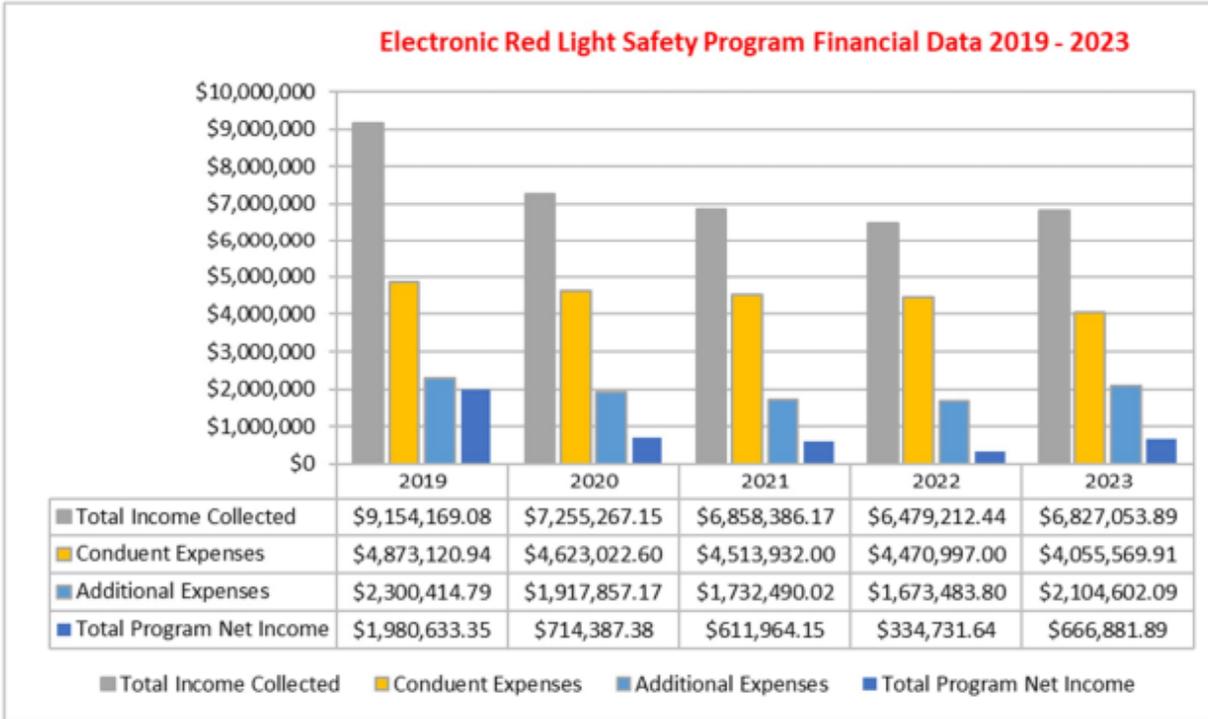


*Delaware Department of Transportation
Nicole Majeski, Secretary*

[Click here for 2023 ERLSP Annual Report](#)

ERLSP Annual Report

Table IV: Comparison of Revenue/Expenses from 2019 to 2023



[Click here for 2023 ERLSP Annual Report](#)

Table V: Comparison of Revenue/Expenses from 2019 to 2023 Combined and by Jurisdiction

**CY 2023 Electronic Red Light Safety Program Report
Comparison of Revenue/Expenses from 2019 to 2023 Combined and by Jurisdiction**

Year	Total Income Collected	Conduent Expenses	Additional Expenses	Total Program Net Income	Year	Total Citations	Expected Income
2019	\$ 9,154,169.08	\$ 4,873,120.94	\$ 2,300,414.79	\$ 1,980,633.35	2019	73,595	\$ 8,558,887.50
2020	\$ 7,255,267.15	\$ 4,623,022.60	\$ 1,917,857.17	\$ 714,387.38	2020	58,604	\$ 8,279,437.50
2021	\$ 6,858,386.17	\$ 4,513,932.00	\$ 1,732,490.02	\$ 611,964.15	2021	63,136	\$ 7,102,800.00
2022	\$ 6,479,212.44	\$ 4,470,997.00	\$ 1,673,483.80	\$ 334,731.64	2022	61,651	\$ 6,935,737.50
2023	\$ 6,827,053.89	\$ 4,055,569.91	\$ 2,104,602.09	\$ 666,881.89	2023	59,716	\$ 6,718,050.00

State				Elsmere			
Year	Income	Expense	Net	Year	Income	Expense	Net
2019	\$ 7,225,180.68	\$ 5,667,848.48	\$ 1,557,332.20	2019	\$ 7,802.50	\$ 46,100.50	\$ (36,833.00)
2020	\$ 5,626,686.87	\$ 5,191,181.92	\$ 435,504.95	2020	\$ 10,071.00	\$ 47,036.00	\$ (37,000.50)
2021	\$ 5,475,170.17	\$ 4,998,952.91	\$ 476,217.26	2021	\$ 14,576.50	\$ 49,056.00	\$ (34,479.50)
2022	\$ 5,166,479.26	\$ 4,879,756.80	\$ 286,722.46	2022	\$ 15,123.00	\$ 49,876.00	\$ (34,753.00)
2023	\$ 5,675,554.90	\$ 5,151,662.50	\$ 523,892.40	2023	\$ 15,031.00	\$ 42,982.50	\$ (27,951.50)

Dover				Newark			
Year	Income	Expense	Net	Year	Income	Expense	Net
2019	\$ 1,532,868.65	\$ 1,100,077.50	\$ 432,791.15	2019	\$ 321,206.50	\$ 238,611.00	\$ 82,595.50
2020	\$ 1,283,924.53	\$ 968,251.10	\$ 315,673.43	2020	\$ 278,460.50	\$ 213,512.50	\$ 64,948.00
2021	\$ 1,113,304.39	\$ 899,405.50	\$ 213,898.89	2021	\$ 184,561.11	\$ 171,685.11	\$ 12,876.00
2022	\$ 1,056,135.00	\$ 911,326.00	\$ 144,809.00	2022	\$ 192,673.00	\$ 183,229.00	\$ 9,444.00
2023	\$ 830,515.50	\$ 695,142.00	\$ 135,373.50	2023	\$ 247,655.20	\$ 167,475.50	\$ 80,179.70

Seaford			
Year	Income	Expense	Net
2019	\$ 67,110.75	\$ 126,971.50	\$ (59,860.75)
2020	\$ 56,124.25	\$ 120,898.25	\$ (64,774.00)
2021	\$ 70,774.00	\$ 127,322.50	\$ (56,548.50)
2022	\$ 48,802.00	\$ 120,293.00	\$ (71,491.00)
2023	\$ 48,785.50	\$ 102,909.50	\$ (54,124.00)

For intersections in which revenue does not cover the cost of the cameras and other operational costs, expenses are paid from the State's revenue

Next Steps towards Implementation

City of Milford and DeIDOT jointly pursue a Memorandum of Understanding

- Guided by Delaware Code (Title 21) and Office of Highway Safety Administrative Code (1205)
- Point(s) of contact for emergency maintenance/operations and public relations
- MPD officers' roles, responsibilities, and training for violation approvals and court appeals
- DeIDOT Agreement #2023S for vendor contract terms and supplemental "Business Rules"
- Finances – e.g., camera lease fees, net income, reconciliation schedule
- Funding the "4Es" of traffic safety
(engineering, enforcement, education, and emergency services)
- Annual reporting coordination

The vendor and contractor are tentatively scheduled to mobilize in Kent Co. this coming summer/fall

- Presently able to adjust the camera installation schedule, if requested by City of Milford



TO: Mayor and City Council
FROM: Rob Pierce, Planning Director
DATE: May 12, 2025
RE: Tyler Technologies Software Agreement
Contract Amendment - Tyler Payments
Credit Card Service Fees

As discussed at the City Council workshop on February 24, 2024, the current Tyler Payments contract requires the City to absorb credit card fees associated with transactions through Tyler Enterprise Permitting & Licensing (EP&L). This includes building permits, utility permits, land use applications, business licenses, contractor licenses, code enforcement invoices, etc.

EP&L online payments became available August 19, 2024. Prior to the Tyler implementation, transaction fees for permitting, licensing and planning department credit card payments were passed through to customers, which is common practice for governmental service fees and property taxes. Credit card transaction fees were not budgeted for in the FY26 Planning Department operating budget or in the revenue centers attributable to the EP&L transactions. The projected impact of these credit card fees on an annual basis is approximately \$45,000, which could increase or decrease based on card utilization.

EP&L collects a variety of revenue associated with permits and licenses, including revenue for water, sewer, electric, Kent County sewer, volunteer company enhancement fund, police and general government enhancement fund and general fund.

Based on the discussion at the February 24, 2024 workshop, staff presents the enclosed contract amendment which would establish a minimum service fee of 3.95% with a minimum \$2.50 per transaction. This is the same credit card service fee for tax payments.

Staff recommends that City Council authorize the Mayor to sign the contract amendment which would establish a service fee for credit card payments made on Enterprise Permitting & Licensing transactions. No additional funding is required.



AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the City of Milford, Delaware, with offices at 201 S. Walnut Street, Milford, Delaware, 19963-0159 ("Client").

WHEREAS, Tyler and the Client are parties to an agreement dated October 15, 2021 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. As of the Amendment Effective Date, the fee structure for Tyler Payments is hereby replaced with the fee structure outlined in the Tyler Sales Quote shown as Exhibit 1 to this amendment.
2. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
3. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

City of Milford, Delaware

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Exhibit 1
Amendment Investment Summary

The following Amendment Investment Summary details the software, products, and services to be delivered by us to you under the Agreement. This Amendment Investment Summary is effective as of the Amendment Effective Date, despite any expiration date in the Amendment Investment Summary that may have lapsed as of the Amendment Effective Date.

Sales quotation inserted on the following pages.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK



Quoted By: Steve Simmons
 Quote Expiration: 05/25/25
 Quote Name: City of Milford - ERP - Payments Amendment

Sales Quotation For:

Shipping Address:

City of Milford
 PO Box 159
 201 S. Walnut St.
 Milford DE 19963-0159

Payments

	Use Case	List Price	Service %	Min	Basis Points	Rate	Cap	POS	Online	IVR
Payments - Client Card Cost - Interchange Plus										
Enterprise ERP										
Enterprise ERP Payments	General Billing				0.50%	\$ 0.50		X	X	X
Enterprise ERP Payments	Utility Billing				0.50%	\$ 0.50		X	X	X
Payments - Payer Card Cost - Service Fees										
Enterprise ERP										
Enterprise ERP Payments	Taxes		3.95%	\$ 2.50				X	X	X
Enterprise Permitting & Licensing Payments	Licenses		3.95%	\$ 2.50				X	X	
Enterprise Permitting & Licensing Payments	Permits		3.95%	\$ 2.50				X	X	
Payments - Other Fees										

Enterprise ERP	
Client eCheck Cost	\$ 1.50
Payer eCheck Cost	\$ 1.50
eCheck Rejects	\$ 5.00
Credit Card Chargebacks	\$ 15.00

Payer Card Cost	Per card transaction with Visa, MasterCard, Discover, and American Express.
Client Card Cost - Interchange Plus	Per card transaction with Visa, MasterCard, Discover, and American Express for all transactions on top of industry-driven rates for bank fees, card brand fees, interchange fees, dues, assessments, and other processing fees.
Enterprise ERP Payments	IVR Cost - Additional \$0.50 per transaction on top of Card and eCheck fee.
Client eCheck Cost	Per electronic check transaction.
Payer eCheck Cost	Per electronic check transaction.
eCheck Rejects	When an eCheck transaction comes back as declined (e.g bounced check)
Credit Card Chargebacks	If a card payer disputes a transaction at the card issuing bank (e.g. stolen card)

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 0.00
Total Tyler Services	\$ 0.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 0.00	\$ 0.00
Contract Total	\$ 0.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration

schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.

- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

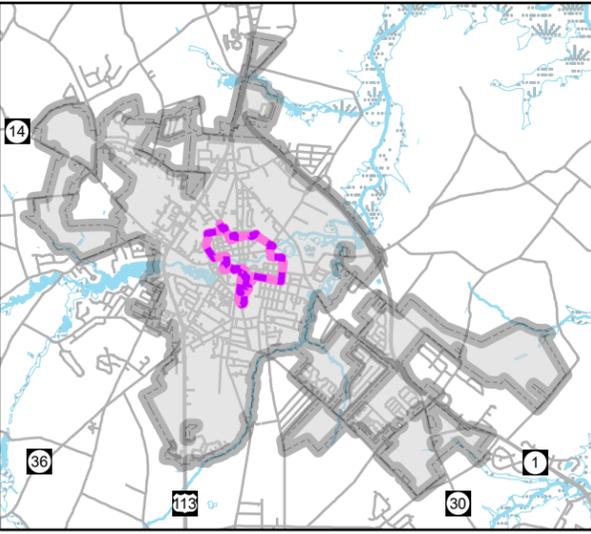
Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Your use of Payments and any related items included on this order is subject to the terms found at: <https://www.tylertech.com/terms/payment-card-processing-agreement>. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Payments fee schedule.



Downtown Development District 5-Year Renewal

May 14, 2025



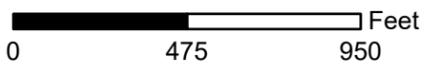
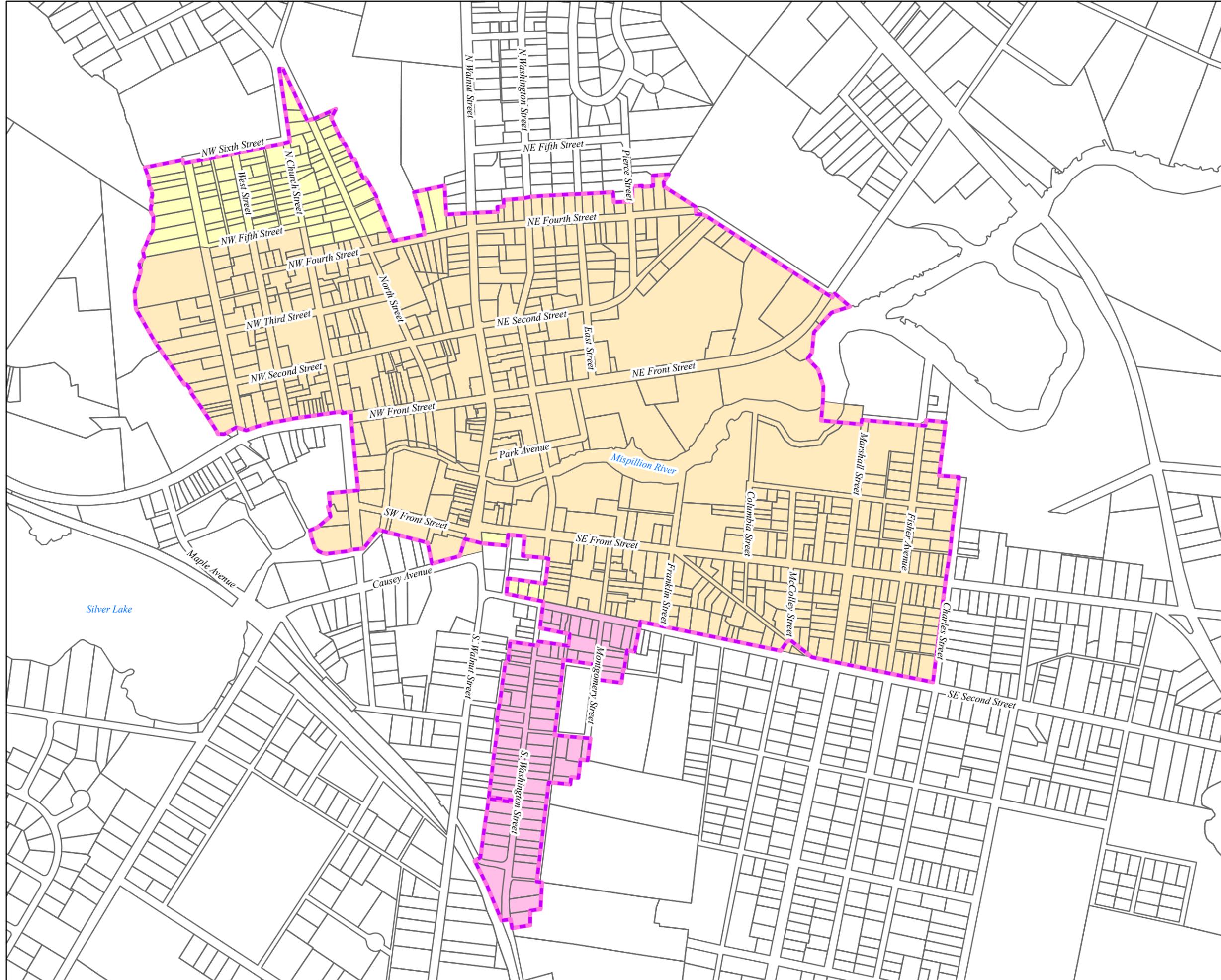
**City of Milford
Downtown Development District**

2025 Renewal Application

District Boundary History

Exhibit 1

-  Current District Boundary
-  Tax Parcels
-  2016 District Boundary
-  2019 District Expansion
-  2023 District Expansion





Downtown Development District

- ▶ The City was designated a Downtown Development District by the State of Delaware on August 10, 2016 for a 10-year term.
- ▶ The City eligible to apply for a 5-year extension.
- ▶ Below are the project statistics since designation in 2016.
 - ▶ Projects - 235
 - ▶ Private Investment - \$38.2 million
 - ▶ State Rebates - \$4.5 million
 - ▶ City Permit Fee/Tax Abatement - \$1.2 million

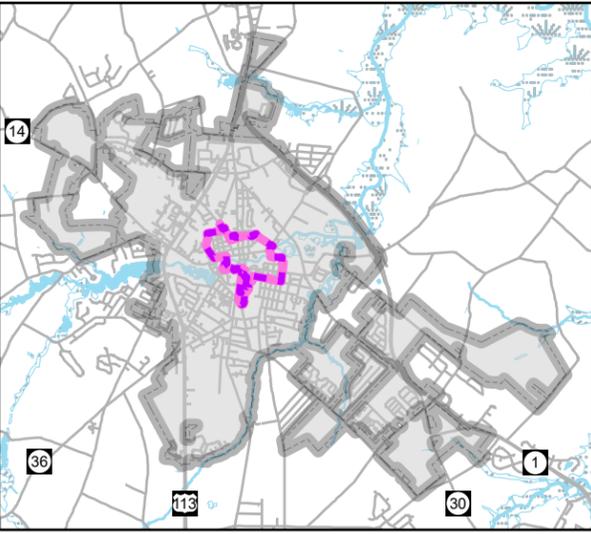


Downtown Development District

- ▶ According to the State’s 2024 Downtown Development District Annual Report, Milford ranked 3rd in total private investment, 2nd in total DDD rebate amounts, 2nd in the number of large project reservations and 1st in the number of small project rebates amongst the 12 districts.

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



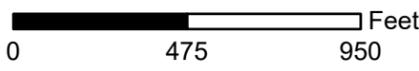
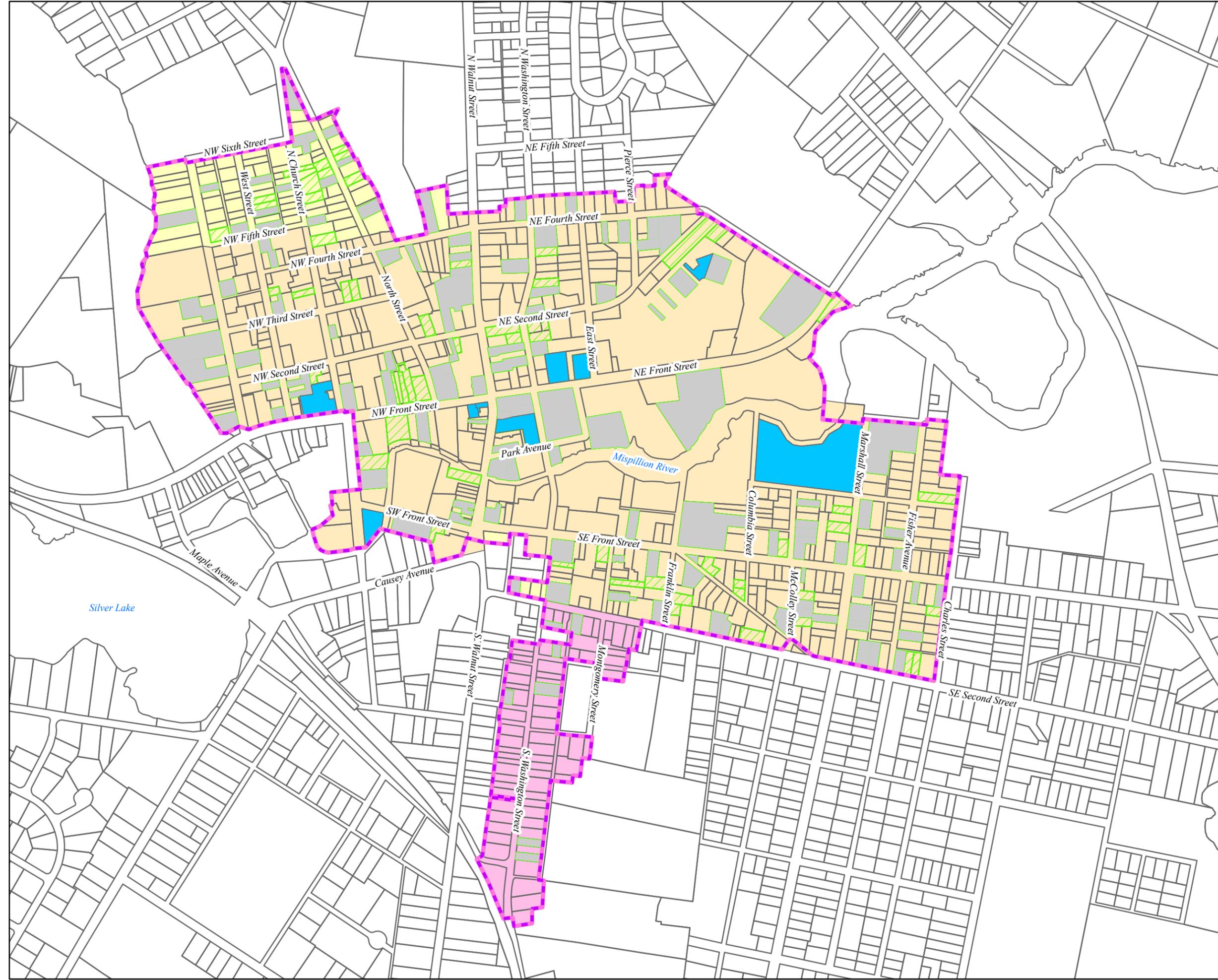
**City of Milford
Downtown Development District**

2025 Renewal Application

Completed Project Locations

Exhibit 2

-  DDD Boundary
-  Tax Parcels
-  Large Project
-  Small Project w/State Rebate
-  Small Project w/Local Incentive Only
-  2016 District Boundary
-  2019 District Expansion
-  2023 District Expansion
-  Large Projects





Downtown Development District

- ▶ Staff has been preparing the renewal application which requires an analysis of the following areas;
 - ▶ Demonstrated Need & Impact, Effectiveness in Creating Capital Investment, Creating Jobs, Improving Housing Stock, Increasing Residents and Visitors, Providing Enhanced Retail and Entertainment Opportunities, Improving the Quality of Life within the District, Self-assessment of program implementation and performance, Updated Demographic data and analysis, Evaluation of local incentives, Updated maps, Rationale as to why the five-year extension is necessary
- ▶ Includes any modifications to the District Plan
 - ▶ Key Priority Projects
 - ▶ Boundary Adjustments



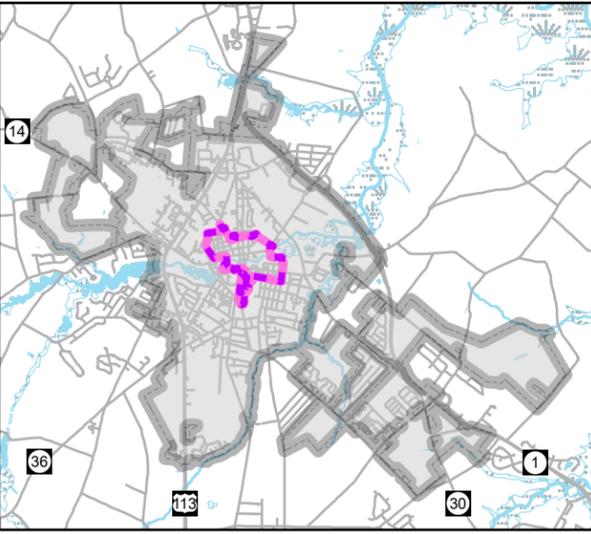
Key Priority Projects

- ▶ The City has the opportunity to identify new Key Priority Projects in the updated district plan.
- ▶ A “Key Priority Project” is defined by the State as a specific project identified in the District Plan that is considered by the applicant to be a potential catalyst for other redevelopment activity and contribute to superior urban design or other benefits to the District. Key Priority Projects are specific projects that are expected to provide significant positive impacts to the District should they be implemented. These projects will receive priority scoring for funding through the DDD Rebate program, and may receive other benefits, such as enhanced marketing, through the DDD program.
- ▶ 2016 District Plan Key Priority Projects included the following;
 - ▶ Riverwalk Villas - 48 apartment units
 - ▶ RiverPlace Mixed-Use - Apartment development at the S. Washington Street park area.



Key Priority Projects

- ▶ Staff has identified the following potential Key Priority Projects for City Council's consideration. These projects are from the Rivertown Rebirth Master Plan or are known projects proposed by property owners and developers. They are shown on the provided map.
 - ▶ Riverwalk Villas - 27 Townhouse Subdivision
 - ▶ DE OZ Property Management - redevelopment of old firehouse
 - ▶ Carlisle Lane, LLC - 39 townhouse & 1 single-family detached subdivision
 - ▶ NE Front Street Parking Lot - Commercial/Mixed Use development
 - ▶ Former Warren Furniture Property
 - ▶ Growmark FS Peninsula Property
 - ▶ God's Way Property
- ▶ Are there any other projects City Council would like to see as Key Priority Projects?



**City of Milford
Downtown Development District**

2025 Renewal Application

Key Priority Projects

Exhibit 3

DDD Boundary

Tax Parcels

Name

Carlisle Lane, LLC

DE OZ Property Management, LLC

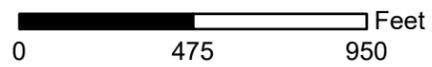
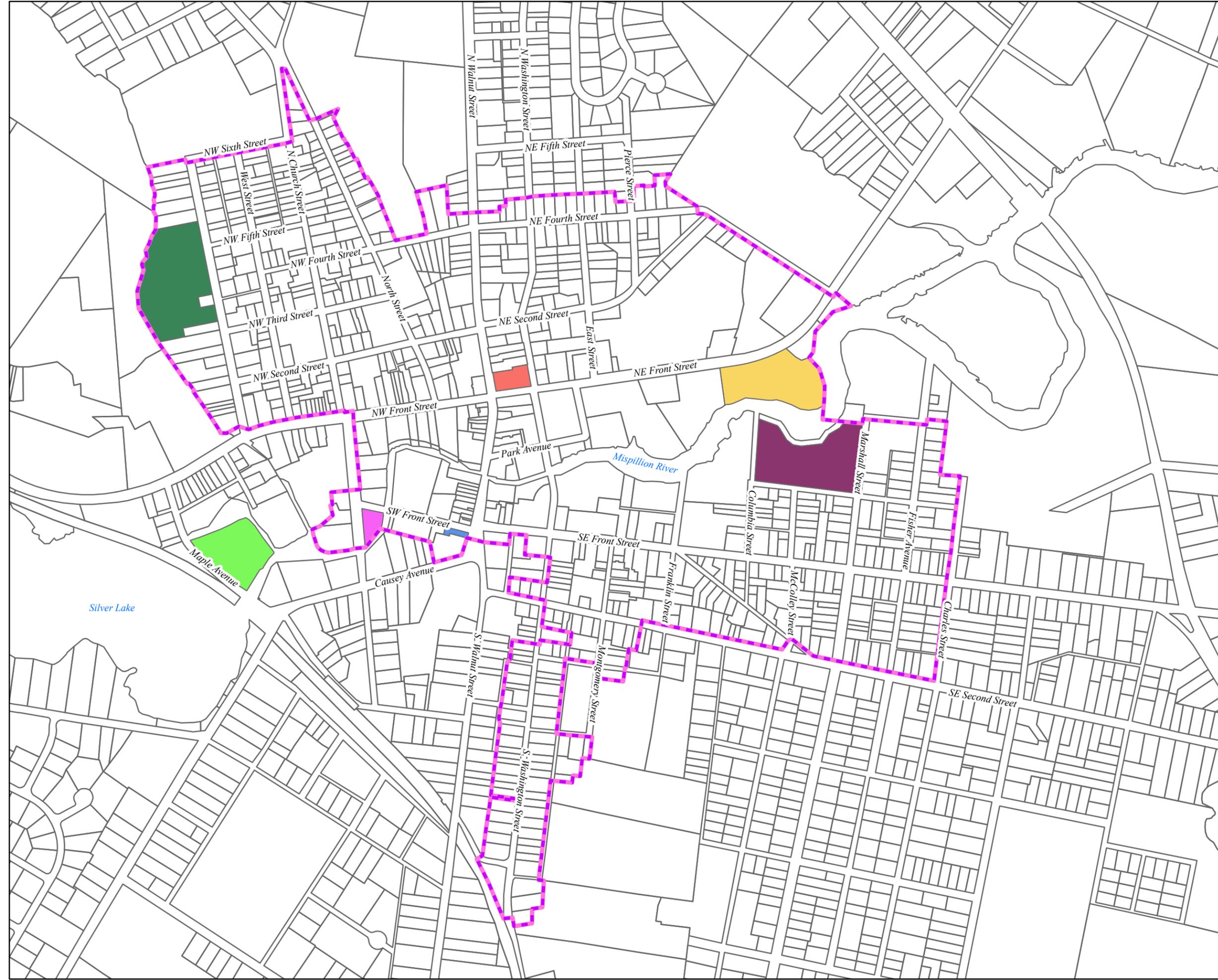
Former NE Front Street Parking Lot

Former Warren Furniture Property

God's Way Property

Growmark FS Peninsula Property

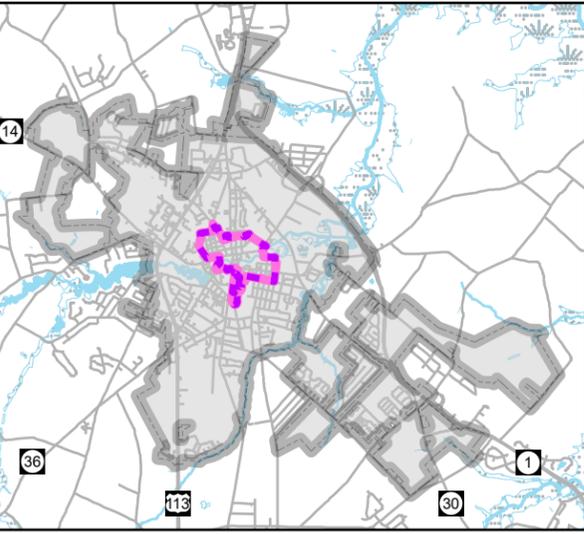
Riverwalk Villas





Boundary Adjustment

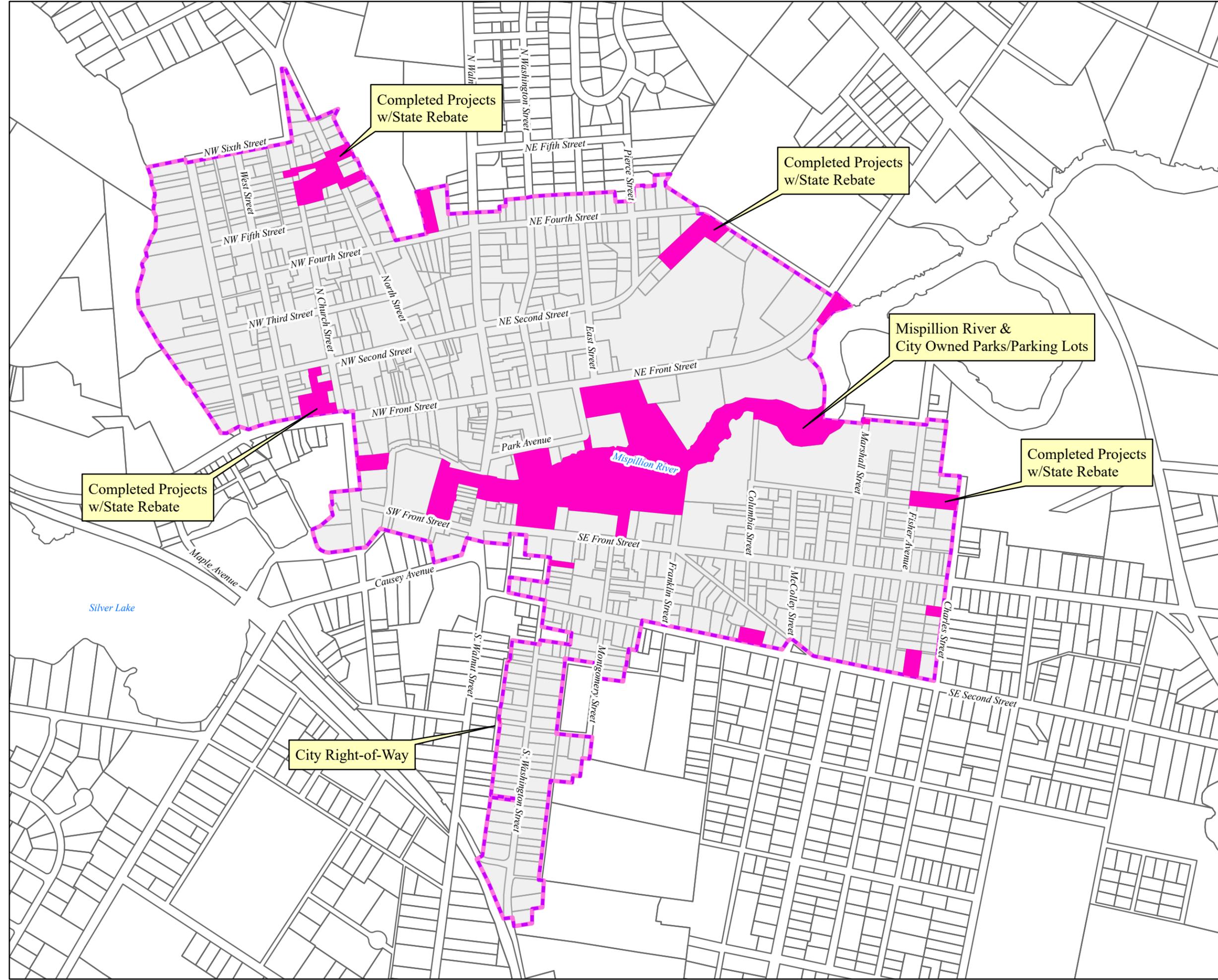
- ▶ The State is allowing districts the opportunity to remove properties from the district boundary as part of the renewal application.
- ▶ The normal procedure for removing properties requires written permission from the property owners. As part of the 5-year renewal application, the City can remove properties from the district by notifying the owners by certified mail and holding a public hearing on the boundary adjustment.
- ▶ Staff has prepared the enclosed Boundary Adjustment map identifying areas for possible removal.
- ▶ Staff recommends areas be removed from the district as part of the 5-year renewal and delay any expansion areas until a later date. Staff would work with City Council to evaluate the surrounding areas for expansion, similar to previous expansions in 2019 and 2023. This would allow us to proceed with the necessary renewal application without additional delays.



City of Milford
Downtown Development District
 2025 Renewal Application
 District Boundary Adjustment

Exhibit 14

-  Current District Boundary
-  Tax Parcels
-  District Area to be Removed - 20.0 +/- acres





Next Steps

- ▶ Compile feedback gathered from City Council to finalize the draft sections pertaining to Key Priority Projects and the Boundary Adjustment Map.
- ▶ Submit a preliminary renewal application to the State of Delaware for comments.
- ▶ Prepare public notices and notify any properties that are proposed for removal from the district area.
- ▶ Hold a public hearing on the renewal application, including any boundary adjustment, and seek approval from City Council. The renewal application requires the adoption of a resolution (targeting June or July 2025).



DATA SHEET FOR 2025 COMPREHENSIVE PLAN AMENDMENT

LANDS OF DIANE SAMSEL

Planning Commission Meeting: May 20, 2025

Ordinance Number	:	2025-08
Owner	:	Diane Samsel 3 Haven Lane Milford, DE 19963
Applicant	:	Jason Johnson 12497 Hard Drive Milton, DE 19968
Application Type	:	Comprehensive Plan Future Land Use Map Amendment
Present Comprehensive Plan Map Designation	:	Employment
Proposed Comprehensive Plan Map Designation	:	Low Density Residential
Tax Map & Parcel(s)	:	1-30-3.08-064.01

ENC: Staff Analysis Report
PLUS Comments
Exhibit A – Comprehensive Plan Amendment
Ordinance 2025-08



STAFF REPORT
April 28, 2025

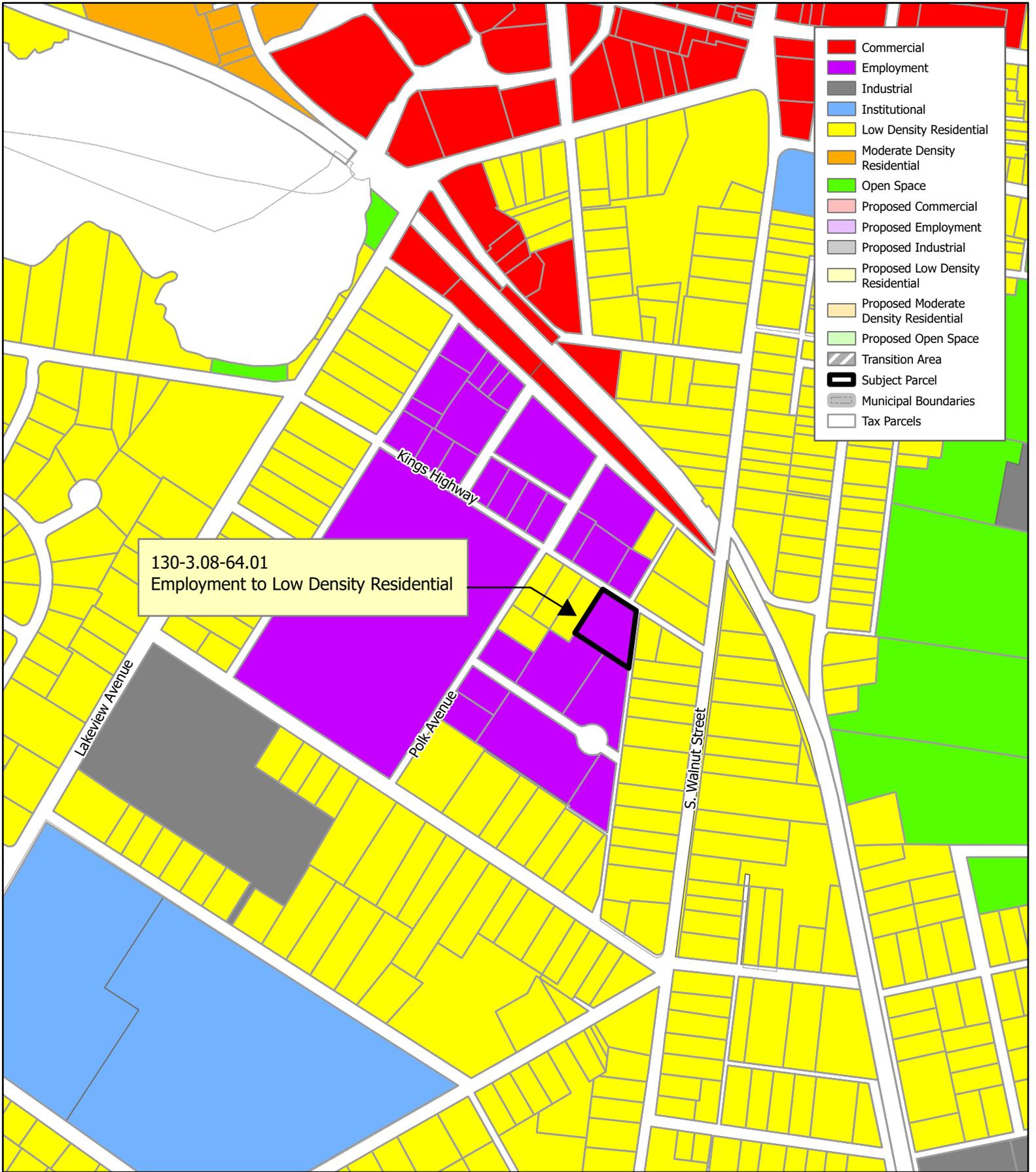
Ordinance Number : 2025-08
Application Type : Comprehensive Plan Future Land Use Map Amendment

I. BACKGROUND

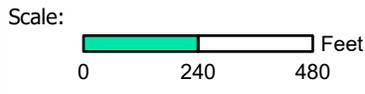
- The City received a request from the owner of Sussex County Tax Parcel 1-30-3.08-064.01 to change the Comprehensive Plan Future Land Use classification for the property from Employment to Low Density Residential.
- The property contains an existing, vacant medical office building and is zoned H-1 Institutional Development. The applicant proposes to utilize the building as general office space, which requires a rezoning to OB-1 Office Building and a change in the Comprehensive Plan Future Land Use designation of the property.
- The PLUS meeting for this amendment request was held on March 26, 2025 and a copy of the PLUS comments dated April 24, 2025 are enclosed.

II. STAFF ANALYSIS

- The Low Density Residential District represents typical single-family detached dwellings and duplex development. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-1, R-2, C-1, and OB-1 zoning districts found in the Milford Zoning Ordinance.
- The subject parcel is bound on the north, west and east by properties zoned R-1 Single-family Residential District containing single-family detached dwellings. The properties to the south is zoned H-1 and contain medical offices.
- Enclosed in the packet is a copy of the PLUS comments dated April 24, 2025. There are no significant comments from State agencies regarding the change in land use designation for this property.



- Commercial
- Employment
- Industrial
- Institutional
- Low Density Residential
- Moderate Density Residential
- Open Space
- Proposed Commercial
- Proposed Employment
- Proposed Industrial
- Proposed Low Density Residential
- Proposed Moderate Density Residential
- Proposed Open Space
- Transition Area
- Subject Parcel
- Municipal Boundaries
- Tax Parcels



Drawn by: WRP Date: 03/03/25

Title: **Exhibit A**
2025 Comprehensive Plan Map Amendment
 Future Land Use M. Page 131 of 178



STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
OFFICE OF STATE PLANNING COORDINATION

April 24, 2025

Rob Pierce
201 S Walnut Street
Milford, DE 19963

RE: PLUS review – 2025-03-03; Milford FLU Amendment

Dear Mr. Pierce,

Thank you for meeting with State agency planners on March 26th, 2025 to discuss the proposed City of Milford's comprehensive plan amendment. According to the application, the City desires to amend parcel Tax Parcel 130-3.08-64.01 on the Future Land Use Map within their Certified Comprehensive Plan to depict the parcel changing from Employment to Low Density Residential.

Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

This office has received the following comments from State agencies:

Office of State Planning Coordination – Contact: Josh Thomas 302-739-3090

This project is located in Levels 1 & 2 investment area, which is consistent with the 2020 Strategies for State Policies and Spending.

Investment Level 1 reflects areas that are already developed in an urban or suburban fashion, where infrastructure is existing or readily available, and where future redevelopment or infill projects are expected and encouraged by State policy. Investment Level 2 reflects areas where growth is anticipated by local, county, and State plans in the near-term future. Because development in Level 1 and Level 2 is consistent with the 2020 Strategies for State Policies and Spending, the Office of State Planning Coordination supports this proposed comprehensive plan amendment.

Department of Transportation – Contact Stephen Bayer 302-760-4834

- DelDOT has no comments on the proposed comprehensive plan amendment.

DelDOT notes that any development to occur in the subject area in the future will still require all all-applicable reviews and permits.

DART First State – Contact Jared Kauffman 302-576-6062

- If you have any transit issues or recommendations, they should outline them

Department of Natural Resources and Environmental Control – Contact Beth Krumrine 302-735-3480

- DNREC reviewers have no comments or concerns at this time.

Delaware Emergency Management Agency – Contact Phillip Cane 302-659-2325

- DEMA has no comments or objections

State Historic Preservation Office – Contact Carlton Hall 736-7400

- The Delaware SHPO has no objections to the proposed amendment at this time.

Delaware State Fire Marshall's Office – Contact Duane Fox 739-4394

- This Agency has no objection and submits no comments for the future land use and rezoning of the property.

Once the amendment is voted on by Planning and Zoning and/or Town Council, please forward a copy of the decision regarding the amendment to this office for our files. Thank you for the opportunity to review this amendment. If you have any questions, please contact me at 302-739-3090.

Sincerely,



David L. Edgell, AICP
Director, Office of State Planning Coordination

right to do so). The city’s future land use map is largely a reflection of its understanding of likely growth and development. Wherever possible, the future land use attempts to anticipate likely changes. A key feature of the 2017 Comprehensive Plan Update is the “transition” future land use category.

The “transition” future land use designation, conceptually, helps with all three key considerations. It is straightforward and simple to see on the overall and neighborhood maps. It limits the potential need for plan amendments, in that each time a residential property requests rezoning to a commercial or industrial use, it will still be in compliance with the existing future land use map. It maintains flexibility in the identified areas. If and when properties petition for rezoning, procedural changes can be made to the zoning ordinance without it conflicting with the Milford Comprehensive Plan.

The transitional future land use classification has the added benefit of allowing the existing, largely residential uses, as by-right uses to ensure that existing property owners who wish to remain residential are not classified as non-conforming uses.

10-4. Land Use and Zoning

10-4a. Future Land Use Categories

Employment

The employment category is intended to serve as a primary location for a large employer to bring jobs and economic development to the city. Potential uses include schools and healthcare-related uses that would provide many jobs and services for the region. This land use category is similar to the H-1, IM, and IS zoning districts found in the Milford Zoning Ordinance.

Commercial

The commercial category allows for different levels of commercial development intensity. This category includes neighborhood commercial, central business district, highway development, office buildings, and medical services. The *Future Land Use and Urban Growth Boundary* map designates all commercial areas in one category, but the individual characteristics of each site would be considered before identifying the level of commercial development that is suitable for each property. Each level of commercial use differs by the size of the site and use intensity. This land use is similar to the C-1, C-2, C-2A, C-3, BP, OC-1, and H-1 zoning districts found in the Milford Zoning Ordinance.

Regular Highway Commercial for the city is located along major state transportation routes, including DE 1, US 113, Route 14 and Business 1.

Industrial

The industrial category is intended to serve as a primary location for light to moderate industrial and manufacturing uses. This land use is similar to the I-1 and I-2 zoning districts found in the Milford Zoning Ordinance.

Institutional

The institutional category includes government, civic, and community facilities such as libraries, schools, colleges, hospitals, medical facilities, community centers, places of worship, nursing homes, assisted living facilities, and other similar uses. Institutional uses may be found within residential, commercial, and employment areas.

Low Density Residential

The Low Density Residential District represents typical single-family detached dwellings and duplex development. These units receive full urban services. Other dwelling types may be allowed as part of a density bonus by providing additional open space and amenities of development or through a conditional use of a Planned Unit Development by Milford City Council. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-1, R-2, C-1, and OB-1 zoning districts found in the Milford Zoning Ordinance.

Moderate-Density Residential

The Moderate Density Residential District represents typical single-family detached dwellings, attached single-family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments, and loft-style units. Availability of open space and walkable sidewalks are also key components. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-3, R-8, C-1, and OB-1 zoning districts and the PUD conditional use for residential development found in the Milford Zoning Ordinance.

Transitional Commercial and Industrial Areas

These areas are designed to allow for a migration from residential to the underlying future land use categories depicted on the *Future Land Use and Urban Growth Boundary* map. There are two main transitional areas, commercial and industrial. The commercial transition areas are located along major roadways, including US 113 and Rehoboth Boulevard (Route 1A). The Industrial transition area is located along Route 14 between Routes 1A and 1.

The transitional areas will allow the property owners to maintain their current residential zoning until such time they wish to change their zoning to either commercial or industrial. This will allow the area to transition slowly along these corridors, without forcefully rezoning properties and potentially creating non-conforming properties and uses. Once the property owner changes the zoning of the property from residential to commercial or industrial, the property will remain industrial or commercial unless there is an amendment to the Milford Comprehensive Plan that would allow otherwise. The Comprehensive Plan will be reviewed again in five years, where the future land use exhibits can be updated to permanently show the properties that have transitioned from the residential categories to the more intense uses, and reduce the footprint of the transitional area on the maps.

Open Space

The Open Space category includes both existing open space owned by the city as well as the large area of open space located east of DE 1. Milford may elect to annex existing developed residential properties within the proposed Open Space future land use areas at the lowest intensity residential zoning category and provide services if deemed cost effective.

One of the recommendations of the Milford Comprehensive Plan is to prepare an Open Space Preservation Plan. Local governments and conservation groups offer many tools to preserve farmland and other open space. Some rely on the donation or sale of property development rights by a property owner, while other tools may include marketing assistance or protective planning and zoning. The primary goals of the Open Space designation east of DE 1 are the following:

- Promote the Transfer of Development Rights (TDR) – A TDR is a legal agreement that allows a developer who wants to build at a higher density than is permitted to purchase or trade for additional development rights from a willing seller who owns land in an area designated for preservation. The goal of the Open Space designation is to use the land as a sending area either into designated areas of the City of Milford or designated areas of Sussex County, thus protecting the open space area.
- Promote Conservation Easements – A conservation easement is a legal agreement between a landowner and a land trust or government agency whereby a landowner sells or donates the rights to develop his or her property to a conservation organization.
- Protective Rural Zoning – This type of zoning allows a very low density per acre. This is one of the most effective ways to protect rural and agricultural land and maintain a mass of land required to support agriculture economies without buying conservation easements.

- Purchase of Land – In the interest of Milford City Council to protect our recharge areas, funding could be used to protect our recharge areas and preserve open space.

10-4b. Land Use and Zoning Link

The link between land use and zoning is important because Title 22, Section 702(c) of the Delaware Code requires that Milford:

“...within 18 months of the adoption of a comprehensive development plan or revision thereof, amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan.”

Table 27 shows the link between the future land use designations depicted on the *Future Landuse and Urban Growth Boundary* map and the zoning districts summarized in Table 28. Table 27 provides guidance as to the zoning districts that would be considered consistent with each land use designation.

Table 27. Land Use and Zoning Link

Future Land Use Designation	Corresponding Zoning District(s)
Employment	H-1 – Institutional Development
	IM – Institutional Medical
	IS – Institutional Service
Commercial	C-1 – Community Commercial
	C-2 – Central Business
	C-2A – Riverfront Development
	C-3 – Highway Commercial
	OC-1 – Office Complex
	BP – Business Park
Industrial	H-1 – Institutional Development
	I-1 – Limited Industrial
	I-2 – General Industrial
Institutional	Institutional uses may be permitted or conditionally permitted in residential, commercial, and employment zones

Future Land Use Designation	Corresponding Zoning District(s)
Low Density Residential	R-1 – Single Family Residential
	R-2 - Residential
	C-1 – Community Commercial
	OB-1 – Office Building
Moderate Density Residential	R-3 – Garden Apartment & Townhouse
	R-8 – Garden Apartment & Townhouse
	C-1 – Community Commercial
	OB-1 – Office Building
Open Space	Designed for preservation. Existing residential properties may be zoned R-1.

Disclaimer: Table 27 shows the relationship between the future land use designations depicted on the future land use map and the zoning districts summarized in Table 28. This table describes how Milford’s zoning districts might match up with the land uses recommended on the future land use map. These match ups are intended as guidance for the Milford City Council to consider during the rezoning process. They are not intended to preclude the development of new zoning districts or revisions to the zoning ordinance, the subdivision ordinance, or any other land use regulations.

10-4c. Zoning Districts

The current zoning map depicts Milford’s zoning districts, and Table 28 provides a list of the current zoning classifications.

As of the date of the plan adoption, Table 28 and the existing zoning exhibit represent a fixed period in time and Milford reserves the right to create new zoning categories and change property zonings as long as the intent of the Comprehensive Plan is upheld. This table and section is for informational purposes only.

Zoning is the chief means for implementing the Milford Comprehensive Plan, consisting of a written document and a series of maps. The maps show a number of districts or zones into which the municipality is divided to regulate the use of land. The document specifies the types of activities (uses) that can occur in each district either as a matter of right (in all circumstances) or under certain conditions (conditional uses). It also regulates building height, lot sizes, setbacks, yards and green space, the number and sizes of signs, and space for off-street parking. Some municipalities incorporate environmental protection standards in zoning ordinances, while others have stand-alone ordinances with cross-references to zoning standards.

Table 28. Milford Zoning Districts

Zoning District
BP – Business Park
R-1 – Single Family Residential
R-2 – Residential
R-3 – Garden Apartment & Townhouse
R-8 – Garden Apartment & Townhouse
C-1 – Community Commercial
C-2 – Central Business
C-2A – Riverfront Development
C-3 – Highway Commercial
H-1 – Institutional Development
IM – Institutional Medical
IS – Institutional Service
I-1 – Limited Industrial
I-2 – General Industrial
OB-1 – Office Building
OC-1 – Office Complex

Zoning works with subdivision regulations. Subdivision refers to the process of splitting up or assembling land for development. The regulations governing this process designate utility locations, street rights-of-way, open space, and common areas. They also outline the services, such as water, sewer, gas, and electricity and amenities that a developer must supply prior to sale of subdivided (or assembled) land.

Increasingly, the distinction between zoning and subdivision regulations is becoming blurred.

Development plan approvals cannot take place without making sure that plans are in compliance with zoning and subdivision codes. Over the past several years, a number of Delaware municipalities have consolidated subdivision and zoning regulations into a single land use code.

**CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS**

Planning Commission Hearing: Tuesday, May 20, 2025 @ 6:00 PM

City Council Hearing: Tuesday, May 27, 2025 @ 6:00 PM

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not intended to influence any decision of City Council.

The Planning Commission of the City of Milford will hold a PUBLIC HEARING on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, May 20, 2025 at 6:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Tuesday, May 27, 2025 at 6:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2025-08
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
Amendment #19
LANDS OF DIANE SAMSEL
1-30-3.08-064.01

FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702 Comprehensive Development Plan of the Delaware Code, the City of Milford adopted Ordinance 2017-24 the '2018 Comprehensive Plan' on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, during a PLUS review on March 26, 2025, the Planning Director prepared and consulted with the Office of State Planning the nineteenth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the Comprehensive Plan Future Land Use Maps, which will permit the future land use designation change of a portion of Sussex County Tax Parcel 1-30-3.08-064.01 from Employment to Low Density Residential; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the nineteenth 2018 Comprehensive Plan amendment on May 20, 2025 and did recommend approval and adoption of the amendment to the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the nineteenth amendment of the 2018 Comprehensive Plan on May 27, 2025 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

Section 1. Purpose: The 2018 Comprehensive Plan is hereby amended to modify the Future Land Use Maps.

Section 2. The Future Land Use of a portion of Sussex County Tax Parcel 1-30-3.08-064.01 owned by Diane Samsel is hereby changed from Employment to Low Density Residential.

Section 3. Dates.

Planning Commission Review & Public Hearing: May 20, 2025

City Council Introduction: May 12, 2025

City Council Review & Public Hearing: May 27, 2025

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.8396 or RPierce@milford-de.gov.

Published: *Daily State News 04-30-2025*



DATA SHEET FOR LANDS OF DIANE SAMSEL

Planning Commission Meeting: May 20, 2025

Application Number / Name	:	ZONE-100-2025 / Lands of Diane Samsel
Applicant	:	Jason Johnson 12497 Hard Drive Milton, DE 19968
Owner	:	Diane Samsel 3 Haven Lane Milford, DE 19963
Application Type	:	Change of Zone
Present Comprehensive Plan Map Designation	:	Low Density Residential (pending adoption of Ordinance 2025-08)
Present Zoning District(s)	:	H-1 (Institutional Development District)
Proposed Zoning District(s)	:	OB-1 (Office Building District)
Present Use	:	Medical Office
Proposed Use	:	General Office
Size and Location	:	0.757 +/- acres of land located along the south side of Kings Highway approximately 250 west of S. Walnut Street, addressed as 100 Kings Highway.
Tax Map & Parcel(s)	:	1-30-3.08-064.01

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Aerial



STAFF REPORT
April 15, 2025

Application Number / Name	:	ZONE-100-2025 / Lands of Diane Samsel
Size and Location	:	0.757 +/- acres of land located along the south side of Kings Highway approximately 250 west of S. Walnut Street, addressed as 100 Kings Highway.
Tax Map & Parcel(s)	:	1-30-3.08-064.01

I. BACKGROUND INFORMATION:

- The applicant is requesting to rezone the above-referenced parcel from H-1 (Institutional Development) to OB-1 (Office Building).
- The property contains an existing, vacant medical office building and is zoned H-1 (Institutional Development). The applicant proposes to utilize the building as general office space, which requires a rezoning to OB-1 (Office Building).

II. STAFF ANALYSIS:

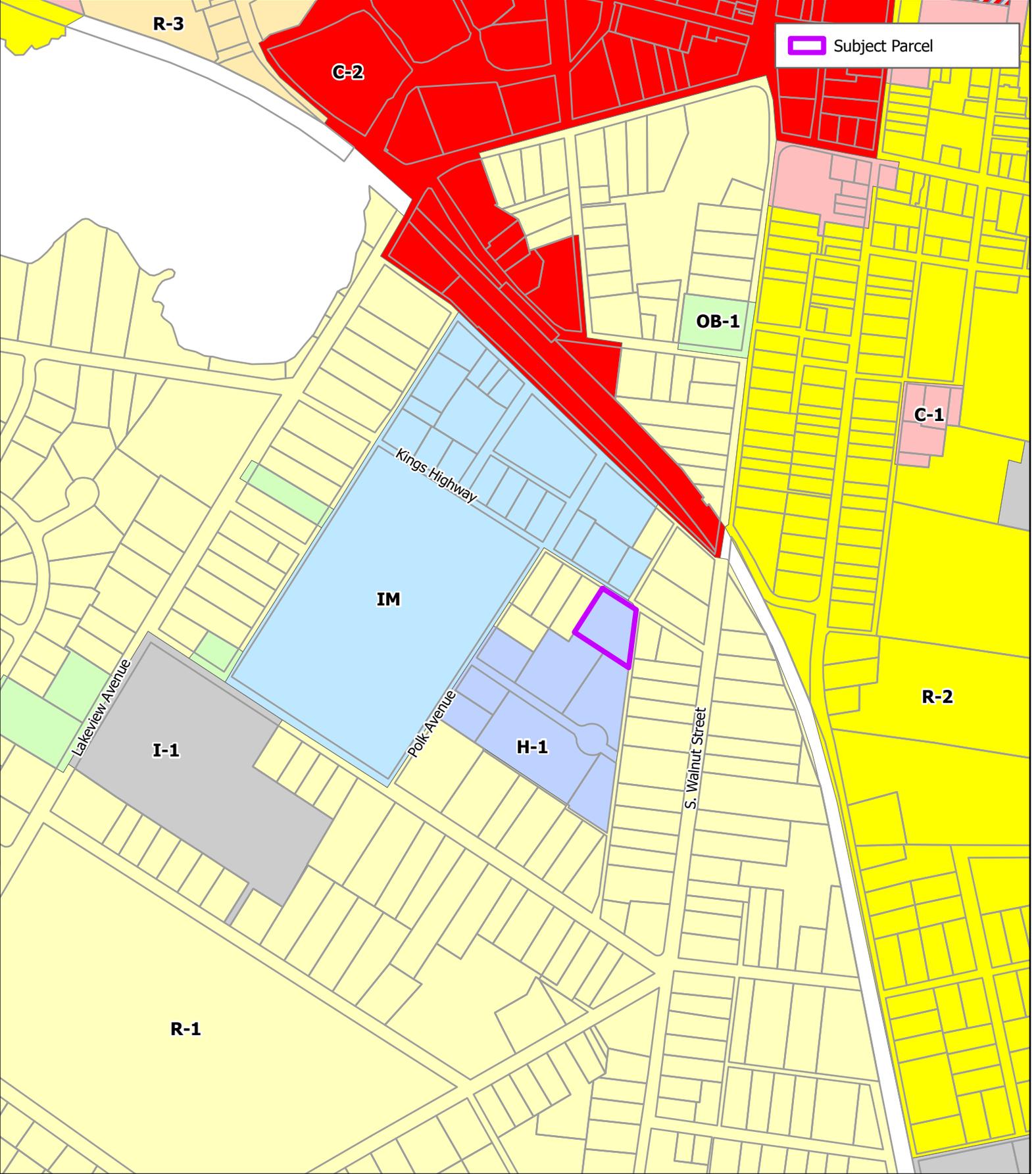
Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request to amend the Zoning Map:

- The Change of Zone request is consistent with the adopted 2018 Comprehensive Plan Future Land Use maps, as amended. The Future Land Use designation for the properties is Low Density Residential, for which OB-1 (Office Building) is a suitable zoning designation. See attached Land Use & Zoning Link table from the comprehensive plan document.
- Per the 2018 Comprehensive Plan, the Low Density Residential District represents typical single-family detached dwellings and duplex development. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-1, R-2, C-1, and OB-1 zoning districts found in the Milford Zoning Ordinance.
- The subject parcel is bound on the north, west and east by properties zoned R-1 Single-family Residential District containing single-family detached dwellings. The properties to the south are zoned H-1 and contain medical offices.

- The subject parcel is located along Kings Highway which is classified as a Local Road on DelDOT's functional classification map.
- Chapter 230 states the purpose of the OB-1 district shall be to provide locations for the operation of professional offices of a low-profile, low-traffic category in areas of a residential nature where existing non-residential buildings/structures are present. The district would provide such locations that will not detract from the surrounding residential atmosphere of the neighborhood but allow viable business to operate in existing buildings/structures.
- Any future use of the property must comply with Chapter 230 and the OB-1 (Office Building District) zoning use and area regulations. Enclosed is a copy of the current permitted and conditional uses within the OB-1 District.

III. AGENCY COMMENTS:

- DelDOT – No comments solicited
- Sussex Conservation District – No comments solicited.
- State Fire Marshall – No comments solicited.



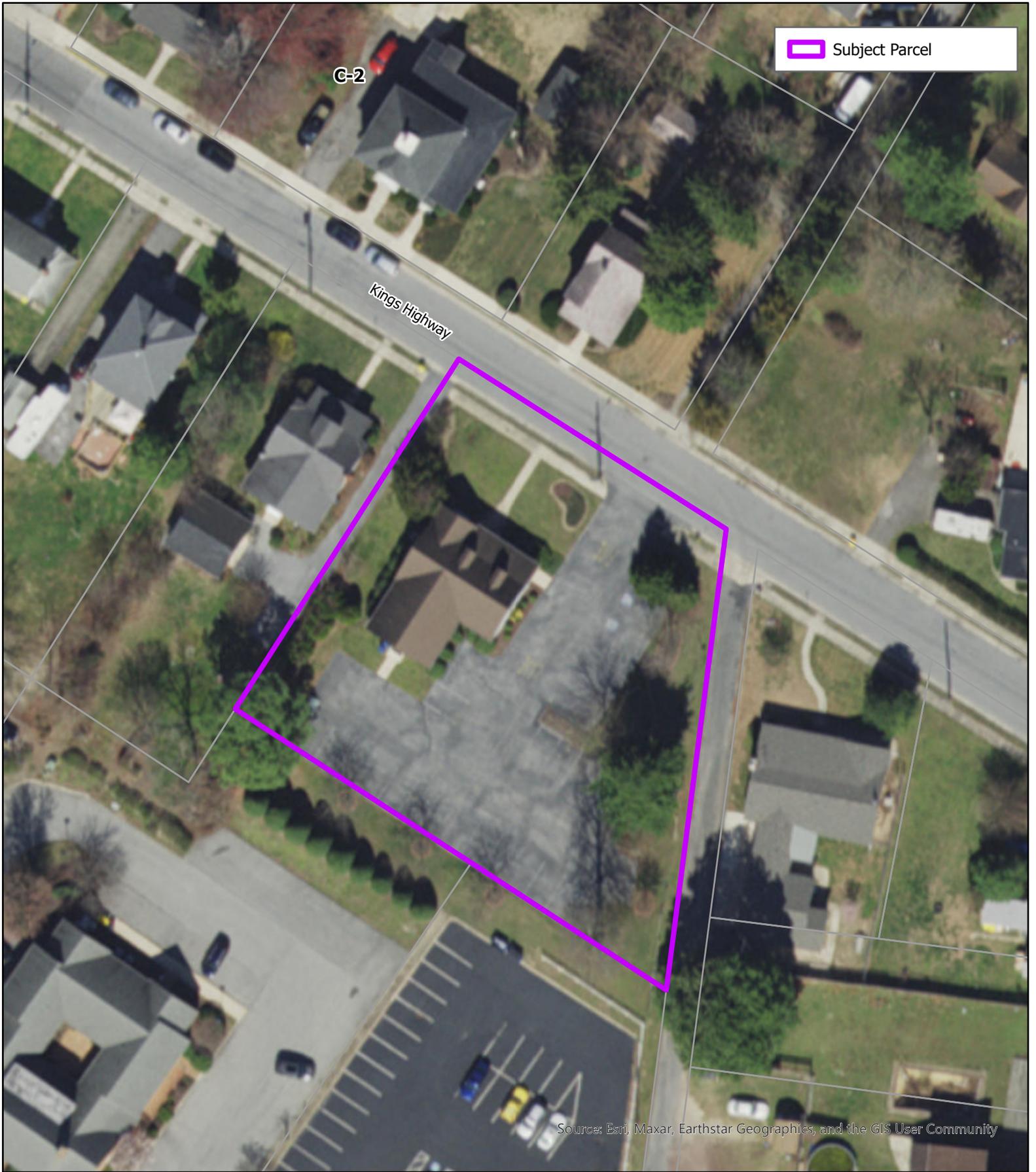
 Subject Parcel



Scale:  Feet
0 240 480

Drawn by: WRP Date: 04/14/25

Title:
Variance
Lands of Diane Samsel
Location & Zoning  Page 145 of 178



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

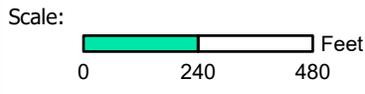
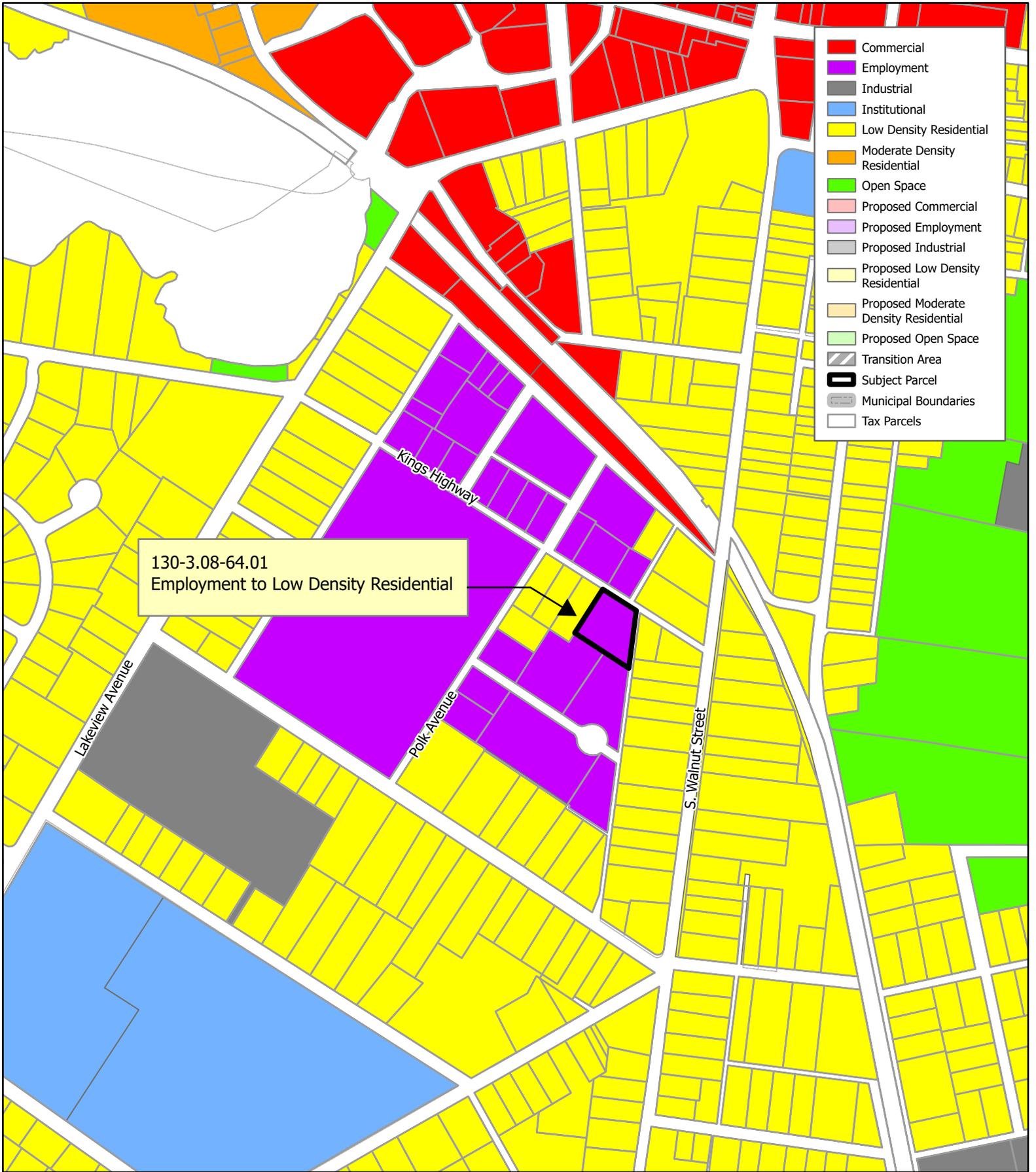


Scale: Feet
0 25 50

Drawn by: WRP Date: 05/02/25

Title:

Variance
Lands of Diane Samsel
Aerial Map



Drawn by: WRP Date: 03/03/25

Title: **Exhibit A**
2025 Comprehensive Plan Map Amendment
Future Land Use M. Page 147 of 178

right to do so). The city’s future land use map is largely a reflection of its understanding of likely growth and development. Wherever possible, the future land use attempts to anticipate likely changes. A key feature of the 2017 Comprehensive Plan Update is the “transition” future land use category.

The “transition” future land use designation, conceptually, helps with all three key considerations. It is straightforward and simple to see on the overall and neighborhood maps. It limits the potential need for plan amendments, in that each time a residential property requests rezoning to a commercial or industrial use, it will still be in compliance with the existing future land use map. It maintains flexibility in the identified areas. If and when properties petition for rezoning, procedural changes can be made to the zoning ordinance without it conflicting with the Milford Comprehensive Plan.

The transitional future land use classification has the added benefit of allowing the existing, largely residential uses, as by-right uses to ensure that existing property owners who wish to remain residential are not classified as non-conforming uses.

10-4. Land Use and Zoning

10-4a. Future Land Use Categories

Employment

The employment category is intended to serve as a primary location for a large employer to bring jobs and economic development to the city. Potential uses include schools and healthcare-related uses that would provide many jobs and services for the region. This land use category is similar to the H-1, IM, and IS zoning districts found in the Milford Zoning Ordinance.

Commercial

The commercial category allows for different levels of commercial development intensity. This category includes neighborhood commercial, central business district, highway development, office buildings, and medical services. The *Future Land Use and Urban Growth Boundary* map designates all commercial areas in one category, but the individual characteristics of each site would be considered before identifying the level of commercial development that is suitable for each property. Each level of commercial use differs by the size of the site and use intensity. This land use is similar to the C-1, C-2, C-2A, C-3, BP, OC-1, and H-1 zoning districts found in the Milford Zoning Ordinance.

Regular Highway Commercial for the city is located along major state transportation routes, including DE 1, US 113, Route 14 and Business 1.

Industrial

The industrial category is intended to serve as a primary location for light to moderate industrial and manufacturing uses. This land use is similar to the I-1 and I-2 zoning districts found in the Milford Zoning Ordinance.

Institutional

The institutional category includes government, civic, and community facilities such as libraries, schools, colleges, hospitals, medical facilities, community centers, places of worship, nursing homes, assisted living facilities, and other similar uses. Institutional uses may be found within residential, commercial, and employment areas.

Low Density Residential

The Low Density Residential District represents typical single-family detached dwellings and duplex development. These units receive full urban services. Other dwelling types may be allowed as part of a density bonus by providing additional open space and amenities of development or through a conditional use of a Planned Unit Development by Milford City Council. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-1, R-2, C-1, and OB-1 zoning districts found in the Milford Zoning Ordinance.

Moderate-Density Residential

The Moderate Density Residential District represents typical single-family detached dwellings, attached single-family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments, and loft-style units. Availability of open space and walkable sidewalks are also key components. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-3, R-8, C-1, and OB-1 zoning districts and the PUD conditional use for residential development found in the Milford Zoning Ordinance.

Transitional Commercial and Industrial Areas

These areas are designed to allow for a migration from residential to the underlying future land use categories depicted on the *Future Land Use and Urban Growth Boundary* map. There are two main transitional areas, commercial and industrial. The commercial transition areas are located along major roadways, including US 113 and Rehoboth Boulevard (Route 1A). The Industrial transition area is located along Route 14 between Routes 1A and 1.

The transitional areas will allow the property owners to maintain their current residential zoning until such time they wish to change their zoning to either commercial or industrial. This will allow the area to transition slowly along these corridors, without forcefully rezoning properties and potentially creating non-conforming properties and uses. Once the property owner changes the zoning of the property from residential to commercial or industrial, the property will remain industrial or commercial unless there is an amendment to the Milford Comprehensive Plan that would allow otherwise. The Comprehensive Plan will be reviewed again in five years, where the future land use exhibits can be updated to permanently show the properties that have transitioned from the residential categories to the more intense uses, and reduce the footprint of the transitional area on the maps.

Open Space

The Open Space category includes both existing open space owned by the city as well as the large area of open space located east of DE 1. Milford may elect to annex existing developed residential properties within the proposed Open Space future land use areas at the lowest intensity residential zoning category and provide services if deemed cost effective.

One of the recommendations of the Milford Comprehensive Plan is to prepare an Open Space Preservation Plan. Local governments and conservation groups offer many tools to preserve farmland and other open space. Some rely on the donation or sale of property development rights by a property owner, while other tools may include marketing assistance or protective planning and zoning. The primary goals of the Open Space designation east of DE 1 are the following:

- Promote the Transfer of Development Rights (TDR) – A TDR is a legal agreement that allows a developer who wants to build at a higher density than is permitted to purchase or trade for additional development rights from a willing seller who owns land in an area designated for preservation. The goal of the Open Space designation is to use the land as a sending area either into designated areas of the City of Milford or designated areas of Sussex County, thus protecting the open space area.
- Promote Conservation Easements – A conservation easement is a legal agreement between a landowner and a land trust or government agency whereby a landowner sells or donates the rights to develop his or her property to a conservation organization.
- Protective Rural Zoning – This type of zoning allows a very low density per acre. This is one of the most effective ways to protect rural and agricultural land and maintain a mass of land required to support agriculture economies without buying conservation easements.

- Purchase of Land – In the interest of Milford City Council to protect our recharge areas, funding could be used to protect our recharge areas and preserve open space.

10-4b. Land Use and Zoning Link

The link between land use and zoning is important because Title 22, Section 702(c) of the Delaware Code requires that Milford:

“...within 18 months of the adoption of a comprehensive development plan or revision thereof, amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan.”

Table 27 shows the link between the future land use designations depicted on the *Future Landuse and Urban Growth Boundary* map and the zoning districts summarized in Table 28. Table 27 provides guidance as to the zoning districts that would be considered consistent with each land use designation.

Table 27. Land Use and Zoning Link

Future Land Use Designation	Corresponding Zoning District(s)
Employment	H-1 – Institutional Development
	IM – Institutional Medical
	IS – Institutional Service
Commercial	C-1 – Community Commercial
	C-2 – Central Business
	C-2A – Riverfront Development
	C-3 – Highway Commercial
	OC-1 – Office Complex
	BP – Business Park
Industrial	H-1 – Institutional Development
	I-1 – Limited Industrial
	I-2 – General Industrial
Institutional	Institutional uses may be permitted or conditionally permitted in residential, commercial, and employment zones

Future Land Use Designation	Corresponding Zoning District(s)
Low Density Residential	R-1 – Single Family Residential
	R-2 - Residential
	C-1 – Community Commercial
	OB-1 – Office Building
Moderate Density Residential	R-3 – Garden Apartment & Townhouse
	R-8 – Garden Apartment & Townhouse
	C-1 – Community Commercial
	OB-1 – Office Building
Open Space	Designed for preservation. Existing residential properties may be zoned R-1.

Disclaimer: Table 27 shows the relationship between the future land use designations depicted on the future land use map and the zoning districts summarized in Table 28. This table describes how Milford’s zoning districts might match up with the land uses recommended on the future land use map. These match ups are intended as guidance for the Milford City Council to consider during the rezoning process. They are not intended to preclude the development of new zoning districts or revisions to the zoning ordinance, the subdivision ordinance, or any other land use regulations.

10-4c. Zoning Districts

The current zoning map depicts Milford’s zoning districts, and Table 28 provides a list of the current zoning classifications.

As of the date of the plan adoption, Table 28 and the existing zoning exhibit represent a fixed period in time and Milford reserves the right to create new zoning categories and change property zonings as long as the intent of the Comprehensive Plan is upheld. This table and section is for informational purposes only.

Zoning is the chief means for implementing the Milford Comprehensive Plan, consisting of a written document and a series of maps. The maps show a number of districts or zones into which the municipality is divided to regulate the use of land. The document specifies the types of activities (uses) that can occur in each district either as a matter of right (in all circumstances) or under certain conditions (conditional uses). It also regulates building height, lot sizes, setbacks, yards and green space, the number and sizes of signs, and space for off-street parking. Some municipalities incorporate environmental protection standards in zoning ordinances, while others have stand-alone ordinances with cross-references to zoning standards.

Table 28. Milford Zoning Districts

Zoning District
BP – Business Park
R-1 – Single Family Residential
R-2 – Residential
R-3 – Garden Apartment & Townhouse
R-8 – Garden Apartment & Townhouse
C-1 – Community Commercial
C-2 – Central Business
C-2A – Riverfront Development
C-3 – Highway Commercial
H-1 – Institutional Development
IM – Institutional Medical
IS – Institutional Service
I-1 – Limited Industrial
I-2 – General Industrial
OB-1 – Office Building
OC-1 – Office Complex

Zoning works with subdivision regulations. Subdivision refers to the process of splitting up or assembling land for development. The regulations governing this process designate utility locations, street rights-of-way, open space, and common areas. They also outline the services, such as water, sewer, gas, and electricity and amenities that a developer must supply prior to sale of subdivided (or assembled) land.

Increasingly, the distinction between zoning and subdivision regulations is becoming blurred.

Development plan approvals cannot take place without making sure that plans are in compliance with zoning and subdivision codes. Over the past several years, a number of Delaware municipalities have consolidated subdivision and zoning regulations into a single land use code.

§ 230-19. OB-1 Office Building District.

In an OB-1 District no building/structure or premises shall be used and no building/structure or part thereof shall be erected or altered which is arranged, intended or designed to be used, in whole or in part, for any purpose except for one or more of the following uses and complying with the requirements herein indicated.

- A. The purpose of the OB-1 Office Building District shall be to provide locations for the operation of professional offices of a low-profile, low-traffic category in areas of a residential nature where existing nonresidential buildings/structures are present. In short, this district will provide such locations that will not detract from the surrounding residential atmosphere of the neighborhood but allow viable businesses to operate in existing buildings/structures.
- B. Permitted uses. Permitted uses for the OB-1 District shall be as follows:
 - (1) Professional services and administrative activities, including but not limited to architects, engineers, brokers, insurance agents, realtors, physicians, dentists, artists and attorneys, within a single occupancy setting.
 - (2) Branch libraries and public information centers.
 - (3) Government offices serving the public.
- C. Conditional uses. Conditional uses shall be as follows:
 - (1) Day-care centers.
 - (2) Civic or fraternal organizations.
- D. Area regulations
 - (1) Minimum lot area.
 - (a) Existing buildings/structures on site: none.
 - (b) New construction (conditional use): ½ acre.
 - (2) Maximum lot coverage (building/structure and paved area) shall be no greater than 50%, with the remainder being utilized for plantings and landscaping (new construction, with conditional use). Existing facilities shall not decrease any existing planted or landscaped areas on the site without obtaining a variance for said decrease from the Board of Adjustment.
 - (3) Minimum lot width.
 - (a) New construction, with conditional use: 100 feet.
 - (b) Existing facilities: existing dimension accepted.
 - (4) Maximum building/structure heights shall not exceed the requirements set forth within this chapter for the residential zoning district in which the building/structure exists.
 - (5) Minimum front yard setback (new construction, with conditional use): 30 feet. Existing facilities shall not be allowed to encroach further into the front yard area(s) if the setback is less than 30 feet.
 - (6) Minimum side yard setback (new construction, with conditional use): 15 feet. Existing facilities shall not be allowed to encroach further into the side yard area(s) if the setback is less than 15 feet.
 - (7) Minimum rear yard setback (new construction, with conditional use): 30 feet. Existing facilities shall not be allowed to encroach further into the rear yard area if the setback is less than 30 feet.

-
- (8) Parking shall comply with the requirements provided in Article IV of this chapter.
 - (9) Landscape screening shall comply with the requirements provided in Article V of this chapter.
 - (10) Signs shall comply with the requirements provided in Article VI of this chapter.
 - (11) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.
 - (12) Accessory structures shall be located in the side and rear lot areas.
 - (13) Accessory structures shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 5 feet from a principal structure.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, May 20, 2025 @ 6:00 p.m.
City Council Hearing: Tuesday, May 27, 2025 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2025-10

Legal Owner Diane Samsel for a Change of Zone from
H-1 (Institutional Development District),
to OB-1 (Office Building District)
on 0.757 +/- acres of land located along the south side of
Kings Highway approximately 250 west of S. Walnut Street
Address: 100 Kings Highway, Milford, DE
Present Use Medical Office; Proposed Use General Office
Tax Map & Parcel 1-30-3.08-064.01

WHEREAS, the property owner has petitioned the City of Milford Planning and Zoning Office for a Change of Zone from H-1 to OB-1 on 0.757 +/- acres of land located along the south side of Kings Highway ; and

WHEREAS, the Change of Zone request to OB-1 is consistent with the Adopted 2018 Comprehensive Plan Future Land Use Map, as amended; and

WHEREAS, the City of Milford Planning Commission considered the application during their regular meeting on May 20, 2025, at which time interested parties had the opportunity to comment on the application to assist in an informed recommendation to City Council; and

WHEREAS, Milford City Council held a Public Hearing on May 27, 2025 to allow additional public comment, after which City Council made a final determination; and

WHEREAS, as required by Chapter 230, the Public Notice was published in the Delaware State News on May 4, 2025 and provided to property owners within 200 feet of the subject parcel; and

WHEREAS, this Ordinance becomes effective ten days following the date of its adoption by City Council.

NOW, THEREFORE, BE IT RESOLVED the City of Milford hereby ordains as follows:

Section 1. The adoption of this Ordinance grants Lands of Diane Samsel a Change of Zone to OB-1 on 0.757 +/- acres of land located along the south side of Kings Highway at 100 Kings Highway, Milford, DE. Tax Map & Parcel 1-30-3.08-064.01.

Section 2. Any future use of the property must comply with the City Zoning Code §230-14. OB-1 Office Building District

Section 3. Dates.

Planning Commission Review & Public Hearing: May 20, 2025

City Council Introduction: May 12, 2025

City Council Public Hearing: May 27, 2025

Effective: Ten Days following Adoption

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

Published: Daily State News 05/04/2025

DATA SHEET FOR 111 NORTH WALNUT, LLC

Planning Commission Meeting: May 20, 2025

Application Number / Name	:	CU-120-2025 / 111 North Walnut, LLC
Applicant	:	111 North Walnut, LLC 586 Milford-Harrington Highway Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District	:	C-2 (Central Business District)
Present Use	:	Vacant Lot
Present Use	:	Mixed-Use Occupancy Six (6) Commercial Tenant Spaces Sixteen (16) Apartment Units
Size and Location	:	0.09 +/- acres of land located along the East side of N. Walnut Street approximately 150 feet north of the Front Street intersection, a portion of a vacant lot between 111 N. Walnut Street and 115 N. Walnut Street.
Tax Map & Parcel	:	MD-16-183.10-03-75.00 (portion)

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Survey

STAFF REPORT
April 15, 2025

Application Number / Name	:	CU-120-2025 / 111 North Walnut, LLC
Tax Map & Parcel	:	MD-16-183.10-03-75.00 (portion)
Size and Location	:	0.09 +/- acres of land located along the East side of N. Walnut Street approximately 150 feet north of the Front Street intersection, a portion of a vacant lot between 111 N. Walnut Street and 115 N. Walnut Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to construct a 38-foot by 70-foot, 4-story mixed-use building containing up to six (6) commercial tenant spaces and sixteen (16) apartment units as shown on the provided survey and rendering.
- Chapter 230-42(B) states “four or more non-residential permitted uses or tenant spaces on a property zoned C-2, C-2A, C-3, OC-1 and H-1 requires a conditional use approval from City Council.”

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request for the Conditional Use:

- Chapter 230-13(A)(11) states “all dwellings other than single-family with a maximum density of 16 units per acre and in conjunction with a nonresidential use” are permitted uses within the C-2 zoning district.
- The applicant sought three variances from the Board of Adjustment which were reviewed at the May 8, 2025 meeting. The applicant sought relief from the following:
 - Chapter 230-13(B)(11) states “all dwellings other than single-family with a maximum density of 16 units per acre and in conjunction with nonresidential use” are permitted uses within the C-2 district. The applicant requested a variance to increase the permitted density from 16 units per acre to 178 units per acre, resulting in a 162-unit per acre increase from the maximum density permitted by the zoning code.

- Chapter 230-13(D)(3) states the “height of buildings shall not exceed 35 feet.” The applicant requested a variance to increase the maximum allowed building height from 35 feet to 52 feet, resulting in a 17-foot exceedance in the allowable building height.
 - Chapter 230-13(D)(2) states the “minimum lot width shall be 50 feet.” The applicant requested a variance to reduce the minimum lot width from 50 feet to 48.20 feet, resulting in a 1.8-foot reduction in the minimum lot width.
- The applicant proposes to subdivide existing parcel 75.00 as shown on the provided survey. The minor subdivision would be reviewed administratively if the variance and conditional use applications are approved by the City. The minor subdivision will also include lot line adjustments with the parcels to the north and south that are owned by the applicant.
 - Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The Central Business District has a variety of commercial and mixed-use buildings that provide retail and office business opportunities in downtown Milford. The proposed use would be similar to other mixed-use buildings in the immediate vicinity. The property to the north contains a mixed-use building with three residential units and two commercial tenant spaces. The property to the south contains a mixed-use building with two commercial tenants and one residential unit.

B. An adjoining district in which the use is permitted.

The proposed multi-unit commercial use is consistent with the purpose and intent of the C-2 Central Business District.

C. There is a need for the use in the area proposed as established by the Comprehensive Plan.

The Comprehensive Plan promotes commercial development in the Central Business District and the proposed use would be consistent with the City’s downtown master plan and Downtown Development District Plan through the development of vacant land which will provide additional employment opportunities in downtown Milford.

D. There is sufficient area to screen the conditional use from adjacent different uses.

The properties to the north and south, which are also owned by the applicant, contain mixed-use buildings with commercial and residential units. The area to the east of the building would be the location of a proposed municipal parking lot. No screening is proposed nor needed since the proposed use is consistent with the surrounding uses and the purpose of the central business district.

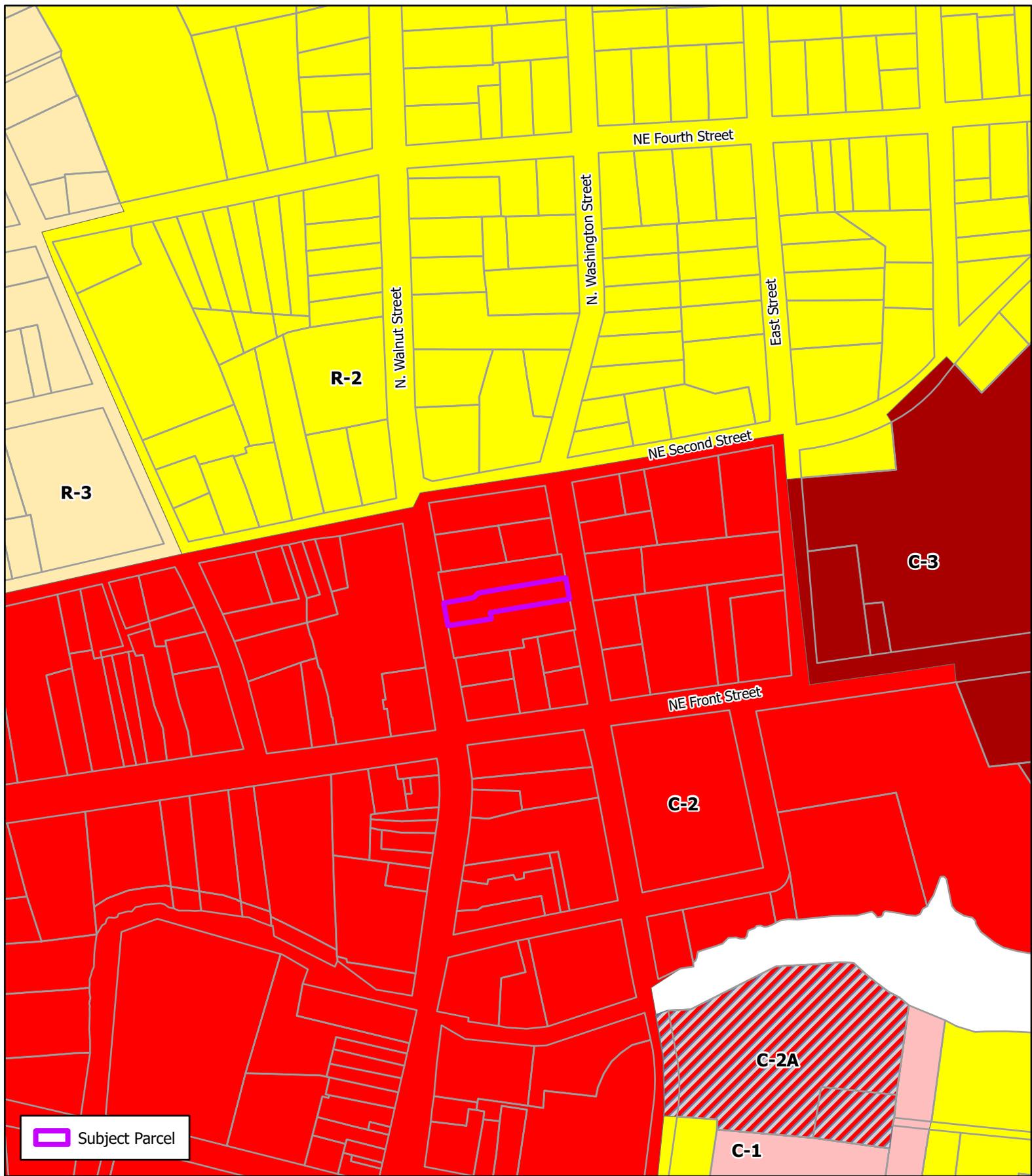
E. The use will not detract from permitted uses in the district.

The proposed mixed-use building is consistent with the purpose and intent of the C-2 Central Business District and should not detract from similar adjacent commercial and mixed-use properties.

- F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

The subject parcel is located within the Central Business District which does not require off-street parking for permitted uses. The employees and customers of the proposed building would utilize existing off-street public parking lots maintained by the City and on-street parking. No screening is proposed nor needed since the proposed use is consistent with other uses in the neighborhood.

- If the Planning Commission and City Council elect to approve the applicant's request, staff recommend the following minimum conditions of approval:
 - The applicant must obtain a building permit from the Planning Department and obtain approval from the State Fire Marshal's Office and State Plumbing Office.



 Subject Parcel



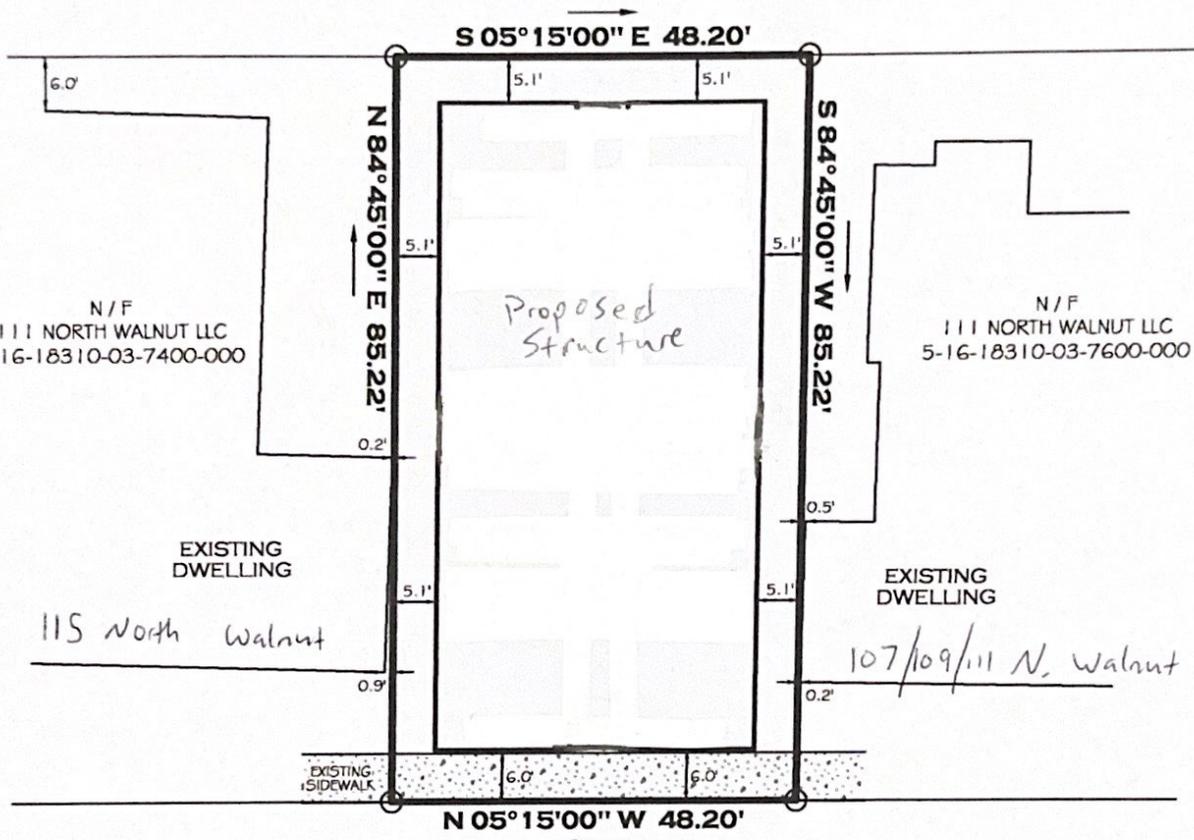
Scale:  Feet
0 120 240

Drawn by: WRP Date: 04/14/25

Title:

Conditional Use
111 North Walnut, LLC
Location & Zoning Map Page 162 of 178

N / F
CITY OF MILFORD



NORTH WALNUT STREET

NOTES

1. CLASSIFICATION OF SURVEY: URBAN
2. ZONE: C-2

ALL SETBACKS ARE THE RESPONSIBILITY OF THE HOME OWNER AND/OR GENERAL CONTRACTOR. SETBACKS SHOWN AS PER CITY OF MILFORD & MAY DIFFER FROM THE HOME OWNERS ASSOCIATION (HOA) SETBACKS. ANY USER OF SAID INFORMATION IS URGED TO DIRECTLY CONTACT THE LOCAL AGENCY AND HOA, IF APPLICABLE, TO VERIFY IN WRITING ALL SETBACKS & REQUIREMENTS.

3. NO TITLE REPORT WAS PROVIDED FOR OUR USE, THEREFORE THIS BOUNDARY SURVEY IS SUBJECT TO ANY ENCUMBRANCES, RESTRICTIONS, EASEMENTS, AND/OR RIGHTS OF WAY THAT MIGHT BE REVEALED BY A THOROUGH TITLE SEARCH.

LEGEND	
○	POINT

THIS CERTIFIES THAT THE PROPOSED DWELLING'S PLACEMENT IS PROPER, DIMENSIONS ARE CORRECT & I HEREBY AUTHORIZE ALL FIELD WORK TO BE PERFORMED.

SIGNATURE

DATE

TAX MAP	5-16-18310-03-7500-000
STATE	DELAWARE
COUNTY	KENT
HUNDRED	MILFORD
TOWN	MILFORD
AREA	3,408 ± SQ. FT.
DEED REF.	12878 / 214
PLAT REF.	---
DRAWN BY	JMH
DATE	02 / 05 / 2025
SCALE	1" = 20'

SITE PLAN

FOR
ZACHARY & MARISSA KING

TRUE NORTH

LAND SURVEYING
35322 BAYARD ROAD

113 North Walnut Street Proposed Narrative

The proposed building would be a mixed use of up to 6 commercial tenants, and up to 16 micro apartments. The project would be aimed at providing affordable housing to local workers and providing some unique commercial spaces. The apartments would be a combination of 1 and 2 bedroom units, and be as small as possible while providing basic necessities. The commercial units would add greatly to the North Walnut corridor which is a recently growing commercial section of town, and would help tie in the new city parking lot to the downtown businesses. Commercial units would face both North Walnut Street, and the new City parking lot. The commercial spaces would include a basement unit attractive to certain food service businesses or a private club, as well as a rooftop space which is a business type Milford (and most of lower Delaware) is lacking.

The main structure would measure 38' x 70' and 45' tall. The rooftops additional height for a stair/elevator tower and improvements would be in addition to the 45 feet of the main structure.

The apartments would be considered low to medium income housing. We would align pricing for the units at or below Energize Delawares Affordable Multi Family Housing Program. We would follow Energize Delawares programs to make all units as energy efficient as possible. We would possibly place the units into low income category working with DSHA, depending on program qualifications at the time.



§ 230-13. C-2 Central Business District.

In a C-2 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

- A. Purpose. The purpose of the C-2 District is to create an atmosphere that encourages the preservation and revitalization of the Central Business District. Specifically, the regulations are designed to encourage the development and opening of new businesses. This may be accomplished by providing an attractive and convenient shopping center or mall that is organized and developed as an integrated unit. The district regulations also recognize the unique circumstances that are peculiar to the downtown area.
- B. Permitted uses. Permitted uses for the C-2 District shall be as follows:
- (1) Those permitted uses in the C-1 District.
 - (2) Taverns and tap rooms.
 - (3) Libraries, museums, art galleries and public information centers.
 - (4) Churches and other places of worship.
 - (5) Fraternal, social service, union or civic organization.
 - (6) Publishing, printing and reproduction establishments.
 - (7) Indoor storage facilities as an accessory use to any of the permitted uses in this district.
 - (8) The outdoor display of merchandise, if done in a reasonable manner and if the display is kept neat and orderly as determined by the Planning Director or designee. Furthermore, the outdoor display may not interfere with the safe and efficient flow of pedestrian traffic.
 - (9) Craft distillery and microbrewery establishments, provided that:
 - (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.
 - (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.
 - (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery

intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.

- (f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:
- [1] Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.
 - [2] Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.
 - [3] Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.
 - [4] All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.
 - [5] The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.
 - [6] Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.
 - [7] Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.
- (10) Commercial indoor recreation activities, including amusement arcades, indoor theaters, social clubs, youth clubs or similar facilities.
- (11) All dwellings other than single-family with a maximum density of 16 units per acre and in conjunction with nonresidential use.
- (12) Bed and Breakfast.
- (a) The bed-and-breakfast establishment does not adversely affect the residential character of the neighborhood and such use is carried on in an existing residential structure.

-
- (b) The building proposed for use as a bed-and-breakfast must have the owner of the bed-and-breakfast residing in the building as his/her principal residence.
 - (c) The serving of meals shall be limited to breakfast and afternoon tea for overnight guests and customers.
 - (d) Rooms used for sleeping shall be part of the primary residential structure and shall not have been specifically constructed for rental purposes.
 - (e) No exterior alterations other than a sign and those required by law to ensure the safety of the structure shall be made.
 - (f) The bed-and-breakfast operation shall not use more than 50% of the floor area of the principal residence. Common areas such as the kitchen, foyer, living room or dining room are not included in this calculation.
 - (g) No areas shall be floodlit. Drives and parking areas shall not be illuminated by lighting fixtures higher than 20 feet. Sidewalks shall not be illuminated by lighting fixtures higher than 15 feet. Exterior lighting shall be shaded as to prevent illumination off-site. All external lighting, except for demonstrated security needs, shall be extinguished by 10:00 p.m.
- C. Conditional uses subject to special requirements. All uses specified as conditional uses in the C-1 zoning district and the following uses are permitted subject to receiving a conditional use permit by the City Council as provided in Article IX of this chapter:
- (1) Motels and hotels.
 - (2) Instructional, business or trade stores.
 - (3) Fast-food or franchised food service operated restaurants.
- D. Area regulations.
- (1) Minimum lot area shall be 2,500 square feet.
 - (2) Minimum lot width shall be 50 feet.
 - (3) Height of buildings shall not exceed 35 feet.
 - (4) There shall be no required front, rear or side yard setback.
 - (5) Signs shall comply with the requirements provided in Article VI of this chapter.
 - (6) Landscape screening shall comply with the requirements provided in Article V of this chapter.
 - (7) Parking shall comply with the requirements provided in Article IV of this chapter.
 - (8) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.
 - (9) Accessory structures shall be located in the side and rear lot areas.
 - (10) Accessory structures for residential and non-residential uses shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 5 feet from a principal structure.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

§ 230-42. Multiple permitted uses and mixed uses.

A. In the R-1, R-2, R-3, R-8, C-1 and OB-1 districts, multiple permitted uses or tenants spaces or mixed use of a property shall be deemed a conditional use subject to special requirements.

B. Four or more non-residential permitted uses or tenant spaces on a property zoned C-2, C-2A, C-3, OC-1 and H-1 requires a conditional use approval from City Council.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

ARTICLE IX Conditional Uses

§ 230-46. Purpose.

A. The intent of the conditional use is to maintain a measure of control over uses that have an impact on the entire community. Generally, conditional uses may be desirable in certain locations for the general convenience and welfare. They must use the property in a manner that assures neither an adverse impact upon adjoining properties nor the creation of a public nuisance. In short, because of the nature of the use, it requires sound planning judgment on its location and site arrangement.

B. Conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provisions of this chapter, provided that the City Council shall find that the application is in accordance with the provisions of this chapter after duly advertised hearings held in accordance with the provisions of Article XII.

[Ord. No. 2022-06, 1-24-2022]

§ 230-47. Application and approval procedures.

A. Conditional Use Site Plans shall follow the procedures for application and review outlined in Article X Site Plan Review of this Chapter.

B. Conditional Use Major Subdivisions shall follow the procedures for application and review outlined in Chapter 200, Subdivision of Land

C. Standalone Conditional Use applications that do not require site plan review or major subdivision review shall be subject to the following procedures:

(1) A conditional use application and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the Planning Director, along with the appropriate fees, as specified in Section 230-57.

(2) A public hearing on the conditional use shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council approval of the application with or without conditions, denial of the application, or table the application. The conditional use shall be reviewed based on the requirements set forth in the zoning ordinance. In case of an unfavorable recommendation for denial by the Planning Commission, such application shall not be approved except by a favorable vote of 3/4 of the City Council.

(3) No hearing shall be held by the Commission until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and to such other interested

parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:

- (a) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10 days prior to the hearing.
 - (b) The Planning Department shall provide notice to the general public of the public hearing before the Planning Commission by publishing the date, time, place and nature of the hearing at least 15 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.
 - (c) The Planning Department will also post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined.
- (4) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application. The conditional use shall be reviewed based on the requirements set forth in the zoning ordinance.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

§ 230-48. Criteria for evaluation.

The following criteria shall be used as a guide in evaluating a proposed conditional use:

- A. The presence of adjoining similar uses.
- B. An adjoining district in which the use is permitted.
- C. There is a need for the use in the area proposed as established by the Comprehensive Plan.
- D. There is sufficient area to screen the conditional use from adjacent different uses.
- E. The use will not detract from permitted uses in the district.
- F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

[Ord. No. 2022-06, 1-24-2022]

§ 230-49. Conditions for approval; expiration.

- A. In granting any conditional use permit, the City Council may designate such conditions as will, in its opinion, assure that the use will conform to the requirements as stated in Section 230-48 and that such use will continue to do so.
- B. A conditional use approval in conjunction with a Site Plan review shall expire upon expiration of the associated Site Plan.
- C. A conditional use approval in conjunction with a Major Subdivision application shall expire upon expiration of the associated Major Subdivision.
- D. A standalone conditional use permit shall expire within eighteen months of the date of issuance unless construction or operation of said use has commenced.

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(Supp. No. 27)

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- E. A reapplication for a conditional use permit for the same lot or use shall not be considered by the City Council within a period of one-year from its last consideration. This provision, however, shall not impair the right of the Council to propose a conditional use permit on its own motion.

[Ord. No. 2022-06, 1-24-2022]

**CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS**

Planning Commission Hearing: Tuesday, May 20, 2025 @ 6:00 p.m.

City Council Hearing: Tuesday, May 27, 2025 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative.

This form of writing is not used to influence any decision of City Council:

ORDINANCE 2025-09

Conditional Use Application of 111 North Walnut LLC

0.09 +/- acres of land located along the

East side of N. Walnut Street

Comprehensive Plan Designation: Commercial

Zoning District: C-2 (Central Business District)

Present Use: Mixed Use – Vacant Lot

Proposed Use: Mixed Use Occupancy Six (6) Commercial

Tenant Spaces Sixteen (16) Apartment Units

Tax Parcel: MD-16-183.10-03-75.00 (portion)

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Conditional Use to modify a vacant lot to construct a 38-foot by 70-foot, 4-story mixed-use building containing up to six (6) commercial tenant spaces and sixteen (16) apartment units; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on May 20, 2025; and

WHEREAS, Milford City Council will hold a Public Hearing on May 27, 2025 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the Conditional Use, as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

Section 1. Chapter 230-42(B) states “four or more non-residential permitted uses or tenant spaces on a property zoned C-2, C-2A, C-3, OC-1 and H-1 requires a conditional use approval from City Council.”

Section 2. Following adoption of Ordinance 2025-09, and upon the effective date, 111 North Walnut LLC is hereby granted a Conditional Use to construct a 38-foot by 70-foot, 4-story mixed-use building containing up to six (6) commercial tenant spaces and sixteen (16) apartment units.

Section 3. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 4. Dates.

Planning Commission Review & Public Hearing: May 20, 2025

City Council Introduction: May 12, 2025

City Council Public Hearing: May 27, 2025

Effective: Ten Days following Adoption

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

Advertised: Daily State News 04-30-2025

Revised 5/1/2025



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: City Manager Starting Pay
Date: May 7, 2025

At the May 1, 2025 Special Council Meeting, Council authorized the City Manager, HR Director and the recruiter to make an initial offer to the prospective City Manager Candidate #2 in the amount of \$180,000. Given the candidate's 30 years of experience, the candidate has requested Council consider a starting pay of \$195,000 per year to start in lieu of \$180,000.

In formulating the initial \$180,000 offer, Council used the midpoint of the advertised range and no backup information on local salaries was available in formulating the initial offer. Since that meeting, staff has pulled the following information for Council's review:

1. The existing city manager's salary is \$189,758. Under the current contract, the existing city manager was due a merit increase on January 1, 2025, however, due to the pending retirement, a performance review was not pursued for the pay increase. Had the existing city manager received a 3% merit increase on January 1 his present salary would be \$195,451.
2. Attached is a salary survey of city managers across Delaware. Of note, the DEMEC communities of Middletown, Smyrna, Newark are generally the comparators to Milford, with Smyrna being equal in size to Milford. The salaries of city managers in those communities are as follows:

Middletown	\$204,120
Newark	\$184,156
Smyrna	\$194,480

The average city manager salary of the three cities equates to \$194,250

3. The position was advertised with a salary range of "\$160,318 to \$197,172 DOQ". Obviously, a candidate with more experience would be expected to start closer to the higher number than the lower number, based on the advertised pay range. The advertised range was based on Grade 115, Step 6 through Step 13 of the existing pay plan. The total range on the existing pay plan for the position is \$138,292 to \$228,576. Under the proposed pay plan (which will be presented to Council on Wednesday night May 14), the City Manager would fall under Grade 15 where Step 6 is \$163,525 and Step 13 is \$201,115, and having a total range of \$141,058 to \$233,147.

Therefore, given the information provided, a starting salary of \$195,000 for a candidate with 30 years of municipal experience is justified.

RECOMMENDATION: I recommend City Council amend the action of May 1 and authorize the City Manager, HR Director and recruiter to negotiate a contract with Candidate #2 with a starting pay not to exceed \$195,000.

Present Pay Plan (FY 2025)

Fiscal Year	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY25	115	\$ 138,292.47	\$142,441.25	\$146,714.49	\$151,115.92	\$155,649.40	\$160,318.88	\$165,128.45	\$170,082.30	\$175,184.77
		Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
		\$180,440.31	\$185,853.52	\$191,429.13	\$197,172.00	\$203,087.16	\$209,179.78	\$215,455.17	\$221,918.83	\$228,576.39

Proposed Pay Plan (FY 2026)

Fiscal Year	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY26	115	\$ 141,058.32	\$145,290.07	\$149,648.77	\$154,138.24	\$158,762.38	\$163,525.25	\$168,431.01	\$173,483.94	\$178,688.46
		Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
		\$184,049.11	\$189,570.59	\$195,257.71	\$201,115.44	\$207,148.90	\$213,363.37	\$219,764.27	\$226,357.20	\$233,147.91

	Seaford	Milford	Lewes	Kent County	Middletown	Smyrna	Newark	Dover	Sussex County	Rehoboth
Annual Base Salary	\$168,542.40	189,758.40	\$162,750.00	\$190,181	\$204,120.03	\$194,480	\$184,156	\$165,506.38	\$204,456	\$257,500
Annual Salary Increase Amount	Determined by Mayor and Council with budget approval	budgeted cola & merit as determined by Council	Base increases approved cola and additional merit is determined by M&CC	budgeted cola & step increase as other employees	Determined annually by Mayor & Council	Determined by Mayor/Council, with budget approval	Determined annually by Council	Budget Approval, Approx 3-4%	Same COLA & Merit as all employees	Determined annually by Council.
Bonus (if applicable)	Christmas Bonus \$10 for every year of service	N/A	\$175 Holiday Bonus	Longevity - \$500 annually after 5 years, then increases \$500 after each 5 year block of service thereafter	\$1,000, same as all employees, determined annually by Mayor & Council	N/A	N/A	N/A	N/A	CHRISTMAS BONUS SAME AS EMPLOYEES (\$250)
Length of the contract	Year to Year (Evergreen)	2 years	3 years with the option to renew for an additional 2	not to exceed 4 years	no contract	3 years	N/A	No length of contract	12/14/2024-12/31/2028	2 YEARS, INDEFINATE THERE AFTER REVIEWED ANNUALLY
Severance (months in contract)	None	6	1 year with no insurance or 6 months with health insurance (managers choice)	6 months	N/A	6	6	N/A	N/A	60 DAY NOTICE
457b Percentage Match (if applicable)	N/A	up to 6%	10% base pay	No match	N/A	n/a	N/A, covered under City's defined benefit pension plan	up to 6%;	N/A	up to 10%

	Seaford	Milford	Lewes	Kent County	Middletown	Smyrna	Newark	Dover	Sussex County	Rehoboth
Annual Vacation Leave Amount	In accordance with the Employee Handbook - Year of Service (31) = 5 weeks of vacation	200 hours	based on years of service 1-4: 96 hours 5-9: 120 hours 10-14: 144 hours 15-19: 168 hours 20-24: 192 hours 25 - 29: 216 hours 30+: 240 hours	based on years of service 1-4: 10days 5-9: 15 days 10-14: 18days 15-19: 21days 20-24: 24days 25+: 27 days Maximum accrual: 480 hours	In accordance with the EE Handbook. Currently eligible for 5 wks of vacation	varies by contract	20 days	based on years of service unless otherwise noted 1-8: 15days 8-15: 21 days 15-20: 24 days 20+: 27 days	Same as all employees	160 HOURS VACATION AND 2 PERSONAL DAYS
Annual Sick Leave Amount	In accordance with the Employee Handbook	96 hours	96 hours; carryover unlimited with tiered payout at retirement 1-9: 96 hours 10-19: 520 hours 20+: 1,040 hours	10 hours per month up to max of 960 hours; paid out at retirement at 1/2 rate up to 90 days (45 full days)	In accordance with the EE Handbook. Currently eligible for 12 hrs. mth	varies, but can keep up to 2080 hrs; like all employees	15 days/year up to 90 max. Paid out 1 for 3 for all accruals over 90	Same as all EE's	Same as all employees	Same as employees. 120 hours up front then 80 per year after.
Health Insurance Cost Share (i.e. 90% Cty, 10%-Employee)	Same as all other employees - 92.50% Cty, 7.5% Employee	80%-Cty, 20% Employee	Employee coverage is 100% paid by City; Dependent coverage is 80% paid by Cty, 20% paid by employee. Dependents not eligible for coverage if spouse has coverage through employer	93% county; 7 % employee	EE only - 100/0; Dep - 95/5	same as salaried employees (83% town, 17% employee)	17.5% employee	85-15	Same as all employees	SAME AS EMPLOYEES 100/80

	Seaford	Milford	Lewes	Kent County	Middletown	Smyrna	Newark	Dover	Sussex County	Rehoboth
Vehicle Allowance Amount (if applicable)	N/A - City provided vehicle	\$200 per month	\$30 per month	N/A	vehicle provided	varies by contract	\$500/month	N/A City provided vehicle when needed	Has County Vehicle	\$700.00 PER MONTH
Cell Phone Allowance Amount (if applicable)	N/A - City provided cell phone	\$40 per month	N/A	County contract	cell phone provided	varies by contract	Phone provided by city	City provides cell phone	Has County Cell Phone	\$60.00 monthly
Continuing Education (if applicable)	Educational Assistance Program - City pays full cost of a degreed program (Del-tech/Wilmington) if field of study is relevant to the job.	per policy	yes, in contract	As budgeted	Educational Assistance Program - Town pays full cost of a degreed program; after successful completion of each course.	Educational Assistance Program - courses have to be relevant to the job duties and employee has to have a grade C or higher to be reimbursed.	50% of tuition and textbooks	part of dept budget to include: city allows for 3 courses per semester/quarter/block	Same as all employees	SAME AS EMPLOYEES 100/80
Conference Travel (if applicable)	City pays full cost in accordance with the City's travel policy	yes, in contract	Contract indicates that the City will budget for conferences	As budgeted	Town pays full cost in accordance with the Town's travel policy	Yes, travel is budgeted	100%	part of dept budget to include	Same as all employees	Reimbursement for all travel, subsistence and training/conference expenses that are necessary and desirable for City Manager's continued professional growth and advancement for the good of the City.
Professional Membership Dues (if applicable)	N/A	yes, in contract	APA, ICMA	As budgeted	as needed	Yes, memberships dues are budgeted	100%	either part of dept budget or can be nego in offer letter	Same as all employees	ICMA MEMBERSHIP REQUIRED
Clothing/Dry Cleaning Allowance (if applicable)	N/A	N/A	N/A	N/A	\$200/year	upper body clothing, (shirts, jacket, etc.), permitted per the Personnel Policy and budget	no	na	N/A	N/A

	Seaford	Milford	Lewes	Kent County	Middletown	Smyrna	Newark	Dover	Sussex County	Rehoboth
Other Provisions	N/A	N/A	N/A	Kent County Administrator treated same as regular employees, except that like other FLSA exempt employees receives 5 days of personal leave per calendar year	Eligible for \$160 boots per yr.	n/a	Conferences and CEU's for my PE license are covered in addition to ICMA requirements. Annual service award equal to years of service times 2% of monthly salary.	N/A	N/A	N/A
Membership fees to community organizations, like Rotary or Lions	N/A	N/A	N/A	N/A	Town pays full cost of membership fees for approved community organizations	Varies by contract/Town Manager	N/A	N/A	N/A	N/A