



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

Council Meeting Agenda August 6, 2025

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

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

or

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

Call 301 715 8592 Webinar ID: 948 7712 1629

6:00 P.M.

15-Minute Public Comment Period*

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

COUNCIL MEETING

Page

- 1. Public Comment**
- 2. Call to Order - Mayor F. Todd Culotta**
- 3. Roll Call**
- 4. Invocation**

5. Pledge of Allegiance

6. Approval of the Agenda

7. Approval of Previous Minutes

- a. [2025 02 10 - Council Minutes](#)  4 - 10

8. Recognition

9. Communications & Correspondence

10. Unfinished Business

11. New Business

Adoption/City of Milford Fiscal Year 2026 Tax Warrant

- a. [Tax Warrant FY25](#)  11

Authorization/2026 Pay Scale

- b. [Job Titles-Pay Grades-2025.pdf](#)  12 - 14
[Pay Scale FY26-FINAL.pdf](#) 

Authorization/Annexation/Lands belonging to Iglesia Pentecostal La Senda Antigua – Milford, Inc. located along the north side of Johnson Road approximately 650 feet west of the SR1 intersection, Sussex County Tax Parcel(s) 3-30-16.00-007.00, Current Zone: AR-1 (Agricultural Residential) Proposed Zone: R-3 (Garden Apartment & Townhouse District) Address: 20913 Johnson Road

- c. [Plan of Services - 071625](#)  15 - 164

Ordinance Introduction:

- d. Ordinance 2025-12 Electric Rules and Regulations
- e. [2025 12 #2 Appendix B Electric Rules & Regulations Amendment 1](#)  165 - 228

12. EXECUTIVE SESSION

Motion to Recess into Executive Session

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

Return to Open Session

Potential Motion/Personnel

13. Adjournment

14. Workshop

FOIA Training

Ethics Training

- a. [Milford Presentation - August 6 2025](#) 

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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.

073025

080625 Exec Session item removed



CITY OF MILFORD
CITY COUNCIL MEETING MINUTES
February 10, 2025

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, February 10, 2025.

PRESIDING: Mayor F. Todd Culotta
IN ATTENDANCE: Councilmembers Daniel Marabello, Madula Kalesis, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, and Jason James, Sr.
ABSENT: Councilmember Katrina Wilson
STAFF: City Manager Mark Whitfield, Chief Cecilia Ashe, and City Clerk Katrina White
COUNSEL: Solicitor David Rutt, Esquire

Public Comment Period

There were no public comments.

Call to Order - Mayor F. Todd Culotta

Mayor Culotta called the regular meeting to order at 6:03 pm.

Roll Call

Roll Call showed that there were eight members present. Councilmember Wilson was not present at that time but later joined during the Executive Session.

Invocation and Pledge of Allegiance

The innovation was given by Councilmember James followed by The Pledge of Allegiance.

Approval of the Agenda

Councilmember James made the motion to approve the agenda. Councilmember Connor seconded.

The motion carried unanimously. 7-0

Approval of Previous Minutes

Councilmember Kalesis made the motion to approve January 13, 2025, meeting minutes. Councilmember James seconded.

The motion carried unanimously. 7-0

Recognition

Proclamation 2025-04 Recognizing Black History Month

Councilmember James read Proclamation 2025-04 that Recognized February as Black History Month.

Chief Ashe recognized and congratulated Detective Daniel Burgos as Officer of the Year and Victoria Sessoms, Executive Assistant to the Chief of Police, as Civilian of the Year.

City Manager Whitfield introduced Kevin Gaboriault as the new Acting Finance Director.

Staff Reports

Police Report

Chief Ashe reviewed the police report that was included in the packet.

Councilmember James made the motion to approve the Police Report. Councilmember Zychal seconded.

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

The motion carried unanimously. 7-0

City Clerk

City Clerk White reviewed the City Clerk Report that was included in the packet.

Councilmember Connor made the motion to approve the City Clerk report. Councilmember Kalesis seconded.

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

The motion carried unanimously. 7-0

City Manager

City Manager Mark Whitfield reviewed the City Manager's Report that was included in the packet.

Councilmember Samaroo made the motion to approve the city manager and departmental reports that were included in the packet. Councilmember Kalesis seconded.

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

The motion carried unanimously. 7-0

Public Works

Public Works Director Willis Shaffer reviewed the Public Works report that was included in the packet.

Electric

Electric Director Tony Chipola reviewed the electric report that was included in the packet.

Planning & Zoning

Planning Director Rob Pierce reviewed the Planning and Zoning report that was included in the packet.

Parks & Recreation

Parks & Recreation Director Brad Dennehy reviewed the parks & recreation report that was included in the packet.

Human Resources

Human Resources Director Jamesha Williams was virtual and reviewed the HR report that was included in the packet.

Economic Development & Community Engagement

Economic Development & Community Engagement Administrator Lauren Swain reviewed the ED & Community Engagement report that was included in the packet.

Information Technology

IT Director Bill Pettigrew was virtual and reviewed the IT report that was included in the packet.

Finance

Lou Vitola, Senior Accountant, reviewed the finance report that was included in the packet.

Monthly Finance Report

Lou Vitola, Senior Accountant, reviewed the finance report that was included in the packet. He reported that the city experienced a cash dip for the month, but overall, it was a stable month for operations. While the cash operating fund slightly increased, special purpose and reserve funds decreased due to significant activity related to the 2024 streets project. This was partially offset by strong transfer tax collections, which is typical for December as the calendar year closed.

At the halfway point of the fiscal year, operating performance is generally positive. Both the utilities and the general fund are ahead of budget. The general fund is also performing better than at the same time last year, attributed partly to personnel savings from staffing adjustments and some O & M savings.

However, the utility side is behind its performance at the midpoint of the last fiscal year. This trend is expected to continue throughout the year because increased transfers from electric, water, and sewer utilities have been budgeted. Despite this, the utilities are currently on track with their budget.

Councilmember Kalesis made the motion to accept the Monthly Finance Report for December 2025. Councilmember James seconded.

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

The motion carried unanimously. 7-0

Communications & Correspondence

Councilmember Kalesis reported that the businesswomen in the community would be planning an event for National Women's Day on March 8, 2025.

City Manager Whitfield mentioned the current electric fees and usage residents were seeing on their bills.

City Clerk White announced the upcoming Delaware League of Local Government dinner on February 17, 2025, and Representative Sara McBride would be the speaker.

Unfinished Business

There was no unfinished business.

New Business

Appointment/City of Milford Board of Election

City Clerk White requested Council approval for the 2025 City of Milford Election Board, comprising Karen Boone, Carlene Wilson, and Donna Merchant.

Councilmember Jason James made the motion to approve the Board of Election members as stated. Councilmember Zychal seconded.

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

The motion carried unanimously. 7-0

Appointment/Auditor/2025 Audit

Lou Vitola, Senior Accountant, recommend that City Council appoint Zelenkofske Axelrod (ZA) as independent auditors for the City's FY2025 audit for a 5th and final appointment.

Councilmember James made the motion to appoint Zelenkofske Axelrod (ZA) as independent auditors for the City’s FY2025 audit engagement. Councilmember Samaroo seconded.

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

The motion carried unanimously. 7-0

Authorization/ Land Exchange Agreement/111 N Walnut Street LLC

City Manager Whitfield reviewed the Land exchange Agreement and the License Agreement with 111 N Walnut Street LLC that was included in the packet.

Councilmember James made the motion for council to approve the Land Exchange Agreement with 111 N Walnut Street, LLC and the license agreement to provide 111 N Walnut Street, LLC temporary access through the proposed parking lot. Councilmember Zychal seconded.

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

The motion carried unanimously. 7-0

Ordinance introductions:

Ordinance 2025-02

Amendment to City of Milford Code

Chapter 174 Property Maintenance/Habitual Offenders

City Manager Whitfield introduced Ordinance 2025-02 which amended Chapter 174 - Property Maintenance to include Habitual Offenders. The ordinance was included in the packet.

Ordinance 2025-03

Amendment to City of Milford Code

Chapter 125 Fiber Optics

City Manager Whitfield introduced Ordinance 2025-03 which amended Chapter 125 – Fiber Optics. The ordinance was included in the packet.

EXECUTIVE SESSION

Motion to Recess into Executive Session

Mayor Culotta asked for a motion to move into Executive Session at 6:57 pm.

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

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

Councilmember Kalesis made the motion to move into executive Session. Councilmember Connor seconded.

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

The motion carried unanimously. 7-0

Councilmember Katrina Wilson joined the executive session at 7:00 pm

Return to Open Session

Mayor Culotta asked for a motion to return to Open Session at 8:15pm.

Councilmember Stewart made the motion to return to Open Session. 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

Potential Motion/Legal

Councilmember Connor made a motion to extend a deadline concerning the roads that were discussed in Executive Session to June 1, 2025, with no further extensions to be granted. Councilmember Marabello seconded.

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

The motion carried. 8-0

Potential Motion /Personnel

There was no motion to be made for Personnel.

Adjournment

Councilmember Marabello 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. 8-0

The meeting adjourned at 8:19 pm.

Respectfully submitted,

Katrina L. White, MMC
City Clerk/Recorder

City of Milford



Greetings:

The Charter of the City of Milford provides the following:

“Article VII, Section 7.12: Attached to said tax list shall be a warrant, under the Seal of the City of Milford, signed by the Mayor and Attested to by the City Clerk, commanding the City Manager to make collection of Taxes as stated in the Tax Lists.”

THEREFORE, YOU, THE CITY MANAGER, DULY APPOINTED BY THE COUNCIL OF THE CITY OF MILFORD, ARE HEREBY COMMANDED TO COLLECT THE TAXES AS LEVIED IN THE FOUR WARDS, AS FOLLOWS:

Property Assessment Values Per Billing Register	\$ 1,465,790,075
Exemptions	[\$ 368,041,500]
Total Assessed Values	\$ 1,097,748,575
Tax Rate	x \$0.0060
Estimated Tax Collection	\$ 6,586,491
Senior Citizen Discount	[\$ 55,920]
TOTAL TAX COLLECTION (<i>Fiscal Year 2025-2026</i>)	\$ 6,530,571

Tax Due Date: September 30, 2025

Adopted this 6th day of August 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina White

Recommended Job Title	Proposed Pay	Proposed Pay
	Grade- Pay Study	Grade-Chief of Police
Accountant	10	
Accounts Payable Coordinator	5	
Administrative Asssitant - Parks and Recreation	3	
Associate Engineer	5	
Billing Clerk	3	
Billing Clerk, Senior	5	
Building Code Official	8	
Building Maintenance and Custodial Technician	1	
Building Operations & Refuse Supervisor	9	
Cash Operations & Revenue Supervisor	10	
Cash Operations Clerk	2	
Cash Operations Clerk, Senior	3	
Chief of Police	13	14
City Clerk	9	
City Engineer	11	
City Manager	15	
Civil Engineer I	6	
Code Enforcement Official	6	
Code Enforcement Official, Senior	7	
Crime Analyst	9	
Deputy City Clerk	5	
Economic Development & Community Engagement Administrator	10	
Electric Director	13	
Electric Line Supervisor	11	
Electric Line Technician, Lead	10	
Electric Operations Coordinator	6	
Engineering Technician	5	
Equipment Mechanic	6	
Equipment Mechanic, Lead	7	
Executive Assistant - Chief of Police	6	
Executive Assistant - City Manager	6	
Finance Director	13	
GIS Analyst	6	
Human Resources Director	12	
Information Technology Director	12	
Infrastruture Coordinator	6	
Inventory Coordinator	7	
IT Systems Administrator	10	
Mental Health Clinician	9	
Network Technician	8	

Parks and Recreation Director	11	
Parks Maintenance Coordinator	4	
Parks Superintendent	9	
Payroll Coordinator	8	
Permit Technician	3	
Permit Technician, Senior	5	
Planning Director	12	
Police Captain	12	13
Police Lieutenant	11	12
Police Terminal Agency Coordinator/Evidence Technician	4	
Public Services Superintendent	10	
Public Works Coordinator	6	
Public Works Director	13	
Public Works Equipment Operator - Solid Waste	4	
Public Works Equipment Operator - Streets & Utilities	4	
Public Works Equipment Operator , Senior- Streets & Utilities	5	
Public Works Equipment Operator, Senior - Solid Waste	5	
Public Works Intern	1	
Police Records Clerk	5	
Recreation Coordinator	6	
Senior Accountant	11	
Streets & Utilities Supervisor	9	
Technical Support Specialist II / Programmer I	6	
Technical Services Supervisor	9	
Water & Wastewater Technician	4	
Water & Wastewater Technician, Senior	5	
Water & Wastewater Supervisor	9	

Pay Scale
July 1, 2025 - June 30, 2026

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1	\$ 36,416.73	\$ 37,509.23	\$ 38,634.51	\$ 39,793.54	\$ 40,987.35	\$ 42,216.97	\$ 43,483.48	\$ 44,787.98	\$ 46,131.62
2	\$ 40,058.40	\$ 41,260.16	\$ 42,497.96	\$ 43,772.90	\$ 45,086.09	\$ 46,438.67	\$ 47,831.83	\$ 49,266.78	\$ 50,744.79
3	\$ 44,064.24	\$ 45,386.17	\$ 46,747.76	\$ 48,150.19	\$ 49,594.69	\$ 51,082.53	\$ 52,615.01	\$ 54,193.46	\$ 55,819.27
4	\$ 48,470.67	\$ 49,924.79	\$ 51,422.53	\$ 52,965.21	\$ 54,554.16	\$ 56,190.79	\$ 57,876.51	\$ 59,612.81	\$ 61,401.19
5	\$ 53,317.73	\$ 54,917.27	\$ 56,564.78	\$ 58,261.73	\$ 60,009.58	\$ 61,809.87	\$ 63,664.16	\$ 65,574.09	\$ 67,541.31
6	\$ 58,649.51	\$ 60,408.99	\$ 62,221.26	\$ 64,087.90	\$ 66,010.54	\$ 67,990.85	\$ 70,030.58	\$ 72,131.50	\$ 74,295.44
7	\$ 64,514.46	\$ 66,449.89	\$ 68,443.39	\$ 70,496.69	\$ 72,611.59	\$ 74,789.94	\$ 77,033.64	\$ 79,344.65	\$ 81,724.99
8	\$ 70,965.90	\$ 73,094.88	\$ 75,287.73	\$ 77,546.36	\$ 79,872.75	\$ 82,268.93	\$ 84,737.00	\$ 87,279.11	\$ 89,897.48
9	\$ 78,062.49	\$ 80,404.37	\$ 82,816.50	\$ 85,301.00	\$ 87,860.03	\$ 90,495.83	\$ 93,210.70	\$ 96,007.02	\$ 98,887.23
10	\$ 85,868.74	\$ 88,444.81	\$ 91,098.15	\$ 93,831.10	\$ 96,646.03	\$ 99,545.41	\$ 102,531.77	\$ 105,607.72	\$ 108,775.96
11	\$ 94,455.62	\$ 97,289.29	\$ 100,207.97	\$ 103,214.21	\$ 106,310.63	\$ 109,499.95	\$ 112,784.95	\$ 116,168.50	\$ 119,653.55
12	\$ 103,901.18	\$ 107,018.22	\$ 110,228.76	\$ 113,535.63	\$ 116,941.69	\$ 120,449.95	\$ 124,063.44	\$ 127,785.35	\$ 131,618.91
13	\$ 114,291.30	\$ 117,720.04	\$ 121,251.64	\$ 124,889.19	\$ 128,635.86	\$ 132,494.94	\$ 136,469.79	\$ 140,563.88	\$ 144,780.80
14	\$ 125,720.43	\$ 129,492.04	\$ 133,376.80	\$ 137,378.11	\$ 141,499.45	\$ 145,744.43	\$ 150,116.77	\$ 154,620.27	\$ 159,258.88
15	\$ 138,292.47	\$ 142,441.25	\$ 146,714.48	\$ 151,115.92	\$ 155,649.40	\$ 160,318.88	\$ 165,128.44	\$ 170,082.30	\$ 175,184.77
Grade	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
1	\$ 47,515.57	\$ 48,941.04	\$ 50,409.27	\$ 51,921.55	\$ 53,479.20	\$ 55,083.57	\$ 56,736.08	\$ 58,438.16	\$ 60,191.31
2	\$ 52,267.13	\$ 53,835.14	\$ 55,450.20	\$ 57,113.70	\$ 58,827.12	\$ 60,591.93	\$ 62,409.69	\$ 64,281.98	\$ 66,210.44
3	\$ 57,493.84	\$ 59,218.66	\$ 60,995.22	\$ 62,825.07	\$ 64,709.83	\$ 66,651.12	\$ 68,650.66	\$ 70,710.17	\$ 72,831.48
4	\$ 63,243.23	\$ 65,140.52	\$ 67,094.74	\$ 69,107.58	\$ 71,180.81	\$ 73,316.23	\$ 75,515.72	\$ 77,781.19	\$ 80,114.63
5	\$ 69,567.55	\$ 71,654.58	\$ 73,804.21	\$ 76,018.34	\$ 78,298.89	\$ 80,647.86	\$ 83,067.29	\$ 85,559.31	\$ 88,126.09
6	\$ 76,524.31	\$ 78,820.03	\$ 81,184.64	\$ 83,620.17	\$ 86,128.78	\$ 88,712.64	\$ 91,374.02	\$ 94,115.24	\$ 96,938.70
7	\$ 84,176.74	\$ 86,702.04	\$ 89,303.10	\$ 91,982.19	\$ 94,741.66	\$ 97,583.91	\$ 100,511.42	\$ 103,526.77	\$ 106,632.57
8	\$ 92,594.41	\$ 95,372.24	\$ 98,233.41	\$ 101,180.41	\$ 104,215.82	\$ 107,342.30	\$ 110,562.57	\$ 113,879.44	\$ 117,295.83
9	\$ 101,853.85	\$ 104,909.47	\$ 108,056.75	\$ 111,298.45	\$ 114,637.41	\$ 118,076.53	\$ 121,618.82	\$ 125,267.39	\$ 129,025.41
10	\$ 112,039.24	\$ 115,400.41	\$ 118,862.42	\$ 122,428.30	\$ 126,101.15	\$ 129,884.18	\$ 133,780.71	\$ 137,794.13	\$ 141,927.95
11	\$ 123,243.16	\$ 126,940.45	\$ 130,748.67	\$ 134,671.13	\$ 138,711.26	\$ 142,872.60	\$ 147,158.78	\$ 151,573.54	\$ 156,120.75
12	\$ 135,567.47	\$ 139,634.50	\$ 143,823.53	\$ 148,138.24	\$ 152,582.39	\$ 157,159.86	\$ 161,874.65	\$ 166,730.89	\$ 171,732.82
13	\$ 149,124.22	\$ 153,597.95	\$ 158,205.89	\$ 162,952.06	\$ 167,840.63	\$ 172,875.84	\$ 178,062.12	\$ 183,403.98	\$ 188,906.10
14	\$ 164,036.64	\$ 168,957.74	\$ 174,026.48	\$ 179,247.27	\$ 184,624.69	\$ 190,163.43	\$ 195,868.33	\$ 201,744.38	\$ 207,796.71
15	\$ 180,440.31	\$ 185,853.52	\$ 191,429.12	\$ 197,172.00	\$ 203,087.16	\$ 209,179.77	\$ 215,455.16	\$ 221,918.82	\$ 228,576.38

NOTE: No employee will exceed Step 18 of the pay scale. Wages will be capped once the employee reaches the top of the pay range specific to their job pay grade.

Municipal Annexation Plan of Services

Pursuant to Title 22, Delaware Code, §101, any city or town proposing to extend its boundaries, irrespective of any municipal charter provisions, whether such extension is proposed by action of the General Assembly or pursuant to the provisions of a home rule charter, must submit a Plan of Services to the Office of State Planning Coordination. The Plan of Services must be received by our office for review and acceptance at least 20 working days prior to the final discretionary action taken by the municipal legislative body. Please review your charter to identify the final discretionary action for your particular jurisdiction. For example, in some municipalities, the act of voting to hold a special election obligates the jurisdiction to annex the property in advance, pending the outcome of the election. For your information, provisions of the Delaware Code applicable to annexations are attached at the end of the Plan of Services.

- If you complete the form electronically, the template will expand as you type. You must also send a signed original form through the regular mail. To submit attachments electronically, place your cursor in the area indicated at the end of the document and use the Insert function on your toolbar.
- A completed Plan of Services demonstrates the ability of your municipality to provide utilities and public services to the area proposed for annexation. We welcome the inclusion of supplemental materials that illustrate the character of the site, any proposed development, and the impact the proposed annexation will have on your community.
- The form and all attachments must be fully completed at the time of submission. The Plan of Services will not be reviewed unless all attachments have been provided. You can use the list below to be sure all attachments have been included with the Plan of Services.

Attachment Checklist

Locator map	☒ attached	
Annexation map from comprehensive plan	☒ attached	
Water facilities plan	☐ attached	☒ on file with OSPC
Water provider letter	☐ attached	☒ not applicable
Wastewater facilities plan	☐ attached	☒ on file with OSPC
Wastewater provider letter	☒ attached	☐ not applicable
Electric provider letter	☐ attached	☒ not applicable
Police, Fire, EMS letters	☒ attached	
Current municipal budget	☒ attached	☐ on file with OSPC
Current municipal audit	☒ attached	☐ on file with OSPC
Annexation agreements	☒ attached	☐ not applicable
Planning or Annexation Committee report	☒ attached	
Signatures of Mayor and Town Engineer	☒ attached	

NOTES:

MUNICIPAL ANNEXATION PLAN OF SERVICES

1. Property Information

1.1 Property name/description: Iglesia Pentecostal La Senda Antigua - Milford, Inc.

1.2 Tax parcel identification number(s): 3-30-16.00-007.00

1.3 Address: 20913 Johnson Road
City : Milford State: DE Zip code: 19963

1.4 Total acreage: 2.71

1.5 Locator map which clearly shows the parcel(s) and demonstrates contiguity ☒ attached.

1.6 Annexation map from the certified municipal comprehensive plan which clearly indicates the location of the parcel(s) ☒ attached.

1.7 Name of petitioner for annexation: Roel Fuenntes
Address: 502 SE Front Street
City : Milford State: DE Zip code: 19963

1.8 Municipality name: Milford Contact person: Rob Pierce
Address: 201 S Walnut Street
City : Milford State: DE Zip code: 19963
Phone: 302.424.8396 E-Mail: rpierce@milford-de.gov

2. Planning Information

2.1 Is the property developed? ☐ Yes ☒ No

2.2 How is the property identified in the certified municipal annexation plan?
Annexation area ☒ Short-term annexation area ☐ Long-term annexation area ☐
Other (define):

2.3 What is the land-use designation in the certified municipal annexation plan?
Residential

2.4 Current use: Vacant Current county zoning: AR-1

2.5 Proposed use: Residential - High Density Proposed municipal zoning: R-3

2.6 Proposed density: n/a Maximum allowable density: 16 du/acre

2.7 EDUs within current municipal boundaries: 11,370
Vacant acreage within current municipal boundaries: 2,100 - VERIFY

2.8 Utility/Service:	Provider:
Water	Milford
Wastewater transmission	Milford
Wastewater treatment	Kent County Levy Court
Electricity	Milford
Police	Milford
Fire	Carlisle Fire Company
EMS	Carlisle Fire Company/Kent County EMS
Road maintenance and repair	DeIDOT
Other:	

3. Abbreviated Plan of Services

Indicate if any of the following conditions apply to the proposed annexation area and proceed to Section 9. If none apply, proceed to Section 4.

☐	The property is an enclave ¹ of five (5) acres or less.
☐	The property is ten (10) acres or less and more than 50% is within municipal boundaries.
☐	The property has been subdivided and fully developed and utilities and services are currently provided by the municipality.
☐	The property has been subdivided and fully developed and utilities/services are provided by the municipality or another public utility. The public utility must supply a letter of concurrence describing their ability to provide necessary services to the proposed annexation area.

4. Water System

- 4.1 ☒ Check here if the municipality will provide water to the proposed annexation area, attach relevant sections of the most recent water facilities plan and complete Items 4.2 through 4.7. If not, proceed to Item 4.8.
- 4.2 Current municipal system capacity (maximum gpd without capital expenditure): 5,489,000
- 4.3 Average municipal water usage (gpd): 2,759,747
- 4.4 DNREC permit allocation (gpd): 5,489, DNREC permit #: 88-007-A, B, CM, D
- 4.5 Estimated future water demand (gpd) within current municipal boundaries based on approved EDUs and full build-out of vacant acreage under current zoning: 5,000,000
- 4.6 Estimated future water demand for the proposed annexation area (gpd) based on EDUs for proposed density or maximum allowable density under the proposed zoning: 1,000
- 4.7 If the current infrastructure cannot meet the estimated demand of the proposed annexation area, indicate how this will be addressed: See paragraph D(3) of the attached annexation agreement.
- 4.8 If the municipality does not provide water, attach statement(s) from the water provider indicating their ability to serve the proposed annexation area and briefly describing system capacity and capital improvements needed to support either the proposed density or maximum allowable density under the proposed zoning. The provider should detail specific phasing plans or other special arrangements needed to supply service to the annexation area. ☐ letter attached

5. Wastewater System

- 5.1 ☒ Check here if the proposed annexation area will be served by a public wastewater system and complete Items 5.2 through 5.8. If not, complete Items 5.8 and 5.9.
- 5.2 ☐ Check here if the municipality will transmit and treat wastewater from the proposed annexation area, attach relevant sections of the wastewater facilities plan, and complete Items 5.3 through 5.8.
☒ Check here if the municipality will transmit wastewater to another treatment operator and proceed to Item 5.9.
☐ Check here if wastewater will be transmitted and treated by another treatment operator and proceed to Item 5.9.
- 5.3 Current municipal treatment capacity (daily maximum gpd without capital expenditure): n/a
- 5.4 Current municipal average wastewater flow (gpd): 2,842,624
- 5.5 DNREC permitted discharge (gpd): n/a
- 5.6 Estimated future wastewater demand (gpd) within current municipal boundaries based on approved EDUs and full build-out of vacant acreage under current zoning: 5,000,000

- 5.7 Estimated future wastewater demand for proposed annexation area (gpd) based on EDUs under the proposed density or maximum allowable density under the proposed zoning: 1,000
- 5.8 Describe any municipal or developer funded infrastructure improvements necessary to transmit and/or treat waste from the proposed annexation area. See annexation agreement, Paragraph D(3)
- 5.9 If the municipality does not provide wastewater transmission and/or treatment, attach statement(s) from the wastewater service provider and/or treatment operator indicating their ability to serve the proposed annexation area and briefly describing system capacity and capital improvements needed to support either the proposed density or maximum allowable density under the proposed zoning. The provider should detail specific phasing plans or other special arrangements needed to supply service to the annexation area. ☒ letter attached

6. Electricity

- 6.1 ☒ Check here if the municipality will provide electric service to the proposed annexation area and complete Items 6.2 and 6.3. If not, proceed to Item 6.4.
- 6.2 Date of the most recent municipal electrical facilities plan: n/a
- 6.3 Describe electrical upgrades underway or planned within the next 5 years for the proposed annexation area: n/a
- 6.4 If electrical service is to be provided by another jurisdiction or a public utility regulated by the Delaware Public Service Commission, attach a statement from the provider indicating their ability to serve the proposed annexation area and briefly describing phasing plans or special arrangements needed to support either the proposed density or maximum allowable density under the proposed zoning. ☐ letter attached

7. Public Safety

- 7.1 Public safety and other non-municipal authorities are obligated to serve their territories and are to be notified of proposed annexations. Attach copies of notification letters and any responses to and from non-municipal police, fire, EMS, county or other authorities having jurisdiction in the proposed annexation area. ☒ letters attached

8. Fiscal Information

- 8.1 Attach a copy of the municipality's current fiscal year budget.
☒ budget attached ☐ budget on file with Office of State Planning Coordination
☐ budget not available; the fiscal management practices of the municipality are described as follows :
- 8.2 Attach a copy of the most recent audit prepared for the municipality.
☒ audit attached ☐ audit on file with Office of State Planning Coordination ☐ audit not available
- 8.3 If applicable, attach copies of any annexation agreement(s) with owners, potential buyers or developers, and/or service providers pertaining to the proposed annexation area.
☒ agreement(s) attached ☐ not applicable
- 8.4 If applicable, use the following table to indicate the source of funds to construct infrastructure necessary to develop the annexation area to either the proposed density or maximum allowable density under the proposed zoning. ☒ not applicable

Capital Infrastructure Improvements	Impact Fees or Annexation Fees from Developer or Public Utility	Other Municipal Funds
Water system	☐	☐
Wastewater transmission	☐	☐
Wastewater treatment	☐	☐
Electrical system	☐	☐
Public streets	☐	☐

- 8.5 If applicable, use the following table to indicate the source of funds to maintain the annexation area when developed to either the proposed density or maximum allowable density under the proposed zoning. ☒ not applicable

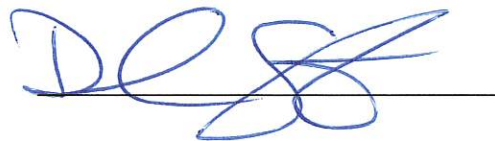
Operating and Maintenance Costs	Homeowner or Condominium Association Fees	Public Utility Fees or Enterprise Funds ²	Other Municipal Funds
Water system	☐	☐	☐
Wastewater transmission	☐	☐	☐
Wastewater treatment	☐	☐	☐
Electrical system	☐	☐	☐
Public streets	☐	☐	☐

9. Certifications

The undersigned certify that the information provided in this Plan of Services is complete and accurate to the greatest extent practicable and that all letters required from service and utility providers are attached.

Mayor _____

Town Engineer



Place your cursor below this line and use the Insert function on your toolbar to attach documents electronically.

¹ The Office of State Planning Coordination has final discretion and is available to help your municipality evaluate whether specific parcels meet these guidelines or merit additional consideration due to unusual boundary configurations or other special factors. An enclave is defined for the purpose of evaluating this Plan of Services as an individual lot, piece or parcel of land, a group of parcels or an entire subdivision of record; where

a. the boundaries are not less than 50% contiguous with the boundaries of an annexing municipal corporation; and which is designated by the municipality's most recent certified comprehensive plan as an annexation area; and

b. is lawfully accessible by vehicular traffic over lands lying within the annexing municipal corporation; and

c. is receiving public services such as water, sewer, electric, police protection, fire protection or trash collection, from the said municipal corporation, its municipal electric company, or any water and/or sewer authority of which the said municipal corporation is a member; or

d. in addition to item B, is not currently receiving public services but will have available such public services as are provided to other properties within the annexing municipal corporation whether by the said municipal corporation, its municipal electric company, any water and/or sewer authority of which the said municipal corporation is a member, or by a public utility regulated by the Delaware Public Service Commission.

² Enterprise funds, typically for municipal utilities, are financed by user fees for the utilities. The purpose of enterprise funds is to provide services to consumers at a price that will cover both the current cost of operations and the maintenance and financing of necessary capital assets.

Provisions of the Delaware Code Applicable to Annexations

Title 22 § 101 Annexation by city or town

Any city or town proposing to extend its boundaries, irrespective of any municipal charter provisions, whether such extension is proposed by action of the General Assembly or pursuant to the provisions of a home rule charter, except any proposed annexation that has been submitted to the Office of State Planning Coordination prior to the effective date of this Act for review, shall conform to the following provisions:

(a) All annexations must be consistent with the most recently adopted municipal comprehensive plan meeting the requirements of Title 22, Chapter 7, Delaware Code. The area(s) being considered must be depicted as area(s) for future annexation on the adopted plan. If a municipality does not have an adopted comprehensive plan, or if its adopted comprehensive plan does not depict areas for future annexation, it shall prepare and adopt a plan or plan amendment within 12 months of the effective date of this Act. The municipality shall not approve any annexations until such plan or plan amendment is adopted, notwithstanding any other charter provisions; except that during the 12-month period a municipality may consider an annexation of already developed parcels where the proposed use(s) will not change from that currently authorized in the adjacent jurisdiction and where the primary purpose of the annexation is to address existing public health or safety issues such as, but not limited to, failing on-site wastewater disposal systems or contaminated or inadequate drinking water. In such cases the provisions of §101(b) through (f) of this section shall not apply.

(b) A city or town shall prepare a plan of services indicating those services it expects to provide to the newly annexed area, how such services will be provided, and the fiscal and operating capabilities of the municipality to provide such services. Should any services be provided by another jurisdiction or a public utility regulated by the Delaware Public Service Commission, the written comments of such provider on the provider's ability to provide the necessary services for the proposed annexation shall be obtained and included in the plan of services. The study shall be conducted in accordance with standards or criteria established by the Cabinet Committee on State Planning Issues as administered

by the Office of State Planning Coordination.

(c) At the time of annexation the jurisdiction shall by ordinance rezone the area being annexed to a zoning classification consistent with the adopted comprehensive plan or development strategy.

(d) A municipality proposing annexation must fully comply with the provisions of Chapter 92, Title 29, Delaware Code as to State notice, and must demonstrate that it has notified all other affected jurisdictions, conducted a public hearing, and provided a comment period of at least 30 days before formal annexation. The city or town proposing annexation shall file with the State Office of Planning Coordination any written comments received concerning such proposed annexation together with any response(s) thereto.

(e) The Advisory Council on Planning Coordination shall establish a mechanism for resolving disputes between jurisdictions regarding annexations. The mechanism developed by the Council shall address: determination of how the costs for the dispute resolution process are born among the parties; timeline for the dispute resolution process; and extent to which the dispute resolution process will be enforceable.

Title 22 § 702. Comprehensive development plan

(a) A planning commission established by any incorporated municipality under this chapter shall prepare a comprehensive plan for the city or town or portions thereof as the commission deems appropriate. It is the purpose of this section to encourage the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of municipal growth, development and infrastructure investment actions with those of other municipalities, counties and the State through a process of municipal comprehensive planning.

(b) Comprehensive plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues. The comprehensive planning process shall demonstrate coordination with other municipalities, the county and the State during plan preparation. The comprehensive plan for municipalities of greater than 2,000 population shall also contain, as appropriate to the size and character of the jurisdiction, a description of the physical, demographic and economic conditions of the jurisdiction; as well as policies, statements, goals and planning components for public and private uses of land, transportation, economic development, affordable housing, community facilities, open spaces and recreation, protection of sensitive areas, community design, adequate water and wastewater systems, protection of historic and cultural resources, annexation and such other elements which in accordance with present and future needs, in the judgment of the municipality, best promotes the health, safety, prosperity and general public welfare of the jurisdiction's residents.

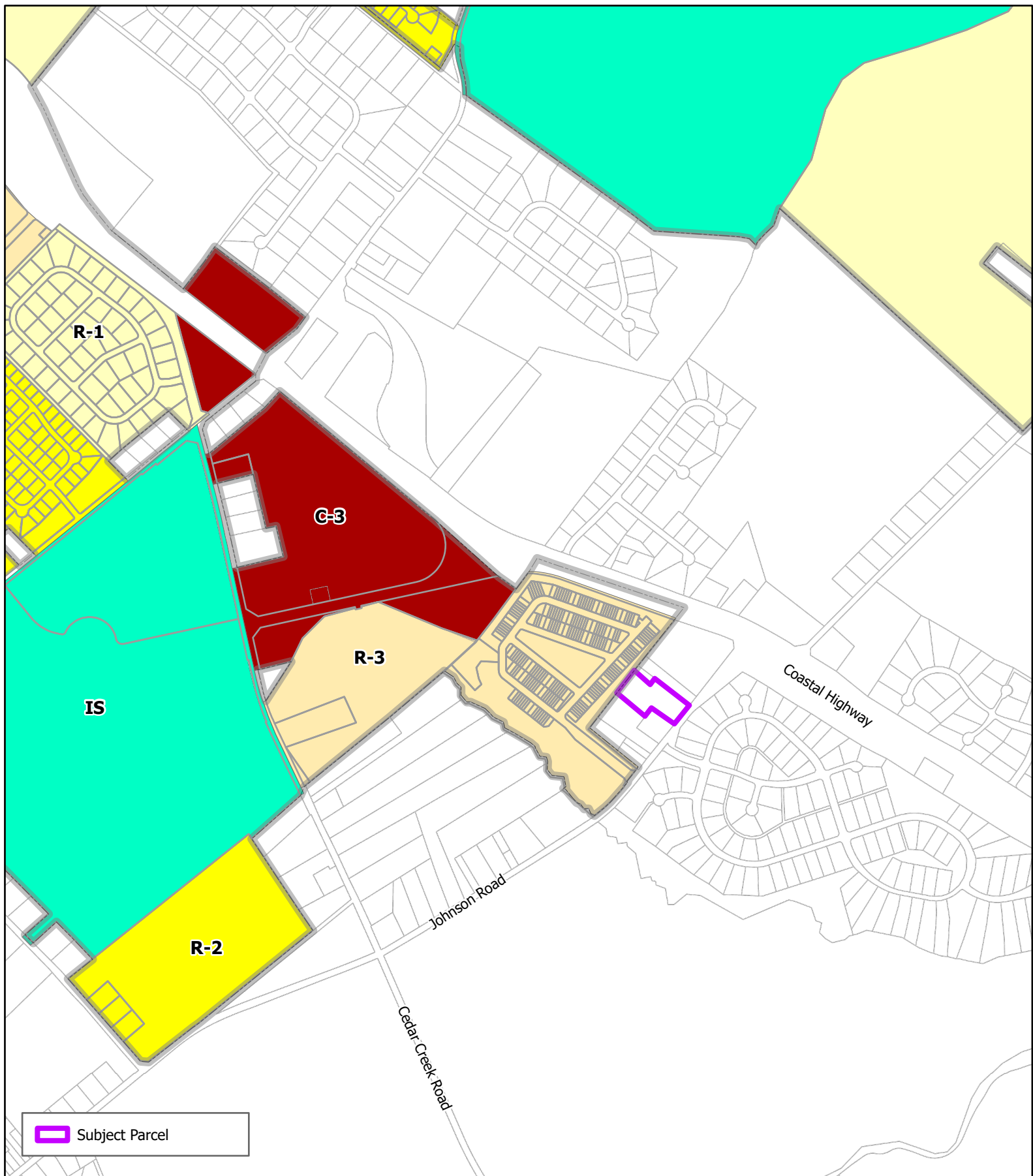
(c) The comprehensive plan shall be the basis for the development of zoning regulations as permitted pursuant to Chapter 3 of this title.

(d) After a comprehensive plan or portion thereof has been adopted by the municipality in accordance to this chapter, the comprehensive plan shall have the force of law and no development shall be permitted except as consistent with the plan.

(e) At least every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas. The adopted comprehensive plan shall be revised, updated and amended as necessary, and re-adopted at least every 10 years.

(f) Municipalities shall file their adopted comprehensive plan with the Office of State Planning

Coordination within 90 days of the effective date of this section, and within 90 days after any re-adoption or revision, update or amendment thereto. Municipalities shall further provide to the Office of State Planning Coordination by December 31 of each year a report describing implementation of their comprehensive plan and identifying development issues, trends or conditions since the plan was last adopted or amended.



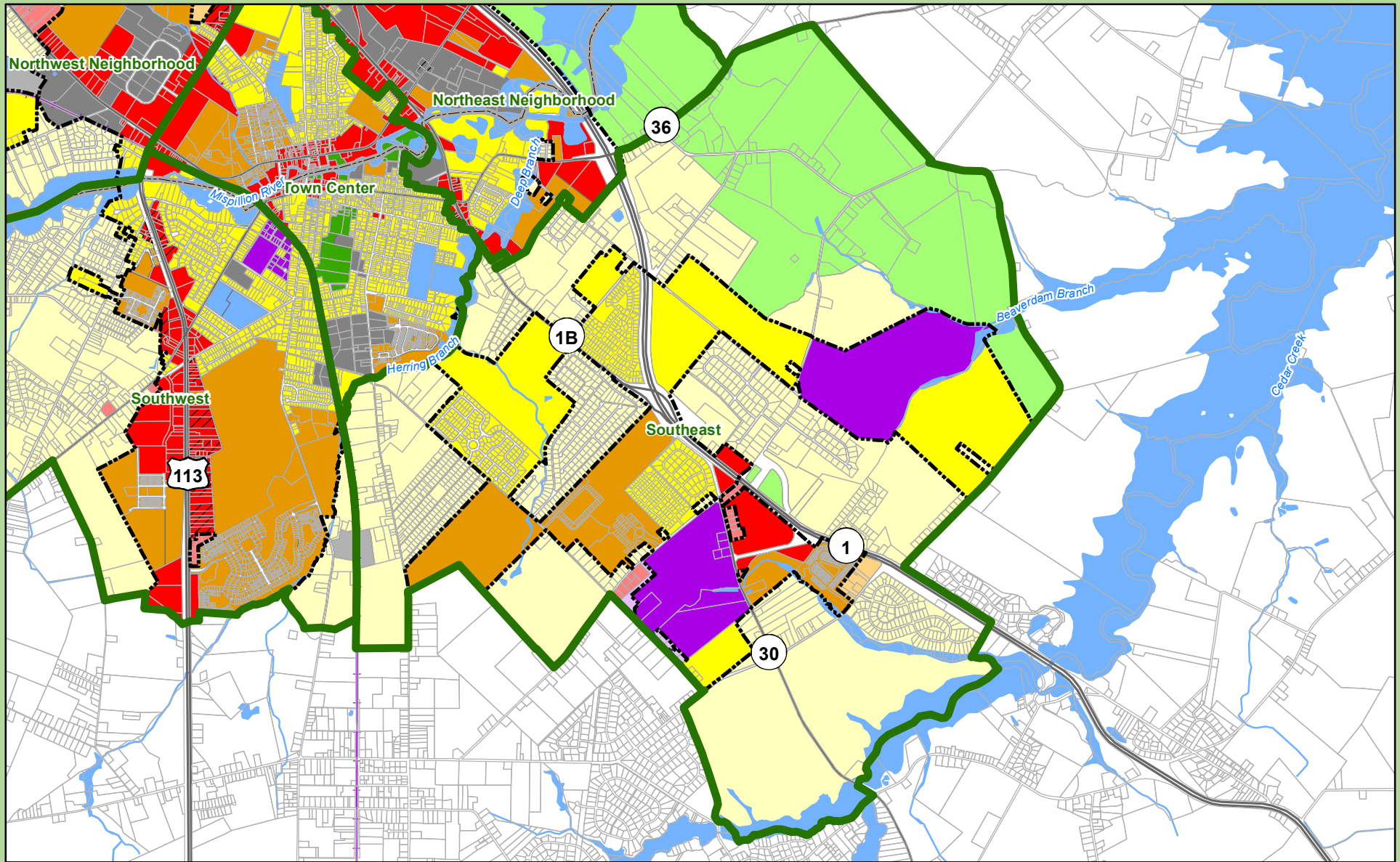
Scale: 0 500 1,000 Feet

Drawn by: WRP Date: 05/23/25

Title:

Annexation
**Iglesia Pentecostal
 La Senda Antigua - Milford, Inc.**

Location & Zoning Map Page 23 of 306

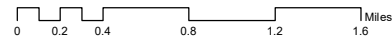


City of Milford, Delaware

Future Land Use

Southeast

Adopted Jan. 22, 2018, Certified TBD



Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 10/17.
DRAFT Future Land Use - City of Milford, Delaware 01/18.
Road and Rail Network - Delaware Department of Transportation, FirstMap 01/18.
Hydrology - USGS and EPA, FirstMap 01/18.

Note: This map is provided by the University of Delaware, Institute for Public Administration (IPA) solely for display and reference purposes and is subject to change without notice. No claims, either real or assumed, as to the absolute accuracy or precision of any data contained herein are made by IPA, nor will IPA be held responsible for any use of this document for purposes other than which it was intended.



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Institute for Public Administration



DEPARTMENT OF PUBLIC WORKS

Engineering Division
Wastewater Facilities Division

(302) 744-2430 Fax (302) 736-2100
(302) 335-6000 Fax (302) 335-0365

555 Bay Rd., Dover, DE 19901
139 Milford Neck Rd., Milford, DE 19963

Jully 7, 2025

Rob Pierce, AICP
Planning Director
City of Milford – Public Works Facility
180 Vickers Drive
Milford, DE 19963

**RE: SEWER SERVICE AVAILABILITY LANDS OF IGLESIA PENTECOSTAL LA SENDA ANTICUA
CITY OF MILFORD – TAX PARCEL # 3-30-16.00-007.00**

Dear Mr. Pierce,

We are in receipt of the City's request, complying with the Office of State Planning Coordination submission requirements, for sewer service availability. Your correspondence indicates the parcel in question, 3-30-16.00-007.00 is approximately 2.71 +/- total acres and located entirely in Sussex County. Based on the proposed R3 (Garden Apartment & Townhouse District) and the land use limitation associated with this zoning classification, we expect the proposed flow volume of 1,000 gallons per day (4 EDU), which will generate from this parcel, to be negligible.

It appears that the resulting flow would be directed through the City of Milford's local gravity collection system to the County owned Pump Station 7 (PS 7). Any upgrades to the local/municipal system will be the responsibility of the City of Milford. Kent County has adequate capacity at PS 7 and in the downstream infrastructure to accommodate the proposed project.

The proposed maximum flows are within the City's previously requested flow envelope and are therefore covered by the City's Contract User Agreement. Please review your previous requests and update to include this request.

If you have any questions and/or comments, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Marie Betty Lafortune".

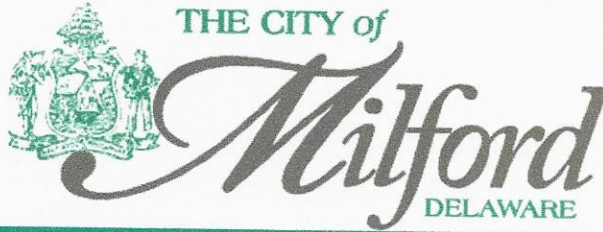
Marie Betty Lafortune
Engineering Project Manager

cc: Joshua Thomas, AICP, State of Delaware, Office of Planning Coordination

Serving Kent County With Pride!



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

July 3, 2025

Office of the State Planning Coordination
122 Martin Luther King Jr. Blvd. S.
Dover, DE 19901

Re: Proposed Annexation of Lands
Lands of Iglesia Pentecostal La Senda Antigua – Milford, Inc.
Sussex County Tax Map No(s) – 3-30-16.00-007.00

To Whom It May Concern:

The City of Milford Police Department will provide police services to the, Lands of Iglesia Pentecostal La Senda Antigua, Trustees, located at Johnson Road west of Route 1, Milford, Delaware (Tax Map No(s) – 3-30-16.00-007.00), upon annexation into the City of Milford city limits.

Respectfully,

Cecilia E. Ashe
Chief of Police



FY26 Budget Draft

Consolidated Budget Summary

Updated June 19, 2025

FY26 Budget Draft v1 – Operating & Capital Budget Summary

CITY OF MILFORD
FISCAL YEAR 2025-26
CONSOLIDATED BUDGET RECOMMENDATION (v1)

FY26 OPERATING & CAPITAL BUDGET SUMMARY
FINAL DRAFT (v1: 6/19/2025)

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	14,677,731	1,069,493	15,747,224	946,140			946,140
PLANNING	704,920		704,920	983,290			983,290
FINANCE			-	909,990			909,990
INFORMATION TECHNOLOGY		24,879	24,879	1,090,104		24,879	1,114,983
POLICE	603,917	237,101	841,018	8,622,000	488,882	244,701	9,355,583
STREETS		2,376,177	2,376,177	1,067,785		2,576,177	3,643,962
PARKS & RECREATION	99,000	758,500	857,500	1,712,520		758,500	2,471,020
CITY CLERKS			-	369,640			369,640
COUNCIL / ELECTIONS			-	757,110			757,110
TOTAL GENERAL FUND	\$ 16,085,568	\$ 4,466,150	\$ 20,551,718	\$ 16,458,579	\$ 488,882	\$ 3,604,257	\$ 20,551,718
WATER	4,204,619	3,109,135	7,313,754	3,038,760	365,275	3,909,719	7,313,754
SEWER	6,813,653	2,169,172	8,982,825	6,222,806	416,477	2,343,542	8,982,825
SOLID WASTE	1,863,130	236,033	2,099,163	2,006,925		92,238	2,099,163
ELECTRIC	35,636,634	839,301	36,475,935	35,331,923	319,815	824,197	36,475,935
TOTAL BUDGET	\$ 64,603,604	\$ 10,819,790	\$ 75,423,394	\$ 63,058,993	\$ 1,590,449	\$ 10,773,952	\$ 75,423,394

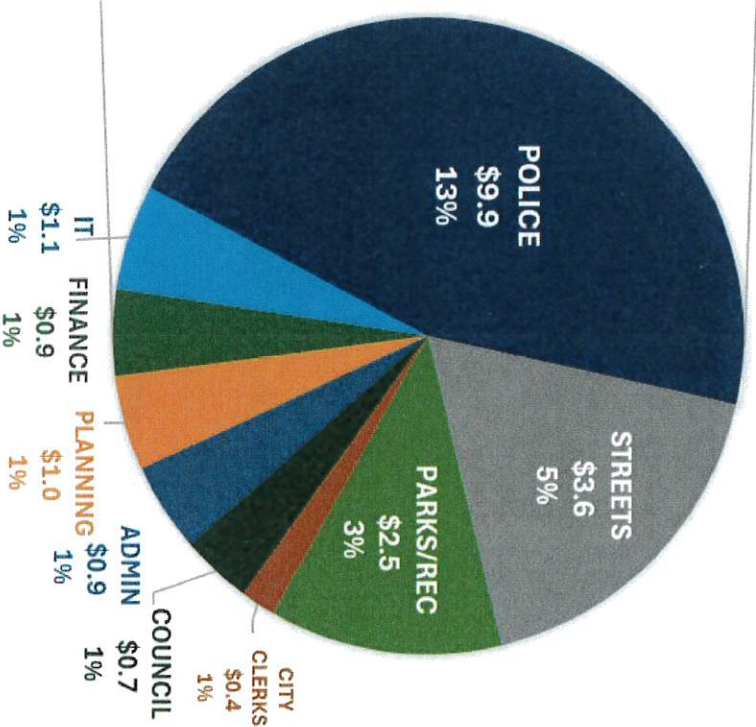
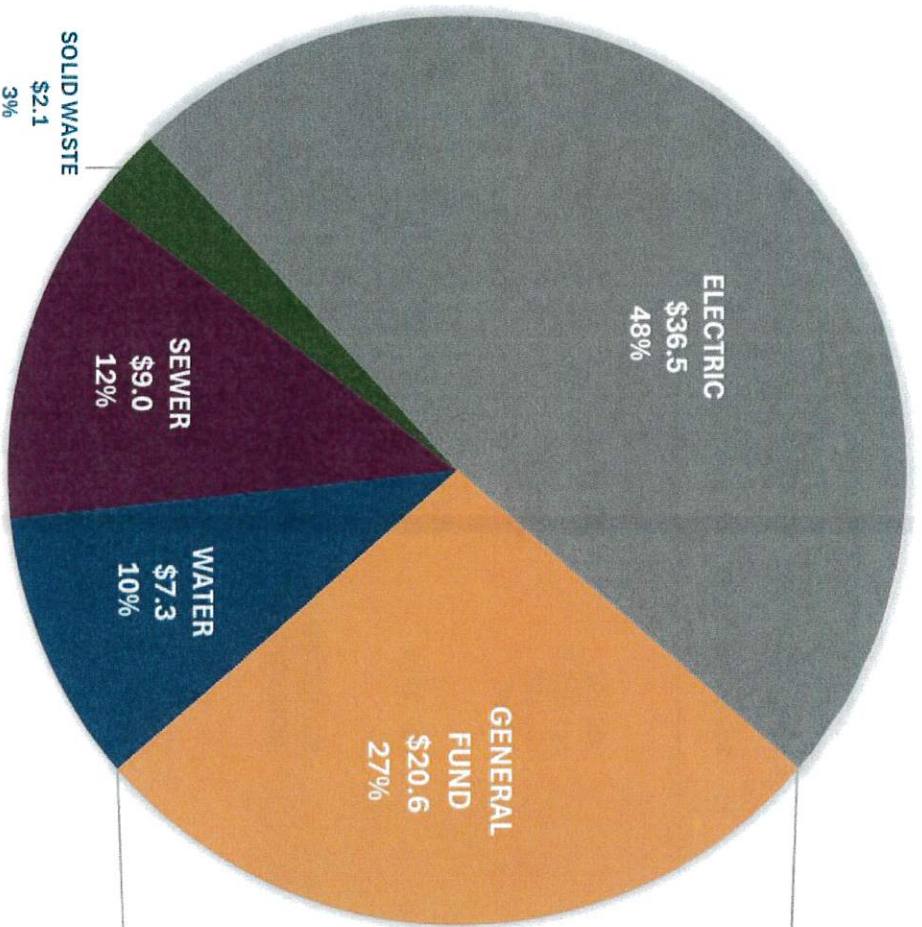
FY26 Budget Draft v2 – Operating & Capital Budget Summary

CITY OF MILFORD
FISCAL YEAR 2025-26
CONSOLIDATED BUDGET RECOMMENDATION (v2)

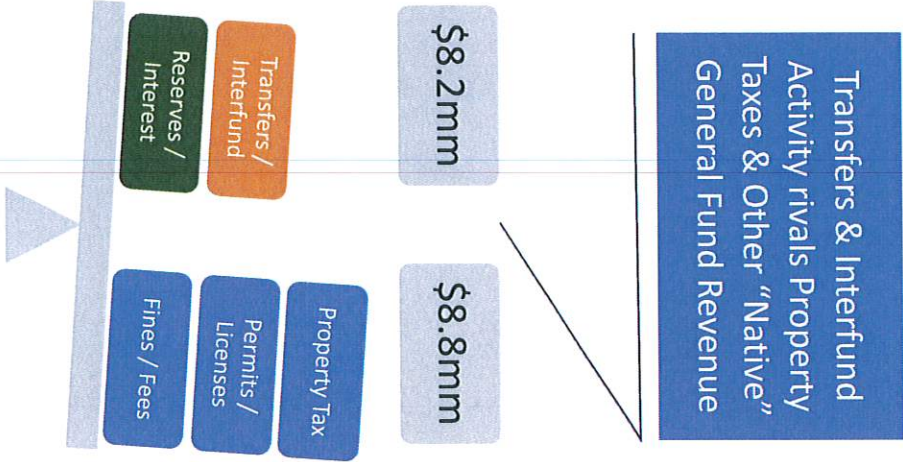
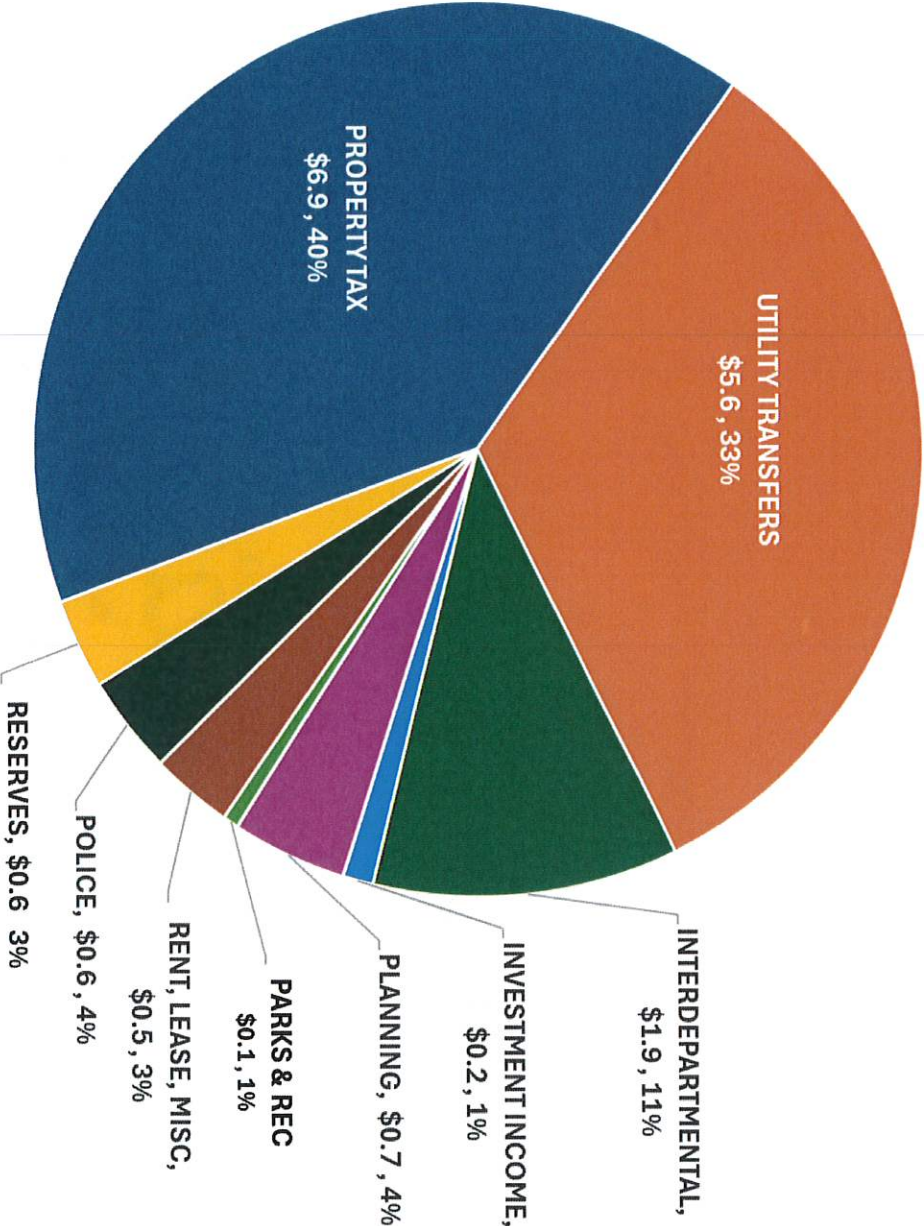
FY26 OPERATING & CAPITAL BUDGET SUMMARY
FINAL DRAFT (v2: 6/19/2025)

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	14,677,731	1,069,491	15,747,222	938,340			938,340
PLANNING	704,920		704,920	982,915			982,915
FINANCE			-	906,333			906,333
INFORMATION TECHNOLOGY		24,879	24,879	1,074,154		24,879	1,099,033
POLICE	603,917	237,101	841,018	8,666,950	488,882	244,701	9,400,533
STREETS		2,376,177	2,376,177	1,066,710		2,576,177	3,642,887
PARKS & RECREATION	99,000	758,500	857,500	1,711,500		758,500	2,470,000
CITY CLERKS			-	368,815			368,815
COUNCIL / ELECTIONS			-	742,860			742,860
TOTAL GENERAL FUND	\$ 16,085,568	\$ 4,466,148	\$ 20,551,716	\$ 16,458,577	\$ 488,882	\$ 3,604,257	\$ 20,551,716
WATER	4,204,619	3,109,135	7,313,754	3,038,760	365,275	3,909,719	7,313,754
SEWER	6,813,653	2,169,172	8,982,825	6,222,806	416,477	2,343,542	8,982,825
SOLID WASTE	1,863,130	236,033	2,099,163	2,006,925		92,238	2,099,163
ELECTRIC	35,636,634	839,301	36,475,935	35,331,923	319,815	824,197	36,475,935
TOTAL BUDGET	\$ 64,603,604	\$ 10,819,788	\$ 75,423,392	\$ 63,058,991	\$ 1,590,449	\$ 10,773,952	\$ 75,423,392

FY26 Budget Draft – Consolidated Expenditures



FY26 Budget Draft – General Fund Revenue by Source





FY26 Budget Draft

Utility Fund Revenue

Updated June 19, 2025

FY26 Budget Draft

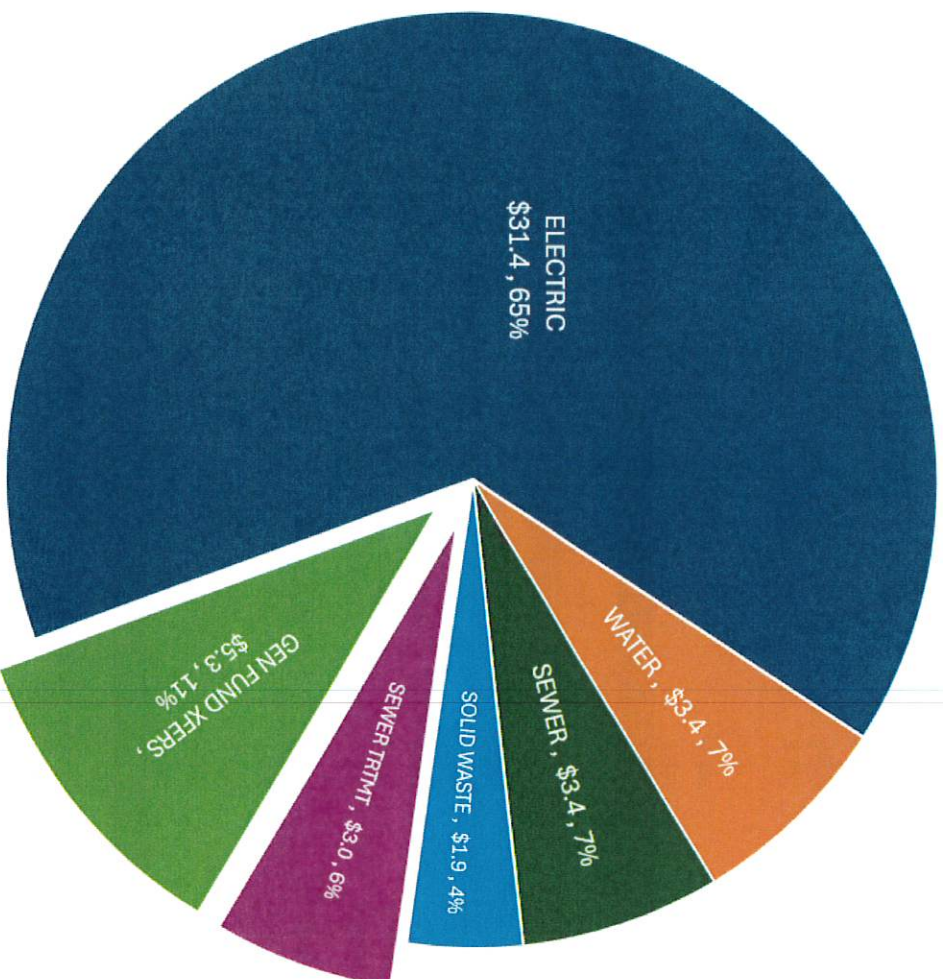
Utility Funds

Current Revenue

(in \$Millions)

\$ 48.4 gross
 \$ 5.3 transfers out
\$ 3.0 passthrough*
 \$ 40.1 net revenue

*Kent County Sewer Treatment Costs passed through in City rate structure and paid to Kent County



FY26 Budget Draft – Electric Fund

Electric Revenue, Power Costs & Margin (\$000) with Operating Statistics

	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 11-1 PROJ	FY26 BUDGET	V FY25 BUD	V FY25 PROJ
VOLUMETRIC (METERED) BILLING	\$ 18,931	\$ 21,122	\$ 22,186	\$ 24,680	\$ 24,637	11.1%	-0.2%
DEMAND (KW INTERVAL)	6,128	6,353	6,673	6,354	7,015	5.1%	10.4%
FACILITIES CHARGES (FIXED)	2,740	2,807	2,662	2,980	2,902	9.0%	-2.6%
PRIVATE SECURITY LIGHTING	122	123	121	123	123	1.5%	0.0%
TOTAL BILLED REVENUE	\$ 27,922	\$ 30,405	\$ 31,641	\$ 34,138	\$ 34,678	9.6%	1.6%
VOLUMETRIC (CONSUMPTION)	\$ 18,941	\$ 20,804	\$ 22,567	\$ 23,105	\$ 23,622	4.7%	2.2%
TRANSMISSION LOSSES	542	595	646	661	676	4.7%	2.2%
ADMIN CHARGES	573	673	752	743	767	2.0%	3.3%
EFFICIENCY SMART PLATFORM	114	100	122	77	123	0.8%	58.9%
TOTAL WHOLESALE POWER COSTS	\$ 20,169	\$ 22,172	\$ 24,087	\$ 24,585	\$ 25,188	4.6%	2.4%
GROSS MARGIN	\$ 7,752	\$ 8,233	\$ 7,554	\$ 9,552	\$ 9,490	25.6%	-0.6%
GROSS MARGIN (%)	27.8%	27.1%	23.9%	28.0%	27.4%	14.6%	-2.2%
TRANSFER TO GENERAL FUND	\$ 2,500	\$ 3,750	\$ 3,942	\$ 4,253	\$ 4,335	10.0%	1.9%
(AS % OF BILLED ELEC REVENUE)	9.0%	12.3%	12.5%	12.5%	12.5%	0.3%	0.3%
(AS % OF GF OPEX)	19.7%	28.9%	25.8%	27.5%	25.8%	0.3%	-6.2%
POWER PURCHASED AND DELIVERED (MWH)							
WHOLESALE POWER REQUIREMENT	246,473	250,300	251,525	257,495	260,610	3.6%	1.2%
LESS: TRANSMISSION LOSSES	(6,855)	(6,962)	(6,996)	(7,162)	(7,249)	3.6%	1.2%
WHOLESALE POWER AT SUBSTATIONS	239,617	243,338	244,529	250,333	253,361	3.6%	1.2%
LESS: DISTRIBUTION LOSSES	(7,353)	(8,851)	(6,891)	(5,820)	(7,776)	12.8%	33.6%
POWER DELIVERED BY CITY OF MILFORD	232,264	234,487	237,637	244,513	245,586	3.3%	0.4%
DISTRIBUTION LOSS RATE	-3.07%	-3.64%	-2.82%	-2.32%	-3.07%		
CUMULATIVE DISTRIBUTION LOSS RATE	-3.07%	-3.64%	-2.97%	-2.97%	-3.00%		

FY26 Budget Draft – Water Fund

Water Revenue, Direct Operating Costs & Margin (\$000) with Operating Statistics

	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 11-1 PROJ	FY26 BUDGET	v FY25 BUD	v FY25 PROJ
WATER REVENUE - CITY METERED VOL	\$ 3,427	\$ 3,515	\$ 3,414	\$ 3,641	\$ 3,880	13.6%	6.5%
WATER REVENUE - CONNECTION FEES	41	64	25	27	28	12.0%	1.9%
WATER REVENUE - METER FEES	14	37	18	44	32	77.8%	-27.4%
TOTAL WATER REVENUE BILLED	\$ 3,481	\$ 3,616	\$ 3,457	\$ 3,713	\$ 3,940	14.0%	6.1%
O&M-PUMPING POWER PURCHASED	\$ 412	\$ 625	\$ 258	\$ 258	\$ 272	5.3%	5.4%
O&M-CHEMICALS	9	13	132	145	132	0.0%	-9.3%
O&M-SERVICE CONNECTIONS	43	45	15	13	15	0.0%	19.3%
TOTAL DIRECT SERVICE COSTS	\$ 465	\$ 683	\$ 405	\$ 416	\$ 419	3.4%	0.7%
GROSS MARGIN	\$ 3,016	\$ 2,933	\$ 3,052	\$ 3,297	\$ 3,521	15.4%	6.8%
GROSS MARGIN (%)	86.6%	81.1%	88.3%	88.8%	89.4%	1.2%	0.6%
TRANSFER TO GENERAL FUND	\$ -	\$ 300	\$ 315	\$ 315	\$ 491	55.9%	55.9%
(AS % OF BILLED REVENUE)	0.0%	8.3%	9.1%	8.5%	12.5%	36.8%	46.9%
(AS % OF GF OPEX)	0.0%	2.3%	2.1%	2.1%	3.7%	77.6%	76.6%
WATER PRODUCTION AND DELIVERY (IN THOUSANDS OF GALLONS)							
BULK WATER PUMPED & TREATED	979,876	1,007,308	978,347	1,028,212	1,047,640	7.1%	1.9%
WATER METERED (DELIVERED)	901,408	930,968	900,079	946,144	963,909	7.1%	1.9%
WATER LOSSES	(78,467)	(76,340)	(78,268)	(82,068)	(83,731)	7.0%	2.0%
WATER LOSSES (%)	-8.0%	-7.6%	-8.0%	-8.0%	-8.0%	-0.1%	0.1%

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FY26 Budget Draft – Sewer Fund

Sewer Revenue, Direct Service Costs & Margin (\$000) with Operating Statistics

	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 10-2 PROJ	FY26 BUDGET	V FY25 BUD	V FY25 PROJ
SEWER REVENUE - CITY METERED VOL	\$ 3,032	\$ 3,151	\$ 3,048	\$ 3,279	\$ 3,514	15.3%	7.2%
SEWER REVENUE - KENT CO TREATMENT	2,091	2,330	2,333	2,594	3,012	29.1%	16.1%
TOTAL SEWER REVENUE BILLED	\$ 5,123	\$ 5,481	\$ 5,381	\$ 5,872	\$ 6,526	21.3%	11.1%
WASTEWATER TREATMENT	\$ 2,091	\$ 2,330	\$ 2,333	\$ 2,594	\$ 3,012	29.1%	16.1%
WASTEWATER INFLOW & INFILTRATION	412	625	531	586	656	23.5%	12.1%
CHEMICAL TREATMENT COSTS	9	13	18	12	18	0.0%	52.2%
POWER COSTS - SEWER LIFT STATIONS	43	45	46	43	36	-21.6%	-16.0%
TOTAL DIRECT SERVICE COSTS	\$ 2,556	\$ 3,013	\$ 2,928	\$ 3,234	\$ 3,722	27.1%	15.1%
GROSS MARGIN	\$ 2,567	\$ 2,468	\$ 2,453	\$ 2,638	\$ 2,804	14.3%	6.3%
GROSS MARGIN (%)	50.1%	45.0%	45.6%	44.9%	43.0%	-5.8%	-4.4%
TRANSFER TO GENERAL FUND	\$ -	\$ 300	\$ 315	\$ 315	\$ 439	39.4%	39.4%
(AS % OF BILLED REVENUE - CITY)	0.0%	9.5%	10.3%	9.6%	12.5%	20.9%	30.0%
(AS % OF GF OPEX)	0.0%	2.3%	2.1%	2.0%	2.6%	27.1%	28.2%
SEWER COLLECTION, TRANSMISSION & TREATMENT (IN THOUSANDS OF GALLONS)							
TREATMENT (KENT COUNTY)	970,178	1,040,577	902,864	933,565	955,055	5.8%	2.3%
COLLECTION & TRANS (CITY)	809,875	816,561	747,065	772,490	784,078	5.0%	1.5%
INFLOW & INFILTRATION	(160,303)	(224,016)	(155,799)	(161,075)	(170,978)	9.7%	6.1%
INFLOW & INFILTRATION (%)	-16.5%	-21.5%	-17.3%	-17.3%	-17.9%	3.7%	3.8%

FY26 Budget Draft – Solid Waste Fund

Solid Waste Revenue, Direct Service Costs & Margin (\$000)

	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 11-1 PROJ	FY26 BUDGET	V FY25 BUD	V FY25 PROJ
SOLID WASTE REVENUE - RESIDENTIAL	\$ 1,480	\$ 1,615	\$ 1,636	\$ 1,737	\$ 1,844	12.7%	6.2%
SOLID WASTE REVENUE - COMMERCIAL	71	76	79	82	86	9.5%	4.5%
REVENUE - CONTAINER REPLACEMENT	0	0	0	0	0	-50.0%	42.9%
REVENUE - BULK PICKUP	1	1	1	0	0	-88.9%	-33.3%
TOTAL SOLID WASTE REVENUE BILLED	\$ 1,552	\$ 1,692	\$ 1,716	\$ 1,820	\$ 1,930	12.5%	6.1%
SOLID WASTE - LANDFILL COSTS	\$ 304	\$ 320	\$ 299	\$ 331	\$ 325	8.6%	-1.7%
SOLID WASTE - YARD WASTE DISPOSAL	-	19	18	20	25	38.9%	22.8%
SOLID WASTE - CONTAINER COSTS	32	35	55	62	60	8.3%	-3.0%
SOLID WASTE - YARD WASTE CONTAINER	14	14	17	19	18	8.1%	-3.2%
VEHICLE FUEL	63	54	54	54	60	10.9%	10.5%
VEHICLE MAINTENANCE	147	103	140	133	145	3.6%	8.7%
DIRECT LABOR - VEHICLE MAINTENANCE	44	92	95	75	95	0.0%	26.3%
DIRECT LABOR - THIRD PARTY	82	44	88	92	40	-54.4%	-56.5%
DIRECT LABOR - VARIABLE	24	37	56	45	37	-34.0%	-18.5%
TOTAL DIRECT SERVICE COSTS	\$ 406	\$ 398	\$ 523	\$ 501	\$ 480	-8.2%	-4.2%
GROSS MARGIN	\$ 1,146	\$ 1,294	\$ 1,193	\$ 1,319	\$ 1,450	21.5%	10.0%
GROSS MARGIN (%)	73.8%	76.5%	69.5%	72.5%	75.1%	8.0%	3.7%
TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-
(AS % OF BILLED REVENUE)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
(AS % OF GF OPEX)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2025

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
CITY ADMIN	Allocations	ELECTRIC MARGIN ELIMINATN	-	-	(50,000)	-	(103,116)	(103,116)	(103,116)
CITY ADMIN	Allocations	WS MARGIN ELIMINATION	-	-	(12,550)	-	(12,000)	(12,000)	(12,000)
CITY ADMIN	Allocations	INTERDEPARTMENTAL TRFS	(1,701,741)	(1,371,976)	(1,444,373)	(1,444,373)	(1,588,810)	(1,756,606)	(1,756,606)
CITY ADMIN	Allocations	TRANSFER IN FROM WATER	-	(1,790)	(1,000)	-	-	-	-
CITY ADMIN	Allocations	TRANSFER IN FROM SEWER	-	(1,790)	(1,000)	-	-	-	-
CITY ADMIN	Allocations	TRANSFER IN FROM ISF - GARAGE	-	(1,030)	(500)	-	-	-	-
CITY ADMIN	Allocations	TRANSFER IN FROM ISF - PW	-	(5,620)	(4,500)	-	-	-	-
CITY ADMIN	Allocations	TRANSFER IN FROM ISF - TECH	-	(1,540)	(2,000)	-	-	-	-
CITY ADMIN	Allocations	TRANSFER IN FROM ISF - CUST SV	-	(5,110)	(6,500)	-	-	-	-
CITY ADMIN	Application of Reserves	INTRAFUND TRANSFER IN-BUDGETED	-	-	-	-	(571,137)	(632,531)	(632,531)
CITY ADMIN	Application of Reserves	INTRAFUND TRANSFER IN-ECON DEV	-	-	(287,801)	(287,801)	(214,962)	(214,962)	(214,962)
CITY ADMIN	Application of Reserves	TRANSFERS IN / STORMWTR MAINT	-	-	(110,000)	(110,000)	(16,000)	(14,400)	(14,400)
CITY ADMIN	Application of Reserves	TRANSFER IN-RTT POLICE	(300,000)	(200,000)	(100,000)	(100,000)	-	-	-
CITY ADMIN	Interest Income	INTEREST INCOME-POOLED CASH	(107,810)	(9,428)	(35,269)	(36,151)	(55,860)	(55,860)	(55,860)
CITY ADMIN	Interest Income	INTEREST INCOME / INVESTMENTS	(10)	-	(300,300)	(307,808)	(128,950)	(128,950)	(128,950)
CITY ADMIN	Leases & Franchise Fees	TOWER RENTAL-SPRINT PCS	(18,172)	(18,172)	(29,733)	(20,285)	(18,172)	(18,172)	(18,172)
CITY ADMIN	Leases & Franchise Fees	TOWER RENTAL-TIMOBILE	-	-	(7,200)	(16,507)	(29,232)	(29,232)	(29,232)
CITY ADMIN	Leases & Franchise Fees	TOWER RENTAL-VERIZON	(28,661)	(26,272)	(29,517)	(31,993)	(28,661)	(28,661)	(28,661)
CITY ADMIN	Leases & Franchise Fees	TOWER RENTAL-AT&T	(16,800)	(18,200)	(19,320)	(18,753)	(16,800)	(16,800)	(16,800)
CITY ADMIN	Leases & Franchise Fees	TOWER RENTAL-VERIZON-S-E TOWER	(27,755)	(30,976)	(29,964)	(32,869)	(30,329)	(30,329)	(30,329)
CITY ADMIN	Leases & Franchise Fees	TOWER RENTAL-VERIZON-10TH ST	(30,513)	(31,123)	(31,798)	(35,437)	(32,380)	(32,380)	(32,380)
CITY ADMIN	Leases & Franchise Fees	TOWER RENTAL-AT&T S.WASH TOWER	(28,026)	(31,220)	(29,733)	(33,190)	(30,625)	(30,625)	(30,625)
CITY ADMIN	Leases & Franchise Fees	FRANCHISE FEE-CHEESAPEAKE GAS	(46,750)	(44,950)	(44,950)	(49,179)	(42,000)	(42,000)	(42,000)
CITY ADMIN	Leases & Franchise Fees	FRANCHISE FEE-PROPANE	-	(402)	(400)	(3,261)	(3,000)	(3,000)	(3,000)
CITY ADMIN	Leases & Franchise Fees	FRANCHISE FEE-CATV	(185,152)	(168,932)	(173,000)	(132,339)	(144,000)	(144,000)	(144,000)
CITY ADMIN	Leases & Franchise Fees	POLE AGREEMENTS-CATV	(7,539)	(7,539)	(7,600)	(16,974)	(15,206)	(15,206)	(15,206)
CITY ADMIN	Leases & Franchise Fees	LEASE REV-FIBER OPTIC RENTAL	(16,948)	(38,599)	(38,600)	(1,326)	(38,600)	(38,600)	(38,600)
CITY ADMIN	Miscellaneous	LATE PENALTIES	(2,992)	(1,525)	(2,000)	-	(1,525)	(1,525)	(1,525)
CITY ADMIN	Miscellaneous	OTHER REV-INSURANCE PROCEEDS	(1,000)	-	(80,260)	(36,567)	-	-	-
CITY ADMIN	Miscellaneous	FEES-RETURNED CHECK	(100)	(250)	-	(391)	(400)	(400)	(400)
CITY ADMIN	Miscellaneous	SALE OF EQUIPMENT	(11,263)	(24,113)	(2,000)	(79,699)	(30,000)	(30,000)	(30,000)
CITY ADMIN	Miscellaneous	REVENUE-MISCELLANEOUS	(5,079)	(7,226)	(12,000)	(7,175)	(12,000)	(12,000)	(12,000)
CITY ADMIN	Tax Receipts	TAX REVENUE-REAL PROPERTY	(4,991,943)	(5,706,434)	(6,290,516)	(6,517,927)	(6,825,300)	(6,825,300)	(6,825,300)
CITY ADMIN	Tax Receipts	TAX REVENUE-PENALTIES	(28,322)	(22,637)	(29,000)	(25,753)	(26,330)	(26,330)	(26,330)
CITY ADMIN	Utility Transfers	INTERFUND TRANSFER IN-WATER	(300,000)	(300,000)	(315,000)	(322,326)	(490,000)	(490,000)	(490,000)
CITY ADMIN	Utility Transfers	INTERFUND TRANSFER IN-SEWER	-	(300,000)	(315,000)	(322,326)	(438,000)	(438,000)	(438,000)
CITY ADMIN	Utility Transfers	INTERFUND TRANSFER IN-ELECTRIC	(2,500,000)	(3,756,130)	(3,946,500)	(3,942,000)	(4,334,700)	(4,334,700)	(4,334,700)
CITY ADMIN	O&M	O&M - TRAINING	15,148	7,466	13,736	7,524	16,000	16,000	15,200
CITY ADMIN	O&M	O&M-TUITION REIMBURSEMENT	12,998	(7,512)	2,200	(5,358)	10,500	10,500	10,500
CITY ADMIN	O&M	EMPLOYEE RECOGNITION	-	33,838	38,000	39,420	29,000	29,000	29,000
CITY ADMIN	O&M	O&M-TELEPHONE	3,025	3,409	3,500	3,093	2,550	2,550	2,550
CITY ADMIN	O&M	O&M-CELLPHONE	-	-	200	159	620	620	620
CITY ADMIN	O&M	O&M-MARKETING	19,337	20,661	21,340	23,604	22,690	22,690	22,690
CITY ADMIN	O&M	O&M-SUPPLIES	5,520	746	950	118	950	950	950
CITY ADMIN	O&M	O&M-COMPUTER	4,035	-	-	4,500	4,960	4,960	4,960

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2025

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
CITY ADMIN	O&M	O&M-POSTAGE	(16,453)	-	50	-	50	50	50
CITY ADMIN	O&M	DISCRETIONARY FUNDS	6,194	1,600	7,500	2,567	7,500	7,500	2,500
CITY ADMIN	O&M	O&M-GENERAL EXPENSE	7,897	7,911	6,000	4,423	7,800	7,800	5,800
CITY ADMIN	O&M	COST ALLOC-CITY HALL TO ADMIN	35,173	17,858	17,731	18,143	21,390	21,390	21,390
CITY ADMIN	O&M	O&M-SOFTWARE MAINTENANCE	8,720	6,085	16,156	17,817	33,000	33,000	33,000
CITY ADMIN	O&M	O&M-COMPENSATION STUDY	-	5,625	30,000	27,907	59,200	30,000	30,000
CITY ADMIN	O&M	O&M-CONTRACT SERVICES	28,966	5,500	22,000	3,313	32,000	54,500	54,500
CITY ADMIN	O&M	O&M-LEGAL SERVICES	14,003	9,128	13,775	14,836	12,750	12,750	12,750
CITY ADMIN	O&M	O&M-AUDITING	201	936	6,820	3,598	2,610	2,610	2,610
CITY ADMIN	O&M	O&M-INSURANCE	8,718	5,611	8,579	9,576	9,140	9,380	9,380
CITY ADMIN	Personnel - Salary & Wages	SALARIES & WAGES	581,236	418,378	450,814	446,184	499,950	503,050	503,050
CITY ADMIN	Personnel - Taxes & Benefits	SOCIAL SECURITY	43,613	30,971	38,345	31,788	39,090	40,110	40,110
CITY ADMIN	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	1,469	595	1,175	803	850	850	850
CITY ADMIN	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	1,575	1,572	2,020	2,060	2,060
CITY ADMIN	Personnel - Taxes & Benefits	VISION CARE	334	227	247	221	-	-	-
CITY ADMIN	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	250	250	250
CITY ADMIN	Personnel - Taxes & Benefits	RETIREMENT	62,227	45,478	53,729	47,930	50,610	50,610	50,610
CITY ADMIN	Personnel - Taxes & Benefits	MEDICAL INSURANCE	89,062	47,342	63,720	60,395	71,480	76,660	76,660
CITY ADMIN	Personnel - Taxes & Benefits	LIFE INSURANCE	3,474	2,587	3,189	2,745	3,280	4,840	4,840
CITY ADMIN	Personnel - Taxes & Benefits	RETIREE MEDICAL BENEFITS	8,799	9,627	2,050	989	-	-	-
CITY ADMIN	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	1,698	1,557	3,749	2,867	1,460	1,460	1,460
CITY ADMIN Total			\$ (9,411,180)	\$ (11,457,359)	\$ (12,962,754)	\$ (13,161,674)	\$ (14,336,394)	\$ (14,559,544)	\$ (14,567,342)

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2024

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
CITY CLERKS	O&M	O&M - TRAINING	-	10,770	11,976	10,428	12,500	12,500	11,875
CITY CLERKS	O&M	O&M-CELLPHONE	-	-	480	362	510	510	510
CITY CLERKS	O&M	O&M-TELEPHONE	-	1,462	1,094	1,147	730	730	730
CITY CLERKS	O&M	O&M-ADVERTISING & PRINTING	-	12,151	21,000	22,383	25,600	25,600	25,600
CITY CLERKS	O&M	O&M - CONTRACT SERVICES	-	-	-	-	-	3,500	3,500
CITY CLERKS	O&M	O&M-SUPPLIES	-	1,702	2,500	722	2,500	2,500	2,300
CITY CLERKS	O&M	O&M-COMPUTER	-	-	-	2,000	1,490	1,490	1,490
CITY CLERKS	O&M	O&M-POSTAGE	-	265	400	248	400	400	400
CITY CLERKS	O&M	O&M-GENERAL EXPENSE	-	3,001	3,500	3,687	4,200	4,200	4,200
CITY CLERKS	O&M	COST ALLOC-CITY HALL TO ADMIN	-	17,858	17,731	18,143	21,390	21,390	21,390
CITY CLERKS	O&M	O&M-SOFTWARE MAINTENANCE	-	-	12,530	13,916	15,000	15,000	15,000
CITY CLERKS	O&M	O&M-LEGAL SERVICES	-	7,029	6,975	6,591	7,750	7,750	7,750
CITY CLERKS	O&M	RECORDS RETENTION	-	-	1,000	-	2,000	2,000	2,000
CITY CLERKS	O&M	O&M-AUDITING	-	936	2,430	1,326	1,040	1,040	1,040
CITY CLERKS	O&M	O&M-INSURANCE	-	5,611	3,710	2,290	4,570	4,690	4,690
CITY CLERKS	Personnel - Salary & Wages	SALARIES & WAGES	-	202,026	199,220	145,648	179,270	179,270	179,270
CITY CLERKS	Personnel - Salary & Wages	OVERTIME	-	5,110	5,200	5,131	4,200	4,200	4,200
CITY CLERKS	Personnel - Taxes & Benefits	VISION CARE	-	124	-	98	-	-	-
CITY CLERKS	Personnel - Taxes & Benefits	SOCIAL SECURITY	-	18,014	15,508	11,227	13,930	13,930	13,930
CITY CLERKS	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	-	415	870	581	480	480	480
CITY CLERKS	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	545	545	720	720	720
CITY CLERKS	Personnel - Taxes & Benefits	VISION CARE	-	-	130	-	-	-	-
CITY CLERKS	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	130	130	130
CITY CLERKS	Personnel - Taxes & Benefits	RETIREMENT	-	20,521	15,780	12,895	16,510	16,510	16,510
CITY CLERKS	Personnel - Taxes & Benefits	MEDICAL INSURANCE	-	35,998	36,240	18,263	49,510	49,510	49,510
CITY CLERKS	Personnel - Taxes & Benefits	LIFE INSURANCE	-	1,344	1,440	28,885	1,370	1,370	1,370
CITY CLERKS	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	-	628	250	172	220	220	220
CITY CLERKS Total			\$ -	\$ 344,965	\$ 360,509	\$ 306,688	\$ 366,020	\$ 369,640	\$ 368,815

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FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2025

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
STREETS DIV	Fleet Maintenance	O&M-VEHICLE GAS	16,979	14,889	22,473	28,858	26,000	26,000	26,000
STREETS DIV	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	17,470	19,964	20,000	25,967	28,080	29,660	29,660
STREETS DIV	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	65,300	65,300	65,300	65,300	65,300
STREETS DIV	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	32,025	10,708	34,450	37,971	35,000	35,000	35,000
STREETS DIV	O&M	O&M - TRAINING	1,379	5,020	9,700	6,386	8,500	8,500	8,075
STREETS DIV	O&M	O&M-TELEPHONE	360	369	306	341	300	300	300
STREETS DIV	O&M	O&M-CELLPHONE	2,728	2,728	2,740	2,799	4,890	4,890	4,890
STREETS DIV	O&M	O&M-NATURAL GAS	672	881	1,172	1,264	1,330	1,330	1,330
STREETS DIV	O&M	O&M-RADIO GF	-	-	400	420	500	500	500
STREETS DIV	O&M	O&M-CONTRACT SERVICES	1,940	1,276	37,055	36,417	10,000	10,000	10,000
STREETS DIV	O&M	O&M-LEGAL SERVICES	990	990	837	934	1,100	1,100	1,100
STREETS DIV	O&M	O&M-AUDITING	604	5,617	8,378	7,951	6,230	6,230	6,230
STREETS DIV	O&M	O&M-ENGINEERING	-	-	-	-	10,000	10,000	10,000
STREETS DIV	O&M	O&M-ENVIRONMENTAL COMPLIANCE	1,800	1,890	2,000	2,110	14,000	14,000	14,000
STREETS DIV	O&M	O&M-INSURANCE	20,098	20,466	27,860	31,099	32,310	32,060	32,060
STREETS DIV	O&M	O&M-ADVERTISING & PRINTING	28	1,145	960	-	1,200	1,200	800
STREETS DIV	O&M	O&M-SUPPLIES	1,946	1,400	2,725	1,223	15,000	15,000	15,000
STREETS DIV	O&M	O&M-UNIFORMS	2,474	2,812	3,000	2,669	4,000	4,000	4,000
STREETS DIV	O&M	O&M-STREET SIGNS & MARKERS	18,965	9,992	24,000	20,328	45,000	45,000	45,000
STREETS DIV	O&M	O&M-STREET MATERIALS	6,734	12,731	17,000	10,534	30,000	30,000	30,000
STREETS DIV	O&M	O&M-SNOW & ICE REMOVAL	780	7,607	17,259	16,186	11,000	11,000	11,000
STREETS DIV	O&M	O&M-SIDEWALKS & CURBS	8,098	3,125	17,500	42	5,000	5,000	5,000
STREETS DIV	O&M	O&M-STREET LIGHTS	93,395	93,772	96,181	96,831	96,000	96,000	96,000
STREETS DIV	O&M	O&M-GENERAL EXPENSE	2,596	512	1,000	65	2,000	2,000	1,750
STREETS DIV	O&M	COST ALLOC-PW TO STREET	88,441	104,890	101,807	104,175	113,220	113,425	113,425
STREETS DIV	O&M	O&M-SOFTWARE MAINTENANCE	3,773	1,901	4,560	5,090	14,800	14,800	14,800
STREETS DIV	O&M	O&M-COMPUTER	-	-	-	500	1,490	1,490	1,490
STREETS DIV	Personnel - Salary & Wages	SALARIES & WAGES	242,784	245,412	247,151	244,572	280,940	282,140	282,140
STREETS DIV	Personnel - Salary & Wages	OVERTIME	5,629	9,476	9,000	14,779	10,800	10,800	10,800
STREETS DIV	Personnel - Salary & Wages	ON CALL PAY	6,879	8,735	9,700	8,825	8,900	8,900	8,900
STREETS DIV	Personnel - Taxes & Benefits	SOCIAL SECURITY	20,202	19,819	20,725	20,448	22,170	22,270	22,270
STREETS DIV	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	1,552	792	790	831	1,490	1,490	1,490
STREETS DIV	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	875	872	1,090	1,090	1,090
STREETS DIV	Personnel - Taxes & Benefits	VISION CARE	281	250	300	261	-	-	-
STREETS DIV	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	300	300	300
STREETS DIV	Personnel - Taxes & Benefits	RETIREMENT	21,190	18,823	24,230	21,782	20,950	21,040	21,040
STREETS DIV	Personnel - Taxes & Benefits	MEDICAL INSURANCE	70,210	72,717	73,404	78,215	84,860	84,860	84,860
STREETS DIV	Personnel - Taxes & Benefits	LIFE INSURANCE	1,934	1,797	2,270	2,079	2,250	2,260	2,260
STREETS DIV	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	8,019	8,186	9,190	7,844	8,820	8,850	8,850
STREETS DIV	Stormwater	O&M-STORM DRAINS	22	64,151	110,000	86,670	40,000	40,000	40,000
STREETS DIV Total			\$ 704,474	\$ 776,343	\$ 1,026,297	\$ 992,637	\$ 1,064,820	\$ 1,067,785	\$ 1,066,710

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2025

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(V1 FINAL)	(V2 FINAL)
POLICE DEPT	Police	PD REVENUE-SPECIAL DUTY	(71,348)	(122,358)	-	(130,000)	-	(21,117)	(21,117)
POLICE DEPT	Police	PD REVENUE-MISC	(2,500)	(225)	(42,285)	(45,153)	(21,117)	(21,117)	(21,117)
POLICE DEPT	Police	PD REVENUE-STATE PENSION FUNDS	(255,002)	(263,066)	(270,000)	(274,104)	(290,800)	(290,800)	(290,800)
POLICE DEPT	Police	PD REV-PRINTING & COPYING FEES	(19,005)	(16,645)	(17,000)	(15,427)	(17,000)	(17,000)	(17,000)
POLICE DEPT	Police	SALE OF PROPERTY & EQUIP.	(413)	(29,881)	(1,000)	(33,162)	(2,500)	(2,500)	(2,500)
POLICE DEPT	Police	PD REV-SRO SCHOOL FUNDING	(150,000)	(157,500)	(165,000)	(184,186)	(172,500)	(172,500)	(172,500)
POLICE DEPT	Police	PD REVENUE-POLICE FINES	(80,334)	(109,697)	(95,000)	(126,164)	(100,000)	(100,000)	(100,000)
POLICE DEPT	Debt Service	DEBT SVC - PRN - PD FACILITY	-	-	103,798	101,000	122,678	122,678	122,678
POLICE DEPT	Debt Service	DEBT SVC - INT - PD FACILITY	-	-	536,250	360,000	366,204	366,204	366,204
POLICE DEPT	Fleet Maintenance	O&M-VEHICLE GAS	81,460	100,614	120,000	98,957	100,000	100,000	100,000
POLICE DEPT	Fleet Maintenance	O&M-INSURANCE-AUTO	32,792	61,556	59,402	66,309	71,670	66,850	66,850
POLICE DEPT	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	64,481	81,417	104,000	79,651	79,560	84,030	84,030
POLICE DEPT	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	215,300	215,300	200,000	200,000	200,000
POLICE DEPT	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	60,275	69,165	126,289	91,160	90,000	90,000	90,000
POLICE DEPT	O&M	O&M - TRAINING	47,383	39,465	40,000	37,932	50,000	50,000	47,500
POLICE DEPT	O&M	O&M-TELEPHONE	10,185	16,759	23,500	23,092	25,000	22,450	22,450
POLICE DEPT	O&M	O&M-CELLPHONE	13,359	18,248	23,050	22,532	24,450	23,750	23,750
POLICE DEPT	O&M	O&M-NATURAL GAS	-	5,229	12,500	10,332	13,500	13,500	13,500
POLICE DEPT	O&M	O&M-UTILITIES-POWER	19,025	36,695	38,400	47,208	49,200	49,200	49,200
POLICE DEPT	O&M	O&M-UTILITIES-WATER	2,928	4,384	5,400	4,403	5,300	5,300	5,300
POLICE DEPT	O&M	O&M-FUEL OIL & DIESEL	7,726	5,972	10,400	879	5,000	5,000	5,000
POLICE DEPT	O&M	O&M-COMPUTERS	11,914	12,346	12,400	12,400	18,400	18,400	18,400
POLICE DEPT	O&M	O&M-COPIER	(0)	5,737	7,000	3,909	7,000	7,000	7,000
POLICE DEPT	O&M	O&M-CONTRACT SERVICES	253,517	136,500	194,327	197,151	107,200	107,200	107,200
POLICE DEPT	O&M	O&M-BEHAVORAL HEALTH UNIT	48,137	45,968	45,900	17,375	50,000	50,000	50,000
POLICE DEPT	O&M	O&M-LEGAL SERVICES	51,864	30,850	12,400	12,065	13,000	13,000	13,000
POLICE DEPT	O&M	O&M-AUDITING	1,006	9,362	28,610	15,544	11,940	11,940	11,940
POLICE DEPT	O&M	O&M-INSURANCE	51,288	51,591	61,850	66,147	68,910	62,140	62,140
POLICE DEPT	O&M	O&M-ADVERTISING & PRINTING	6,691	6,953	8,000	4,380	8,000	8,000	8,000
POLICE DEPT	O&M	O&M-SUPPLIES	21,931	22,786	19,000	18,266	19,000	19,000	19,000
POLICE DEPT	O&M	AMMUNITION & WEAPONRY	-	40,060	47,343	51,963	53,085	53,085	33,085
POLICE DEPT	O&M	O&M-UNIFORMS & ACCESSORIES	50,219	44,871	49,800	45,881	49,800	49,800	49,800
POLICE DEPT	O&M	O&M-EQUIPMENT REPAIR & MAINT.	17,743	9,000	15,900	11,900	20,900	20,900	20,900
POLICE DEPT	O&M	O&M-BUILDING MAINT & REPAIR	4,546	15,875	9,000	9,346	15,000	15,000	15,000
POLICE DEPT	O&M	O&M-POSTAGE	323	2,287	1,900	1,480	2,900	2,900	2,900
POLICE DEPT	O&M	O&M-GENERAL EXPENSE	15,976	7,465	10,000	9,997	8,500	8,500	8,500
POLICE DEPT	O&M	O&M-CRIMINAL INVESTIGATIONS	2,002	2,716	2,000	709	4,000	4,000	4,000
POLICE DEPT	O&M	O&M-COMMUNITY POLICING	4,621	5,871	7,000	6,138	7,000	7,000	7,000
POLICE DEPT	O&M	O&M-K-9	9,263	7,924	21,600	20,662	15,100	15,100	15,100
POLICE DEPT	O&M	O&M-SPECIAL OPS UNIT EXPENSE	2,840	7,844	8,000	6,078	8,000	8,000	8,000
POLICE DEPT	O&M	O&M-SOFTWARE MAINTENANCE	-	-	30,230	30,230	36,700	36,700	36,700

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2025

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
POLICE DEPT	Personnel - Salary & Wages	SALARIES & WAGES	10,118	10,065	10,240	10,700	28,670	28,670	28,670
POLICE DEPT	Personnel - Salary & Wages	OVERTIME	248,878	266,413	185,000	224,083	185,000	185,000	178,000
POLICE DEPT	Personnel - Salary & Wages	SPECIAL DUTY PAY	71,868	100,676	-	106,551	-	-	-
POLICE DEPT	Personnel - Salary & Wages	OVERTIME (CIVILIAN)	-	-	65,500	91,296	72,000	72,000	65,000
POLICE DEPT	Personnel - Salary & Wages	VACATION REDEMPTION	14,369	11,020	12,890	13,676	23,190	23,510	24,590
POLICE DEPT	Personnel - Salary & Wages	ON CALL PAY	36,743	36,899	41,200	42,064	41,800	41,800	41,800
POLICE DEPT	Personnel - Salary & Wages	SHIFT DIFFERENTIAL DISPATCH	18,409	17,985	18,000	19,568	18,500	18,500	18,500
POLICE DEPT	Personnel - Salary & Wages	SHIFT DIFFERENTIAL	6,161	6,893	6,400	8,058	6,900	6,900	6,900
POLICE DEPT	Personnel - Salary & Wages	COURT STANDBY PAY	18,216	17,874	20,000	18,072	20,000	20,000	20,000
POLICE DEPT	Personnel - Salary & Wages	SALARIES & WAGES	709,045	749,341	962,450	893,552	995,500	997,855	997,855
POLICE DEPT	Personnel - Salary & Wages	POLICE DEPT SALARY	2,503,962	2,729,053	3,135,140	3,160,628	3,587,620	3,614,020	3,675,110
POLICE DEPT	Personnel - Salary & Wages	VACATION - SELL BACK	4,493	2,557	2,730	35,506	-	-	-
POLICE DEPT	Personnel - Taxes & Benefits	SOCIAL SECURITY	297,458	322,259	339,950	363,060	388,030	390,720	395,740
POLICE DEPT	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	3,769	8,477	9,260	9,298	10,150	10,150	10,150
POLICE DEPT	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	13,480	13,482	18,580	18,720	18,980
POLICE DEPT	Personnel - Taxes & Benefits	HOLIDAY BANK 2 - PAYOUT	47,870	43,691	45,500	52,139	52,000	52,000	52,000
POLICE DEPT	Personnel - Taxes & Benefits	VISION CARE	2,791	2,853	3,270	3,034	3,360	3,360	3,360
POLICE DEPT	Personnel - Taxes & Benefits	RETIREMENT	458,516	535,405	704,000	705,603	799,100	804,480	816,270
POLICE DEPT	Personnel - Taxes & Benefits	MEDICAL INSURANCE	628,944	726,949	960,868	892,795	946,520	909,330	909,330
POLICE DEPT	Personnel - Taxes & Benefits	LIFE INSURANCE	32,969	25,295	32,460	31,756	35,820	35,840	35,840
POLICE DEPT	Personnel - Taxes & Benefits	RETIREE MEDICAL BENEFITS	8,495	10,136	12,220	12,136	11,980	11,980	11,980
POLICE DEPT	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	102,880	115,059	132,560	136,565	148,470	149,420	151,630
POLICE DEPT Total			\$ 5,542,346	\$ 5,946,540	\$ 8,133,382	\$ 7,735,800	\$ 8,516,270	\$ 8,506,965	\$ 8,551,915

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2021

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
PLANNING	Miscellaneous	CODE VIOLATION-GRASSCUTTING	(16,000)	700	(24,000)	(4,398)	(20,000)	(20,000)	(20,000)
PLANNING	Miscellaneous	CODE ENFORCEMENT	(29,388)	(19,351)	-	(14,235)	(13,940)	(13,940)	(13,940)
PLANNING	Permits & licenses	LICENSE FEES-BUSINESS	-	-	-	(12,344)	(11,500)	(11,500)	(11,500)
PLANNING	Permits & licenses	PERMIT REV-BUILDING PERMITS	(306,810)	(301,597)	(250,000)	(381,767)	(320,530)	(320,530)	(320,530)
PLANNING	Permits & licenses	PERMIT REVENUE-EXPIRED PERMIT	(397)	(200)	-	(56)	-	-	-
PLANNING	Permits & licenses	LICENSE FEES-CONTRACTOR	(71,035)	(72,945)	(67,000)	(62,534)	(62,500)	(62,500)	(62,500)
PLANNING	Permits & licenses	LICENSE FEES-RENTAL	(127,500)	(114,775)	(120,000)	(146,065)	(152,000)	(152,000)	(152,000)
PLANNING	Permits & licenses	PERMIT REVENUE-BUILDING VIOLTN	(4,435)	(3,295)	-	(2,550)	(3,000)	(3,000)	(3,000)
PLANNING	Permits & licenses	DEVPMT FEES-BOARD OF ADJSTM	(6,300)	(6,300)	(3,000)	(10,716)	(9,180)	(9,180)	(9,180)
PLANNING	Permits & licenses	DEVPMT FEES-CONDITIONAL USE	(7,700)	(2,100)	(3,000)	(3,907)	(3,060)	(3,060)	(3,060)
PLANNING	Permits & licenses	PLANNING / REZONING APP REV	(4,376)	(3,545)	(3,000)	(1,201)	(1,200)	(1,200)	(1,200)
PLANNING	Permits & licenses	DEVPMT FEES-SUB DIVISION	(52,220)	(35,755)	-	(29,475)	(28,900)	(28,900)	(28,900)
PLANNING	Permits & licenses	FEES-SITE PLAN APPLICATION	(57,856)	(56,134)	-	(109,947)	(98,250)	(98,250)	(98,250)
PLANNING	Permits & licenses	FEES-ANNEXATION FEE	-	-	-	(10,995)	(9,400)	(9,400)	(9,400)
PLANNING	Permits & licenses	FEES-ZONING VERIFICATION	(120)	(300)	-	(447)	(400)	(400)	(400)
PLANNING	Permits & licenses	FEES-LAND USE PLANNING REVIEW	(19,660)	(3,932)	(132,100)	(10,829)	(5,000)	(5,000)	(5,000)
PLANNING	Fleet Maintenance	O&M-VEHICLE GAS	2,036	2,161	2,500	2,417	2,700	2,700	2,700
PLANNING	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	2,144	4,792	7,000	3,697	4,680	4,940	4,940
PLANNING	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	299	1,267	3,000	1,549	3,000	3,000	3,000
PLANNING	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	11,200	11,200	11,200	11,200	11,200
PLANNING	O&M	O&M - TRAINING	5,353	4,201	7,500	6,138	7,500	7,500	7,125
PLANNING	O&M	O&M-CREDIT CARD FEES	1,287	660	6,400	6,646	500	500	500
PLANNING	O&M	O&M-TELEPHONE	1,353	2,240	2,760	2,810	2,350	2,350	2,350
PLANNING	O&M	O&M-CELLPHONE	1,452	2,268	4,250	3,611	4,690	4,690	4,690
PLANNING	O&M	O&M-COPIER	0	2,923	2,730	3,025	3,215	3,215	3,215
PLANNING	O&M	O&M-CONTRACT SERVICES	11,969	3,735	8,700	3,198	15,000	15,000	15,000
PLANNING	O&M	O&M-LEGAL SERVICES	31,230	30,647	30,600	28,894	34,000	34,000	34,000
PLANNING	O&M	O&M-AUDITING SERVICE	201	1,872	4,850	2,648	2,080	2,080	2,080
PLANNING	O&M	ENGINEERING	-	-	-	-	1,000	1,000	1,000
PLANNING	O&M	O&M-INSURANCE	3,987	4,411	9,810	10,950	7,330	6,970	6,970
PLANNING	O&M	REIMBURSABLE PLAN REV FEES	94,128	126,727	132,100	68,175	-	-	-
PLANNING	O&M	O&M-SUPPLIES	2,635	2,962	4,000	1,127	4,000	4,000	4,000
PLANNING	O&M	O&M-UNIFORMS	1,107	1,527	1,620	536	1,200	1,200	1,200
PLANNING	O&M	O&M-PROPERTY MAINTENANCE	30,232	20,620	25,000	12,419	25,000	25,000	25,000
PLANNING	O&M	O&M-GENERAL EXPENSE	1,150	3,969	4,580	2,684	5,000	5,000	5,000
PLANNING	O&M	O&M-COMPUTER	4,618	-	-	4,000	4,960	4,960	4,960
PLANNING	O&M	O&M-POSTAGE	(0)	9,611	8,000	5,594	8,000	8,000	8,000
PLANNING	O&M	O&M-DEMOLITIONS	-	23,000	2,500	2,791	-	-	-
PLANNING	O&M	O&M-SOFTWARE MAINTENANCE	7,009	3,178	8,940	9,516	29,200	29,200	29,200
PLANNING	O&M	COST ALLOC-PUB WORKS	9,827	11,654	11,312	11,575	12,580	12,605	12,605

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2025

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
PLANNING	Personnel - Salary & Wages	SALARIES & WAGES	410,094	466,219	522,980	524,069	548,630	548,630	548,630
PLANNING	Personnel - Salary & Wages	OVERTIME	1,950	1,878	3,000	3,315	2,500	2,500	2,500
PLANNING	Personnel - Taxes & Benefits	SOCIAL SECURITY	30,651	34,634	38,690	38,310	41,480	41,480	41,480
PLANNING	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	1,163	1,080	1,220	1,210	1,190	1,190	1,190
PLANNING	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	1,725	1,722	2,150	2,150	2,150
PLANNING	Personnel - Taxes & Benefits	VISION CARE	371	407	440	433	-	-	-
PLANNING	Personnel - Taxes & Benefits	RETIREMENT	-	-	-	-	440	440	440
PLANNING	Personnel - Taxes & Benefits	MEDICAL INSURANCE	36,510	41,227	49,240	48,473	50,300	50,300	50,300
PLANNING	Personnel - Taxes & Benefits	LIFE INSURANCE	104,039	123,338	135,255	131,460	141,320	141,320	141,320
PLANNING	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	3,145	3,438	4,160	4,148	4,200	4,200	4,200
PLANNING	Personnel - Taxes & Benefits		1,618	2,019	4,040	4,041	1,970	1,970	1,970
PLANNING Total			\$ 99,158	\$ 320,638	\$ 458,002	\$ 160,914	\$ 244,505	\$ 244,430	\$ 244,055

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2025

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(V1 FINAL)	(V2 FINAL)
PARKS & REC	Parks & Rec	REVENUE-RECREATION FEES	(82,139)	(45,871)	(83,000)	(83,000)	(99,000)	(99,000)	(99,000)
PARKS & REC	Fleet Maintenance	O&M-VEHICLE GAS	16,307	14,540	17,000	10,636	17,000	17,000	17,000
PARKS & REC	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	19,044	25,650	18,000	20,971	28,080	29,660	29,660
PARKS & REC	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	5,000	5,000	34,500	34,500	34,500	34,500	34,500
PARKS & REC	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	7,749	8,944	15,000	16,277	20,000	20,000	20,000
PARKS & REC	O&M	O&M - TRAINING	3,490	1,565	5,600	2,339	5,600	5,600	5,320
PARKS & REC	O&M	O&M-P&R ENTERPRISE EXPENSES	72,047	53,772	65,000	45,266	85,000	85,000	85,000
PARKS & REC	O&M	O&M-TELEPHONE	1,782	2,968	3,130	3,299	3,150	3,150	3,150
PARKS & REC	O&M	O&M-CELLPHONE	960	771	1,000	452	-	-	-
PARKS & REC	O&M	O&M-UTILITIES-POWER	11,577	10,280	12,250	14,965	14,750	14,750	14,750
PARKS & REC	O&M	O&M-UTILITIES-WATER	11,485	12,713	16,500	16,564	22,000	22,000	22,000
PARKS & REC	O&M	O&M-FUEL OIL	3,890	9,032	9,500	7,142	6,800	6,800	6,800
PARKS & REC	O&M	O&M-COPIER	3,220	2,912	4,305	3,024	3,215	3,215	3,215
PARKS & REC	O&M	O&M-CONTRACT SERVICES	201,253	310,760	292,000	285,883	315,000	337,400	337,400
PARKS & REC	O&M	O&M-LEGAL SERVICES	53	-	-	-	2,000	2,000	2,000
PARKS & REC	O&M	O&M-AUDITING	604	5,617	8,378	7,951	6,230	6,230	6,230
PARKS & REC	O&M	O&M-ENGINEERING	-	-	1,000	-	1,000	1,000	1,000
PARKS & REC	O&M	O&M-INSURANCE	18,824	24,468	31,045	34,655	34,740	34,530	34,530
PARKS & REC	O&M	O&M-ADVERTISING & PRINTING	1,760	-	2,000	48	500	500	500
PARKS & REC	O&M	O&M-SUPPLIES	3,899	2,204	4,000	2,511	3,000	3,000	3,000
PARKS & REC	O&M	O&M-UNIFORMS	3,000	-	5,000	3,709	-	-	-
PARKS & REC	O&M	O&M-UNIFORMS	1,139	3,856	-	-	5,000	5,000	5,000
PARKS & REC	O&M	O&M-OFFICE FURNITURE	1,322	1,503	1,740	112	1,740	1,740	1,000
PARKS & REC	O&M	O&M-BOYS AND GIRLS CLUB RENT	18,750	18,750	20,625	15,698	20,625	20,625	20,625
PARKS & REC	O&M	O&M-CLEANING SERVICE	7,521	9,823	16,500	10,910	16,500	16,500	16,500
PARKS & REC	O&M	O&M-BUILDING MAINT & REPAIR	1,969	12,493	17,000	5,280	5,000	5,000	5,000
PARKS & REC	O&M	O&M-FACILITY MAINTENANCE	73,303	109,520	85,000	67,564	85,000	85,000	85,000
PARKS & REC	O&M	O&M-POSTAGE	4	3	50	44	50	50	50
PARKS & REC	O&M	O&M-COMPUTER	-	-	-	3,500	3,970	3,970	3,970
PARKS & REC	O&M	O&M-GENERAL EXPENSE	552	1,325	1,500	1,454	1,700	1,700	1,700
PARKS & REC	O&M	O&M-SOFTWARE MAINTENANCE	10,311	9,660	13,980	11,472	29,400	29,400	29,400
PARKS & REC	Personnel - Salary & Wages	SALARIES & WAGES	481,615	521,641	549,976	581,129	656,260	657,020	657,020
PARKS & REC	Personnel - Salary & Wages	OVERTIME	5,251	6,072	6,100	7,581	6,000	6,000	6,000
PARKS & REC	Personnel - Taxes & Benefits	VACATION REDEMPTION	1,232	3,707	6,642	6,642	7,020	7,040	7,040
PARKS & REC	Personnel - Taxes & Benefits	SOCIAL SECURITY	37,357	40,427	46,490	45,435	51,810	51,870	51,870
PARKS & REC	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	2,294	1,414	1,740	1,642	1,690	1,690	1,690
PARKS & REC	Personnel - Taxes & Benefits	DE FMIA TAX	-	-	1,770	1,767	2,650	2,650	2,650
PARKS & REC	Personnel - Taxes & Benefits	VISION CARE	381	348	460	343	-	-	-
PARKS & REC	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	510	510	510
PARKS & REC	Personnel - Taxes & Benefits	RETIREMENT	42,200	44,745	54,350	53,167	60,890	60,890	60,890
PARKS & REC	Personnel - Taxes & Benefits	MEDICAL INSURANCE	74,021	75,219	66,380	67,920	101,920	101,920	101,920
PARKS & REC	Personnel - Taxes & Benefits	LIFE INSURANCE	2,723	3,358	4,350	4,311	4,670	4,680	4,680
PARKS & REC	Personnel - Taxes & Benefits	O&M-TUITION REIMBURSEMENT	-	-	-	-	5,250	5,250	5,250
PARKS & REC	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	13,051	13,625	14,570	14,428	17,680	17,680	17,680
PARKS & REC Total			\$ 1,078,802	\$ 1,322,815	\$ 1,371,430	\$ 1,327,589	\$ 1,588,900	\$ 1,613,520	\$ 1,612,500

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2024

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (Y1 FINAL)	FY26 BUDGET (Y2 FINAL)
FINANCE	Contractual Services - Accoun	O&M-CONTRACT SERV-ACCOUNTING	-	-	-	-	73,000	73,000	70,591
FINANCE	O&M	O&M - TRAINING	1,574	2,020	4,243	3,289	5,000	5,000	4,751
FINANCE	O&M	O&M-UTILITIES-POWER	2,855	3,169	3,700	4,096	4,300	4,300	4,300
FINANCE	O&M	O&M-TELEPHONE	1,601	3,014	3,210	3,211	3,100	3,100	3,100
FINANCE	O&M	O&M-CELLPHONE	480	526	500	491	510	510	510
FINANCE	O&M	O&M-UTILITIES-WATER	619	565	800	454	600	600	600
FINANCE	O&M	O&M-COPIER	0	3,658	3,650	3,618	4,180	4,180	4,180
FINANCE	O&M	O&M-CONTRACT SERVICES	12,153	11,840	3,000	2,789	2,000	2,000	2,000
FINANCE	O&M	O&M-AUDITING	201	1,872	4,850	2,648	2,080	2,080	2,080
FINANCE	O&M	O&M-INSURANCE	1,245	1,603	1,863	2,079	2,200	2,260	2,260
FINANCE	O&M	O&M-SUPPLIES	5,545	3,936	4,500	4,802	4,500	4,500	4,500
FINANCE	O&M	O&M-OFFICE FURNITURE	1,375	151	3,900	937	2,500	2,500	1,500
FINANCE	O&M	O&M-CLEANING SERVICE	4,574	4,344	5,500	4,849	5,500	5,500	5,500
FINANCE	O&M	O&M-BUILDING MAINTENANCE	3,773	4,661	4,700	4,239	4,700	4,700	4,700
FINANCE	O&M	O&M-GENERAL EXPENSE	1,134	1,788	1,000	378	1,000	1,000	1,000
FINANCE	O&M	O&M-COMPUTER	-	-	-	5,000	2,980	2,980	2,980
FINANCE	O&M	O&M-POSTAGE	0	3,159	2,350	2,356	2,700	3,300	3,300
FINANCE	O&M	O&M-SOFTWARE MAINTENANCE	3,912	-	4,940	5,514	19,500	21,500	21,500
FINANCE	Personnel - Salary & Wages	SALARIES & WAGES	373,349	467,935	520,270	527,725	557,910	557,910	557,910
FINANCE	Personnel - Salary & Wages	OVERTIME	644	355	3,500	1,634	3,500	3,500	3,500
FINANCE	Personnel - Taxes & Benefits	VACATION REDEMPTION	1,286	1,358	1,520	1,506	1,580	1,580	1,580
FINANCE	Personnel - Taxes & Benefits	SOCIAL SECURITY	29,181	36,062	40,680	40,511	44,280	44,280	44,280
FINANCE	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	883	853	831	831	850	850	850
FINANCE	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	1,740	1,732	2,300	2,300	2,300
FINANCE	Personnel - Taxes & Benefits	VISION CARE	248	300	310	310	310	310	310
FINANCE	Personnel - Taxes & Benefits	RETIREMENT	40,350	46,594	57,910	58,591	60,960	60,960	60,960
FINANCE	Personnel - Taxes & Benefits	MEDICAL INSURANCE	53,202	80,636	90,019	88,752	90,480	90,480	90,480
FINANCE	Personnel - Taxes & Benefits	LIFE INSURANCE	2,671	3,499	3,830	3,978	4,120	4,120	4,120
FINANCE	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	598	1,246	650	605	690	690	690
FINANCE Total			\$ 543,452	\$ 685,143	\$ 773,965	\$ 776,924	\$ 907,330	\$ 909,990	\$ 906,333

FY26 BUDGET - FINAL DRAFT - GENERAL FUND

Updated June 20, 2025

DEPT / DIVISION	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
IT	Fleet Maintenance	O&M-VEHICLE GAS	92	116	200	121	200	200	201
IT	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	255	1,502	2,500	-	1,875	1,980	1,981
IT	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	-	55	900	-	1,500	1,500	1,501
IT	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	2,700	2,700	2,700	2,700	2,700
IT	O&M	O&M - TRAINING	4,604	21,791	24,974	18,821	25,000	25,000	23,750
IT	O&M	O&M-TELEPHONE	652	2,161	1,757	1,813	1,820	1,820	1,820
IT	O&M	O&M-CELLPHONE	916	2,239	2,700	2,879	4,350	4,350	4,350
IT	O&M	O&M-COPIER	-	-	850	-	-	-	-
IT	O&M	WEBSITE MAINTENANCE	11,247	14,391	15,050	16,138	38,125	38,125	38,125
IT	O&M	O&M-IT SECURITY & DR	16,146	16,019	68,310	61,361	143,400	143,400	136,000
IT	O&M	HARDWARE MAINTENANCE	-	555	24,000	2,344	17,000	17,000	12,000
IT	O&M	O&M-CONTRACT SERVICES	64,263	31,536	31,500	1,348	84,129	84,129	84,129
IT	O&M	O&M-AUDITING	201	1,872	4,850	2,648	2,080	2,080	2,080
IT	O&M	O&M-INSURANCE	615	1,197	1,415	1,579	2,260	2,210	2,210
IT	O&M	O&M-SUPPLIES	3,598	2,781	4,675	431	3,000	3,000	2,700
IT	O&M	O&M-GENERAL EXPENSE	104	1,054	10,000	955	7,000	7,000	5,000
IT	O&M	O&M-COMPUTER	21,025	72,587	50,000	50,000	30,900	30,900	30,900
IT	O&M	COST ALLOC-CITY HALL TO IT	12,396	12,605	12,516	12,807	(15,100)	15,100	15,100
IT	O&M	O&M-SOFTWARE MAINTENANCE	177,584	155,030	190,580	190,580	71,400	71,400	71,400
IT	Personnel - Salary & Wages	SALARIES & WAGES	252,581	356,396	391,330	405,313	462,370	462,370	462,370
IT	Personnel - Salary & Wages	OVERTIME	6,102	2,144	5,000	-	2,000	2,000	2,000
IT	Personnel - Taxes & Benefits	SOCIAL SECURITY	20,187	27,918	29,990	31,150	36,360	36,410	36,410
IT	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	905	579	930	967	850	850	850
IT	Personnel - Taxes & Benefits	DE FMIA TAX	-	-	1,340	1,342	1,890	1,890	1,890
IT	Personnel - Taxes & Benefits	VISION CARE	180	247	250	247	-	-	-
IT	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	310	310	310
IT	Personnel - Taxes & Benefits	RETIREMENT	17,944	36,281	39,180	41,642	51,100	51,100	51,100
IT	Personnel - Taxes & Benefits	MEDICAL INSURANCE	37,274	54,814	65,130	64,982	83,070	79,210	79,210
IT	Personnel - Taxes & Benefits	LIFE INSURANCE	1,482	2,536	2,970	2,906	3,530	3,530	3,530
IT	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	409	941	450	429	540	540	540
IT Total			\$ 652,262	\$ 820,848	\$ 986,046	\$ 915,503	\$ 1,063,659	\$ 1,090,104	\$ 1,074,154
Grand Total			\$ (230,078)	\$ (626,571)	\$ 917,089	\$ (199,587)	\$ -	\$ -	\$ -

FY26 BUDGET - FINAL DRAFT - UTILITY FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
WATER FUND	Investment Income	INTEREST INCOME-POOLED CASH	(200,991)	(11,204)	(42,000)	(43,050)	(42,280)	(42,280)	(42,280)
WATER FUND	Investment Income	INTEREST INCOME / INVESTMENTS	(3)	-	(189,000)	(193,725)	(214,540)	(214,540)	(214,540)
WATER FUND	Miscellaneous	REVENUE-MISCELLANEOUS	(2,010)	-	(2,000)	(500)	-	-	-
WATER FUND	Utility Fees	LATE PENALTIES-WATER	(7,614)	(10,524)	(6,300)	(8,362)	(7,000)	(7,000)	(7,000)
WATER FUND	Utility Revenue	CUSTOMER BILLING-WATER	(3,425,479)	(3,515,024)	(3,413,963)	(3,641,472)	(3,880,799)	(3,880,799)	(3,880,799)
WATER FUND	Utility Revenue	CONNECTION FEES-WATER	(40,751)	(63,795)	(25,000)	(27,475)	(28,000)	(28,000)	(28,000)
WATER FUND	Utility Revenue	NEW METER FEE-WATER	(13,800)	(37,000)	(18,000)	(44,050)	(32,000)	(32,000)	(32,000)
WATER FUND	Cost of Service	O&M-PUMPING POWER PURCHASED	224,997	241,753	258,200	258,000	272,000	272,000	272,000
WATER FUND	Cost of Service	O&M-NATURAL GAS	672	881	1,235	1,264	1,330	1,330	1,330
WATER FUND	Cost of Service	O&M-UTILITIES-WATER	906	1,484	1,570	1,579	1,600	1,600	1,600
WATER FUND	Cost of Service	O&M-CHEMICALS	109,478	127,283	152,000	145,491	132,000	132,000	132,000
WATER FUND	Debt Service	LOAN-WASH ST PLANT-INT.	19,030	17,423	15,801	15,801	15,801	15,801	15,801
WATER FUND	Debt Service	DEBT SVC-INT-2012 USDA #03	83,951	81,997	79,781	79,781	79,781	79,781	79,781
WATER FUND	Debt Service	LOAN-WASH ST PLANT-PRIN.	-	161,850	163,473	163,473	163,473	163,473	163,473
WATER FUND	Debt Service	DEBT SVC-PRN-2012 USDA #03	-	104,003	106,220	106,220	106,220	106,220	106,220
WATER FUND	Cost of Service	O&M-SERVICE CONNECTIONS	9,968	12,794	15,000	12,577	15,000	15,000	15,000
WATER FUND	Fleet Maintenance	O&M-VEHICLE GAS	11,490	10,658	16,300	16,168	16,000	16,000	16,000
WATER FUND	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	9,808	13,482	24,400	24,257	26,210	27,680	27,680
WATER FUND	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	12,453	14,601	18,000	13,434	18,000	18,000	18,000
WATER FUND	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	74,938	74,950	46,250	46,250	50,200	50,200	50,200
WATER FUND	O&M	O&M - TRAINING	2,134	2,640	6,550	5,840	10,000	10,000	10,000
WATER FUND	O&M	O&M-TELEPHONE	422	500	310	334	350	350	350
WATER FUND	O&M	O&M-WELLS	15,038	52,726	85,000	27,105	85,000	85,000	85,000
WATER FUND	O&M	O&M-MAINS	14,853	21,998	25,000	27,800	25,000	25,000	25,000
WATER FUND	O&M	O&M-CELLPHONE	2,116	2,125	2,220	2,195	2,230	2,230	2,230
WATER FUND	O&M	O&M-COMPUTERS	-	-	-	1,000	500	500	500
WATER FUND	O&M	O&M-ADVERTISING & PRINTING	1,275	930	1,000	-	1,000	1,000	1,000
WATER FUND	O&M	O&M-SUPPLIES	2,654	1,601	4,000	2,432	4,000	4,000	4,000
WATER FUND	O&M	O&M-UNIFORMS	1,552	1,317	3,225	2,010	3,500	3,500	3,500
WATER FUND	O&M	O&M-METERS	-	-	10,000	3,662	10,000	10,000	10,000
WATER FUND	O&M	SIDEWALKS	-	-	29,626	4,242	40,000	40,000	40,000
WATER FUND	O&M	O&M-POSTAGE	10	18	100	10	100	100	100
WATER FUND	O&M	O&M-GENERAL EXPENSE	731	248	2,000	1,285	2,000	2,000	2,000
WATER FUND	O&M	COST ALLOC-ALL TO WATER	262,090	290,984	313,429	320,718	344,770	381,185	381,185
WATER FUND	O&M	COST ALLOC-METER TECH	172,020	192,099	209,559	214,432	222,385	222,420	222,420
WATER FUND	O&M	COST ALLOC-PW TO WATER	169,466	200,821	194,918	199,451	216,770	217,160	217,160
WATER FUND	O&M	COST ALLOC-BILLING TO WATER	150,150	168,765	193,886	198,395	203,065	202,890	202,890
WATER FUND	O&M	O&M-RADIO WATER	-	-	500	-	500	500	500
WATER FUND	O&M	O&M-BUILDING MAINTENANCE	2,702	4,920	10,000	8,392	10,000	10,000	10,000
WATER FUND	O&M	O&M-FACILITY MAINTENANCE	77,796	86,900	99,500	109,098	105,500	105,500	105,500
WATER FUND	O&M	O&M-SOFTWARE MAINTENANCE	2,636	-	3,120	3,349	15,800	15,800	15,800
WATER FUND	O&M	O&M-CONTRACT SERVICES	29,877	39,827	48,000	42,092	59,000	59,000	59,000
WATER FUND	O&M	O&M-LEGAL SERVICES	2,970	2,970	2,970	2,878	3,300	3,300	3,300
WATER FUND	O&M	O&M-AUDITING	1,208	11,235	15,860	8,103	18,110	18,110	18,110
WATER FUND	O&M	O&M-ENGINEERING	1,185	1,112	29,000	16,601	8,000	8,000	8,000
WATER FUND	O&M	O&M-INSURANCE	29,408	34,002	44,785	49,993	51,870	51,740	51,740
WATER FUND	O&M	O&M-STREET RESTORATION	-	574	26,000	1,663	60,000	60,000	60,000

FY26 BUDGET - FINAL DRAFT - UTILITY FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(v1 FINAL)	(v2 FINAL)
WATER FUND	Personnel - Salary & Wages	SALARIES & WAGES	235,413	242,175	295,590	289,339	323,460	324,650	324,650
WATER FUND	Personnel - Salary & Wages	OVERTIME	16,246	16,882	17,800	20,019	18,700	18,700	18,700
WATER FUND	Personnel - Salary & Wages	ON CALL PAY	16,666	15,823	14,600	16,432	16,640	16,640	16,640
WATER FUND	Personnel - Salary & Wages	VACATION - SELL BACK	5,183	-	-	8,336	-	-	-
WATER FUND	Personnel - Taxes & Benefits	SOCIAL SECURITY	19,933	20,760	24,180	25,144	27,010	27,100	27,100
WATER FUND	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	804	594	865	881	940	940	940
WATER FUND	Personnel - Taxes & Benefits	FMILA TAX	-	-	924	924	1,290	1,300	1,300
WATER FUND	Personnel - Taxes & Benefits	VISION CARE	244	234	280	272	320	320	320
WATER FUND	Personnel - Taxes & Benefits	MEDICAL INSURANCE	22,138	23,228	27,480	28,345	30,020	30,140	30,140
WATER FUND	Personnel - Taxes & Benefits	LIFE INSURANCE	46,005	50,325	71,770	70,688	80,370	80,370	80,370
WATER FUND	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	1,785	1,822	2,390	2,417	2,530	2,540	2,540
WATER FUND	Transfers	INTRAFUND XFER CAP RESERVES	7,311	8,929	10,460	9,422	10,990	11,020	11,020
WATER FUND	Transfers	INTERFUND TRANSFER TO GEN FUND	1,453,524	973,515	655,136	1,034,038	801,984	762,529	762,529
WATER FUND	Transfers		365,415	301,790	316,000	315,000	490,000	490,000	490,000
WATER FUND Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY26 BUDGET - FINAL DRAFT - UTILITY FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
SEWER FUND	Investment Income	INTEREST INCOME-POOLED CASH	(135,957)	(16,443)	(34,500)	(35,363)	(27,230)	(27,230)	(27,230)
SEWER FUND	Investment Income	INTEREST INCOME / INVESTMENTS	(1)	-	(215,000)	(220,375)	(248,210)	(248,210)	(248,210)
SEWER FUND	Miscellaneous	PROCEEDS-EQUIP&SCAP	-	(9,482)	-	-	(1,000)	(1,000)	(1,000)
SEWER FUND	Utility Fees	LATE PENALTIES-SEWER	(12,542)	(17,790)	(10,600)	(13,220)	(11,700)	(11,700)	(11,700)
SEWER FUND	Utility Revenue	KENT COUNTY COST ADJUST.	(2,127,747)	(2,307,826)	(2,332,578)	(2,564,521)	(2,995,177)	(3,011,721)	(3,011,721)
SEWER FUND	Utility Revenue	CUSTOMER BILLING-SEWER	(3,032,114)	(3,150,905)	(3,048,291)	(3,168,650)	(3,503,869)	(3,513,792)	(3,513,792)
SEWER FUND	Cost of Service	O&M-WASTEWATER TREATMENT	2,090,644	2,372,454	2,332,578	2,612,800	2,995,177	3,011,721	3,011,721
SEWER FUND	Cost of Service	O&M-WASTEWATER TREATMENT I&I	408,232	634,070	531,273	589,200	653,135	656,163	656,163
SEWER FUND	Debt Service	2016 BOND ISSUE INTEREST	42,255	39,088	37,088	37,088	37,088	37,088	37,088
SEWER FUND	Debt Service	2012 STATE REV. FUND-INT.	9,390	8,258	7,103	7,103	7,103	7,103	7,103
SEWER FUND	Debt Service	KENT COUNTY BYPASS-INT.	23,838	23,223	22,594	22,594	22,594	22,594	22,594
SEWER FUND	Debt Service	2019 USDA LOAN-INTEREST	22,006	21,565	21,118	21,118	21,118	21,118	21,118
SEWER FUND	Debt Service	2016 BOND ISSUE PRINCIPAL	-	200,000	210,000	210,000	210,000	210,000	210,000
SEWER FUND	Debt Service	2012 STATE REV. FUND-PRIN	-	57,445	58,600	58,600	58,600	58,600	58,600
SEWER FUND	Debt Service	KENT COUNTY BYPASS-PRIN.	-	27,718	28,347	28,347	28,347	28,347	28,347
SEWER FUND	Debt Service	2019 USDA LOAN-PRINCIPAL	-	31,179	31,627	31,627	31,627	31,627	31,627
SEWER FUND	Cost of Service	O&M-CHEMICALS	9,219	12,855	17,500	5,013	17,500	17,500	17,500
SEWER FUND	Cost of Service	O&M-SERVICE CONNECTIONS	324	1,847	3,000	327	3,000	3,000	3,000
SEWER FUND	Cost of Service	O&M-PUMPING POWER PURCHASED	43,385	44,961	46,300	49,551	49,400	49,400	49,400
SEWER FUND	Fleet Maintenance	O&M-VEHICLE GAS	11,490	10,658	12,500	9,477	12,500	12,500	12,500
SEWER FUND	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	9,945	14,462	22,500	24,686	23,400	24,710	24,710
SEWER FUND	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	5,636	9,842	11,000	11,606	20,000	20,000	20,000
SEWER FUND	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	10,000	10,000	98,000	98,000	98,000	98,000	98,000
SEWER FUND	O&M	O&M - TRAINING	846	555	1,500	804	1,500	1,500	1,500
SEWER FUND	O&M	COST ALLOC-ALL TO SEWER	262,090	290,984	313,429	320,718	344,770	381,185	381,185
SEWER FUND	O&M	O&M-TELEPHONE	314	369	170	188	150	150	150
SEWER FUND	O&M	O&M-NATURAL GAS	672	881	1,235	1,264	1,330	1,330	1,330
SEWER FUND	O&M	O&M-MAINS	4,998	155	10,000	-	10,000	10,000	10,000
SEWER FUND	O&M	O&M-LIFT STATIONS	50,241	66,971	70,000	66,777	70,000	70,000	70,000
SEWER FUND	O&M	O&M-COMPUTERS	-	-	-	1,000	500	500	500
SEWER FUND	O&M	O&M-ADVERTISING & PRINTING	851	891	1,000	-	1,000	1,000	1,000
SEWER FUND	O&M	O&M-SUPPLIES	767	1,074	4,000	1,153	4,000	4,000	4,000
SEWER FUND	O&M	O&M-UNIFORMS	1,481	597	3,225	155	3,500	3,500	3,500
SEWER FUND	O&M	SIDEWALKS	-	-	1,000	-	1,000	1,000	1,000
SEWER FUND	O&M	O&M-GENERAL EXPENSE	430	52	1,500	661	1,500	1,500	1,500
SEWER FUND	O&M	COST ALLOC-METER TECH	172,022	192,099	209,559	214,432	222,385	222,420	222,420
SEWER FUND	O&M	COST ALLOC-PUB WORKS	169,466	200,821	194,918	199,451	216,770	217,160	217,160
SEWER FUND	O&M	COST ALLOC-BILLING	150,150	168,765	193,886	198,395	203,065	202,890	202,890
SEWER FUND	O&M	O&M-MAINT. & REPAIR EQUIPMENT	4,045	3,205	5,000	3,832	5,000	5,000	5,000
SEWER FUND	O&M	O&M-FACILITY MAINTENANCE	565	751	5,000	2,327	5,000	5,000	5,000
SEWER FUND	O&M	O&M-SOFTWARE MAINTENANCE	2,448	-	3,120	3,349	15,800	15,800	15,800
SEWER FUND	O&M	O&M-CONTRACT SERVICES	22,999	27,276	39,000	19,450	30,000	30,000	30,000
SEWER FUND	O&M	O&M-LEGAL SERVICES	2,700	2,700	2,700	2,580	3,000	3,000	3,000
SEWER FUND	O&M	O&M-AUDITING	1,208	11,235	14,940	7,522	16,260	16,260	16,260
SEWER FUND	O&M	O&M-ENGINEERING	1,520	-	4,000	385	8,000	8,000	8,000
SEWER FUND	O&M	O&M-I&I STUDY	14,790	-	200,000	-	200,000	200,000	200,000

FY26 BUDGET - FINAL DRAFT - UTILITY FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
SEWER FUND	O&M	O&M-INSURANCE	13,865	11,124	16,037	17,901	19,670	19,250	19,250
SEWER FUND	O&M	STREET RESTORATION	-	-	7,500	-	7,500	7,500	7,500
SEWER FUND	O&M	O&M-BOND DEBT EXPENSE	375	400	500	495	500	500	500
SEWER FUND	Personnel - Salary & Wages	SALARIES & WAGES	234,697	241,806	292,590	289,233	323,460	324,650	324,650
SEWER FUND	Personnel - Salary & Wages	OVERTIME	9,062	9,786	9,517	10,517	10,200	10,200	10,200
SEWER FUND	Personnel - Salary & Wages	ON CALL PAY	16,402	15,821	14,500	16,431	16,550	16,550	16,550
SEWER FUND	Personnel - Salary & Wages	VACATION - SELL BACK	5,183	-	-	8,336	-	-	-
SEWER FUND	Personnel - Taxes & Benefits	SOCIAL SECURITY	19,931	20,759	23,530	25,143	26,350	26,440	26,440
SEWER FUND	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	804	594	865	881	940	940	940
SEWER FUND	Personnel - Taxes & Benefits	DE FAMILA TAX	-	-	924	924	1,300	1,300	1,300
SEWER FUND	Personnel - Taxes & Benefits	VISION CARE	243	233	280	271	320	320	320
SEWER FUND	Personnel - Taxes & Benefits	MEDICAL RETIREMENT	22,136	23,226	26,990	28,344	29,550	29,670	29,670
SEWER FUND	Personnel - Taxes & Benefits	MEDICAL INSURANCE	46,005	50,324	72,770	70,688	80,370	80,370	80,370
SEWER FUND	Personnel - Taxes & Benefits	LIFE INSURANCE	1,784	1,822	2,390	2,416	2,530	2,540	2,540
SEWER FUND	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	7,327	8,914	9,588	9,422	10,650	10,690	10,690
SEWER FUND	Transfers	INTRAFUND XFER CAP RESERVES	1,314,167	326,844	76,679	344,546	166,177	134,067	134,067
SEWER FUND	Transfers	INTERFUND TRANSFER TO GEN FUND	65,415	301,790	316,000	315,000	438,000	438,000	438,000
SEWER FUND Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY26 BUDGET - FINAL DRAFT - UTILITY FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (Y1 FINAL)	FY26 BUDGET (Y2 FINAL)
REFUSE FUND	Application of Reserves	INTRAFUND XFER IN-RESERVES	-	-	(122,700)	(122,700)	(69,581)	(83,240)	(83,240)
REFUSE FUND	Investment Income	INTEREST INCOME-POOLED CASH	(11,139)	(18,030)	(11,200)	(11,480)	(5,640)	(5,700)	(5,700)
REFUSE FUND	Investment Income	INTEREST INCOME / INVESTMENTS	(1)	-	(6,200)	(6,355)	(4,790)	(5,100)	(5,100)
REFUSE FUND	Utility Fees	LATE PENALTIES-SOLID WASTE	(4,454)	(5,179)	(3,600)	(5,317)	(4,100)	(5,200)	(5,200)
REFUSE FUND	Utility Revenue	COMMERCIAL TRASH BILLING	(71,286)	(76,496)	(78,655)	(81,142)	(84,784)	(86,095)	(86,095)
REFUSE FUND	Utility Revenue	RESIDENTIAL TRASH BILLING	(1,479,592)	(1,614,762)	(1,636,268)	(1,734,110)	(1,832,186)	(1,843,675)	(1,843,675)
REFUSE FUND	Utility Revenue	BULK TRASH	(950)	(750)	(900)	(150)	(100)	(200)	(200)
REFUSE FUND	Utility Revenue	CONTAINER REPLACEMENT FEE	(420)	(350)	(400)	(140)	(200)	(400)	(400)
REFUSE FUND	Cost of Service	INTEREST ON METER DEPOSIT	4	5	5	4	5	5	5
REFUSE FUND	Cost of Service	O&M-TRASH CONTAINERS	32,438	35,050	55,422	61,866	60,000	60,000	60,000
REFUSE FUND	Cost of Service	O&M-YARD WASTE CANS	13,597	13,635	16,653	18,589	18,000	18,000	18,000
REFUSE FUND	Cost of Service	PW YARD CONTAINERS	-	1,762	-	-	4,000	4,000	4,000
REFUSE FUND	Cost of Service	O&M-LANDFILL FEES	303,896	319,884	299,252	330,533	325,000	325,000	325,000
REFUSE FUND	Cost of Service	YARD WASTE FEES	-	18,902	22,000	20,366	25,000	25,000	25,000
REFUSE FUND	Fleet Maintenance	O&M-VEHICLE GAS	63,365	54,175	66,000	54,275	60,000	60,000	60,000
REFUSE FUND	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	41,418	92,222	100,000	75,225	93,600	98,865	98,865
REFUSE FUND	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	116,929	102,773	148,000	133,431	145,000	145,000	145,000
REFUSE FUND	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	30,000	30,000	54,070	54,070	100,651	70,750	70,750
REFUSE FUND	Fleet Maintenance	O&M-VEHICLE LOAN PAYBACK	(142,860)	-	71,430	-	71,430	71,430	71,430
REFUSE FUND	O&M	O&M - TRAINING	4,573	4,065	8,000	8,442	9,000	9,000	9,000
REFUSE FUND	O&M	COST ALLOC-ALL TO SOL WASTE	143,244	145,968	160,325	164,054	176,360	194,980	194,980
REFUSE FUND	O&M	O&M-CELLPHONE	484	1,934	3,680	3,692	4,060	4,060	4,060
REFUSE FUND	O&M	O&M-COMPUTERS	-	-	-	-	500	500	500
REFUSE FUND	O&M	O&M-RADIO SOLID WASTE	-	-	-	-	2,500	2,500	2,500
REFUSE FUND	O&M	O&M-ADVERTISING & PRINTING	3,289	4,272	3,300	133	3,300	3,300	3,300
REFUSE FUND	O&M	O&M-SUPPLIES	1,262	832	1,075	379	1,300	1,300	1,300
REFUSE FUND	O&M	O&M-UNIFORMS	1,471	1,040	2,800	2,347	2,800	2,800	2,800
REFUSE FUND	O&M	O&M-POSTAGE	9	2	20	2	20	20	20
REFUSE FUND	O&M	O&M-GENERAL EXPENSE	148	596	49	-	800	800	800
REFUSE FUND	O&M	COST ALLOC-PUB WORKS	98,267	116,545	113,119	113,119	125,800	126,025	126,025
REFUSE FUND	O&M	COST ALLOC-BILLING	149,820	168,448	193,884	193,884	203,065	202,885	202,885
REFUSE FUND	O&M	O&M-SOFTWARE MAINTENANCE	9,256	16,317	14,890	20,951	15,000	15,000	15,000
REFUSE FUND	O&M	O&M-CONTRACT SERVICES	86,898	44,138	83,700	85,836	20,000	40,000	40,000
REFUSE FUND	O&M	O&M-AUDITING	1,208	11,234	10,900	4,848	12,450	12,450	12,450
REFUSE FUND	O&M	O&M-INSURANCE	13,552	15,948	14,920	16,561	16,720	16,560	16,560

FY26 BUDGET - FINAL DRAFT - UTILITY FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(v1 FINAL)	(v2 FINAL)
REFUSE FUND	Personnel - Salary & Wages	SALARIES & WAGES	206,346	273,319	262,950	256,826	327,970	309,790	309,790
REFUSE FUND	Personnel - Salary & Wages	OVERTIME	23,783	37,491	40,950	44,879	20,000	20,000	20,000
REFUSE FUND	Personnel - Taxes & Benefits	SOCIAL SECURITY	15,137	21,326	20,430	20,595	25,590	23,490	23,490
REFUSE FUND	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	1,269	1,307	880	913	1,350	1,350	1,350
REFUSE FUND	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	750	756	1,260	1,150	1,150
REFUSE FUND	Personnel - Taxes & Benefits	HOLIDAY BANK 2 - PAYOUT	-	305	500	-	500	500	500
REFUSE FUND	Personnel - Taxes & Benefits	VISION CARE	176	252	300	263	380	340	340
REFUSE FUND	Personnel - Taxes & Benefits	MEDICAL RETIREMENT	12,466	17,487	18,240	17,183	24,500	22,290	22,290
REFUSE FUND	Personnel - Taxes & Benefits	INSURANCE	51,486	65,425	60,960	59,392	85,180	122,930	122,930
REFUSE FUND	Personnel - Taxes & Benefits	LIFE INSURANCE	1,404	1,772	1,770	1,749	2,630	2,430	2,430
REFUSE FUND	Personnel - Taxes & Benefits	O&M-TUITION REIMBURSEMENT	-	-	-	-	5,250	5,250	5,250
REFUSE FUND	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	6,083	8,432	8,700	7,868	10,410	9,860	9,860
REFUSE FUND	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	277,423	88,703	-	188,362	-	-	-
REFUSE FUND Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY26 BUDGET - FINAL DRAFT - UTILITY FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
ELECTRIC FUND	Application of Reserves	INTRAFUND XFER IN-RESERVES	-	(711,461)	(1,689,116)	-	-	(54,275)	(54,275)
ELECTRIC FUND	Investment Income	INTEREST INCOME-POOLED CASH	(390,471)	(52,280)	(59,500)	(60,988)	(33,990)	(33,990)	(33,990)
ELECTRIC FUND	Investment Income	INTEREST INCOME / INVESTMENTS	(37)	-	(833,148)	(853,977)	(758,370)	(758,370)	(758,370)
ELECTRIC FUND	Utility Fees	LATE PENALTIES-ELECTRIC	(64,878)	(86,706)	(55,500)	(99,785)	(75,000)	(75,000)	(75,000)
ELECTRIC FUND	Utility Fees	RETD CHECK-RECONNECT FEE	(10,150)	(8,050)	(7,440)	(9,265)	(7,500)	(7,500)	(7,500)
ELECTRIC FUND	Utility Fees	CONNECTION FEES-ELEC	(369,287)	(561,453)	(192,200)	(172,934)	(137,500)	(137,500)	(137,500)
ELECTRIC FUND	Utility Revenue	CUSTOMER BILLING-ELECTRIC	(24,590,043)	(26,957,535)	(28,858,158)	(31,034,047)	(31,652,607)	(31,652,607)	(31,652,607)
ELECTRIC FUND	Utility Revenue	REVENUE-PRIVATE SECURITY LIGHT	(120,501)	(121,565)	(121,206)	(123,190)	(123,022)	(123,022)	(123,022)
ELECTRIC FUND	Utility Revenue	FACILITY CHARGE-ELECTRIC	(2,547,090)	(2,605,456)	(2,661,927)	(2,980,461)	(2,901,970)	(2,901,970)	(2,901,970)
ELECTRIC FUND	Utility Revenue	UNDERGROUND ELEC SVC FEE	(27,000)	(35,000)	(21,500)	(12,279)	-	-	-
ELECTRIC FUND	Utility Revenue	REV / TEMPORARY SERVICE	(450)	(330)	-	-	(550)	(550)	(550)
ELECTRIC FUND	Utility Revenue	SUBCONTRACTOR LABOR	(4,615)	-	(30,000)	(64,024)	-	-	-
ELECTRIC FUND	Utility Revenue	REV / SUBCONTRACTOR MATERIALS	(2,393)	-	(155,000)	(294,125)	-	-	-
ELECTRIC FUND	Utility Revenue	PROCEEDS-ELEC INVENTORY SALES	(6,475)	(810)	-	1,774	-	-	-
ELECTRIC FUND	Utility Revenue	PROCEEDS-SALE OF EQUIP/SCRAP	(13,112)	(3,235)	(4,000)	(16,338)	-	-	-
ELECTRIC FUND	Utility Revenue	SOLAR POWER PERMIT	(2,455)	(890)	(1,500)	(84)	(400)	(400)	(400)
ELECTRIC FUND	Utility Revenue	REVENUE-MISCELLANEOUS	(515,837)	(5,530)	(4,000)	(837)	-	-	-
ELECTRIC FUND	Cost of Service	O&M-DEMOC POWER PURCHASED	20,169,499	22,171,710	24,086,932	24,585,464	25,187,603	25,187,603	25,187,603
ELECTRIC FUND	Debt Service	2016 BOND INTEREST	85,941	82,215	79,815	79,815	79,815	79,815	79,815
ELECTRIC FUND	Debt Service	2016 BOND PRINCIPAL	-	240,000	240,000	240,000	240,000	240,000	240,000
ELECTRIC FUND	Fleet Maintenance	O&M-VEHICLE GAS	26,162	22,772	25,000	23,173	25,000	25,000	25,000
ELECTRIC FUND	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	19,757	39,547	44,000	37,699	37,440	39,545	39,545
ELECTRIC FUND	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	44,838	23,133	40,000	36,459	35,000	35,000	35,000
ELECTRIC FUND	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	150,000	150,000	208,000	208,000	210,000	210,000	210,000
ELECTRIC FUND	O&M	O&M - TRAINING	14,876	17,766	26,250	17,084	21,000	21,000	21,000
ELECTRIC FUND	O&M	COST ALLOC-ALL TO GEN FUND	579,483	644,040	657,190	672,473	722,910	799,256	799,256
ELECTRIC FUND	O&M	COST ALLOC-METER TECH	344,043	384,196	419,117	428,864	444,780	444,865	444,865
ELECTRIC FUND	O&M	COST ALLOC-PUB WORKS	356,117	422,954	410,552	410,552	456,540	457,365	457,365
ELECTRIC FUND	O&M	COST ALLOC-BILLING	552,604	621,325	710,914	710,914	744,585	743,925	743,925
ELECTRIC FUND	O&M	O&M-TELEPHONE	2,259	2,662	2,450	2,707	2,650	2,650	2,650
ELECTRIC FUND	O&M	O&M-UTILITIES-WATER	2,267	2,355	2,470	2,520	2,600	2,600	2,600
ELECTRIC FUND	O&M	O&M-RADIO ELEC	-	-	3,500	2,142	5,500	5,500	5,500
ELECTRIC FUND	O&M	O&M-COMPUTERS	-	-	-	4,500	2,980	2,980	2,980
ELECTRIC FUND	O&M	O&M-SUPPLIES	1,454	2,044	2,500	461	2,500	2,500	2,500
ELECTRIC FUND	O&M	O&M-UNIFORMS	17,418	25,498	35,000	33,238	35,000	35,000	35,000
ELECTRIC FUND	O&M	O&M-SMALL TOOLS	16,043	8,748	8,000	8,127	10,000	10,000	10,000
ELECTRIC FUND	O&M	O&M-GENERAL EXPENSE	276	-	4,000	574	4,000	4,000	4,000
ELECTRIC FUND	O&M	O&M-SUBSTATIONS	117,676	25,287	56,000	24,942	77,500	77,500	77,500
ELECTRIC FUND	O&M	O&M-DISTRIBUTION LINES	206,076	378,477	272,500	251,210	325,000	325,000	325,000
ELECTRIC FUND	O&M	O&M-VEGETATION CONTROL	18,287	104,473	107,500	119,869	75,000	75,000	75,000
ELECTRIC FUND	O&M	O&M-CELLPHONE	2,520	3,643	4,180	4,481	4,220	4,220	4,220
ELECTRIC FUND	O&M	O&M-ENVIRONMENTAL COMPLIANCE	37,370	24,323	44,000	40,890	35,000	35,000	35,000
ELECTRIC FUND	O&M	EQUIPMENT RENTAL	-	-	2,500	-	2,500	2,500	2,500
ELECTRIC FUND	O&M	O&M-TRAFFIC SIGNALS	47,449	578	15,000	9,265	15,000	15,000	15,000
ELECTRIC FUND	O&M	SIDEWALKS	-	-	10,000	-	-	-	-
ELECTRIC FUND	O&M	O&M-SOFTWARE MAINTENANCE	6,254	3,153	12,200	11,645	38,800	38,800	38,800
ELECTRIC FUND	O&M	O&M-CONTRACT SERVICES	19,261	21,965	25,000	4,169	25,000	25,000	25,000

FY26 BUDGET - FINAL DRAFT - UTILITY FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(V1 FINAL)	(V2 FINAL)
ELECTRIC FUND	O&M	O&M-LEGAL SERVICES	1,643	1,440	1,440	1,366	1,600	1,600	1,600
ELECTRIC FUND	O&M	O&M-AUDITING	1,208	11,235	16,500	8,123	12,450	12,450	12,450
ELECTRIC FUND	O&M	O&M-ENGINEERING	4,973	2,654	20,000	-	20,000	20,000	20,000
ELECTRIC FUND	O&M	O&M-INSURANCE	135,420	165,354	213,847	238,713	228,300	232,140	232,140
ELECTRIC FUND	O&M	O&M-ADVERTISING & PRINTING	3,466	1,026	2,500	33	2,500	2,500	2,500
ELECTRIC FUND	O&M	O&M-WAREHOUSE EXPENSE	342	866	2,000	1,370	2,000	2,000	2,000
ELECTRIC FUND	O&M	O&M-BOND DEBT EXPENSE	375	425	500	495	500	500	500
ELECTRIC FUND	O&M	NEW SERVICES	-	63,449	185,000	168,364	125,000	125,000	125,000
ELECTRIC FUND	O&M	DEV-WATERGATE	-	34,670	-	3,834	-	-	-
ELECTRIC FUND	O&M	DEV-MILFORD PONDS, LLC	-	15,932	170,335	227,839	-	-	-
ELECTRIC FUND	O&M	DEV-WESTWOOD	-	6,009	260,336	7,221	-	-	-
ELECTRIC FUND	O&M	DEV-HICKORY GLEN	-	4,681	2,365	2,640	-	-	-
ELECTRIC FUND	O&M	DEV-RED CEDAR FARMS	-	-	415,350	17,478	-	-	-
ELECTRIC FUND	O&M	INTEREST ON METER DEPOSIT	721	762	700	792	750	750	750
ELECTRIC FUND	Personnel - Salary & Wages	SALARIES & WAGES	1,040,271	1,049,536	1,279,686	1,219,106	1,369,090	1,379,120	1,379,120
ELECTRIC FUND	Personnel - Salary & Wages	OVERTIME	54,579	84,013	74,582	78,582	80,000	80,000	80,000
ELECTRIC FUND	Personnel - Salary & Wages	ON CALL PAY	57,527	62,117	58,000	66,168	63,600	63,600	63,600
ELECTRIC FUND	Personnel - Salary & Wages	VACATION - SELL BACK	32,156	-	-	5,494	-	-	-
ELECTRIC FUND	Personnel - Taxes & Benefits	VACATION REDEMPTION	4,616	4,873	5,205	5,205	5,300	5,300	5,300
ELECTRIC FUND	Personnel - Taxes & Benefits	SOCIAL SECURITY	89,567	93,266	106,080	104,587	116,600	117,430	117,430
ELECTRIC FUND	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	2,969	2,363	2,240	2,264	2,850	2,850	2,850
ELECTRIC FUND	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	4,030	4,032	5,420	5,460	5,460
ELECTRIC FUND	Personnel - Taxes & Benefits	VISION CARE	736	736	750	711	780	780	780
ELECTRIC FUND	Personnel - Taxes & Benefits	RETIREMENT	85,986	91,511	117,600	115,786	123,800	124,950	124,950
ELECTRIC FUND	Personnel - Taxes & Benefits	MEDICAL INSURANCE	172,597	228,187	201,425	196,882	221,540	221,540	221,540
ELECTRIC FUND	Personnel - Taxes & Benefits	LIFE INSURANCE	7,678	7,739	9,480	9,000	9,820	9,830	9,830
ELECTRIC FUND	Personnel - Taxes & Benefits	O&M-TUITION REIMBURSEMENT	-	-	-	-	5,250	5,250	5,250
ELECTRIC FUND	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	37,495	38,463	41,040	37,602	45,500	45,810	45,810
ELECTRIC FUND	Personnel - Taxes & Benefits	O&M-TUITION REIMBURSEMENT	-	-	2,135	2,380	5,000	5,000	5,000
ELECTRIC FUND	Transfers	INTRAFUND XFER CAP RESERVES	1,466,430	-	-	970,252	40,636	-	-
ELECTRIC FUND	Transfers	INTERFUND TRANSFER TO GEN FUND	2,626,108	3,756,130	3,946,500	4,253,000	4,334,700	4,334,700	4,334,700
ELECTRIC FUND Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY26 BUDGET - FINAL DRAFT - INTERNAL SERVICE FUNDS

Updated June 20, 2024

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
GARAGE	Fleet Maintenance	O&M-VEHICLE GAS	1,339	1,722	1,826	1,568	2,000	2,000	2,000
GARAGE	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	338	1,486	2,724	1,111	3,000	3,000	3,000
GARAGE	Fleet Maintenance	O&M-GARAGE EXPENSE	4,507	5,973	14,830	14,224	8,000	8,000	8,000
GARAGE	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	3,333	3,333	3,200	3,200	4,800	4,800	4,800
GARAGE	O&M	O&M - TRAINING	218	299	6,500	6,551	6,000	6,000	6,000
GARAGE	O&M	COST ALLOC-PUB WORKS	49,134	58,272	56,559	57,874	62,900	63,010	63,010
GARAGE	O&M	O&M-TELEPHONE	91	747	612	683	650	650	650
GARAGE	O&M	O&M-CELLPHONE	507	1,113	486	496	510	510	510
GARAGE	O&M	COMPUTER	347	-	-	500	990	990	990
GARAGE	O&M	O&M-SUPPLIES	3,189	3,892	4,000	4,218	4,000	4,000	4,000
GARAGE	O&M	O&M-UNIFORMS	1,272	2,296	3,500	3,092	3,500	3,500	3,500
GARAGE	O&M	O&M-BUILDING MAINTENANCE	3,263	9,973	3,600	3,485	3,600	3,600	3,600
GARAGE	O&M	O&M-FACILITY MAINT.-FUEL SYST	6,662	1,767	4,000	4,417	5,000	5,000	5,000
GARAGE	O&M	O&M-SOFTWARE MAINTENANCE	15,053	15,927	15,070	14,541	22,100	22,100	22,100
GARAGE	O&M	O&M-CONTRACT SERVICES	441	558	665	243	750	750	750
GARAGE	O&M	O&M-AUDITING	403	3,744	1,233	1,377	4,150	4,150	4,150
GARAGE	O&M	O&M-INSURANCE	3,516	3,891	4,725	5,274	4,720	4,690	4,690
GARAGE	Personnel - Salary & Wages	SALARIES & WAGES	81,127	128,280	136,030	136,331	140,130	155,650	155,650
GARAGE	Personnel - Salary & Wages	OVERTIME	581	287	2,892	2,892	500	500	500
GARAGE	Personnel - Taxes & Benefits	SOCIAL SECURITY	6,862	10,113	10,130	11,144	10,440	11,680	11,680
GARAGE	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	347	284	332	332	340	340	340
GARAGE	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	450	447	550	610	610
GARAGE	Personnel - Taxes & Benefits	VISION CARE	72	124	130	124	-	-	-
GARAGE	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	130	130	130
GARAGE	Personnel - Taxes & Benefits	RETIREMENT	7,728	10,394	10,810	11,582	10,850	12,250	12,250
GARAGE	Personnel - Taxes & Benefits	MEDICAL INSURANCE	16,776	27,687	30,530	30,553	30,430	30,430	30,430
GARAGE	Personnel - Taxes & Benefits	LIFE INSURANCE	586	973	1,120	1,111	1,140	1,270	1,270
GARAGE	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	2,824	3,930	4,210	4,190	4,220	4,680	4,680
GARAGE	Transfers	INTERFUND TRANSFER TO GEN FUND	-	1,030	500	500	-	-	-
GARAGE	Allocations	COST ALLOCATED TO GARAGE	(189,171)	(302,690)	(320,664)	(322,059)	(335,400)	(354,290)	(354,290)
GARAGE Total			\$ 21,344	\$ (4,593)	\$ -	\$ -	\$ -	\$ -	\$ -

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Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
PUBLIC WORKS	DEV/PASSTHRU	DEV/INSPECTION EXP / WESTWOOD	-	-	101,500	45,707	-	-	-
PUBLIC WORKS	DEV/PASSTHRU	DEV/INSPECT EXP - HICKORY GLEN	-	-	91,905	79,386	-	-	-
PUBLIC WORKS	DEV/PASSTHRU	DEV-RED CEDAR FARMS	-	-	104,074	67,130	-	-	-
PUBLIC WORKS	DEV/PASSTHRU	SIMPSONS CROSSING	30,455	26,626	37,809	6,179	-	-	-
PUBLIC WORKS	DEV/PASSTHRU	INSPECTION EXPENSE-CYPRESS	36,637	30,095	8,741	9,758	-	-	-
PUBLIC WORKS	DEV/PASSTHRU	INSPECTION EXPENSE / WATERGATE	813	305	33,767	37,693	-	-	-
PUBLIC WORKS	DEV/PASSTHRU	INSPECTION EXPENSE-MILFORD PND	35,708	38,642	117,934	117,934	-	-	-
PUBLIC WORKS	DEV/PASSTHRU	INSPECTION EXPENSE / WICKERSHA	10,106	138,188	14,162	15,809	-	-	-
PUBLIC WORKS	DEV/PASSTHRU	PASS THROUGH EXPENSE	20,362	5,747	8,364	9,337	-	-	-
PUBLIC WORKS	Fleet Maintenance	O&M-VEHICLE GAS	2,515	1,943	2,500	2,310	3,400	3,400	3,400
PUBLIC WORKS	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	1,560	6,101	4,000	8,341	5,500	5,810	5,810
PUBLIC WORKS	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	1,427	220	2,800	2,585	5,000	5,000	5,000
PUBLIC WORKS	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	1,500	1,500	4,800	4,800	11,100	11,100	11,100
PUBLIC WORKS	O&M - TRAINING	O&M - TRAINING	14,324	12,303	29,830	27,782	29,830	29,830	29,830
PUBLIC WORKS	O&M	O&M-TELEPHONE	1,870	2,892	4,010	4,054	4,550	4,550	4,550
PUBLIC WORKS	O&M	O&M-CELLPHONE	1,928	2,210	2,020	1,978	2,030	2,030	2,030
PUBLIC WORKS	O&M	O&M-RADIO PW	-	-	-	-	2,500	2,500	2,500
PUBLIC WORKS	O&M	O&M-COMPUTERS	-	-	-	4,500	15,880	15,880	15,880
PUBLIC WORKS	O&M	O&M-ADVERTISING & PRINTING	408	-	800	480	800	800	800
PUBLIC WORKS	O&M	O&M-SUPPLIES	9,647	6,487	7,200	6,316	8,000	8,000	8,000
PUBLIC WORKS	O&M	O&M-UNIFORMS	1,145	1,034	3,260	2,133	3,420	3,420	3,420
PUBLIC WORKS	O&M	O&M-OFFICE EQUIPMENT	3,853	130	7,265	7,758	5,000	5,000	5,000
PUBLIC WORKS	O&M	O&M-GENERAL EXPENSE	2,286	3,707	4,600	4,829	5,000	5,000	5,000
PUBLIC WORKS	O&M	O&M-POSTAGE	2,506	2,065	2,000	14	100	100	100
PUBLIC WORKS	O&M	O&M-NATURAL GAS	21,773	20,848	24,725	27,100	25,000	25,000	25,000
PUBLIC WORKS	O&M	O&M-UTILITIES-POWER	55,246	61,466	95,870	93,282	89,300	89,300	89,300
PUBLIC WORKS	O&M	O&M-UTILITIES-WATER	4,757	5,345	5,200	5,456	5,600	5,600	5,600
PUBLIC WORKS	O&M	O&M-COPIER	3,490	3,582	3,600	3,859	3,980	3,980	3,980
PUBLIC WORKS	O&M	O&M-BUILDING MAINTENANCE	19,753	48,793	41,900	43,225	93,020	93,020	93,020
PUBLIC WORKS	O&M	O&M-SOFTWARE MAINTENANCE	8,363	6,656	14,010	10,091	37,100	37,100	37,100
PUBLIC WORKS	O&M	O&M-CONTRACT SERVICES	12,694	15,026	9,300	5,472	11,370	11,370	11,370
PUBLIC WORKS	O&M	O&M-CLEANING	37,064	34,615	41,000	41,255	40,500	40,500	40,500
PUBLIC WORKS	O&M	O&M-AUDITING	805	7,490	6,800	2,753	8,300	8,300	8,300
PUBLIC WORKS	O&M	ENGINEERING	-	540	12,020	13,400	5,000	5,000	5,000
PUBLIC WORKS	O&M	O&M-INSURANCE	3,295	3,737	4,600	5,135	7,090	6,860	6,860
PUBLIC WORKS	O&M	INTERFUND TRANSFER TO GEN FUND	-	5,620	4,500	4,500	-	-	-

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FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(v1 FINAL)	(v2 FINAL)
PUBLIC WORKS	Personnel - Salary & Wages	SALARIES & WAGES	591,522	570,648	614,208	557,799	652,120	653,950	653,950
PUBLIC WORKS	Personnel - Salary & Wages	OVERTIME	3,134	7,439	10,012	11,016	7,000	7,000	7,000
PUBLIC WORKS	Personnel - Salary & Wages	VACATION - SELL BACK	23,316	-	-	6,750	-	-	-
PUBLIC WORKS	Personnel - Taxes & Benefits	SOCIAL SECURITY	44,426	44,939	43,400	41,778	50,180	50,330	50,330
PUBLIC WORKS	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	1,882	1,361	1,510	1,303	1,660	1,660	1,660
PUBLIC WORKS	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	1,760	1,764	2,570	2,580	2,580
PUBLIC WORKS	Personnel - Taxes & Benefits	VISION CARE	417	379	470	233	-	-	-
PUBLIC WORKS	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	470	470	470
PUBLIC WORKS	Personnel - Taxes & Benefits	RETIREMENT	45,942	48,028	47,840	47,309	49,260	49,470	49,470
PUBLIC WORKS	Personnel - Taxes & Benefits	MEDICAL INSURANCE	109,878	118,797	103,380	98,705	98,670	98,670	98,670
PUBLIC WORKS	Personnel - Taxes & Benefits	LIFE INSURANCE	3,962	3,976	4,670	4,142	4,700	4,710	4,710
PUBLIC WORKS	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	4,544	6,389	7,790	6,546	10,220	10,280	10,280
PUBLIC WORKS	Allocations	COST ALLOCATED TO WATER	(156,665)	(200,821)	(194,918)	(199,451)	(216,770)	(217,160)	(217,160)
PUBLIC WORKS	Allocations	COST ALLOCATED TO SEWER	(156,665)	(200,821)	(194,918)	(199,451)	(216,770)	(217,160)	(217,160)
PUBLIC WORKS	Allocations	COST ALLOCATED TO SOL WASTE	(95,815)	(116,545)	(113,119)	(115,750)	(125,800)	(126,025)	(126,025)
PUBLIC WORKS	Allocations	COST ALLOCATED TO ELECTRIC	(330,516)	(422,954)	(410,522)	(420,100)	(456,540)	(457,365)	(457,365)
PUBLIC WORKS	Allocations	COST ALLOCATED TO STREETS	(88,441)	(104,890)	(101,807)	(104,175)	(113,220)	(113,425)	(113,425)
PUBLIC WORKS	Allocations	COST ALLOCATED TO PLANNING	(9,827)	(11,654)	(11,312)	(11,575)	(12,580)	(12,605)	(12,605)
PUBLIC WORKS	Allocations	COST ALLOCATED TO TECH SVCS	(78,614)	(93,236)	(90,495)	(84,181)	(100,640)	(100,820)	(100,820)
PUBLIC WORKS	Allocations	COST ALLOCATED TO GARAGE	(49,134)	(58,272)	(56,559)	(66,292)	(62,900)	(63,010)	(63,010)
PUBLIC WORKS	Miscellaneous	REVENUE-CYRESS HALL	(39,230)	-	(8,741)	(18,676)	-	-	-
PUBLIC WORKS	Miscellaneous	REVENUE / WATERGATE	-	-	(33,767)	(24,993)	-	-	-
PUBLIC WORKS	Miscellaneous	REVENUE-LIBORIO MILFORD	(62,721)	-	(37,809)	(37,809)	-	-	-
PUBLIC WORKS	Miscellaneous	REVENUE-MILFORD PONDS	(27,205)	(25,727)	(117,934)	(117,934)	-	-	-
PUBLIC WORKS	Miscellaneous	REVENUE / WICKERSHAM	(11,117)	(59,292)	(14,162)	(14,162)	-	-	-
PUBLIC WORKS	Miscellaneous	REVENUE-MISCELLANEOUS	-	-	-	(2,055)	-	-	-
PUBLIC WORKS	Permits & Licenses	REVENUE / INSPECTION FEES	-	-	(297,478)	(297,478)	-	-	-
PUBLIC WORKS	Permits & Licenses	ENGINEERING FEES	-	-	(8,364)	(8,364)	-	-	-
PUBLIC WORKS Total			\$ 69,364	\$ 1,656	\$ -	\$ (222,701)	\$ -	\$ -	\$ -

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FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(V1 FINAL)	(V2 FINAL)
TECH SVCS	Fleet Maintenance	O&M-VEHICLE GAS	3,416	3,289	3,800	3,487	3,500	3,500	3,500
TECH SVCS	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	2,865	3,159	3,000	6,585	5,620	5,935	5,935
TECH SVCS	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	1,315	591	3,000	2,998	3,000	3,000	3,000
TECH SVCS	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	5,250	5,250	8,800	8,800	8,800	8,800	8,800
TECH SVCS	O&M	O&M - TRAINING	3,799	1,533	3,896	-	4,000	4,000	4,000
TECH SVCS	O&M	O&M-GENERAL EXPENSE	-	-	200	38	200	200	200
TECH SVCS	O&M	O&M-TELEPHONE	178	369	650	646	300	300	300
TECH SVCS	O&M	O&M-RADIO TECH SV	-	-	1,000	-	1,000	1,000	1,000
TECH SVCS	O&M	O&M-SUPPLIES	502	102	500	216	500	500	500
TECH SVCS	O&M	O&M-UNIFORMS	247	2,730	6,000	1,908	6,000	6,000	6,000
TECH SVCS	O&M	O&M-SMALL TOOLS	235	461	1,000	54	1,000	1,000	1,000
TECH SVCS	O&M	O&M-CELLPHONE	1,995	2,022	1,945	1,956	2,180	2,180	2,180
TECH SVCS	O&M	O&M-COMPUTERS	-	-	-	2,000	990	990	990
TECH SVCS	O&M	O&M-METERS	118,424	176,558	150,000	214,372	157,700	157,700	157,700
TECH SVCS	O&M	O&M-FIBER MAINTENANCE	-	-	10,000	366	10,000	10,000	10,000
TECH SVCS	O&M	O&M-SCADA SYSTEM	25,448	12,760	25,000	26,501	25,000	25,000	25,000
TECH SVCS	O&M	COST ALLOC-PUB WORKS	78,614	93,236	90,495	92,600	100,640	100,820	100,820
TECH SVCS	O&M	O&M-SOFTWARE MAINTENANCE	221,204	183,333	181,780	181,780	29,070	29,070	29,070
TECH SVCS	O&M	O&M-SMARTMETERING	-	-	-	-	169,100	169,100	169,100
TECH SVCS	O&M	O&M-CONTRACT SERVICES	285	-	3,104	3,465	3,000	3,000	3,000
TECH SVCS	O&M	O&M-AUDITING	201	1,872	619	691	2,080	2,080	2,080
TECH SVCS	O&M	O&M-INSURANCE	2,930	3,057	3,649	4,074	7,570	7,230	7,230
TECH SVCS	O&M	INTERFUND TRANSFER TO GEN FUND	-	1,540	2,000	2,000	-	-	-
TECH SVCS	Personnel - Salary & Wages	SALARIES & WAGES	209,759	208,158	225,710	226,344	234,230	234,230	234,230
TECH SVCS	Personnel - Salary & Wages	OVERTIME	3,524	2,835	4,866	7,593	4,500	4,500	4,500
TECH SVCS	Personnel - Salary & Wages	ON CALL PAY	9,184	9,671	9,800	11,490	10,200	10,200	10,200
TECH SVCS	Personnel - Taxes & Benefits	VACATION REDEMPTION	1,268	1,344	1,420	1,404	1,460	1,460	1,460
TECH SVCS	Personnel - Taxes & Benefits	SOCIAL SECURITY	17,588	17,496	18,790	19,240	19,790	19,790	19,790
TECH SVCS	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	810	425	497	497	510	510	510
TECH SVCS	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	730	732	970	970	970
TECH SVCS	Personnel - Taxes & Benefits	VISION CARE	185	185	190	185	-	-	-
TECH SVCS	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	190	190	190
TECH SVCS	Personnel - Taxes & Benefits	RETIREMENT	21,941	23,259	25,320	25,685	25,750	25,750	25,750
TECH SVCS	Personnel - Taxes & Benefits	MEDICAL INSURANCE	32,200	37,574	41,730	41,459	41,280	41,280	41,280
TECH SVCS	Personnel - Taxes & Benefits	LIFE INSURANCE	1,458	1,590	1,720	1,853	1,730	1,730	1,730
TECH SVCS	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	6,263	6,484	7,023	6,928	7,690	7,690	7,690
TECH SVCS	Allocations	COST ALLOCATED TO WATER	(112,020)	(192,099)	(209,559)	(224,487)	(222,385)	(222,420)	(222,420)
TECH SVCS	Allocations	COST ALLOCATED TO SEWER	(172,022)	(227,025)	(209,559)	(224,487)	(222,385)	(222,420)	(222,420)
TECH SVCS	Allocations	COST ALLOCATED TO ELECTRIC	(344,043)	(349,269)	(419,117)	(448,973)	(444,780)	(444,865)	(444,865)
ECH SVCS Total			\$ 83,007	\$ 32,491	\$ -	\$ -	\$ -	\$ -	\$ -

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FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(V1 FINAL)	(V2 FINAL)
CUST SVC	Fleet Maintenance	O&M-VEHICLE GAS	95	98	200	101	200	200	200
CUST SVC	Fleet Maintenance	O&M-VEHICLE GARAGE LABOR	425	392	1,000	1,027	1,410	1,490	1,490
CUST SVC	Fleet Maintenance	O&M-VEHICLE MAINTENANCE	10	137	400	274	1,500	1,500	1,500
CUST SVC	Fleet Maintenance	O&M-VEH & EQUIP REPLACEMENT	-	-	900	900	900	900	900
CUST SVC	O&M	O&M-CAMA-SOFTWARE MAINT.	8,800	9,240	9,700	10,828	9,500	9,500	9,500
CUST SVC	O&M	O&M-TAX EXPENSE	6,379	4,021	6,500	5,317	5,000	5,000	5,000
CUST SVC	O&M	O&M-TAX ASSESSOR SERVICES	(9,100)	15,750	32,000	8,595	30,000	30,000	30,000
CUST SVC	O&M	O&M - TRAINING	629	1,104	740	825	3,700	3,700	3,700
CUST SVC	O&M	O&M-TELEPHONE	4,813	9,029	5,500	6,074	5,600	5,600	5,600
CUST SVC	O&M	O&M-COPIER	4,693	5,336	6,570	4,948	6,500	6,500	6,500
CUST SVC	O&M	O&M-COLLECTION EXPENSE	548	-	-	-	1,000	1,000	1,000
CUST SVC	O&M	O&M-INSURANCE	6,460	8,094	10,381	11,588	11,080	11,260	11,260
CUST SVC	O&M	O&M-BANK CHARGES-CREDIT CARD	138,832	162,515	174,867	151,807	200,000	200,000	200,000
CUST SVC	O&M	O&M-SUPPLIES	5,556	5,983	5,000	5,177	6,000	6,000	6,000
CUST SVC	O&M	O&M-OFFICE FURNITURE	3,042	-	-	-	2,000	2,000	2,000
CUST SVC	O&M	O&M-PITNEY BOWES EQUIP MAINT.	2,664	2,592	3,200	2,669	3,200	3,200	3,200
CUST SVC	O&M	O&M-GENERAL EXPENSE	1,281	916	1,750	1,754	2,000	2,000	2,000
CUST SVC	O&M	O&M-COMPUTER	-	-	-	6,500	7,440	7,440	7,440
CUST SVC	O&M	O&M-POSTAGE	8,938	10,858	13,250	13,540	15,000	15,000	15,000
CUST SVC	O&M	O&M-UTILITIES-POWER	10,639	10,814	11,280	10,818	10,700	10,700	10,700
CUST SVC	O&M	O&M-UTILITIES-WATER	661	629	700	500	630	630	630
CUST SVC	O&M	O&M-BUILDING MAINTENANCE	3,546	1,461	1,872	1,531	3,000	3,000	3,000
CUST SVC	O&M	O&M-SOFTWARE MAINTENANCE	25,205	23,680	32,987	36,078	47,000	47,000	47,000
CUST SVC	O&M	O&M-CONTRACT SERVICES	7,966	4,990	6,200	6,432	10,280	10,280	10,280
CUST SVC	O&M	O&M-BILLPRINT OPS	60,575	68,051	74,183	75,851	73,200	73,200	73,200
CUST SVC	O&M	O&M-CLEANING	6,021	6,638	6,419	7,165	8,000	8,000	8,000
CUST SVC	O&M	O&M-LEGAL SERVICES	1,182	805	837	934	6,000	6,000	6,000
CUST SVC	O&M	O&M-AUDITING	604	5,617	1,852	2,068	6,230	6,230	6,230
CUST SVC	O&M	ADVERTISING & PRINTING	17,510	10,672	11,400	11,040	20,000	20,000	20,000
CUST SVC	O&M	INTERFUND TRANSFER TO GEN FUND	-	5,110	6,500	6,500	-	-	-

FY26 BUDGET - FINAL DRAFT - INTERNAL SERVICE FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 PROJ	FY26 BUDGET (INITIAL)	FY26 BUDGET (v1 FINAL)	FY26 BUDGET (v2 FINAL)
CUST SVC	Personnel - Salary & Wages	SALARIES & WAGES	474,027	543,992	601,369	573,072	613,260	611,970	611,970
CUST SVC	Personnel - Salary & Wages	OVERTIME	4,391	4,499	7,200	7,526	5,800	5,800	5,800
CUST SVC	Personnel - Taxes & Benefits	VACATION REDEMPTION	996	-	1,120	-	-	-	-
CUST SVC	Personnel - Taxes & Benefits	SOCIAL SECURITY	35,424	40,359	45,320	41,347	46,650	46,550	46,550
CUST SVC	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	1,948	1,565	1,690	1,614	1,860	1,860	1,860
CUST SVC	Personnel - Taxes & Benefits	DE FMLA TAX	-	-	1,730	1,722	2,420	2,410	2,410
CUST SVC	Personnel - Taxes & Benefits	VISION CARE	552	593	620	557	-	-	-
CUST SVC	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	620	620	620
CUST SVC	Personnel - Taxes & Benefits	RETIREMENT	47,715	55,067	64,180	58,595	59,490	59,440	59,440
CUST SVC	Personnel - Taxes & Benefits	MEDICAL INSURANCE	126,508	160,626	185,704	171,899	165,410	165,410	165,410
CUST SVC	Personnel - Taxes & Benefits	LIFE INSURANCE	3,709	4,174	4,900	4,593	4,940	4,940	4,940
CUST SVC	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	760	1,395	750	650	760	760	760
CUST SVC	Allocations	COST ALLOCATED TO WATER	(150,150)	(168,765)	(193,886)	(178,195)	(203,065)	(202,890)	(202,890)
CUST SVC	Allocations	COST ALLOCATED TO SEWER	(150,150)	(168,765)	(193,886)	(178,195)	(203,065)	(202,890)	(202,890)
CUST SVC	Allocations	COST ALLOCATED TO SOL WASTE	(149,820)	(168,448)	(193,884)	(178,193)	(203,065)	(202,885)	(202,885)
CUST SVC	Allocations	COST ALLOCATED TO ELECTRIC	(552,604)	(621,325)	(710,914)	(666,864)	(744,585)	(743,925)	(743,925)
CUST SVC	Allocations	COST ALLOC-GENERAL FUND	(6,079)	(46,053)	(48,200)	(49,321)	(44,500)	(44,500)	(44,500)
CUST SVC	Miscellaneous	REVENUE-MISCELLANEOUS	(3,733)	(2)	-	(1,647)	-	-	-
CUST SVC Total			\$ 1,466	\$ 13,443	\$ -	\$ -	\$ -	\$ -	\$ -

FY26 BUDGET - FINAL DRAFT - INTERNAL SERVICE FUNDS

Updated June 20, 2025

FUND TITLE	GROUP/FUNCTION DETAIL	ACCOUNT DESCRIPTION	FY23	FY24	FY25	FY25	FY26 BUDGET	FY26 BUDGET	FY26 BUDGET
			ACTUAL	ACTUAL	BUDGET	PROJ	(INITIAL)	(v1 FINAL)	(v2 FINAL)
CITY HALL	O&M	O&M-COPIER	-	3,582	7,290	6,151	5,590	5,590	5,590
CITY HALL	O&M	O&M-TELEPHONE	-	-	-	-	850	850	850
CITY HALL	O&M	O&M-UTILITIES-WATER	1,280	1,283	1,358	1,384	1,430	1,430	1,430
CITY HALL	O&M	O&M-FUEL OIL	9,464	7,834	8,900	9,802	8,700	8,700	8,700
CITY HALL	O&M	O&M-UTILITIES-POWER	10,838	10,314	10,995	10,998	11,300	11,300	11,300
CITY HALL	O&M	O&M-CONTRACT SERVICES	9,434	3,501	5,142	5,740	12,200	12,200	12,200
CITY HALL	O&M	O&M-MATERIALS & SUPPLIES	1,178	1,803	2,235	2,279	2,500	2,500	2,500
CITY HALL	O&M	O&M-CLEANING SERVICE	12,360	12,720	15,000	15,357	17,500	17,500	17,500
CITY HALL	O&M	O&M-BUILDING MAINTENANCE	35,135	34,602	29,766	29,128	38,640	38,640	38,640
CITY HALL	O&M	O&M-SOFTWARE MAINTENANCE	-	-	834	-	-	-	-
CITY HALL	Personnel - Salary & Wages	SALARIES & WAGES	2,131	1,293	1,385	1,381	1,390	1,390	1,390
CITY HALL	Personnel - Taxes & Benefits	SOCIAL SECURITY	135	94	100	99	110	110	110
CITY HALL	Personnel - Taxes & Benefits	UNEMPLOYMENT/TRAINING TAX	2	2	3	3	10	10	10
CITY HALL	Personnel - Taxes & Benefits	DE FMILA TAX	-	-	10	5	10	10	10
CITY HALL	Personnel - Taxes & Benefits	VISION CARE	2	1	10	1	-	-	-
CITY HALL	Personnel - Taxes & Benefits	VISION CARE	-	-	-	-	10	10	10
CITY HALL	Personnel - Taxes & Benefits	RETIREMENT	103	70	80	76	80	80	80
CITY HALL	Personnel - Taxes & Benefits	MEDICAL INSURANCE	88	244	270	269	270	270	270
CITY HALL	Personnel - Taxes & Benefits	LIFE INSURANCE	16	10	13	11	20	20	20
CITY HALL	Personnel - Taxes & Benefits	WORKERS COMP. PREMIUMS	58	37	50	38	50	50	50
CITY HALL	Allocations	COST ALLOCATED TO CITY ADMIN	(35,173)	(17,858)	(17,731)	(18,143)	(21,390)	(21,390)	(21,390)
CITY HALL	Allocations	COST ALLOCATED TO CITY COUNCIL	(35,173)	(35,714)	(35,462)	(33,627)	(42,780)	(42,780)	(42,780)
CITY HALL	Allocations	COST ALLOCATED TO IT	(12,396)	(12,605)	(12,516)	(12,807)	(15,100)	(15,100)	(15,100)
CITY HALL	Allocations	LESS ISF BILLING-CLERKS	-	(17,858)	(17,731)	(18,143)	(21,390)	(21,390)	(21,390)
CITY HALL Total			\$ (520)	\$ (6,645)	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total			\$ 174,660	\$ 36,352	\$ -	\$ (222,701)	\$ -	\$ -	\$ -



The City of Milford, Delaware

Annual Financial Statements

As of and for the Year Ended June 30, 2023

The City of Milford, Delaware

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The City of Milford, Delaware

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TRANSMITTAL LETTER

November 25, 2024

The Honorable Mayor and Members of the City Council
City of Milford, Delaware

The Finance Department and City Manager's Office are pleased to submit the Annual Financial Report for the City of Milford, Delaware, for the fiscal year ended June 30, 2023.

This report is published to provide the City Council, City staff, our citizens, bondholders and other interested parties with detailed information concerning the financial condition and activities of the City government. Responsibility for both the accuracy of the data presented and the completeness and fairness of the presentation, including all disclosures, rests with the City.

To the best of our knowledge and belief, the enclosed data is accurate in all material respects, and is organized in a manner designed to fairly present the financial position and results of operations of the City as measured by the financial activity of its various funds. We also believe that all disclosures sufficiently inform that data to enable the reader to gain a complete understanding of the City's financial condition and performance.

REPORT STRUCTURE

The accompanying financial section includes a Management's Discussion and Analysis (MD&A), basic financial statements including combining and individual fund statements, required supplementary information and schedules, and addition information and reports, as well as the independent auditor's report on the basic financial statements upon completion of the audit. We expect Zelenkofske Axelrod LLC to issue an unmodified opinion on the City's financial statements for the year ended June 30, 2023. The independent auditor's report will be located at the front of the financial section of this report upon finalization of the audit process.

The MD&A is a narrative introduction, overview, and analysis to accompany the basic financial statements. This letter of transmittal is designed to complement and should be read in conjunction with the MD&A. The City of Milford's MD&A can be found immediately following the report of the independent auditors.

The Financial Section described above is prepared in accordance with generally accepted accounting principles for governments as prescribed by the Governmental Account Standards Board (GASB) and other professional associations, as applicable.

CITY PROFILE

Location & Demographics

The City of Milford is the fifth largest city in population in the State of Delaware, serving more than 13,000 residents within a rapidly growing corridor along U.S. Route 113/DE Route 1 in Kent and Sussex Counties. Located on the Mispillion River, within both Kent and Sussex Counties, the City is approximately 95 miles from Philadelphia, Pennsylvania, 85 miles from Baltimore, Maryland, and 100 miles from Washington, D.C. Locally, the City is 19 miles south of Dover, the State Capital.

Form of Government

The City is a home rule city operating under the Council-Manager form of government. The City Council is composed of the Mayor and eight Council members, who enact local laws, determine policies and adopt the annual budget. The City Manager is appointed by the City Council and is responsible for the daily management of the City. The Basic Financial Statements of the City include all government activities, organizations and functions for which the City is financially accountable as defined by the GASB. Based on these criteria, no other governmental organizations are included in this report.

OPERATIONS AND FINANCIAL MANAGEMENT

Services Provided

The City of Milford provides critical public services and utilities in the most efficient and cost-effective manner possible for the benefit of its citizens, the business community and non-resident utility customers. Major services provided under general government and enterprise functions include police protection, water and sewer services, electric services, sanitation services, park and recreational facilities, street improvements and general administrative services.

Accounting System and Budgetary Control

The City's accounting records for general governmental operations are maintained on a modified accrual basis with revenues recognized when available and measurable, and expenditures recorded when goods or services are received and associated liabilities are incurred. Accounting records for the City's utilities and other proprietary activities are maintained on the accrual basis.

In developing and maintaining the City's accounting system, consideration is given to the adequacy of the internal control structure. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding (1) the safeguarding of assets against loss from unauthorized use or disposition; and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the evaluation of costs and benefits requires estimates and judgements by management.

All internal control evaluations occur within the context of the framework. We believe that the City's formal and informal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

The City Charter provides the City Council shall adopt the annual budget prepared by City Management. This budget is reviewed by the City Council and is formally adopted by the passage of a budget ordinance. The City Manager is authorized to transfer budgeted amounts between the items and departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

Budgetary control has been established at the major fund levels. Financial reports are produced showing current cash and investment balances, restricted and committed funding detail and actual expenditures by line item versus budget. Revenue performance versus levelized budgetary expectations is incorporated into the monthly financial report. The reporting package is published for public consumption and distributed monthly to City departmental and divisional management and presented to City Council in an open meeting for review and approval.

Internally, line-item detail is reviewed and analyzed for budgetary compliance at the purchase order level before discretionary spending is authorized. Personnel expenditures are monitored and controlled at the departmental level on a position-by-position basis, and capital expenditures are monitored to ensure compliance with budgetary approvals and funding methods.

OTHER INFORMATION

Independent Audit

The City Charter requires an annual audit of the accounts, financial records and transactions of the City by independent certified public accountants selected by the City Council. This requirement has been complied with, and the independent auditor's report has been included in this report. Additionally, the City of Milford's Director of Finance hears and reviews all recommendations made by the independent auditors.

Acknowledgements

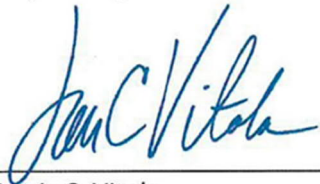
The preparation of this report could not have been accomplished without the efficient and dedicated service of the City's Finance Department staff. We sincerely appreciate the efforts made by the Finance team as well as dedicated employees throughout the City.

We sincerely thank the Mayor, Milford City Council and the Finance & Audit Committee for their responsible oversight of the City's independent audit process. We especially appreciate the active interest and open support of our continued pursuit of improvements to the transparency, relevance and timeliness of the City's financial planning and reporting processes.

Respectfully submitted,



Mark A. Whitfield
City Manager



Louis C. Vitola
Finance Director



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INDEPENDENT AUDITOR'S REPORT

City Council
City of Milford, Delaware

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milford (the "City"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2023, and the respective changes in financial position, and, where applicable, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate where there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt thereafter.

Auditor's Responsibility for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance, but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists.

830 Sir Thomas Court, Suite 100, Harrisburg, PA 17109
3800 McKnight East Drive, Suite 3805, Pittsburgh, PA 15237
34745 Burbage Road, Frankford, DE 19945

2370 York Road, Suite A-5, Jamison, PA 18929
420 Chinquapin Round Road, Suite 2-i, Annapolis, MD 21401
210 Tollgate Hill Road, Greensburg, PA 15601



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City of Milford, Delaware
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The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtaining an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by managements, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate to those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we have identified during the audit.

Adoption of New Governmental Accounting Standards Board Pronouncements

As described in Note 1 to the financial statements, in 2023 the City adopted the provisions of Governmental Accounting Standards Board's Statements No. 91 "Conduit Debt Obligations", Statement No. 94 "Public-Private and Public-Public Partnerships and Availability Payment Arrangements", Statement No. 96 "Subscription-Based Information Technology Arrangements", and part of Statement No. 99 "Omnibus 2022". Our opinion is not modified with respect to these matters.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedule – General Fund, schedule of the city's proportionate share of the net pension liability, and the schedule of city contributions – pension plan on pages 4 through 16 and pages 60 through 63 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.



Zelenkofske Axelrod LLC

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City of Milford, Delaware
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We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR), Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the report. The other information comprises the transmittal letter and the additional information but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2024, on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Zelenkofske Axelrod LLC

ZELENKOFSCHE AXELROD LLC

Harrisburg, Pennsylvania
November 25, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

The Administrative and Financial Management of the City of Milford, Delaware are pleased to offer readers of the City's financial statements this narrative overview and analysis of the financial activities and financial position of the City for the fiscal year ended June 30, 2023. In the broadest context, the financial well-being of a government lies in the underlying means and willingness of its citizens and property owners to fund their pro rata allocation of taxes to support the vision of the government's elected and appointed leadership to deploy tax receipts strategically to ensure the City's tax base, service levels, City assets and the City's desirability will be maintained not just for the current year but well into the future. Financial reporting is limited in its ability to provide this "big picture" but rather focuses on financial position and the net changes in financial position from year to year. In other words, are revenues and expenses higher or lower than the previous year? Has net position (containing both short- and long-term assets and liabilities) or fund balances (the current "spendable" assets less current liabilities) of the City been maintained? We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal (pages i-iii of this report) as well as information contained in the City's annual budget and other community information that can be found by visiting the City's website at www.cityofmilford.com. It should be noted that small differences across different financial statements and tables may differ due to rounding. In addition, the Independent Auditor's Report describes the auditor's association with the various sections of this report and that all additional information from the website and other City sources is unaudited and has not been updated for events that may have occurred following the issuance of the respective report.

IN BRIEF

The assets (and deferred outflows of resources) of the City on a "government-wide" or consolidated basis exceeded its liabilities (and deferred inflows of resources) at the close of the most recent fiscal year by approximately \$115.0 million (net position). This amount, while representing an increase in excess of \$7.4 million (6.9%), must be viewed in the context that a significant portion of the City's net position (\$66.5 million, or almost 57.8%) is invested in capital assets, net of related debt, and that most capital assets procured for governmental purposes do not directly generate revenue nor can they be sold to generate liquid capital. Net position totaling \$16.7 million, or 14.5% of total net position, is restricted for capital improvements. The remaining \$31.6 million represents unrestricted net position that may be used to meet the government's ongoing obligations to citizens and creditors in accordance with the City's fund designation and fiscal policies. This unrestricted portion of net position decreased by \$4.2 million (11.6%) during fiscal year 2023 (FY23).

As of the close of FY23, the City's governmental activities (a subset of the government-wide information reported in the preceding paragraph) reported \$34.1 million in total net position. Within this total, \$27.2 million (79.5%) is invested in capital assets, net of related debt, and \$7.4 million is restricted by specific legal requirements. This leaves a residual deficit of \$0.5 million in unrestricted net position, which should not be interpreted as budgetary or operational inflexibility in terms of the governmental funds outlook. Rather, it is a function of interfund activity supporting large capital projects under construction at the close of FY23.

The City's business-type activities include water, sewer, electric and solid waste operations and, combined with the governmental activities, constitute the balance of the activity measured on a government-wide basis. Business-type activities closed the year with a \$4.0 million (5.2%) increase in net position to \$81.0 million, \$39.5 million (48.8%) of which is invested in capital assets, net of related debt. Another \$9.3 million (11.5%) is restricted by specific legal requirements. The remaining net position of \$32.1 million (39.7%) is unrestricted at fiscal year-end.

Additional details regarding the structure of the City's financial reporting segments and the performance of the City's various funds and departments can be found in the sections that follow.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is presented by City management to introduce the City's basic financial statements, which include four major components: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements, and 4) required supplementary information, including this MD&A narrative. This report also contains other important information, such as the report on internal controls governing federal grant awards.

Government-Wide Financial Statements – The government-wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner similar to a private-sector business. The Statement of Net Position presents information on all of the City's assets (and deferred outflows of resources), liabilities (and deferred inflows of resources) with the difference between them reported as net position (similar to a private sector balance sheet). Net position can be divided into restricted and unrestricted net position, with the former representing balances that are legally or contractually reserved for a particular purpose. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The Statement of Activities presents information showing how the City's net position changed during the fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. tax revenue that has yet to be collected, or "compensated absences" – employee time off earned but unused this fiscal year). When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the City's policy is to apply restricted net position first.

The government-wide financial statements distinguish between functions of the City that are principally supported by (1) taxes and intergovernmental revenues (governmental activities) versus (2) functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government and administration, public safety, public works, and culture and recreation. The business-type activities of the City include water, sewer, electric and solid waste operations. The government-wide financial statements can be found on pages 18 and 19 of this report.

Fund Financial Statements – A fund is a self-balancing set of accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with internal assignments, approved funding commitments, and legal requirements. All City funds can be divided into two categories – governmental funds and proprietary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Governmental fund balance can be divided into restricted, committed, assigned, and unassigned fund balance categories. In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended by fund balance class follows: restricted, followed by committed, assigned, and lastly unassigned. Non-financial “fixed” assets such as governmental buildings, roads, drainage ways, and park land that do not generate revenue or provide liquidity in the short term are excluded from the fund financial statements. Similarly, long-term liabilities such as bonds payable in ten years or pension liabilities with a multi-decade liability table will not be paid with current assets and are therefore excluded from the fund financial statements. Such long-lead future events are not as useful in evaluating a government's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the near-term, current information presented for governmental funds with the similar, but more comprehensive, long-term information presented for the governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds (short-term “fund” statements) and governmental activities (long-term “government-wide” statements). The governmental financial statements can be found on pages 20 and 22 of this report.

Proprietary Funds – The City maintains two types of proprietary funds. Enterprise funds are presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, electric and solid waste operations. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses its internal service funds to account for its fleet management, billing services, shared technical services, public works, and City Hall building maintenance cost allocation programs.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water, sewer, electric, and solid waste funds because all are classified as major funds of the City. All internal service funds are combined into a single aggregated presentation in the proprietary fund financial statements. The basic proprietary fund financial statements can be found on pages 24 through 26.

CITY OF MILFORD, DELAWARE
MANAGEMENT'S DISCUSSION AND ANALYSIS, CONTINUED
FOR THE FISCAL YEAR ENDED JUNE 30, 2023 (UNAUDITED)

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 27 through 58.

Other information – In addition to the basic financial statements and accompanying notes, the basic financial statements contain required supplementary information, including this MD&A.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following table (“MDA Schedule 1”) summarizes the City’s net position resulting from both the governmental activities and business-type activities reported in Milford’s government-wide financial statements as of June 30, 2023, including comparative tools as of June 30, 2022.

MDA Schedule 1

CITY OF MILFORD NET POSITION (*Unaudited*)
(Amounts in Thousands)

	Governmental Activities		Business-Type Activities		Total	
	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>
Current and other assets	\$ 18,325	\$ 10,343	\$ 42,923	\$ 46,637	\$ 61,248	\$ 56,981
Capital assets, net	23,640	30,740	54,424	54,311	78,064	85,050
Total Assets	<u>41,965</u>	<u>41,083</u>	<u>97,347</u>	<u>100,948</u>	<u>139,312</u>	<u>142,031</u>
Deferred outflows of resources	<u>1,432</u>	<u>2,185</u>	<u>266</u>	<u>256</u>	<u>1,698</u>	<u>2,441</u>
Long term liabilities	1,399	3,376	14,729	13,825	16,128	17,201
Other liabilities	5,491	4,847	5,959	6,422	11,450	11,269
Total Liabilities	<u>6,890</u>	<u>8,223</u>	<u>20,688</u>	<u>20,246</u>	<u>27,578</u>	<u>28,469</u>
Deferred inflows of resources	<u>5,726</u>	<u>976</u>	<u>-</u>	<u>-</u>	<u>5,726</u>	<u>976</u>
Net Position						
Net investment in capital assets	18,283	27,178	39,369	39,533	57,652	66,711
Restricted	5,173	7,382	8,683	9,303	13,856	16,685
Unrestricted	<u>7,325</u>	<u>(490)</u>	<u>28,873</u>	<u>32,121</u>	<u>36,198</u>	<u>31,631</u>
Total Net Position	<u>\$ 30,781</u>	<u>\$ 34,069</u>	<u>\$ 76,925</u>	<u>\$ 80,957</u>	<u>\$107,706</u>	<u>\$ 115,027</u>

Over time, a government’s net position (especially changes in net position by category) may serve as a useful indicator of the organization’s financial condition. The City of Milford is no different; the \$7.4 million (6.9%) improvement in Milford’s total net position from \$107.7 million as of June 30, 2022 to \$115.1 million as of June 30, 2023 reflects positive financial performance (See MDA Schedule 1). The City’s net position in FY23 was influenced by strong investment in ongoing capital projects, many of which were funded through the application of federal and state grants. US Treasury American Rescue Plan Act (“ARPA”) funding and Delaware Community Reinvestment Fund (“CRF”) grants collected before and during FY23 were consumed in the pursuit of investments in the City’s parks & recreation system, utility infrastructure, and capital equipment. Net position increased in total and within the governmental and business-type activities alike. However, the consumption of current resources in favor of investment in fixed assets contributed to an overall reduction in unrestricted net position. Though the change in the composition of the City’s net position infers reduced flexibility in the short term, the reality is that unrestricted net position grew across all enterprise funds and internal service funds during FY23. Further, the

decrease in unrestricted funds across governmental activities (general funds) is neither a function of eroding assets – liquid or otherwise – nor a function of expanding liabilities. Rather, it is an effort by the City's elected officials and administrative leadership to ensure that existing funding remains available into the future for critical operations, capacity-driven capital improvements, and citizen-demanded facilities. By committing funding to traffic improvements, bike and walking trails, parkland and recreation, public safety initiatives like modern facilities and assigned vehicles, and even operational funding assignments, Milford is outwardly demonstrating its ongoing commitment to the community's wants and needs as manifested through professional, periodic citizen survey updates and strategic planning. In total, governmental net position increased in FY23 – and the shift in its composition away from unrestricted net position is evidence of the City's continued support for initiatives that have come to fruition in the form of new amenities, facilities and infrastructure – not an indication of financial inflexibility.

The largest portion of the City's net position, \$66.7 million (57.8%) reflects investments in capital assets (e.g., land, building, equipment, improvements and infrastructure), less any outstanding debt used to acquire those assets. The City uses its capital assets and equipment to provide services to citizens; consequently, these assets are not available for future spending, and with the exception of business type assets, do not generate direct revenue for the City. They do, however, represent an obligation on the part of the City to maintain these assets into the future.

Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources required to repay this debt must be provided from other sources, as the capital assets themselves cannot be used to liquidate these liabilities. In addition to the capital assets, another \$16.7 million (14.5%) of the City's net position is subject to legal and local restrictions; the majority of the restricted funds are intended for investment in the repair, maintenance and replacement of capital assets. The remaining balance of unrestricted net position may be used to meet the City's ongoing obligations to citizens, employees and creditors.

MDA Schedule 2 on the opposite page summarizes the City's operating results for the fiscal years ended June 30, 2023 and 2022. Total net position increased by \$7.4 million (6.9%) during fiscal year 2023, which compares well to the City's 10-year compound annual growth rate of 6.2% in total net position. This year's improvement ranks the second and third highest in terms of absolute and percentage growth, respectively, in the last ten years. Milford's FY23 financial performance is the latest example of the City's ability to recognize and respond to economic and operational challenges to maintain strong, consistent results year after year. The overall increase in net position consists of a \$3.4 million (11%) jump in governmental net position and a \$4 million (5.2%) increase in net position across business-type activities. The governmental funds benefited from a combination of operating and capital grant revenue, which is made up of a diverse grant funding mix that is neither a sustainable certainty nor a significant risk of erosion or volatility. Property tax revenue increased on a mix of AV growth and the incremental annual rate increase of \$0.01 per \$100 of AV. The improvement in business-type activities is attributable to utility revenue growth through a combination of organic growth in volume and rate adjustments prescribed by multi-year utility rate studies. Additional detail is provided for the governmental and business-type activities in the next two sections.

CITY OF MILFORD, DELAWARE
MANAGEMENT'S DISCUSSION AND ANALYSIS, CONTINUED
FOR THE FISCAL YEAR ENDED JUNE 30, 2023 (UNAUDITED)

The following table ("MDA Schedule 2") provides a summary of the City's operations for the fiscal years ended June 30, 2023 and 2022.

CITY OF MILFORD CHANGES IN NET POSITION (Unaudited)
(Amounts in Thousands)

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>
Revenues						
Program Revenues:						
Fees, fines and charges for services	\$ 157	\$ 103	\$ 35,651	\$ 38,433	\$ 35,808	\$ 38,536
Operating grants and contributions	4,169	3,570	-	-	4,169	3,570
Capital grant	-	1,089	53	-	53	1,089
General Revenues:						
Property taxes	4,750	5,020	-	-	4,750	5,020
Real estate transfer taxes	1,413	1,295	-	-	1,413	1,295
Franchise taxes	1,160	1,852	-	-	1,160	1,852
Impact fees	-	-	362	693	362	693
Gain on sale of property	410	135	-	-	410	135
Investment earnings	54	292	50	758	104	1,050
Miscellaneous	416	250	(341)	(49)	75	201
Total revenues	<u>\$ 12,528</u>	<u>\$ 13,606</u>	<u>\$ 35,775</u>	<u>\$ 39,835</u>	<u>\$ 48,304</u>	<u>\$ 53,441</u>
Expenses						
General government	1,860	3,073	-	-	1,860	3,073
Public safety	6,411	6,291	-	-	6,411	6,291
Public works	1,001	1,124	-	-	1,001	1,124
Culture and recreation	1,760	1,325	-	-	1,760	1,325
Interest on long-term debt	-	-	325	298	325	298
Electric	-	-	22,854	25,678	22,854	25,678
Water	-	-	2,525	2,305	2,525	2,305
Sewer	-	-	4,601	4,451	4,601	4,451
Trash	-	-	1,392	1,576	1,392	1,576
Total expenses	<u>\$ 11,032</u>	<u>\$ 11,813</u>	<u>\$ 31,697</u>	<u>\$ 34,308</u>	<u>\$ 42,729</u>	<u>\$ 46,121</u>
Increase (decrease) in net assets before transfers and special items	1,496	1,793	4,078	5,528	5,574	7,320
Transfers	1,307	1,495	(1,307)	(1,495)	-	-
Change in net position	2,803	3,288	2,771	4,032	5,574	7,321
Net position, July 1	27,978	30,781	74,154	76,925	102,132	107,706
Net position, June 30	<u>\$ 30,781</u>	<u>\$ 34,070</u>	<u>\$ 76,925</u>	<u>\$ 80,957</u>	<u>\$ 107,706</u>	<u>\$ 115,027</u>

Government Activities – The two leftmost columns in MDA Schedule 2 summarize the City's governmental revenues, expenses, transfers and changes in net position, which ties from MDA Schedule 2 back to MDA Schedule 1.

Revenues generated by governmental activities increased 8.6% versus the prior year, excluding transfers from business-type activities and special items. While revenue increases are nearly always positive, the governmental revenue increase in FY23 must be couched with the reality that the increases were driven in part by operating and capital grants, investment earnings, and franchise fees, neither of which are guaranteed sources of recurring revenue. While franchise fees and other lease revenues are more reliable and stable income sources, they are also subject to long- and mid-term market pressures, regulatory risk and technological obsolescence, and are

not guaranteed to recur at the level of previous years. Property tax revenue, perhaps the City's most reliable and sustainable revenue source, increased in FY23 by \$0.3 million (5.7%). The increase was driven by a three-part combination of a modest rate increase, parcel growth (count) and growth in assessed value (new construction, not reassessment-driven). The City's property tax rate did not change from 2007-2021, so property tax growth through fiscal year 2021 had been driven entirely by new development in Milford. The City increased the property tax rate from \$0.48275 to \$0.49275 per \$100 of AV effective for the FY23 property tax levy, continuing an important step in a series of strategic efforts aimed at improving structural balance and revenue diversity. Other efforts include additional increases in the property tax rate of \$0.01 per \$100 of AV effective in fiscal years 2024 and 2025 as approved by City Council, diversion of nonrecurring and less reliable revenue sources from the operating budget to capital reserves, investments in tax base growth, and intergovernmental coordination to reduce duplicative services. Management expects these initiatives coupled with property tax revenue growth will further stabilize revenue in the event we face volatility in other revenue sources.

Governmental expenditures increased by \$0.7 million (6.1%) in FY23, representing the second consecutive year of inflationary cost pressure. The increase was mixed; recreation and public safety expenditures decreased by a combined \$0.5 million but were more than offset by general governmental and public works expense increases exceeding \$1.1 million to drive the net increase versus fiscal year 2022 (FY22). The general governmental cost areas most responsible for the increase over FY22 include salary and benefits lines, in part due to wage inflation and in part due to increased staff retention, the latter of which is viewed as a positive result based on Milford's strategic retention efforts in the face of the former, which was one symptom among several labor challenges experienced throughout the national economy. Further, part of the personnel cost increase was attributable to the non-cash pension expense reported in the government-wide financial statements resulting from the City's participation in the State of Delaware pension plans; last year's pension credit exacerbated this year's negative variance.

Business-Type Activities – Net position from business-type activities increased by \$4.0 million, or 5.2% from \$77 million to \$81 million during fiscal year 2023 (See MDA Schedule 2). For the third year in a row, all four major utilities contributed to the positive change in net position across business activities, with the water fund's \$2.9 million (11%) increase in net position pacing the sewer and electric funds' increases of \$0.9 million (5.4%) and \$0.1 million (0.4%), respectively, followed by the solid waste fund's increase of \$0.04 million (3%). The positive changes started with top-line revenue as all four utilities posted revenue increases over FY22. The City's revenue growth was balanced and healthy, comprised of steady, organic growth in rate base and controlled, phased increases in usage rates determined through cost-of-service studies conducted for all business-type activities. Further, the utilities controlled operating expenses extremely well, posting a year-over-year increase of just \$0.2 million, or 0.7% across all four utility funds after adjusting for the \$2.4 million year-over-year increase in wholesale power costs. The proprietary funds do not report on gross margin, but the wholesale power cost represents the City's electric fund "cost of services provided" and is instead reported as contractual services within operating expenses. Wholesale power costs were driven higher in FY23 by increased demand across global markets for natural gas (and in turn, power) as well as regulatory costs arising out of regulators' conflicting goals of coal plant retirement and grid reliability. The City

overcame the spikes in power costs through automatic purchased power cost adjustments (PPCAs) designed to pass unexpected changes in the wholesale costs of power through the existing rate structure across all rate classes, thereby mitigating the potential for market fluctuations that would otherwise negatively impact electric revenue, margin and rate requirements. Aside from personnel and contractual cost increases in the solid waste fund and incremental / inflationary operating cost increases in the electric fund, operating costs in the utility funds were reduced from FY22, particularly in the water and sewer funds, which saw 9% and 3% decreases in operating expenses, respectively, versus FY22. Once again, all four utilities, including the solid waste fund, generated positive income before transfers and positive changes in net position during FY23.

Investment Policies – The City's accumulated cash surplus and reserves attributable to governmental and business-type activities are combined and invested pursuant to the City's investment policies, as amended. Last year, the City completed an initiative started in fiscal year 2021 to reallocate investment balances to more heavily weight money market funds in response to changes in the market to capture additional yield without being exposed to incremental interest rate risk. By the end of FY22, 100% of the City's investable cash was consolidated into money market funds, which were combined with bank deposits and reported as cash and cash equivalents. That interest rate environment prevailed throughout FY23, promoting the consistent reporting from FY22 into FY23. Additional information about the City's cash and investments can be found in Note 7 on page 39. In response to changing market conditions early in FY24, the City procured investment advisory services through PFM Asset Management to implement the City's investment program pursuant to its investment policy statement.

CITY OF MILFORD, DELAWARE
MANAGEMENT'S DISCUSSION AND ANALYSIS, CONTINUED
FOR THE FISCAL YEAR ENDED JUNE 30, 2023 (UNAUDITED)

FUND FINANCIAL STATEMENT ANALYSIS

Governmental Funds – The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balances may serve as a useful measure of a government's net resources available for spending in the next fiscal year. At the end of the fiscal year 2023, the City's combined governmental funds reported ending balances of \$4.8 million (See Governmental Funds Balance Sheet on page 20). Within this total, \$7.4 million is restricted by specific legal requirements, primarily for (a) capital investments in infrastructure and other eligible expenditures pursuant to the US Treasury's Final Rule governing the use of funding advanced through the American Rescue Plan Act of 2021 ("ARPA") and (b) street improvement funding advanced through the Realty Transfer Tax (RTT) and Municipal Street Aid (MSA) funds. Another \$0.1 million representing prepaid expenses is classified as "nonspendable", leaving the residual deficit of \$2.6 million in unassigned fund balance in the general fund. The unassigned deficit balance is a function of the narrowed scope of the fund financial statements, which feature a critically important caveat unique to the FY23 statements. That is, interfund receivables and payables – regardless of the stated term – are reported on the fund financial statements. Therefore, the \$7.5 million in long-term interfund commitments are reported in the current liabilities of the governmental fund financial statements, while the corresponding \$7.5 million in assets constructed using the interfund balances are not reported in the fund financial statements, causing an artificial deficit in the general fund section of the governmental funds balance sheet. The treatment is partially mitigated by the same treatment of the special revenue fund receivable in the current asset section of the general fund balance sheet. This phenomenon is captured in the MDA Schedule 2A, which restates excerpts from the Governmental Funds Balance Sheet excluding the \$7.5 million in long-term interfund activity. Figures italicized in bold exhibit the changes, for illustration and discussion purposes only, as compared to the audited Governmental Funds Balance Sheet:

MDA Schedule 2A

CITY OF MILFORD, DE - BALANCE SHEET - AS OF JUNE 30, 2023
GOVERNMENTAL FUNDS AS ADJUSTED, UNAUDITED

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
ASSETS				
Total Assets, as stated	\$ 7,159,900	\$ 9,715,623	\$ 899,399	\$ 17,774,922
Exclude long-term interfund receivables	-	(5,000,000)	-	(5,000,000)
Total Assets, as adjusted	\$ 7,159,900	\$ 4,715,623	\$ 899,399	\$ 12,774,922
LIABILITIES AND FUND BALANCES				
Total Liabilities, as stated	10,028,497	2,464,903	6,613	12,500,013
Exclude long-term interfund payables	(7,500,000)	-	-	(7,500,000)
Total Liabilities, as adjusted	\$ 2,528,497	\$ 2,464,903	\$ 6,613	\$ 5,000,013
DEFERRED INFLOWS OF RESOURCES	449,075	-	-	449,075
Fund Balances, as adjusted:				
Nonspendable	50,702	-	-	50,702
Restricted	436,060	2,250,720	892,786	3,579,566
Unassigned	3,695,566	-	-	3,695,566
Total Fund Balances, as adjusted:	4,182,328	2,250,720	892,786	7,325,834
Total Liabilities and Fund Balances	\$ 7,159,900	\$ 4,715,623	\$ 899,399	\$ 12,774,922
Total Fund Balances, as stated	(3,317,672)	7,250,720	892,786	4,825,834
Difference, Total Fund Balance, adjusted	7,500,000	(5,000,000)	-	2,500,000

Proprietary Funds – The City's proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail (See pages 24-26). Unrestricted net position in the enterprise funds totaled \$32.1 million, made up of the electric fund (\$20.2 million), water fund (\$4.9 million), sewer fund (\$6.5 million) and solid waste fund (\$0.5 million). The total net position across all enterprise funds at the end of the fiscal year was \$81.0 million, representing an increase of \$4.0 million versus FY22. The increases in net position in the electric, water, sewer, and solid waste funds of \$0.1 million, \$2.9 million, \$1.0 million, and \$0.04 million, respectively, versus the prior period resulted primarily from stable top-line revenue growth while utility operations teams contained expense growth through budget austerity measures and cost controls.

General Fund Budgetary Highlights – The City's operational budget contemplated a deficit of \$8.2 million before principal debt service, capital outlay and other financing sources on \$6.5 million in revenue and \$14.6 million in operating expenditures. Actual results on a budgetary basis were \$7.6 million in revenue and \$11.0 million in operating expenditures, which represented a positive budget variance of \$1.1 million and \$3.7 million, respectively. Aside from franchise and lease revenue, all revenue lines exceeded anticipated revenue, most notably the licenses and permits, taxes, investment income and miscellaneous revenue. Including principal debt service, capital outlay and other financing sources, the City's comprehensive general fund budget expected a fund balance decrease in the current year of \$7.5 million prior to the use of cash and reserves. The actual decrease in fund balance was \$8.8 million, driven primarily by lower-than-expected capital outlays and the Council-approved swap in external financing sources (the bond anticipation note, or "BAN") for internal funding sources (the interfund transfers, which resulted in a principal prepayment on the BAN). Actual general fund expenditures were significantly below total budgeted expenses due to cost control measures and project timing. During the FY23, City Council made revisions to the original appropriations approved by the Council prior to the start of the fiscal year. Overall, these changes resulted in an increase in budgeted operating expenditures of \$1.8 million, net of offsetting increases in anticipated revenues. The changes were primarily driven by grant-funded projects and related expenditures in general administration or public safety that are included in budget controls when grant revenue is anticipated and grant-funded expenditures are incurred through the ordinary requisition, purchase order and accounts payable processes.

DEBT ADMINISTRATION

As of June 30, 2023, the City's bonded indebtedness and outstanding note obligations (See MDA Schedule 3) totaled \$16.2 million, all of which is backed by the full faith and credit of the City of Milford taxing authority.

MDA Schedule 3

Outstanding Debt at Fiscal Year End Bonds and Notes Payable

	Government Activities		Business-Type Activities		Total	
	2022	2023	2022	2023	2022	2023
General Obligation Bonds	\$ 41	\$ 1,669	\$ 6,260	\$ 5,825	\$ 6,301	\$ 7,494
DE Revolving Fund Loans	-	-	2,426	2,210	2,426	2,210
USDA Loans	-	-	5,543	5,410	5,543	5,410
Kent County Note	-	-	1,070	1,042	1,070	1,042
Total	\$ 41	\$ 1,669	\$ 15,300	\$ 14,487	\$ 15,341	\$ 16,156

During fiscal year 2023, the City's outstanding debt increased by \$0.82 million as a result of scheduled payments of debt obligations totaling \$0.81 million and additional bond anticipation note (BAN) \$1.63 million issued during the fiscal year to finance the construction of the City's new police headquarters facility.

The City's General Obligation Bond Rating is AA- as rated by S&P Global Credit. Additional information about the City's long-term debt obligations and a detailed roll-forward of long-term liabilities can be found in Note 9 on pages 43 to 47 of this report.

CAPITAL ASSETS

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2023 amounts to \$85.1 million (net of accumulated depreciation). This investment in capital assets includes land, building, equipment, improvements, and infrastructure assets. The total increase in the City's investment in capital assets, net of accumulated depreciation, for the current fiscal year was \$11.6 million for governmental activities, representing an increase of 16.0% versus fiscal year 2022. The business-type activities had an increase in capital assets net of accumulated depreciation of \$2.9. Additional information on the City's capital assets can be found in Note 8 on pages 40 to 42 of this report.

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Major capital asset purchases and projects completed or in process during fiscal year 2023 included the following:

General Fund

- \$10.1 million toward the construction of the City's new Police Headquarters Facility
- \$ 1.2 million in building and street improvements, technology, vehicles and equipment
- \$ 1.1 million in additions to parkland and open space improvements

Electric Fund

- \$ 0.2 million for physical security and data security upgrades
- \$ 0.2 million for traffic light improvements and LED streetlight upgrades
- \$ 0.2 million for electric vehicle (EV) charging stations, machinery & equipment

Water Fund

- \$ 0.6 million in ongoing water line upgrades and system improvement projects
- \$ 0.4 million in engineering and design costs related to the Milford Corporate Center
- \$ 0.1 million in other water system infrastructure
- \$ 0.1 million in equipment and data security upgrades

Sewer Fund

- \$ 0.2 million in improvements to sewer mains, laterals and other infrastructure
- \$ 0.1 million for sewer line camera with video inspection equipment
- \$ 0.1 million in equipment and data security upgrades

Internal Service Funds

- \$ 0.1 million in building improvements & equipment

ECONOMIC FACTORS AND FUTURE BUDGETS

The fiscal year 2024 and 2025 O&M budgets for general fund activity are 4.8% lower and 8.0% higher, respectively, than fiscal year 2023. Excluding the impact of the first full year of debt service on the Police Headquarters Facility project, the FY25 budget is only 3.6% higher than the FY23 operating budget. The balance between cost control and the delivery of broad services demanded by Milford residents was struck well during the 2024 and 2025 budget processes. Personnel costs in support of our diverse mix of valued employees represent the largest contribution to general fund costs, particularly in 2024 as scheduled contractual rate increases, personnel additions and full staffing levels added pressure to the operating budget. Most recently, health insurance premium growth further fueled personnel cost increases in the FY25 budget. The higher general fund costs will be offset with economic development initiatives, organic growth in the City's tax base, years three and four of a five-year plan to offset \$0.1 million realty transfer tax reductions from O&M support for police operations with property taxes, and enhancements to utility transfers to the general fund. In addition, a greater mix of governmental capital expenditures are expected to be funded through grants and existing reserves. Staff remain

steadfast in their dedication to service excellence, fiscal responsibility and efficiency. Moreover, City leadership and staff are aligned in efforts to uphold and improve the quality of life in Milford through citywide accessibility to high-quality services, infrastructure, public safety, parks and recreation, backed by strategic investments in property, capital projects and infrastructure to support the City's growing population and thriving business community.

TIMING OF RECENT FINANCIAL STATEMENTS AND INDEPENDENT AUDIT REPORT

Staffing shortages in the City's Finance Department, exacerbated by a 42% reduction in third-party contract support, contributed to delayed financial statement production and audit processes in FY21, which in turn protracted the FY22 and FY23 audit processes. Internal staffing rebounded during FY22, while additional staff and resources were allocated in FY23, putting the department in position to return to the City's normal reporting cycle beginning with FY24. The City's FY24 and FY25 budgets include provisions to maintain staffing and contractual services levels to augment financial reporting and audit requirements. The City's financial and operating results remained strong throughout the last several fiscal years, as increases in revenue outpaced well-managed costs in an inflationary environment to improve the City's balance sheet for at least the eleventh consecutive year. The City's financial position remained healthy throughout FY24 and into FY25. Monthly, unaudited financial reports, the City's audits, budgets, capital improvement plans and other documents are reported regularly on the City's website for the benefit of Milford citizens and City stakeholders.

REQUEST FOR INFORMATION

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the City's financial structure and past performance. If you have questions about this report or if you would like to request additional information, please contact the Department of Finance, Attention: Finance Director, 10 SE 2nd Street, Milford, DE 19963, call 302-424-5141 or email the finance team at finance@milford-de.gov.

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BASIC FINANCIAL STATEMENTS

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
JUNE 30, 2023

	Governmental Activities	Business-type Activities	Total
ASSETS			
Current Assets			
Cash and Equivalents	\$ 10,295,572	\$ 28,964,735	\$ 39,260,307
Restricted Cash	1,426,220	9,303,453	10,729,673
Tax & Utility Receivables, net of allowances	241,175	3,049,871	3,291,046
Leases Receivable	449,075	-	449,075
Other Receivables	576,907	125,940	702,847
Internal Balances, net	(3,054,926)	3,054,926	-
Inventories	42,525	2,138,407	2,180,932
Prepaid Expenses	50,702	-	50,702
Total Current Assets	<u>10,027,250</u>	<u>46,637,333</u>	<u>56,664,582</u>
Non-Current Assets			
Capital Assets			
Assets Not Depreciated or Amortized			
Land	8,577,885	8,961,039	17,538,924
Construction in Process	12,279,717	703,628	12,983,345
Right-to-Use Software in Process	902,775	-	902,775
Utility System & Infrastructure	11,282,401	71,000,445	82,282,846
Buildings and Improvements	5,663,852	7,348,799	13,012,651
Equipment and Vehicles	7,970,399	10,369,262	18,339,661
Lease Assets	89,725	-	89,725
Right-to-Use Software	129,041	-	129,041
Less: Accumulated Depreciation & Amortization	<u>(16,156,202)</u>	<u>(44,072,567)</u>	<u>(60,228,769)</u>
Net Capital Assets	30,739,593	54,310,606	85,050,199
Net Pension Asset	<u>316,194</u>	<u>-</u>	<u>316,194</u>
Total Assets	<u>41,083,037</u>	<u>100,947,939</u>	<u>142,030,975</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pensions	2,185,143	-	2,185,143
Deferred Loss on Refunding	-	255,667	255,667
Total Deferred Outflows of Resources	<u>2,185,143</u>	<u>255,667</u>	<u>2,440,810</u>
LIABILITIES			
Current Liabilities			
Accounts Payable and Accrued Expenses	2,163,790	4,776,304	6,940,094
Customer Deposits	179,158	801,890	981,048
Unearned Revenue	2,199,781	-	2,199,781
SBITA Payable	157,830	-	157,830
Leases Payable	19,683	-	19,683
Bonds and Notes Payable	-	821,362	821,362
Compensated Absences	126,732	22,011	148,743
Total Current Liabilities	<u>4,846,974</u>	<u>6,421,567</u>	<u>11,268,541</u>
Noncurrent Liabilities			
SBITA Payable	465,495	-	465,495
Leases Payable	44,290	-	44,290
Bonds and Notes Payable	1,669,226	13,687,685	15,356,911
Compensated Absences	<u>1,197,036</u>	<u>137,203</u>	<u>1,334,239</u>
Total Noncurrent Liabilities	<u>3,376,047</u>	<u>13,824,888</u>	<u>17,200,935</u>
Total Liabilities	<u>8,223,021</u>	<u>20,246,455</u>	<u>28,469,476</u>
DEFERRED INFLOWS OF RESOURCES			
Pensions	526,623	-	526,623
Leases	449,075	-	449,075
Total Deferred Inflows of Resources	<u>975,698</u>	<u>-</u>	<u>975,698</u>
NET POSITION			
Net Investment in Capital Assets	27,178,152	39,532,882	66,711,034
Restricted for Capital Improvements:	7,381,572	9,303,453	16,685,025
Unrestricted:			
Assigned by City Council	-	6,366,919	6,366,919
Unassigned	<u>(490,263)</u>	<u>25,753,896</u>	<u>25,263,633</u>
Total Net Position	<u>\$ 34,069,461</u>	<u>\$ 80,957,150</u>	<u>\$ 115,026,611</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF MILFORD, DE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023**

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Assets		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		
					Governmental Activities	Business-Type Activities	Total
Primary Government							
Governmental Activities							
General Government	\$ 3,073,111	\$ 20,880	\$ 82,500	\$ -	\$ (2,969,731)		\$ (2,969,731)
Public Safety	6,290,591	-	1,071,173	199,092	(5,020,326)		(5,020,326)
Public Works	1,124,093	-	2,329,430	881,149	2,086,486		2,086,486
Culture and Recreation	1,325,282	82,139	86,543	8,400	(1,148,200)		(1,148,200)
Total Governmental Activities	11,813,077	103,019	3,569,646	1,088,641	(7,051,771)		(7,051,771)
Business-Type Activities							
Electric Fund	25,775,055	28,120,115	-	-		2,345,060	2,345,060
Water Fund	2,407,703	3,491,998	-	-		1,084,295	1,084,295
Sewer Fund	4,549,080	5,181,252	-	-		632,172	632,172
Solid Waste Fund	1,575,740	1,639,794	-	-		64,054	64,054
Total Business-Type Activities	34,307,578	38,433,159	-	-		4,125,581	4,125,581
Total Primary Government	\$ 46,120,655	\$ 38,536,178	\$ 3,569,646	\$ 1,088,641	(7,051,771)	4,125,581	(2,926,190)
General Revenues:							
Taxes:							
Property Taxes, Levied for General Purposes					5,020,216	-	5,020,216
Real Estate Transfer Taxes					1,295,111	-	1,295,111
Franchise Taxes & Fees					1,851,679	-	1,851,679
Gain on Disposal of Capital Assets					135,208	-	135,208
Impact Fees					-	693,087	693,087
Unrestricted Investment Earnings					292,116	758,183	1,050,299
Miscellaneous					250,315	(49,394)	200,921
Transfers					1,495,238	(1,495,238)	-
Total General Revenues, Special Items, and Transfers					10,339,883	(93,362)	10,246,521
Change in Net Position					3,288,112	4,032,219	7,320,331
Net Position- Beginning of Year					30,781,349	76,924,931	107,706,280
Net Position - End of Year					\$ 34,069,461	\$ 80,957,150	\$ 115,026,611

The accompanying notes are an integral part of these financial statements.

**CITY OF MILFORD, DE
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2023**

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
ASSETS				
Cash and Cash Equivalents	\$ 5,661,216	\$ 3,271,451	\$ 899,399	\$ 9,832,066
Restricted Cash	436,060	990,160	-	1,426,220
Taxes Receivable, net of allowance for doubtful accounts	88,550	152,625	-	241,175
Lease Receivable	449,075	-	-	449,075
Other Receivables	256,062	301,387	-	557,449
Due From Other Funds	218,235	5,000,000	-	5,218,235
Prepaid Expenses	50,702	-	-	50,702
Total Assets	\$ 7,159,900	\$ 9,715,623	\$ 899,399	\$ 17,774,922
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable	\$ 1,345,509	\$ -	\$ 1,429	\$ 1,346,938
Salaries and Wages Payable	279,945	356	-	280,301
Unearned Revenue	13,469	2,186,312	-	2,199,781
Due to Other Funds	7,994,926	278,235	-	8,273,161
Other Payables	394,648	-	5,184	399,832
Total Liabilities	10,028,497	2,464,903	6,613	12,500,013
DEFERRED INFLOWS OF RESOURCES	449,075	-	-	449,075
Fund Balances:				
Nonspendable	50,702	-	-	50,702
Restricted	-	6,488,786	892,786	7,381,572
Unassigned	(3,368,374)	761,934	-	(2,606,440)
Total Fund Balances	(3,317,672)	7,250,720	892,786	4,825,834
Total Liabilities and Fund Balances	\$ 7,159,900	\$ 9,715,623	\$ 899,399	\$ 17,774,922

The accompanying notes are an integral part of these financial statements.

**CITY OF MILFORD, DE
RECONCILIATION OF THE GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION
FOR THE YEAR ENDED JUNE 30, 2023**

Total Fund Balance, Governmental Funds	\$	4,825,834
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and therefore are not reported in the fund financial statements, but are reported in the governmental activities of the Statement of Net Position.		30,604,619
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Internal service funds are used by management to charge the costs of centrally managed services to the funds and departments that consume the services. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position. The increase is equal to the Internal Service Net Position, including Capital Assets net of accumulated depreciation.		203,061
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Some liabilities and other items are not due and payable in the current period and are not included in the fund financial statements, but are included in the governmental activities of the Statement of Net Position.

Compensated absences		(1,182,243)
Deferred financing inflows - retirement		(526,623)
Deferred financing outflows - retirement		2,185,143
Net Pension Asset		316,194
Bond Payable		(1,669,226)
Lease Liability		(63,973)
SBITA liability		(623,325)
Net Position of Governmental Activities	\$	34,069,461

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
REVENUES				
Property Taxes	\$ 5,020,216	\$ -	\$ -	\$ 5,020,216
Real Estate Transfer Taxes	-	1,295,111	-	1,295,111
Fees and Fines	177,804	13,450	-	191,254
Licenses and Permits	1,242,042	-	207,492	1,449,534
Franchise and Lease Revenue	418,383	-	-	418,383
Intergovernmental	405,002	4,045,793	-	4,450,795
Charges for Services	20,880	-	82,139	103,019
Investment Earnings	112,904	179,212	-	292,116
Miscellaneous	211,320	38,995	-	250,315
Total Revenues	7,608,551	5,572,561	289,631	13,470,743
EXPENDITURES				
Current:				
General Government	2,384,966	-	55,000	2,439,966
Public Safety	6,154,327	136,264	-	6,290,591
Public Works	1,122,875	1,218	-	1,124,093
Culture and Recreation	1,266,743	-	58,539	1,325,282
Debt Service:				
Principal	7,125,395	-	-	7,125,395
Interest	47,545	-	-	47,545
Capital Outlay	12,627,105	8,230	-	12,635,335
Total Expenditures	30,728,956	145,712	113,539	30,988,207
(Deficiency) Excess of Revenues Over Expenditures	(23,120,405)	5,426,849	176,092	(17,517,464)
OTHER FINANCING SOURCES (USES)				
Transfers In	5,528,655	-	-	5,528,655
Transfers Out	(339,071)	(4,045,781)	-	(4,384,852)
Bond Anticipation Note	8,627,781	-	-	8,627,781
SBITA and Lease Proceeds	202,051	-	-	202,051
Proceeds from Asset Sales	278,648	-	-	278,648
Total Other Financing Sources (Uses)	14,298,064	(4,045,781)	-	10,252,283
Net Change in Fund Balances	(8,822,341)	1,381,068	176,092	(7,265,181)
Fund Balances - Beginning	5,504,669	5,869,652	716,694	12,091,015
Fund Balances - Ending	\$ (3,317,672)	\$ 7,250,720	\$ 892,786	\$ 4,825,834

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

Net change in fund balances - total governmental funds: \$ (7,265,181)

Amounts reported for Governmental Activities in the Statement
of Activities are different because:

Some items reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Compensated absences expense	(184,527)
Pension expense	405,035
Change in contingent liabilities	203,516

Internal Service funds are used by management to charge the costs of centrally managed services to using funds and departments. The increase is equal to the change in the Internal Service Net Position	50,034
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Governmental funds report proceeds from bond issuance as a financing source. In contrast, the Statement of Activities treats such proceeds as an increase in long-term liabilities. Repayment consumes current financial resources of governmental funds.

Bond Proceeds	(8,627,781)
Bond Principal Payments	7,000,000
Lease and SBITA Proceeds	(202,051)
Lease and SBITA Principal	125,395

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period in the Statement of Activities. This is the amount by which capital outlays of \$12,844,359 exceeded depreciation/amortization expense of \$917,245 in the current period.	11,927,112
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Government funds report the proceeds from the sale of assets as revenue. In contrast, the Statement of Activities reports the difference between the amount of the proceeds and the net book value of the related assets as a gain or loss.	(143,440)
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Change in net position of governmental activities	\$ 3,288,112
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The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2023

	Business Type Activities - Enterprise Funds					Governmental Activities -Internal Service Fund
	Electric	Water	Sewer	Solid Waste	Total	
ASSETS						
Current Assets						
Cash and Cash Equivalents	\$17,180,662	\$ 4,777,412	\$ 6,632,315	\$ 374,346	\$ 28,964,735	\$ 463,506
Restricted Cash	1,210,498	5,156,169	2,936,759	27	9,303,453	-
Accounts Receivable, net of allowance for doubtful accounts	2,213,075	291,341	441,380	104,075	3,049,871	14,608
Due from Other Funds	3,054,926	-	-	-	3,054,926	-
Other Receivables	7,477	-	-	118,463	125,940	4,850
Inventories	2,132,119	6,288	-	-	2,138,407	42,525
Total Current Assets	25,798,757	10,231,210	10,010,454	596,911	46,637,332	525,489
Non-Current Assets						
Capital Assets						
Land and Improvements	2,460,507	6,471,894	28,638	-	8,961,039	-
Construction in Process	268,257	435,371	-	-	703,628	-
Utility System	20,559,591	26,839,447	23,601,407	-	71,000,445	-
Buildings and Improvements	7,056,015	123,078	164,056	5,650	7,348,799	58,466
Vehicles and Equipment	4,653,917	1,997,904	1,883,158	1,834,283	10,369,262	269,480
Less Accumulated Depreciation	(20,743,032)	(10,695,155)	(11,720,096)	(914,284)	(44,072,567)	(192,972)
Net Capital Assets	14,255,255	25,172,539	13,957,163	925,649	54,310,606	134,974
Total Non-Current Assets	14,255,255	25,172,539	13,957,163	925,649	54,310,606	134,974
Total Assets	40,054,012	35,403,749	23,967,617	1,522,560	100,947,938	660,463
DEFERRED OUTFLOWS OF RESOURCES						
Deferred Charges On Refundings	145,364	-	110,303	-	255,667	-
LIABILITIES						
Current Liabilities:						
Accounts Payable	1,815,776	551,053	259,930	46,646	2,673,405	66,081
Salaries and Wages Payable	42,535	13,287	13,219	11,751	80,792	70,638
Other Accrued Expenses	1,736,557	-	285,550	-	2,022,107	-
Customer and Other Deposits	741,390	-	-	60,500	801,890	179,158
Compensated Absences	11,606	3,843	3,843	2,719	22,011	22,378
Bonds and Notes Payable	240,000	265,020	316,342	-	821,362	-
Total Current Liabilities	4,587,864	833,203	878,884	121,616	6,421,567	338,255
Non-Current Liabilities:						
Compensated Absences	82,562	26,094	26,094	2,453	137,203	119,147
Bonds and Notes Payable	3,599,331	5,414,908	4,673,446	-	13,687,685	-
Total Non-Current Liabilities	3,681,893	5,441,002	4,699,540	2,453	13,824,888	119,147
Total Liabilities	8,269,757	6,274,205	5,578,424	124,069	20,246,455	457,402
NET POSITION						
Net Investment in Capital Assets	10,553,617	19,027,389	9,027,272	924,604	39,532,882	134,974
Restricted for Capital Improvements	1,210,498	5,156,169	2,936,759	27	9,303,453	-
Unrestricted:						
Assigned by City Council	5,552,857	495,140	234,084	84,838	6,366,919	-
Unassigned	14,612,647	4,450,846	6,301,381	389,022	25,753,896	68,087
Total Net Position	\$ 31,929,619	\$ 29,129,544	\$ 18,499,496	\$ 1,398,491	\$ 80,957,150	\$ 203,061

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Business Type Activities - Enterprise Funds					<i>Governmental Activities -Internal Service Fund</i>
	Electric	Water	Sewer	Solid Waste	Total	
REVENUES						
Charges for Services	\$ 27,620,356	\$ 3,426,826	\$ 5,173,043	\$ 1,551,828	\$ 37,772,053	\$ 3,141,776
Miscellaneous	499,759	65,172	8,209	87,966	661,106	-
Total Operating Revenues	28,120,115	3,491,998	5,181,252	1,639,794	38,433,159	3,141,776
OPERATING EXPENSES						
Personnel Services	2,769,054	346,481	338,327	323,082	3,776,944	1,956,382
Contractual Services	20,237,546	35,240	2,513,477	387,444	23,173,707	257,324
Utilities	7,046	229,113	986	484	237,629	42,619
Repairs and Maintenance	571,478	124,426	20,553	191,072	907,529	551,252
Other Supplies and Expenses	665,053	912,894	889,218	525,402	2,992,567	309,644
Insurance Claims and Expenses	135,420	29,408	13,865	13,552	192,245	9,741
Bad Debt Expense	36,443	1,318	156	5,770	43,687	-
Depreciation	1,255,595	625,841	674,634	128,934	2,685,004	29,448
Total Operating Expenses	25,677,635	2,304,722	4,451,216	1,575,740	34,009,313	3,156,410
Operating Income (Loss)	2,442,480	1,187,276	730,036	64,054	4,423,847	(14,634)
NON-OPERATING REVENUES (EXPENSES)						
Interest and Investment Revenue	390,508	220,577	135,958	11,140	758,183	-
Impact Fees	110,250	382,477	200,360	-	693,087	-
Capital Grant	-	-	-	-	-	-
Miscellaneous	(54,811)	4,417	-	1,000	(49,394)	3,733
Interest Expense	(97,420)	(102,981)	(97,864)	-	(298,265)	-
Total Non-Operating Revenues (Expenses)	348,527	504,490	238,454	12,140	1,103,611	3,733
Income Before Transfers	2,791,007	1,691,766	968,490	76,194	5,527,457	(10,901)
Transfers In	-	1,600,673	53,492	-	1,654,165	60,935
Transfers Out	(2,651,709)	(383,465)	(78,215)	(36,014)	(3,149,403)	-
Change in Net Position	139,298	2,908,974	943,767	40,180	4,032,219	50,034
Net Position - Beginning of Year	31,790,321	26,220,570	17,555,729	1,358,311	76,924,931	153,027
Net Position - End of Year	\$ 31,929,619	\$ 29,129,544	\$ 18,499,496	\$ 1,398,491	\$ 80,957,150	\$ 203,061

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED JUNE 30, 2023

	ENTERPRISE FUNDS					Governmental
	Electric	Water	Sewer	Solid Waste	Total	Activities - Internal Service Fund
Cash Flows from Operations:						
Receipts from Customers	\$ 27,633,375	\$ 3,421,368	\$ 5,185,403	\$ 1,553,998	\$ 37,794,144	\$ 3,222,470
Other Operating Receipts	(1,943,948)	131,931	830,961	(19,503)	(1,000,559)	(4,850)
Payments to Suppliers	(20,859,303)	(2,283,783)	(3,324,294)	(1,099,652)	(27,567,032)	(1,185,449)
Payments to Employees	(2,842,942)	(364,537)	(356,273)	(315,474)	(3,879,226)	(1,955,165)
Insurance Premiums Paid	(135,420)	(29,408)	(13,865)	(13,552)	(192,245)	(9,741)
Net Cash Provided by Operating Activities	1,851,762	875,571	2,321,932	105,817	5,155,082	67,265
Cash Flows from Non-Capital Financing Activities						
Operating Transfers In (Out)	(2,651,709)	1,217,208	(24,723)	(36,014)	(1,495,238)	60,935
Net Cash Flows Provided by (Used in) Non-Capital Financing Activities	(2,651,709)	1,217,208	(24,723)	(36,014)	(1,495,238)	60,935
Cash Flows Provided by (Used in) Capital and Related Financing Activities:						
Net cash for additions to Capital Assets	(782,422)	(1,056,432)	(260,881)	(498,436)	(2,598,171)	(49,986)
Principal Paid on Debt	(236,024)	(262,293)	(314,986)	-	(813,303)	-
Interest Paid on Debt	(97,420)	(102,981)	(97,864)	-	(298,265)	-
Other Nonoperating Items	(54,811)	4,417	-	1,000	(49,394)	3,733
Impact Fees and Other Development Fees	110,250	382,477	200,360	-	693,087	-
Net Cash Flows Provided by (Used in) Capital and Related Financing Activities	(1,060,427)	(1,034,812)	(473,371)	(497,436)	(3,066,046)	(46,253)
Cash Flows from Investing Activities						
Net Proceeds/(Purchases) from Sales						
Income on Investments	390,508	220,577	135,958	11,140	758,183	-
Net Cash Flows Provided by (Used in) Investing Activities	390,508	220,577	135,958	11,140	758,183	-
Net Increase (Decrease) in Cash and Cash Equivalents	(1,469,866)	1,278,544	1,959,796	(416,493)	1,351,980	81,947
Cash and Cash Equivalents - Beginning of Year	19,861,026	8,655,037	7,609,279	790,866	36,916,208	381,559
Cash and Cash Equivalents - End of Year						
Cash and Cash Equivalents	17,180,662	4,777,412	6,632,315	374,346	28,964,735	463,506
Restricted Cash	1,210,498	5,156,169	2,936,759	27	9,303,453	-
Total Cash	\$ 18,391,160	\$ 9,933,581	\$ 9,569,074	\$ 374,373	\$ 38,268,188	\$ 463,506
Reconciliation of Operating Income to Net Cash						
Cash Flows from Operating Activities						
Operating Income (Loss)	\$ 2,442,480	\$ 1,187,276	\$ 730,036	\$ 64,054	\$ 4,423,846	\$ (14,634)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:						
Deferred Charges On Refundings	10,758	-	-	-	10,758	-
Depreciation and Amortization	1,255,595	625,841	674,634	128,934	2,685,004	29,448
Effect of Changes in Operating Assets & Liabilities:						
Accounts Receivable, net	(2,454,808)	62,619	835,268	(102,379)	(1,659,300)	22,605
Inventory	(703,298)	(203)	-	-	(703,501)	6,129
Accounts Payable & Accrued Expenses	1,325,118	(981,906)	99,940	4,750	447,902	(30,742)
Salaries Payable	(5,343)	2,008	2,118	4,734	3,517	19,978
Customer Deposits	49,805	-	-	2,850	52,655	53,242
Liability for Compensated Absences	(68,545)	(20,064)	(20,064)	2,874	(105,799)	(18,761)
Net Cash Provided by Operating Activities	\$ 1,851,762	\$ 875,571	\$ 2,321,932	\$ 105,817	\$ 5,155,082	\$ 67,265

The accompanying notes are an integral part of these financial statements.

NOTES TO THE BASIC FINANCIAL STATEMENTS

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Introduction

The City of Milford, Delaware (the "City"), operates under a Council-Manager form of government and provides the following services as authorized by its charter adopted on May 24, 1977, as amended: public safety (police), highways and streets, sanitation, health and social services, electric, water, parks and recreation, public improvements, planning and zoning, and administrative services.

The accounting and reporting policies of the City relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. GAAP for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB).

The accounting and reporting framework and the more significant accounting policies and practices are discussed in subsequent sections of this Note. The remainder of the notes are organized to provide explanations, including required disclosures, of the City's financial activities for the year ended June 30, 2023. Please note that slight differences may exist due to rounding.

Financial Reporting Entity

The City's basic financial statements include the accounts of all City operations. The criteria for including organizations as component units within the City's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include whether:

- the organization is legally separate (can sue and be sued in their own name)
- the City holds the corporate powers of the organization
- the City appoints a voting majority of the organization's board
- the City is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the City
- there is fiscal dependency by the organization on the City

Based on the aforementioned criteria, the City has no component units.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from those estimates.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary control in governmental funds. Encumbrances as of the end of the fiscal year are reported as reservations of fund balance because they do not constitute expenditures or liabilities, but rather serve as authorization for expenditures in the following year. As of June 30, 2023, the City had no such encumbrances.

Government-Wide and Fund Financial Statements

The government-wide financial statements (statement of net position and statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which are normally supported by taxes and inter-governmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Program revenues include (a) charges to customers who directly benefit from goods or services provided by a given function or activity and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported as general revenues.

The City uses Fund Accounting to provide separate financial statements for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements, while non-major funds are consolidated and reported in a single column in the fund financial statements.

The City reports the following governmental funds:

General Fund – The general fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund – The special revenue fund accounts for revenues derived from earmarked revenue sources. Separate self-balancing funds are established to account for each restricted special revenue source.

Non-Major Governmental Fund – This fund accounts for revenues derived from activities provided by the City's parks and recreation department, which include primarily youth and adult sports leagues, summer camps and clinics. In addition, the fund accounts for building permit revenue levied for specific recreational and public safety initiatives, the latter of which are restricted for local fire and ambulance companies.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Government-Wide and Fund Financial Statements (continued)

The City reports the following proprietary funds:

Enterprise Funds – The Enterprise Funds of the City include the electric, water, wastewater (“sewer”) and sanitation (“solid waste” or “trash”) funds. Enterprise funds are used to account for operations (a) which are financed and operated in a manner similar to private business enterprises; where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body had decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.

Internal Service Fund – Consists of five internal funds which are used to account for the financing of goods and services provided by one department to other departments of the City on a cost-recovery basis.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Financial resources used to acquire capital assets are capitalized in the government-wide financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as a source of financing. Amounts paid to reduce long-term debt of the City are reported as a reduction of the related liability, rather than as an expenditure in the government-wide financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter (within 60 days) to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due. Similarly, accrued compensated absences are recorded as expenditures only when paid.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

General capital asset acquisitions, including entering into contracts giving the City of Milford the right to use leased assets, are reported as expenditures in governmental funds. Issuance of long-term debt and financing through leases are reported as other financing sources.

Permits and fees, recreation fees, fines and court fees, franchise fees and taxes, other miscellaneous revenues and earned but unreimbursed state and federal grants associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Property taxes are measurable as of the date levied (assessed) and are recognized as revenues when they become available, which means when due, or past due, and received within the current period or collected soon enough thereafter to be used to pay liabilities of the current period. All other revenues are considered to be measurable and therefore only available and recordable upon receipt of cash.

Budgets and Budgetary Accounting

Budgetary Process

The City Council follows these procedures in establishing the budgetary data reflected within the financial statements:

- 1) In accordance with the City Charter, prior to June 1 each year, the City Manager submits to City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year, along with estimates for the current year.
- 2) Public hearings are conducted to solicit comment from taxpayers and ratepayers.
- 3) Prior to June 30, the budget is legally enacted through passage of an ordinance.
- 4) The City Manager is required by the City Charter to present a monthly report to City Council explaining any variances from the approved budget.
- 5) Formal budgetary integration is employed as a management control device during the year for the general fund.
- 6) The budget for the general fund is adopted on a basis consistent with GAAP as applicable to governments.
- 7) The budgets for the special revenue fund are approved on a program-by-program basis by the funding agencies.
- 8) Budgetary amendments are approved by City Council as required throughout the year. If revenues in excess of those estimated in the budget become available, the Council, by ordinance, may make supplemental appropriations for the year up to the amount of such excess.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash, checking and money market accounts generally maturing within three months.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Receivables

Receivables are shown net of the allowances for estimated uncollectible accounts. The allowance for uncollectible accounts is based upon historical data established according to experience and other factors which in the judgment of City officials should be recognized in estimating possible losses. Management believes that they have adequately provided for future probable losses.

Interfund Receivables/Payables

Advances between funds are accounted within the appropriate interfund receivable and payable accounts. These advances (reported as "due from/to other funds") are considered "available spendable resources."

Inventories

Inventory in the internal service fund consists of garage supplies, meter parts and fittings, gasoline and diesel fuel held for consumption. The inventory acquisitions are recorded in the inventory accounts initially and charged to expenditures when used. The inventory is reported at cost and is presented on an average cost basis.

Inventories in the water and electric funds consist primarily of meters and other equipment and appurtenances required for service connection and revenue billing. The electric fund also carries certain system infrastructure components and replacement parts that serve the dual purpose of internal consumption for repair and maintenance as well as for sale to third party developers required to share in the cost of new connections to the electric system. Inventories in the water and electric funds are reported at cost and presented on an average cost basis.

Capital Assets

Capital assets which include land, buildings, improvements, equipment, vehicles and infrastructure assets, consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage and lighting systems, are reported on the applicable governmental or business-type activities columns in the government-wide financial statements and the proprietary fund financial statements. Capital assets are recorded at historical cost (except for intangible right-to-use lease and SBITA assets, the measurement of which is discussed below) if purchased, and at fair market value if donated. The capitalization threshold for all capital assets is \$5,000. No dollar threshold is set for land. Capital asset depreciation and amortization is recognized using the straight-line method over the estimated lives of the respective assets. Estimated useful lives are as follows:

Utility System & Infrastructure	10 - 50 years
Building and Improvements	10 - 20 years
Equipment and Vehicles	3 - 20 years
Lease Assets	2 - 6 years
SBITAs	2 - 5 years

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Subscription-Based IT Arrangements

The City implemented GASB Statement No. 96, Accounting for Subscription-Based IT Arrangements, for the period ended June 30, 2023. Subscription-Based IT Arrangement (SBITA) is an arrangement in which the City of Milford contracts with a third party for the right-to-use their cloud-based solution for the City's information technology needs. The City recognizes a SBITA liability and an SBITA asset in the government-wide financial statements. The City only recognizes SBITA agreements with annual payments greater than \$5,000, noncancelable by both parties, and for longer than one year are recorded.

At the commencement of a SBITA, the City of Milford initially measures the SBITA liability at the present value of payments expected to be made during the SBITA term. Subsequently, the SBITA liability is reduced by the principal portion of SBITA payments made. The SBITA asset is initially measured at the initial amount of the SBITA liability, adjusted for SBITA payments made at or before the commencement date, plus certain initial direct costs. Subsequently, the SBITA asset is amortized on a straight-line basis over its useful life.

Key estimates and judgements related to SBITA include how the City of Milford determines (1) the discount rate it uses to discount the expected SBITA payments to present value, (2) SBITA term, and (3) SBITA payments.

- The City of Milford uses the interest rate charged by the third party as the discount rate. When the interest rate charged by the third party is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The SBITA term includes the noncancellable period of the agreement. SBITA payments included in the measurement of the SBITA liability are composed of fixed payments and purchase option price that the City of Milford is reasonably certain to exercise.

The City of Milford monitors changes in circumstance that would require a remeasurement of its SBITA and will remeasure the SIBITA asset and liability if certain changes occur that are expected to significantly affect the amount of the SBITA liability.

SBITA assets are reported with other capital assets and SBITA liabilities are reported with long-term debt on the statement of net position.

Leases

The City of Milford is a lessee for noncancellable leases of equipment. The City recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the government-wide financial statements. The City recognizes lease liabilities with an initial, individual value of \$5,000 or more.

At the commencement of a lease, the City of Milford initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured at the initial amount of the lease liability, adjusted for lease payments made at or

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

before the commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgements related to leases include how the City of Milford determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The City of Milford uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the City of Milford is reasonably certain to exercise.

The City of Milford monitors changes in circumstance that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

Compensated Absences

A maximum of 30 days of vacation and 130 days of sick leave may be accumulated by each employee except for those hired before 1992, for whom carry-over is unlimited. The City accrues a liability for compensated absences which meet the following criteria:

- The City's obligation relating to employees' rights to receive compensation for future absences is attributable to employees' services already rendered.
- The obligation relates to rights that vest or accumulate.
- Payment of the compensation is probable.
- The amount can be reasonably estimated.

In accordance with the above criteria, the City has accrued a liability for vacation and sick pay which has been earned but not taken by City employees. For governmental activities, the liability for compensated absences is split between current and non-current liabilities in the government-wide financial statements. Only the current portion of compensated absences is reported on the governmental funds balance sheet. The liability for compensated absences is recorded in proprietary fund types as an accrued liability in accordance with GASBS No. 16 (GASB Cod. Sec. C60), Accounting for Compensated Absences.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Delaware Public Employees' Retirement System (DPERS) and additions to/deductions from DPERS fiduciary net position have been determined on the same basis as they are reported by DPERS. For this purpose, benefit payments (including refunds of employee

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Long-Term Liabilities

In the government-wide financial statements, and in the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business type activities, or proprietary fund type statements of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are recorded net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and are amortized over the life of the related debt. In the fund financial statements, governmental fund types recognize bond premium and discounts, as well as debt issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs are reported as debt service expenditures.

Subsequent Events

Subsequent events were evaluated through the opinion date, which is the date the financial statements were available to be issued. Management of the City have disclosed the formal approval and submission of application for permanent financing through the United States Department of Agriculture (USDA) Community Facilities Program for the construction of the new Police Headquarters Facility. Please see Note 18: Subsequent Events for additional detail. Management of the City have determined that no events, including the disclosed events, resulted in any adjustment to the accounts reported in these financial statements.

Deferred Outflows of Resources

Decreases in net position that relate to future periods are recorded as deferred outflows of resources in a separate section of the City's government-wide statement of net position. Deferred outflows of resources generally include pension contributions made subsequent to the measurement date but may also include differences in pension plan actuarial data between measurement dates, such as differences between expected and actual plan experience, the effect of actuarial assumption changes, actual investment earnings below expected earnings on plan assets, and changes in the City's proportion of the broader plan. Deferred outflows of resources also include the difference in the carrying value of refunded debt and its reacquisition price, which is then amortized over the shorter of the life of the refunded or refunding bond.

Deferred Inflows of Resources

Increases in net position that apply to future periods are recorded as deferred inflows of resources in a separate section of the City's government-wide statement of net position. Deferred inflows of resources may include differences in pension plan actuarial data between

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

measurement dates, such as differences between expected and actual plan experience, the effect of actuarial assumption changes, actual pension plan investment earnings in excess of projected amounts, and changes in the City's proportion of the broader plan.

Lease-related amounts are recognized at the inception of the lease. The deferred inflow of resources is recorded in amount equal to the corresponding lease receivable plus certain additional amounts received from the lessee at or before commencement of the lease term that relate to future periods, less any incentives paid to, or on behalf of the lessee at or before commencement of the lease term. The inflow of resources is recognized in a systematic and rational manner over the term of the lease.

Deferred outflows and inflows of resources related to pensions, excluding employer-specific amounts, will be recognized as pension expense over five years, including the current year.

Government-Wide and Proprietary Fund Net Positions

Net position represents the extent to which the sum of assets and deferred outflows of resources differ from the sum of liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets net of accumulated depreciation and the outstanding balances of any borrowing spent for the acquisition, construction or improvements of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the City's policy is to apply restricted net position first.

Governmental Fund Balances

In the governmental fund financial statements, fund balances are classified as follows:

- Non-spendable - Amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.
- Restricted - Amounts that can be spent only for specific purposes due to the City Charter, City code, state or federal laws, or externally imposed conditions by grantor or creditors.
- Committed - Amounts that can be used only for specific purposes determined by a formal action by City Council ordinance or resolution. This includes the Budget Reserve Account.
- Assigned - Amounts that are designated by the Mayor for a particular purpose but are not spendable until a budget ordinance is passed or there is a majority vote approval (for capital projects or debt service) by City Council.
- Unassigned - All amounts not included in other spendable classifications.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended by fund balance class follows: restricted, followed by committed, assigned and lastly unassigned.

Interfund Transactions

The City records transactions between funds to support operations in certain funds, to return a risk premium to certain funds, to allocate administrative and overhead costs among funds, to construct assets, to distribute grant proceeds and to coordinate other activities that impact more than one fund. These transactions are generally reflected as operating transfers, which are transfers from a fund authorized to receive certain revenues to the fund through which the resources are expended. Interfund loans having repayment terms beyond one year are reported separately as noncurrent assets (lending fund) and noncurrent liabilities (borrowing fund) in the statements of net position.

NOTE 2: FINANCIAL INSTRUMENTS

The City invests its eligible reserves in a variety of financial instruments pursuant to its investment policy and records investments at adjusted cost. The City estimates that the fair value of all financial instruments as of June 30, 2023 does not differ materially from the aggregate carrying values of its financial instruments as reported in the accompanying balance sheet and statement of net position.

NOTE 3: REAL ESTATE TAXES

The millage rate levied by City Council on all non-exempt real estate in the City of Milford for the fiscal year ended June 30, 2023 was 4.9275 mills (\$4.9275 per \$1,000 of assessed valuation, or "AV"), and is commonly expressed as \$0.49275 per \$100 of AV. The City executes the annual tax billing, periodic supplemental billing and all real estate tax payment collection internally, though property assessment is conducted by a professional firm through a contractual arrangement. Delinquent taxes are subject to lien by the City. The schedules of real estate taxes levied for the fiscal year 2023 follow:

July 1:	Levy Date (effective date of enforceable lien)
August 1 - September 30:	Face Payment Period
October 1:	Penalty of 1% of cumulative past due balance each month

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 4: IMPACT FEES

All applications for new service connections to water, sewage, and electric systems within the City of Milford's utility service territories are required to contribute a one-time impact fee. The purpose of the fee is to compensate for the impact of new users to the existing water and sewage systems, in order to provide for future expansion. All impact fees collected are restricted for the construction, maintenance and expansion of the City's utility infrastructure systems resulting from the growth demands of new development. The commercial impact fees for the year ended June 30, 2023 were \$3,323 and \$1,756 per Equivalent Dwelling Unit (EDU) for water and sewage, respectively, and \$600 and \$1,200 for electric connections of 200 amps and 400 amps, respectively.

The City has recorded as revenue in the proprietary funds Statement of Revenues, Expenses and Changes in Net Position and in the government-wide Statement of Activities the impact fee monies, as required by GASB No. 33. Restricted net position as of June 30, 2023 attributable to cumulative impact fee collections is \$9,302,199.

NOTE 5: INTERFUND TRANSACTIONS

During the course of normal operations, the City has numerous transactions between funds including expenditures and transfers of resources primarily to provide services. The financial statements of the governmental and proprietary fund types generally reflect such transactions as transfers. Transfers that are not considered operating or residual equity transfers give rise to interfund receivables and payables within individual funds.

	Due To	Due From	Transfer In	Transfer Out
General Fund	\$ 7,994,926	\$ 218,235	\$ 5,528,655	\$ 339,071
Special Revenue Fund	278,235	5,000,000	-	4,045,782
Internal Service Fund	-	-	60,936	-
Electric Fund	-	3,054,926	-	2,651,709
Water Fund	-	-	1,600,673	383,465
Sewer Fund	-	-	53,492	78,215
Solid Waste Fund	-	-	-	36,014
Total, excluding Capital Assets	<u>\$ 8,273,161</u>	<u>\$ 8,273,161</u>	<u>\$ 7,243,756</u>	<u>\$ 7,534,256</u>
Capital Asset Transfers			290,500	-
Total, including Capital Assets			<u>\$ 7,534,256</u>	<u>\$ 7,534,256</u>
Presentation of Net Transfers - Fund Level vs. Government-wide Statements				
Interfund Transfers, Net (Fund Financial Statements)			\$ 1,204,738	\$ 1,495,238
Capital Asset Transfers			290,500	-
Interfund Transfers, Net (Statement of Activities)			<u>\$ 1,495,238</u>	<u>\$ 1,495,238</u>

The Statement of Revenues, Expenditures, and Changes in Net Position for the proprietary funds reports net transfers out of \$1,495,238, which includes \$290,500 in capital asset transfers. Because the governmental fund financial statements exclude capital assets, the transfers in likewise exclude capital asset transfers, reducing net incoming transfers to \$1,204,738 as reported in the fund financial statements (including internal service funds). The Government-wide Statement of Activities reports transfers out from business-type activities and transfers into governmental activities of (\$1,495,238) and \$1,495,238, respectively.

NOTE 6: INTERGOVERNMENTAL RECEIVABLES

Amounts due from other governmental units represent receivables for revenues earned by the City or collections made by another governmental unit on behalf of the City.

NOTE 7: CASH AND EQUIVALENTS

It is the policy of the City of Milford to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City, while confirming to all state and local statutes governing the investment of public funds, using the “prudent person” standard for managing the overall portfolio. The primary objective of the policy is safety (preservation of capital), followed by liquidity, and lastly yield.

The City of Milford utilizes a pooled cash and investment concept for all funds to maximize transactional efficiency and the effectiveness of its investment management program. Investment income from this internal pooling is allocated to the respective funds based upon the sources of funds invested. The deposits and investments associated with the City’s participation in the State of Delaware Police and Firefighters’ Pension Fund and the State of Delaware County and Municipal Pension Plans are held and managed separately.

Custodial Credit Risk

Custodial credit risk is the risk of loss of City deposits in the event of financial institution failure. The City maintains a formal deposit policy within its broader Investment Policy Statement to manage custodial credit risk. As of June 30, 2023, the City of Milford’s bank balances, including deposits and money market funds, totaled \$50,119,000. FDIC insurance applied to \$501,566 of the deposits, while the remainder of \$49,617,434 was hedged against custodial credit risk because it was collateralized with securities pledged by the City’s financial institution and held by its custodian in the name of the City of Milford. Deposits are classified as Category 1 if fully insured, registered or held by the agent in the City’s name. The carrying amount of the deposits as of June 30, 2023 was \$49,987,129, the City holds petty cash in the amount of \$2,851, and is reported in the financial statements as follows:

Government-wide Statement of Net Position

Governmental Activities	\$11,721,792
Business-type Activities	<u>38,268,188</u>
Total carrying amount of deposits	<u><u>\$49,989,980</u></u>

Assets whose use is limited to a specific purpose have been classified as “restricted” in the balance sheet and statement of net position. Restricted cash is composed of \$436,060 in the general fund for capital projects, \$990,160 in the special revenue fund for grants, \$9,302,199 in the business-type funds for impact fees and \$1,254 in the business-type funds for street improvements.

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 8: CAPITAL ASSETS

The following schedule presents the capital activity of governmental activities for the fiscal year, including Internal Service Funds:

FOR THE YEAR ENDED JUNE 30, 2023					
Asset Categories by Function	Balances June 30, 2022	Additions	Reductions	Adjustments & Transfers	Balances June 30, 2023
<u>Total Governmental</u>					
Capital Assets:					
Land	\$ 8,601,885	\$ -	\$ (24,000)	\$ -	\$ 8,577,885
Street Improvements	11,148,458	-	-	133,943	11,282,401
Buildings and Improvements	5,742,973	40,320	(119,441)	-	5,663,852
Vehicles and Equipment	6,845,267	1,175,251	(50,119)	-	7,970,399
Construction in Progress	1,158,685	11,195,381	-	(74,349)	12,279,717
Right-to-Use Software in Progress	681,027	-	-	221,748	902,775
Right-to-Use Software	16,715	112,326	-	-	129,041
Lease Assets	-	89,725	-	-	89,725
Total Governmental Capital Assets	33,584,368	12,613,003	(193,560)	281,342	46,895,795
Accumulated Depreciation	(15,259,627)	(946,694)	50,119	-	(16,156,202)
Total Governmental Capital Assets, Net	<u>\$ 18,324,741</u>	<u>\$ 11,666,310</u>	<u>\$ (143,441)</u>	<u>\$ 281,342</u>	<u>\$ 30,739,594</u>

The following schedule presents the capital activity of governmental activities for the fiscal year, excluding Internal Service Funds:

FOR THE YEAR ENDED JUNE 30, 2023					
Asset Categories by Function	Balances June 30, 2022	Additions	Reductions	Adjustments & Transfers	Balances June 30, 2023
<u>Governmental, excluding Internal Service Funds</u>					
Capital Assets:					
Land	\$ 8,601,885	\$ -	\$ (24,000)	\$ -	\$ 8,577,885
Street Improvements	11,148,458	-	-	133,943	11,282,401
Buildings and Improvements	5,704,941	19,886	(119,441)	-	5,605,386
Vehicles and Equipment	6,605,339	1,145,699	(50,119)	-	7,700,919
Construction in Progress	1,158,685	11,195,381	-	(74,349)	12,279,717
Right-to-Use Software in Progress	681,027	-	-	221,748	902,775
Right-to-Use Software	16,715	112,326	-	-	129,041
Lease Assets	-	89,725	-	-	89,725
Total Governmental Capital Assets	33,917,050	12,563,017	(193,560)	281,342	46,567,849
Acc. Depreciation & Amortization	(15,096,105)	(917,245)	50,119	-	(15,963,231)
Total Governmental Capital Assets, Net	<u>\$ 18,820,945</u>	<u>\$ 11,645,772</u>	<u>\$ (143,441)</u>	<u>\$ 281,342</u>	<u>\$ 30,604,618</u>

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 8: CAPITAL ASSETS, CONTINUED

The following schedule presents the capital activity of business-type activities for the fiscal year:

	FOR THE YEAR ENDED JUNE 30, 2023				
Asset Categories by Function	Balances June 30, 2022	Additions	Reductions	Adjustments & Transfers	Balances June 30, 2023
<u>Electric Fund:</u>					
Land	\$ 2,460,507	\$ -	\$ -	\$ -	2,460,507
Construction in Progress	-	411,953	(17,588)	(126,108)	268,257
Buildings and Improvements	7,056,015	-	-	-	7,056,015
Electric System	20,262,504	297,087	-	-	20,559,591
Vehicles and Equipment	4,463,840	190,077	-	-	4,653,917
Total Capital Assets	34,242,866	899,117	(17,588)	(126,108)	34,998,287
Accumulated Depreciation	(19,487,437)	(1,255,595)	-	-	(20,743,032)
Net Book Value	14,755,430	(356,478)	(17,588)	(126,108)	14,255,255
<u>Water Fund:</u>					
Land	6,471,894	-	-	-	6,471,894
Construction in Progress	2,559,631	-	(9,505)	(2,114,755)	435,371
Buildings and Improvements	123,078	-	-	-	123,078
Water System	23,640,867	1,130,862	-	2,067,718	26,839,447
Vehicles and Equipment	2,015,792	243	-	(18,131)	1,997,904
Total Capital Assets	34,811,262	1,131,106	(9,505)	(65,168)	35,867,695
Accumulated Depreciation	(10,069,314)	(625,841)			(10,695,155)
Net Book Value	24,741,948	505,265	(9,505)	(65,168)	25,172,540
<u>Sewer Fund:</u>					
Land	28,638	-	-	-	28,638
Construction in Progress	-	64,415	-	(64,415)	-
Buildings and Improvements	164,056	-	-		164,056
Waste Water System	23,601,407	-	-		23,601,407
Vehicles and Equipment	1,650,926	261,129	(28,651)	(247)	1,883,158
Total Capital Assets	25,445,027	325,544	(28,651)	(64,662)	25,677,259
Accumulated Depreciation	(11,074,114)	(674,633)	28,651		(11,720,096)
Net Book Value	14,370,913	(349,089)	-	(64,662)	13,957,162
<u>Solid Waste Fund:</u>					
Construction in Progress	9,176	19,746	(3,790)	(25,132)	-
Buildings and Improvements	5,650	-	-	-	5,650
Vehicles and Equipment	1,448,503	552,413	(157,203)	(9,430)	1,834,283
Total Capital Assets	1,463,329	572,159	(160,993)	(34,562)	1,839,933
Accumulated Depreciation	(907,182)	(128,934)	121,833		(914,284)
Net Book Value	\$ 556,147	\$ 443,225	(39,160)	\$ (34,562)	\$ 925,649

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 8: CAPITAL ASSETS, CONTINUED

The following schedule summarizes the capital activity of business-type activities for the fiscal year:

Asset Categories by Function	FOR THE YEAR ENDED JUNE 30, 2023				Balances June 30, 2023
	Balances June 30, 2022	Additions	Reductions	Adjustments & Transfers	
<u>Total Enterprise Funds</u>					
Land	\$ 8,961,039	\$ -	\$ -	\$ -	\$ 8,961,039
Construction in Progress	2,568,807	496,114	(30,883)	(2,330,410)	703,628
Buildings and Improvements	7,348,799	-	-	-	7,348,799
Electric System	20,262,504	297,087	-	-	20,559,591
Water System	23,640,867	1,130,862	-	2,067,718	26,839,447
Waste Water System	23,601,407	-	-	-	23,601,407
Vehicles and Equipment	9,579,061	1,003,862	(185,854)	(27,808)	10,369,262
Total Fixed Assets	95,962,484	2,927,925	(216,737)	(290,500)	98,383,173
Accumulated Depreciation	(41,538,047)	(2,685,003)	150,484	-	(44,072,566)
Net Book Value	\$ 54,424,437	\$ 242,922	\$ (66,253)	\$ (290,500)	\$ 54,310,606

The following schedule summarizes the activity of internal service fund activities for the fiscal year:

Asset Categories by Function	FOR THE YEAR ENDED JUNE 30, 2023				Balances June 30, 2023
	Balances June 30, 2022	Additions	Reductions	Adjustments & Transfers	
<u>Internal Service Funds:</u>					
Land	\$ -		\$ -	\$ -	\$ -
Buildings and Improvements	38,032	20,434	-	-	58,466
Vehicles and Equipment	239,928	29,552	-	-	269,480
Total Internal Service Funds	277,960	49,986	-	-	327,946
Accumulated Depreciation	(163,523)	(29,449)	-	-	(192,972)
Total Internal Service Funds, Net	\$ 114,437	\$ 20,538	\$ -	\$ -	\$ 134,975

Depreciation and amortization expense for governmental activities, which amounted to \$917,245 for the year ended June 30, 2023, was charged to the general government function of the primary government. Depreciation expense of \$2,685,003 for the business-type activities was charged to the funds as noted above.

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 9: LONG-TERM DEBT OBLIGATIONS

Long-Term liability activity for the year ended June 30, 2023 is summarized as follows:

	FOR THE YEAR ENDED JUNE 30, 2023				
	Balances 06/30/22	Additions	Reductions	Balances 06/30/23	Current Portion
Governmental Activities:					
General Obligation Bonds	\$ 41,445	\$ 8,627,781	\$ (7,000,000)	\$ 1,669,226	\$ -
Net Pension Liability (Asset)	(5,223,050)	-	4,906,853	(316,197)	-
Compensated Absences	1,315,693	8,075	-	1,323,768	126,732
Leases	-	89,725	(25,752)	63,973	19,683
SBITA ¹	610,642	112,326	(99,643)	623,325	157,830
Governmental Activities					
Total Debt Obligations:	\$ (3,255,270)	\$ 8,837,907	\$ (2,218,542)	\$ 3,364,095	\$ 304,245
Business-Type Activities:					
General Obligation Bonds					
Series 2016	\$ 6,260,000	\$ -	\$ (435,000)	\$ 5,825,000	\$ 440,000
Bond Premium	22,850	-	(1,856)	20,994	-
Total General Obligation Bonds	6,282,850	-	(436,856)	5,845,994	440,000
State of Delaware					
DNREC WPC RF, 2010	483,502	-	(56,313)	427,189	56,876
Water SRF, 2012A	1,942,939	-	(160,244)	1,782,695	161,850
Note Payable, Kent County	1,069,575	-	(27,103)	1,042,472	27,718
USDA Notes Payable					
Water Facilities, 2013	3,999,282	-	(102,049)	3,897,233	103,772
Sewer Facilities, 2019	574,319	-	(10,940)	563,379	11,132
Sewer Facilities, 2020	969,883	-	(19,798)	950,085	20,014
Total Bonds and Notes Payable	15,322,350	-	(813,303)	14,509,047	821,363
Other Liabilities					
Compensated Absences	265,013	-	(105,798)	159,215	22,011
Business-Type Activities					
Total Debt Obligations:	\$ 15,587,363	\$ -	\$ (919,101)	\$ 14,668,262	\$ 843,374

¹Beginning balances were adjusted to reflect the adoption of GASB 96

General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the City. Annually, the City is required to compute the rate of property tax required to provide a fund to pay interest and principal at maturity. The City is in compliance with this requirement.

NOTE 9: LONG-TERM DEBT OBLIGATIONS, CONTINUED

General Obligation Bonds, Series 2016

On December 6, 2016, the City issued General Obligation Bonds, Series 2016 in the aggregate principal amount of \$8,065,000, with interest rates ranging from 2.0% to 2.55%. The proceeds of the 2016 bond issuance were utilized to currently refund the outstanding principal balance of \$7,850,000 related to the General Obligation Bonds, Series 2011 A. The 2016 bonds are scheduled to mature January 1, 2037. Semi-annual interest payments commenced July 1, 2017, while annual principal payments commenced January 1, 2018. The bonds had an original issue premium of \$37,171, the unamortized portion of which is included in the balance reflected in the financial statements as of June 30, 2023. The current refunding resulted in an economic gain (difference between the present values of the debt service payments on the old and new debt) of approximately \$1.3 million.

General Obligation Bond Anticipation Notes, Series 2021

The City closed on a general obligation bond anticipation note (BAN), series 2021 with PNC Bank, N.A. in an amount not to exceed \$20 million on November 30, 2021 as authorized by Council on December 14, 2020 and approved by referendum on January 26, 2021. The temporary, construction-period loan bears a variable rate of interest calculated daily based on the tax-exempt equivalent of the Bloomberg Short Term Bank Yield Index or "BSBY" plus a fixed margin, subject to a floor of 1.08%, billed monthly as applied only to outstanding principal balances drawn. The loan matures on November 30, 2024, at which point the entire principal balance is due and payable in full. The City anticipates satisfying the BAN in full on or before the maturity date with a permanent issuance of long-term, tax-exempt general obligation bonds at a fixed rate of interest. Through June 30, 2023, \$8,669,226 was drawn against the BAN, and the City exercised its option to make principal prepayments, which totaled \$7,000,000. As of June 30, 2023, \$1,669,226 remained outstanding, all of which is reported in noncurrent liabilities in the government-wide statement of net position.

United States Department of Agriculture (USDA)

Water Facility Loan

In June 2013, the City issued bonds in an amount not to exceed \$5 million in connection with its Southeast Water Expansion project. The funding for the project was provided by the USDA under the federal direct loan for rural water and waste disposal systems program. Pursuant to program terms, the City was eligible for distributions of loan proceeds only after incurring project expenditures. The project was completed and the City expended a cumulative total of \$5 million through fiscal year 2017. The balance of the loan as of June 30, 2023 is \$3,897,233, which represents total project expenditures under the program less principal payments made. Under the terms of the note, the City is required to make quarterly payments in the amount of \$46,500, which include interest calculated at the fixed annual rate of 2.125% on the outstanding balance, with the remainder of each payment applied to the principal balance. The note is scheduled to mature June 28, 2053.

NOTE 9: LONG-TERM DEBT OBLIGATIONS, CONTINUED

Sewer Facility Loans

In September 2015, Milford City Council approved a resolution to borrow an amount not to exceed \$1.6 million to finance various sewer infrastructure projects, including a supervisory control and data acquisition (SCADA) system, pump station upgrades, inflow and infiltration remediation, and related projects; collectively the “sewer project.” A financing agreement was reached with the USDA under the federal direct loan for rural water and waste disposal systems program in two phases. The borrowing limit in phase one is \$0.6 million subject to an annual rate of interest not to exceed 2.375%; the actual rate as determined at final loan closing in December 2019 was 1.75%. The borrowing limit in phase two is \$1 million subject to an annual rate of interest not to exceed 2.125%; the actual rate as determined at final loan closing in December 2020 was 1.25%. Pursuant to program terms, the City was eligible for distributions of loan proceeds only after incurring project expenditures, which occurred during fiscal years 2020 and 2021 for phases one and two, respectively.

The balance of the 2019 facilities loan as of June 30, 2023 is \$563,379, representing the balance attributable to phase one project financing. The balance of the 2020 facilities loan as of June 30, 2023 is \$950,085, representing the balance attributable to phase two project financing. Under terms of the notes, the City is required to make quarterly payments in the amount of \$5,226 and \$7,960, which include interest calculated at the fixed annual rate of 1.75% and 1.25% on the outstanding balance of the phase one and two loans, respectively, with the remainder of each payment applied to the corresponding principal balance. The notes underlying loans phase one and two are scheduled to mature on December 31, 2059 and 2060, respectively.

State of Delaware Revolving Funds

Water Pollution Control Revolving Fund (WPC RF)

The City received funds in connection with its Wastewater Collection System Expansion project through financing agreements with the Delaware Water Pollution Control Revolving Fund. Funds received for the first part of the project were repaid in full during the fiscal year ended June 30, 2017. Additional funds were received for the second part of the project under a separate financing agreement. The balance of this obligation as of June 30, 2023 is \$427,189. Semi-annual payments of \$32,852 include interest calculated at an annual rate of 2.0%. The note is scheduled to mature of July 1, 2030.

Drinking Water State Revolving Fund (SRF)

The City has also received funds from the State of Delaware in connection with its Washington Street Water Treatment Facility Replacement Project. The funds were provided by the Delaware Drinking Water State Revolving Funding only as expenditures were incurred by the City and approved by the State, subject to a maximum funding commitment of \$4 million. Interest only payments commenced September 1, 2012 and were due semi-annually at 1% per annum on the balancing outstanding as the project progressed. The project was completed during the fiscal year ended June 30, 2018 at a total cost of \$3,832,876. In accordance with the agreement, upon

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 9: LONG-TERM DEBT OBLIGATIONS, CONTINUED

completion of the project, thirty-five percent of the amounts advanced were forgiven, resulting in forgiveness of debt in the amount of \$1,341,507 in fiscal year 2018. The remaining balance of \$2,491,369 is being amortized over a twenty-year period from the original advance date with interest at 1% per annum. The balance of this obligation as of June 30, 2023 is \$1,782,695. The note is scheduled to mature September 1, 2033.

Kent County Levy Court

Sewer Infrastructure Improvement Loan

Kent County constructed a new southern transmission bypass sewer line and related facilities (the "bypass") to remediate failing components of its sewer infrastructure. The County issued bonds to finance the cost of the improvements, a significant portion of which run through the City of Milford and benefit the users of Milford's sewer system. Pursuant to the Agreement for Services, as amended, between the City and Kent County, the City is responsible for the pro rata portion of the debt service attributable to the costs of the bypass installed in the City's sewer service territory. The City is required to remit payments in quarterly installments of \$12,735, which include interest at the fixed rate of 2.25% per annum. The balance of the obligation as of June 30, 2023 is \$1,042,472 and is scheduled to mature November 10, 2050.

The annual requirements to amortize all debt outstanding as of June 30, 2023 follow:

Year(s) Ending June 30	Governmental Activities			Business-Type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2024	\$ -	\$ 35,950	\$ 35,950	\$821,363	\$273,801	\$1,095,163
2025	1,669,226	-	1,669,226	837,686	258,787	1,096,472
2026	-	-	-	853,864	243,497	1,097,360
2027	-	-	-	870,150	227,896	1,098,046
2028	-	-	-	881,321	212,064	1,093,385
2029-2033	-	-	-	4,226,726	813,795	5,040,522
2034-2038	-	-	-	2,366,415	474,434	2,840,849
2039-2043	-	-	-	1,147,536	300,619	1,448,155
2044-2047	-	-	-	1,269,803	178,026	1,447,829
2048-2052	-	-	-	859,558	54,517	914,075
2053-2057	-	-	-	246,799	16,921	263,720
2058-2062	-	-	-	106,832	2,623	109,455
Total	<u>\$1,669,226</u>	<u>\$ 35,950</u>	<u>\$1,705,176</u>	<u>\$14,488,053</u>	<u>\$3,056,979</u>	<u>\$17,545,033</u>

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 9: LONG-TERM DEBT OBLIGATIONS, CONTINUED

Long-Term Debt outstanding as of June 30, 2023 is summarized as follows:

Obligation	Interest Rate (%)	Issue Date	Maturity Date	Amounts Outstanding as of June 30, 2023 (in thousands)				Total
				General Fund	Electric Fund	Water Fund	Sewer Fund	
General Obligation Bonds								
Series of 2016	2.00-2.55	12/6/16	1/1/37	\$ -	\$ 3,825	\$ -	\$ 2,000	\$ 5,825
Series of 2021	1.80-5.00	11/30/21	11/30/24	1,669	-	-	-	1,669
USDA								
Note Payable, 2013	2.125	6/28/13	6/28/53	-	-	3,897	-	3,897
Note Payable, 2019	1.750	12/31/19	12/31/59	-	-	-	563	563
Note Payable, 2020	1.250	12/31/20	12/31/60	-	-	-	950	950
State of Delaware								
DNREC WPC RF, 2010	2.00	12/22/09	7/1/30	-	-	-	427	427
Drinking Water SRF, 2012A	1.00	3/15/12	9/1/33	-	-	1,783	-	1,783
Kent County, 2012	2.25	11/12/12	11/10/50	-	-	-	1,042	1,042
Total Long-Term Debt Obligations				\$ 1,669	\$ 3,825	\$ 5,680	\$ 4,983	\$ 16,157

NOTE 10: COMMITMENTS AND CONTINGENCIES

In the ordinary course of the City's municipal and public utility operations, various commitments and contingent liabilities arise in addition to routine purchases of goods and services.

Commitments

City Council awarded a contract to Richard Y. Johnson & Son, Inc. ("RYJ") for the project management, construction and inspection activities for the City of Milford's new Police Headquarters Facility totaling \$0.6 million, \$0.2 million of which remained outstanding as of June 30, 2023. The firm executed a construction bid process on behalf of the City pursuant to USDA and City of Milford procurement requirements, resulting in City Council approval of contracts with 16 additional firms totaling \$13.7 million for the construction of the Facility. As of June 30, 2023, \$9.5 million was incurred pursuant to the contracts, which is reported as construction in process in Governmental Activities on the Government-wide Statement of Net Position. Of the improvements reported as construction in process, amounts incurred and paid with interim financing are reported in notes payable, while amounts incurred but unpaid are recognized in current liabilities, each in Governmental Activities on the Government-wide Statement of Net Position. \$4.8 million of the contract commitment remained outstanding as of June 30, 2023.

Contingencies

The City does not anticipate material losses as a result of any claims arising in the ordinary course of municipal operations over and above the amounts reported in the statement of activities, which includes a provision for claims incurred.

NOTE 10: COMMITMENTS AND CONTINGENCIES, CONTINUED

Government Grant/Award Programs

The City participates in a number of federal and state-assisted programs. These programs are subject to program compliance audits by the grantors or their representatives. Accordingly, the City's compliance with applicable program requirements will be established at some future date. The amount of expenditures not already disclosed, if any, which may be disallowed by the granting agencies, cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.

NOTE 11: DEFERRED COMPENSATION PLAN

The City's employee benefits program includes a deferred compensation plan under Internal Revenue Code (IRC) 457(b) which is available to substantially all full-time City employees. Participants may elect contributions through base salary deferral to the Plan not to exceed the lesser of the allowable calendar year maximum under IRC 457(b)(2) and 100% of net compensation. The City matches 100% of employee contributions up to a maximum of 6.0% of the base salary. The City made contributions into the Plan totaling \$314,309 for the year ended June 30, 2023.

NOTE 12: ADOPTION OF GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

The City adopted the provisions of GASB Statement No. 96 Subscription-Based Information Technology Arrangements, which resulted in the recognition of right-to-use assets and subscription liabilities as well as additional disclosures (see Note 16). The City also adopted GASB Statement No. 91 Conduit Debt Obligations, GASB Statement No. 94 Public-Private and Public-Public Partnerships and Availability Payment Arrangements, and the required provisions of GASB Statement No. 99 Omnibus 2022. The adoption of these Statements had no effect on previously reported amounts.

NOTE 13: PENDING CHANGES IN ACCOUNTING PRINCIPLES

The GASB has approved the following:

- Statement No. 100, Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62 (effective for 2024)
- Statement No. 101, Compensated Absences (effective for 2025)
- Statement No. 102, Certain Risk Disclosures (effective for 2025)
- Statement No. 103, Financial Reporting Model Improvements (effective for 2026)
- Statement No. 104, Disclosure of Certain Capital Assets (effective for 2026)

The City has not yet completed the various analysis required to estimate the financial impact, if any, of these new pronouncements.

NOTE 14: POST-RETIREMENT BENEFITS

Defined Contribution Plan

The City has a defined contribution plan under IRC 401(a) which was available to substantially all full-time City employees through December 31, 2004 (the "legacy plan"). For plan years beginning January 1, 2005, the City no longer makes contributions to the legacy plan, coinciding with the effective date of the City's election to participate in the State of Delaware's County and Municipal Pension Plans. All participants in the legacy plan will remain in the legacy plan until separation of employment from the City and may continue to invest funds in their respective accounts. The legacy plan is administered by VOYA Financial and was last amended and restated January 25, 2016 in order to comply with applicable IRS rules and regulations.

State of Delaware County and Municipal Pension Plans

Effective January 1, 2005, City Council elected, under provisions of the Delaware Code, to participate in the County and Municipal Police and Firefighter and the General Employees Retirement Funds. In connection with this election, the City agreed to fund prior service costs up to the maximum of 15 years of service for all eligible employees. Funding was provided from the City's Water and Sewer reserves and from assets of its existing retirement funds. Descriptions of the State of Delaware Plans, important disclosures and information follow.

Police and Firefighters' Pension Plan

The City contributes to a governmental cost-sharing multiple-employer defined benefit pension plan administered by the Delaware Public Employees' Retirement System (DPERS) and managed by the State Board of Pension Trustees. The plan, which is the State of Delaware County and Municipal Police and Firefighter Pension Plan, covers the City of Milford's sworn police officers.

The State of Delaware General Assembly is responsible for setting benefits and amending plan provisions. The State Board of Pension Trustees determines the contributions required. The board is composed of five members appointed by the Governor and confirmed by the State Senate, plus two ex-officio members. Service benefits under the plan include 2.5% of final average monthly compensation multiplied by years of credited service up to 20 years, plus 3.5% of final average monthly compensation multiplied by years of service in excess of 20 years. The final monthly compensation is the monthly average of the highest three consecutive years of compensation. There are also disability benefits as well as survivor benefits provided by the plan. An employee is vested upon five years of credited service.

Employer contributions to the plan are determined annually by the State Board of Pension Trustees. The employer contribution policy is set by State law and required contributions by active members and by participating employers. The contributions required by participating employers are based on an actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2023 was 11.34% of payroll. In addition, employees are required to contribute 7.00% of compensation.

NOTE 14: POST-RETIREMENT BENEFITS, CONTINUED

Other Employees' Pension Plan

The City contributes to a governmental cost-sharing multiple-employer defined benefit pension plan administered by the Delaware Public Employees Retirement System and managed by the State Board of Pension Trustees. The plan, which is the State of Delaware County and Municipal Other Employees Pension Plan, covers all full-time non-uniformed City employees as well as elected officials. The State of Delaware General Assembly is responsible for setting benefits and amending plan provisions. The State Board of Pension Trustees determines the contributions required. The board is composed of five members appointed by the Governor and confirmed by the State Senate, plus two ex-officio members.

Service benefits include 1/60th of final average monthly compensation multiplied by years of credited service, subject to maximum limitations. For this plan, the final average monthly compensation is the monthly average of the highest five years of compensation. There are also disability benefits as well as survivor benefits provided by the plan. An employee is vested upon five years of credited service.

Employer contributions to the plan are determined annually by the State Board of Pension Trustees. The employer contribution policy is set by State law and required contribution by active members and by participating employers. The contributions required by participating employers are based on actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2023 was 5.55% of pension-creditable payroll. In addition, employees are required to contribute 3.0% of compensation in excess of \$6,000.

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

The components of the total net pension liability (asset) of each plan as of the June 30, 2023 measurement date were as follows:

	Police & Firefighters	Other Employees
Total pension liability	\$ 538,482,000	\$ 86,080,000
Plan fiduciary net position	548,996,000	86,758,000
Employer net pension liability (asset)	<u>(10,514,000)</u>	<u>(678,000)</u>
Plan fiduciary net position as percentage of total pension liability	<u>101.95%</u>	<u>100.79%</u>
Proportionate share of net pension liability (asset)	<u>\$ (254,855)</u>	<u>\$ (61,339)</u>

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 14: POST-RETIREMENT BENEFITS, CONTINUED

The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate net pension liability was determined by rolling forward the DPERs total pension liability as of June 30, 2021 to June 30, 2022. The City's proportionate share of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it related to the total one-year reported covered payroll. As of June 30, 2023 and 2022, the City's proportion for each plan is as follows:

	<u>June 30, 2022</u>	<u>June 30, 2021</u>	Increase (Decrease)
Police & Firefighters	2.4240%	2.4627%	-0.0387%
Other Employees	9.0386%	8.7574%	0.2812%

For the year ended June 30, 2023, the City recognized pension expenses for the plans as follows:

Police & Firefighters	\$ 72,443
Other Employees	<u>150,204</u>
Total	<u><u>\$ 222,647</u></u>

As of June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Police & Fire</u>		<u>Other Employees</u>	
	<u>Deferred Outflows</u>	<u>Deferred Inflows</u>	<u>Deferred Outflows</u>	<u>Deferred Inflows</u>
Difference between expected and actual experience	\$ 433,470	\$ 105,962	\$ 236,152	\$ 98,983
Change of assumptions	91,694	206,920	63,751	48,903
Net difference between projected and actual investment earnings	422,262	-	276,020	-
Change in proportion	32,939	27,129	914	38,726
Contributions subsequent to the measurement date	280,739	-	347,202	
Total	<u>\$ 1,261,104</u>	<u>\$ 340,011</u>	<u>\$ 924,039</u>	<u>\$ 186,612</u>

NOTE 14: POST-RETIREMENT BENEFITS, CONTINUED

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year	Police & Fire	Other Employees	Total
2023	\$ (20,509)	\$ 9,551	\$ (10,959)
2024	(60,021)	(11,961)	(71,982)
2025	(4,608)	(10,244)	(14,852)
2026	679,930	375,975	1,055,905
2027	38,709	8,014	46,723
Thereafter	6,853	18,890	25,743
Total	<u>\$ 640,354</u>	<u>\$ 390,225</u>	<u>\$ 1,030,579</u>

Actuarial Assumptions

The total pension liability (asset) was determined by an actuarial valuation as of June 30, 2021, and update procedures were used to roll forward the total pension liability to June 30, 2022. The following actuarial assumptions were used and applied to all periods included in the measurement:

- Investment return – 7.0%, includes inflation at 2.50%
- Salary increases – Effective average of 2.50%, which reflects an allowance for inflation of 2.50%, plus merit.

The discount rate assumption of 7.0% is unchanged from the prior year. Mortality rates were based on the Pub-2010 tables with gender adjustments for healthy annuitants and disabled retirees and an adjusted version on MP-2020 mortality improvement scale on a fully generational basis.

The total pension liabilities are measured based on assumptions pertaining to interest rates, inflation rates and employee demographics in future years. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates the larger the impact on the future financial statements.

Investments

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by an asset allocation percentage which is based on the nature and mix of current and expected plan investments, and by adding expected inflation.

NOTE 14: POST-RETIREMENT BENEFITS, CONTINUED

Best estimates of geometric real rates of return for each major asset class as of June 30, 2023 are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	31.8%	5.7%
International Equity	15.0%	5.7%
Fixed Income	23.6%	2.0%
Alternative Investments	21.5%	7.8%
Cash & Equivalents	8.1%	0.0%

Discount Rate

The discount rate used to measure the total pension liability (asset) was 7.0%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at rates determined by the Board of Pension Trustees, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability (Asset)

The following presents the City's net pension liability, calculated using the discount rate of 7.0% as well as what the resulting net pension liability if calculated using a discount rate one percentage point lower (6.0%) or higher (8.0%) than the current rate:

	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Police and Firefighters	\$ 1,695,709	\$ (254,855)	\$ (1,844,179)
Other Employees	\$ 1,158,929	\$ (61,339)	\$ (1,058,510)

Pension Plan Fiduciary Net Position

Detailed information about DPERS' fiduciary net position is available in DPERS Comprehensive Annual Financial Report which can be found on the System's website at <https://open.omb.delaware.gov>.

CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 15: LEASES

Pertinent information regarding leases is presented below.

Leases Payable

Date of Issue	Initial Liability	Purpose	Outstanding Liability Balance 6/30/2023	Asset Value 6/30/2023	Accumulated Amortization 6/30/2023
Various	\$ 63,099	During 2023, the City of Milford had 2 active lease agreements for acquisition and use of copier machines ending in 2027. The City of Milford is required to make various monthly principal and interest payments between \$274 and \$989. The leases have no specified interest rates.	\$ 55,897	\$ 63,099	\$ 8,890
Various	\$ 26,626	During 2023, the City of Milford had 2 active lease agreements for acquisition and use of postage machines ending in various year between 2024-2025. The City of Milford is required to make various monthly principal and interest payments between \$56 and \$406. The leases have no specified interest rates.	\$ 8,076	\$ 26,626	\$ 9,055
			<u>\$ 63,973</u>	<u>\$ 89,725</u>	<u>\$ 17,945</u>

The future principal and interest lease payments as of June 30, 2023, were as follows:

Year Ending	Principal	Interest	Total
2024	\$19,683	\$ 3,098	\$ 22,781
2025	13,562	2,205	15,767
2026	13,760	1,394	15,154
2027	14,048	558	14,606
2028	2,920	14	2,934
	<u>\$63,973</u>	<u>\$ 7,269</u>	<u>\$ 71,242</u>

NOTE 15: LEASES, CONTINUED

Leases Receivable

Water Towers

The City of Milford, as the lessor, has entered into lease agreements permitting access to City property and the use of water tower space with Cellco Partnership (three individual agreements), New Cingular Wireless PCS, AT&T, and Sprint Spectrum Realty Company. An initial lease receivable was recorded in the amount of \$500,344. No additional revenue was recorded for variable and other payments not included in the measurement of the lease receivable. As of June 30, 2023, the value of the lease receivable is \$236,309 and the related deferred inflow for future payments expected to be collected on the lease is \$236,309. The lessees are required to make monthly expiring fixed payments of \$10,961 to \$2,000 through September 2026. The leases have no interest rate; therefore, the City uses its incremental borrowing rate of approximately 6.0% to discount future payments. The City of Milford recognized lease revenue and interest of \$143,035 and \$17,623, respectively, for the fiscal year.

Fiber-Optic Cable Network

The City of Milford, as the lessor, has entered into three lease agreements extending the availability of capacity on the City's fiber optic network to lessees Dentsply Sirona, Bayhealth Imaging MMH-DI, Bayhealth Dickinson, and DHSS. An initial lease receivable was recorded in the amount of \$235,490. No additional revenue was recorded for variable and other payments not included in the measurement of the lease receivable. As of June 30, 2023, the value of the lease receivable is \$178,154 and the related deferred inflow for future payments expected to be collected on the lease is \$178,154. The lessees are required to make monthly expiring fixed payments of \$3,215 to \$2,487 through April 2029. The leases have no interest rate; therefore, the City uses its incremental borrowing rate of approximately 6.0% to discount future payments. The City of Milford recognized lease revenue and interest of \$28,505 and \$10,084, respectively, for the fiscal year.

Land & Agricultural

The City of Milford, as the lessor, has entered into a lease agreement for the agricultural use of City-owned land with Fry Farms, Inc. An initial lease receivable was recorded in the amount of \$77,446. No additional revenue was recorded for variable and other payments not included in the measurement of the lease receivable. As of June 30, 2023, the value of the lease receivable is \$34,612 and the related deferred inflow for future payments expected to be collected on the lease is \$34,612. While the lease is subject to annual renewals, the lessee is expected to make annual payments equal to the maximum of \$24,000 in fiscal year 2023 to an estimate of \$12,000 by fiscal year 2025. The lease has no interest rate; therefore, the City uses its incremental borrowing rate of approximately 6.0% to discount future payments. The City of Milford recognized lease revenue and interest of \$22,041 and \$1,959, respectively, for the fiscal year.

NOTE 15: LEASES, CONTINUED

City of Milford as Lessor

The City of Milford has entered into a fiber optic agreement with an external party to provide capacity on the City's fiber optic network. This agreement does not meet the criteria of a lease under GASB Statement No. 87 as the terms and conditions specify the agreement expires within one year. Due to the short-term nature of the agreement, the City of Milford has not recorded a receivable in the financial statements for this agreement in accordance with GASB Statement No. 87.

The City of Milford has entered into three agreements permitting counterparties to access and attach equipment to City-owned utility infrastructure, such as utility poles, buildings and other fixtures. These agreements do not meet the criteria of a lease under GASB Statement No. 87 as the terms and conditions specify each agreement will expire within one year. Due to the short-term nature of the agreement, the City of Milford has not recorded a receivable in the financial statements for this agreement in accordance with GASB Statement No. 87.

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CITY OF MILFORD, DELAWARE
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 16: SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITAs)

Pertinent information regarding SBITAs is presented below.

Date of Issue	Initial Liability	Purpose	Outstanding Liability Balance 6/30/2023	Asset Value 6/30/2023	Accumulated Amortization 6/30/2023
10/8/2021	\$ 593,927	During FY 2023, the City of Milford had an active SBITA agreement with Tyler Technologies ending in FY 2027. The software is still in the implementation stage on 6/30/23 with \$308,848 of implementation cost included in the right-to-use asset value. The city of Milford is required to make various quarterly principal and interest payments between \$30,680 and \$39,054. The City's incremental borrowing rate was 6%.	\$ 494,284	\$ 902,775	\$ -
Various	\$ 129,041	During FY 2023, the City of Milford entered into SBITA agreements with Axon Enterprises ending in various year between FY 2023-2026. The city of Milford is required to make various annual principal and interest payments between \$24,673 and \$35,212. The City's incremental borrowing rate was 6%.	\$ 129,041	\$ 129,041	\$ 25,808
			<u>\$ 623,325</u>	<u>\$ 1,031,816</u>	<u>\$ 25,808</u>

The future principal and interest lease payments as of December 31, 2023, were as follows:

Year Ending	Principal	Interest	Total
2024	\$ 157,830	\$ 29,770	\$ 187,600
2025	172,348	19,965	192,313
2026	168,607	10,421	179,028
2027	99,866	1,966	101,832
2028	24,673	0	24,673
	<u>\$ 623,325</u>	<u>\$ 62,121</u>	<u>\$ 685,446</u>

NOTE 17: THE DELAWARE MUNICIPAL ELECTRIC CORPORATION:

The City is a member of the Delaware Municipal Electric Corporation (DEMEC). DEMEC is a public corporation constituted as Joint Action Agency and a wholesale electric utility. DEMEC was established in 1979 and represents eight municipal electric distribution utilities located in the State of Delaware and provides full requirements wholesale electric power supply service to all eight members, including the City of Milford, through the operation of owned generation assets and various wholesale supply contracts with external parties. The City purchases 100% of its electric supply requirements from DEMEC under a long-term full requirements service contract dated January 1, 2004 (the "Agreement"), which will remain in effect unless terminated upon one year's written notice by either party. The obligation of the City to purchase and pay for full requirements service, including its allocated costs under any then-current forward contract for capacity and energy between DEMEC and a third party in effect as of the date of notice of termination, shall survive the termination of the Agreement. On May 1, 2001, the City entered into separate power sales agreements to purchase an interest in the capacity produced by Unit 1 of the Warren F. "Sam" Beasley Power Station located in Smyrna, Delaware (the "Facilities"). On May 1, 2011, the City entered into separate power sales agreements to purchase an interest in the capacity produced by Unit 2 of the Facilities. The City is entitled to 20.3 percent of all power supply and ancillary benefits produced from the existing nominal 45 MW and 50 MW natural gas-fired combustion turbine generators installed in connection with Units 1 & 2, respectively, for the useful life of the Facilities. Under the terms of the various agreements, DEMEC is authorized to act as agent for the City in all matters relating to the acquisition and delivery of its wholesale power supply and management of energy cost risk on behalf of the City in the energy markets.

NOTE 18: SUBSEQUENT EVENTS:

Police Facility Contract Awards, Financing and Construction Activity

United States Department of Agriculture (USDA) Community Facilities Loan, Series 2024 A&B

The City anticipates satisfying the general obligation BAN in full on or before the maturity date, as may be extended, with a permanent issuance of long-term, tax-exempt general obligation bonds at a fixed rate of interest placed directly with the USDA in connection with its Community Facilities Loan Program. The City expects to close on USDA loans in successive bond series 2024 A in the amount of \$8.5 million and series 2024 B in the amount of \$8.0 million. City Council awarded architectural contracts totaling \$1.0 million during the planning phases of the project, a construction management contract for \$0.6 million in advance of the construction procurement process, and construction contracts totaling \$13.7 million in April 2022 to build the Facility. Along with technology equipment, furniture, fixtures and other equipment, contingencies, related roadwork and other improvements, the entire project is expected to cost \$17.5 million, \$16.5 million of which will be financed through USDA programs. As of June 30, 2023, the City had drawn \$8,669,226 on the ban (\$1,669,226 net of \$7,000,000 in principal prepayments). As of the issue date, the City incurred project expenses totaling \$16,895,888, of which \$43,614 was withheld as retainage, \$362,219 is payable, \$886,693 was met through the City reserve funds targeted for the project, and \$14,517,698 was satisfied through gross draws against the BAN.

The City of Milford

Required Supplementary Information

As of and for the Year Ended June 30, 2023

CITY OF MILFORD, DE
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Property Taxes	\$ 4,941,100	\$ 4,941,100	\$ 5,020,216	\$ 79,116
Fees and Fines	95,000	95,000	177,804	82,804
Licenses and Permits	477,100	571,300	1,242,042	670,742
Franchise & Lease Revenue	428,351	428,351	418,383	(9,968)
Charges for Services	88,000	5,000	20,880	15,880
Intergovernmental	387,000	387,885	405,002	17,117
Investment Earnings	9,500	9,500	112,904	103,404
Miscellaneous	12,250	16,250	211,320	195,070
Total Revenues	<u>6,438,301</u>	<u>6,454,386</u>	<u>7,608,551</u>	<u>1,154,164</u>
EXPENDITURES				
Current:				
General Government	4,822,717	5,318,609	2,384,966	2,933,643
Public Safety	6,185,274	6,211,159	6,154,327	56,832
Public Works	2,298,142	1,678,142	1,122,875	555,267
Culture and Recreation	1,482,240	1,391,197	1,266,743	124,454
Debt Service:				
Principal	-	7,500,000	7,125,395	374,605
Interest and Other Charges	-	47,545	47,545	-
Capital Outlay	<u>12,160,659</u>	<u>14,117,370</u>	<u>12,627,105</u>	<u>1,490,265</u>
Total Expenditures	<u>26,949,032</u>	<u>36,264,022</u>	<u>30,728,956</u>	<u>5,535,066</u>
Deficiency of Revenues Over Expenditures	<u>(20,510,731)</u>	<u>(29,809,636)</u>	<u>(23,120,405)</u>	<u>6,689,230</u>
OTHER FINANCING SOURCES				
Real Estate Transfer Tax (from Special Revenue Fund)	400,000	400,000	400,000	-
Transfers In From Utilities	2,800,000	2,800,000	2,800,000	-
Transfers In From Special Revenue Fund	586,411	588,475	1,128,479	540,004
SBITA and Lease Proceeds	-	-	202,051	202,051
Proceeds from Sale of Assets	2,000	5,507	278,648	273,141
Bond Anticipation Note	15,619,379	15,619,379	8,627,781	(6,991,598)
Other Transfers In	1,130,257	3,428,898	1,200,176	(2,228,722)
Transfers Out	<u>(500,000)</u>	<u>(500,000)</u>	<u>(339,071)</u>	<u>160,929</u>
Net Change in Fund Balance	<u>(472,684)</u>	<u>(7,467,377)</u>	<u>(8,822,341)</u>	<u>(1,354,965)</u>
DEFICIENCY FUNDED BY (SURPLUS DIRECTED TO)				
General Fund Balance and Reserves	<u>472,684</u>	<u>7,467,377</u>	<u>8,822,341</u>	<u>1,354,965</u>
Net Revenues, Other Financing Sources, Prior Fund Balances and Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF MILFORD, DELAWARE
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
FOR THE LAST EIGHT FISCAL YEARS (DOLLAR AMOUNTS IN THOUSANDS)

<u>County & Municipal Police and Firefighters' Pension Plan</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Proportion of the net pension liability (asset)	2.4240%	2.4627%	2.6455%	2.4289%	2.2946%	2.3779%	2.3824%	2.4964%
Proportionate share of the net pension liability (asset)	\$ (255)	\$ (3,389)	\$ 407	\$ 698	\$ 528	\$ 240	\$ 379	\$ (132)
Covered-employee payroll	\$ 2,524	\$ 2,485	\$ 2,412	\$ 2,147	\$ 1,906	\$ 1,944	\$ 1,736	N/A
Proportionate share of the net pension liability (asset) as a percentage of covered-employee payroll	10.1%	136.4%	16.9%	32.5%	24.6%	12.6%	21.8%	N/A
Plan's fiduciary net position	\$ (548,996)	\$ 625,792	\$ 446,384	\$ 396,829	\$ 367,470	\$ 325,867	\$ 284,298	\$ 273,109
Plan fiduciary net position as a percentage of the total pension liability (asset)	102.0%	128.2%	96.7%	93.3%	94.1%	97.0%	94.7%	102.0%
<u>County & Municipal Other Employees' Pension Plan</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Proportion of the net pension liability (asset)	9.0386%	8.7574%	9.5271%	9.4728%	10.0609%	10.3165%	10.8530%	12.1628%
Proportionate share of the net pension liability (asset)	\$ (61)	\$ (1,834)	\$ 202	\$ 434	\$ 317	\$ 668	\$ 672	\$ 5
Covered-employee payroll	\$ 5,485	\$ 4,687	\$ 4,107	\$ 4,206	\$ 3,476	\$ 3,628	\$ 3,631	N/A
Proportionate share of the net pension liability (asset) as a percentage of covered-employee payroll	1.1%	39.1%	4.9%	10.3%	9.1%	18.4%	\$ 0	N/A
Plan's fiduciary net position	\$ 86,758	\$ 96,932	\$ 67,470	\$ 58,536	\$ 53,122	\$ 45,874	\$ 39,292	\$ 37,840
Plan fiduciary net position as a percentage of the total pension liability	100.8%	127.6%	96.9%	92.7%	94.4%	87.6%	86.4%	99.9%

The accompanying notes are an integral part of this schedule.

CITY OF MILFORD, DELAWARE
SCHEDULE OF EMPLOYER CONTRIBUTIONS - PENSION PLAN
FOR THE LAST EIGHT FISCAL YEARS (DOLLAR AMOUNTS IN THOUSANDS)

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<u>County & Municipal Police and Firefighters' Pension Plan</u>								
Contractually required contribution	\$ 281	\$ 405	\$ 396	\$ 406	\$ 358	\$ 269	\$ 240	\$ 251
Contributions in relation to the contractually determined contribution	<u>281</u>	<u>405</u>	<u>396</u>	<u>406</u>	<u>358</u>	<u>269</u>	<u>240</u>	<u>251</u>
Contribution (excess) deficiency	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
Covered-employee payroll	<u>\$ 2,476</u>	<u>\$ 2,524</u>	<u>\$ 2,485</u>	<u>\$ 2,412</u>	<u>\$ 2,147</u>	<u>\$ 1,906</u>	<u>\$ 1,944</u>	<u>\$ 1,736</u>
Contributions as a percentage of covered-employee payroll	<u>11.34%</u>	<u>16.03%</u>	<u>15.95%</u>	<u>16.84%</u>	<u>16.68%</u>	<u>14.12%</u>	<u>12.37%</u>	<u>14.48%</u>
<u>County & Municipal Other Employees' Pension Plan</u>								
Contractually required contribution	\$ 347	\$ 372	\$ 331	\$ 340	\$ 284	\$ 259	\$ 225	\$ 235
Contributions in relation to the contractually determined contribution	<u>347</u>	<u>372</u>	<u>331</u>	<u>340</u>	<u>284</u>	<u>259</u>	<u>225</u>	<u>235</u>
Contribution (excess) deficiency	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
Covered-employee payroll	<u>\$ 6,256</u>	<u>\$ 5,485</u>	<u>\$ 4,687</u>	<u>\$ 4,107</u>	<u>\$ 4,206</u>	<u>\$ 3,476</u>	<u>\$ 3,628</u>	<u>\$ 3,631</u>
Contributions as a percentage of covered-employee payroll	<u>5.55%</u>	<u>6.78%</u>	<u>7.06%</u>	<u>8.28%</u>	<u>6.76%</u>	<u>7.46%</u>	<u>6.21%</u>	<u>6.49%</u>

The accompanying notes are an integral part of this schedule.

CITY OF MILFORD, DELAWARE
NOTES TO THE REQUIRED SUPPLEMENTARY SCHEDULES
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

NOTE 1 – GENERAL

Required supplementary information includes financial information and disclosures that are required by the Governmental Accounting Standards Board but are not considered part of the basic financial statements.

NOTE 2 – BUDGETARY BASIS

The budgetary comparison schedule is prepared on a basis that is consistent with generally accepted accounting principles (GAAP).

NOTE 3 – PENSION PLANS

The following notes pertain to both the County and Municipal Police and Firefighters Pension Plan and the County and Municipal Other Employees' Pension Plan.

Changes in Benefit Terms

None

Changes in Assumptions

The changes in assumptions used to determine total pension liability are described in Note 15 to the basic financial statements.

Method and Assumptions used in calculations of actuarially determined contributions

The actuarially determined contribution rates in the Schedule of Employers' Contributions are calculated as of the June 30 two years prior to the end of the fiscal year in which the contributions are reported. Complete descriptions of the methods and assumptions used to determine the contribution rates for Fiscal Year 2022 can be found in the June 30, 2021 actuarial valuation reports. The following actuarial methods and assumptions were used to determine contribution rates reported in that schedule:

- Actuarial Cost Method – Entry Age Normal
- Amortization Method – Open 10 Year Level Percent of Payroll
- Remaining Amortization Period – 10 Years
- Asset Valuation Method: 5 Year Smoothed Market
- Actuarial Assumptions
 - o Discount Rate – 7.0%
 - o Amortization Growth Rate 2.5%
 - o Price Inflation – 2.5%

10-year Reporting Requirements

The preceding required supplementary schedules, as related to pensions, are intended to show information for 10 years. Additional years will be displayed as they become available.

The City of Milford

Additional Information

As of and for the Year Ended June 30, 2023

Taxation

The City annually adopts an assessment listing based on its own assessments of real property, with the option to adopt the assessed values as determined by either or both of Kent or Sussex Counties. Real Property was last reassessed in the City of Milford in 2012. The assessment reflected actual property sale data available in 2012. Assessments are based on a level of 100% of the 2012 values as appraised by the City of Milford. Appraisals for all classifications of property are equal to estimated replacement cost less depreciation.

Ratable Classification	2023 Assessed Value (AV)	2023 Market Value (MV)*	AV ÷ MV
Public Utilities	\$5,508,755	\$10,393,877	
Agriculture	878,100	\$1,656,792	
Residential	645,791,700	\$1,218,474,906	
Multi-Family	43,996,300	\$83,011,887	
Commercial	336,522,359	\$634,947,847	
Industrial	11,315,900	\$21,350,755	
Exempt	344,779,000	\$650,526,415	
TOTAL	\$1,388,792,114	\$2,620,362,479	53%

*Estimated based on City of Milford market sales data sampling

Tax Assessments

Year	Assessment*	Ratio, Assessed to Market Value	Market Value
2023	\$ 1,388,792,114	53%	\$ 2,620,362,479
2022	1,370,587,152	60%	2,284,311,920
2021	1,322,462,352	69%	1,911,072,763
2020	1,304,217,652	74%	1,762,456,286
2019	1,108,131,359	78%	1,420,681,230
2018	1,076,761,765	75%	1,435,213,740
2017	1,064,336,304	81%	1,319,777,017
2016	1,049,526,712	89%	1,175,823,786
2015	1,038,988,192	91%	1,141,745,266
2014	1,030,515,982	95%	1,084,753,665

*Last Reassessment Completed in September 2012

The City's property tax rate was \$0.49275 per \$100 of assessed value (AV) throughout the FY23 reporting period. City Council approved the rate of \$0.54600 per \$100 of AV for FY24. About 20% of the increase in FY24 reflects an ongoing initiative to promote structural balance in the City's operating budget, while the balance supports the referendum-approved debt service obligation arising from the Police Headquarters Facility financing. Milford also collects a Realty Transfer Tax (RTT) of 1.50% of the consideration of all property transfers in City limits effective July 1, 2001.

Tax Appeals

Milford City Council serves in the capacity of Board of Appeals to review assessments when appealed by property owners. There are generally few appeals of assessments each year.

CITY OF MILFORD, DELAWARE
ADDITIONAL INFORMATION, CONTINUED
JUNE 30, 2023

Top 20 Taxpayers

2023 Assessed Value	Land Use	Parcel Owner	2023 Tax Levy
\$ 27,687,259	Commercial	Clark Avenue Realty	\$ 151,172
19,401,400	Commercial	Milford Plaza	105,932
17,007,800	Multi-Family	Windward on the River	92,863
16,426,800	Commercial	Wal-Mart Stores	89,690
11,628,900	Multi-Family	Watergate At Milford	63,494
9,447,900	Multi-Family	Reserve at Saw Mill	51,586
8,514,300	Multi-Family	Key Properties Group	46,488
8,369,100	Commercial	Milford Center	45,695
6,869,500	Commercial	Cypress Capital	37,507
6,780,100	Commercial	Helmick Milford	37,019
6,734,300	Multi-Family	Cascades	36,769
6,558,100	Commercial	Baltimore Aircoil Company	35,807
6,547,100	Commercial	US Cold Storage	35,747
5,302,800	Multi-Family	Case Edwards Management	28,953
5,158,300	Industrial	Purdue RE Holdings	28,164
4,899,500	Multi-Family	Tran Con Builders	26,751
4,799,800	Commercial	SW Acquisitions	26,207
4,770,900	Multi-Family	Misphillion Realty	26,049
4,763,300	Commercial	Riverwalk Center At Milford	26,008
4,698,800	Commercial	Milford Microtel	25,655

Tax Collections and Delinquent Taxes

Year Ended June 30	Tax Collections			Past Due
	Taxes Budgeted	Cash Collections	Collections as % of Budget	Outstanding as of June 30
2023	\$ 4,912,100	\$ 5,178,348	105%	\$ 154,361
2022	4,741,043	4,745,519	100%	184,552
2021	4,296,000	4,322,838	101%	180,783
2020	4,126,385	4,074,644	99%	241,673
2019	3,902,716	3,943,184	101%	210,077
2018	3,820,560	4,038,010	106%	178,337
2017	3,732,970	3,817,534	102%	344,177
2016	3,701,000	3,720,159	101%	307,883
2015	3,746,000	3,660,900	98%	359,772
2014	3,556,965	3,518,917	99%	358,545

CITY OF MILFORD, DELAWARE
ADDITIONAL INFORMATION, CONTINUED
JUNE 30, 2023

Selected Demographic Data and Corresponding Debt Ratios

	<u>Direct Debt¹</u>	<u>Population²</u>	<u>Assessed Valuation (AV)¹</u>
	\$ 7,494,226	13,289	\$ 1,388,792,114
Direct Debt per Capita		\$ 564	
Direct Debt as % of AV			0.54%

¹ Debt and AV measured as of and for the period ended June 30, 2023, respectively

² Based on most current US Census Bureau Population Estimate as of July 1, 2023

Direct Debt as of June 30, 2022 consisted entirely of the City's General Obligation Bond Series 2016 outstanding balance of \$6.26 million. As of June 30, 2023, Direct Debt increased to \$7.5 million, driven by \$1.67 million in new construction financing related to the City's referendum-approved Police Headquarters Facility Project, net of \$0.44 million in principal repayments against the General Obligation Bond Series 2016. Milford's organic growth in population and assessments serve to maintain stability in the debt ratios, while debt service requirements are scheduled into tax and utility rate structures.

Largest Employers

The largest employers in and around the City of Milford follow:

<u>Employer</u>	<u>Description</u>	<u>Employee Count</u>
Perdue Farms	Poultry Processing	1,485
Bayhealth - Sussex Campus	Healthcare	900
Milford School District	Education	578
Dentsply Sirona	Dental Equipment	525
Walmart Stores	Retail	349
Sea Watch International	Seafood Processing	250
City of Milford	Municipal Government	135
Burris Logistics	Supply Chain Logistics	110
Kent-Sussex Industries	Vocational Services	85
First State Manufacturing	Industrial Sewing	50

Employee counts based on employer-reported data and City of Milford survey data

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The City of Milford

Other Supplemental Information Single Audit

For Year Ended June 30, 2023



Zelenkofske Axelrod LLC

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

INDEPENDENT AUDITOR'S REPORT

City Council
City of Milford, Delaware

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milford (the "City"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated November 25, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet, important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2023-001 and 2023-002 that we consider to be a material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



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City Council
City of Milford, Delaware

City's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Zelenkofske Axelrod LLC

Zelenkofske Axelrod LLC

Harrisburg, Pennsylvania
November 25, 2024



Zelenkofske Axelrod LLC

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REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

INDEPENDENT AUDITOR'S REPORT

City Council
City of Milford, Delaware

Report on Compliance for Each Major Federal Program

Opinion on Major Federal Program

We have audited the City of Milford's ("City") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the City's major federal program for the year ended June 30, 2023. The City's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2023.

Basis for Opinion on Major Federal Program

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards, and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the City's compliance with compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit.

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City of Milford, Delaware

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance.



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City of Milford, Delaware

Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Zelenkofske Axelrod LLC

ZELENKOFKSKE AXELROD LLC

Harrisburg, Pennsylvania
November 25, 2024

CITY OF MILFORD, DE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023

Federal Grantor/Pass-through Grantor/Program	Federal AL Number	Pass Through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures	
US Department of the Treasury COVID-19 American Rescue Plan Act	21.027	n/a	-	2,208,432	*
US Department of Justice Bulletproof Vest Partnership	16.607	n/a	-	5,229	
US Department of Justice Edward Byrne Memorial Justice Assistance	16.738	n/a	-	17,215	
Total expenditures of federal awards			\$ -	\$ 2,230,876	

* Denotes testing as major program

See accompanying notes to schedule of expenditures of federal awards.

CITY OF MILFORD, DELAWARE
SCHEDULE OF FINDINGS AND QUESTIONS COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

NOTE 1 – BASIS OF PRESENTATION

The City of Milford, Delaware is the reporting entity for financial reporting purpose as defined in Note 1 to the City's basic financial statements. The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City of Milford, Delaware under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – INDIRECT COST RATE

The City of Milford did not use the 10% de minimis indirect cost rate allowed by the Uniform Guidance.

NOTE 4 – RISK-BASED AUDIT APPROACH

The 2023 threshold for determining Type A and Type B programs is \$750,000. The following program was audited as major:

<u>ALN</u>	<u>Name of Federal Program or Cluster</u>
21.027	American Rescue Plan Act

The amounts expended under the program audited as a major federal program for the year ended June 30, 2023, totaled \$2,208,432 or 99.0% of total federal awards expended.

CITY OF MILFORD, DELAWARE
SCHEDULE OF FINDINGS AND QUESTIONS COSTS
FOR THE YEAR ENDED JUNE 30, 2023

Section I – Summary of Auditor's Results:

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? X yes ___ no
- Significant Deficiency(s) identified that are not considered to be material weaknesses?
___ yes X none reported

Noncompliance material to financial statements noted? ___ yes X no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ___ yes X no
- Significant Deficiency(s) identified that are not considered to be material weaknesses?
___ yes X none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?
___ yes X no

Type of auditor's report issued on compliance for major programs: Unmodified

Identification of major programs:

<u>AL Number(s)</u>	<u>Name of Program or Cluster</u>
21.027	American Rescue Plan Act

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? ___ yes X no

CITY OF MILFORD, DELAWARE
SCHEDULE OF FINDINGS AND QUESTIONS COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

Section II – Financial Statement Findings and Questioned Costs

Finding 2023-001 Accounting Records/Financial Statement Close Process

Criteria: The accounts of the City should be reconciled to ensure transactions are being presented in the period of benefit and the year-end closing should be performed in a timely manner.

Condition: During the audit, it was noted the information in the general ledger did not agree to support documents for several balance sheet accounts, which required material audit adjustments to present financial transactions in the period of benefit. In addition, final closing and the preparation of trial balances were not completed until several months after the City's year-end. The lack of adequate closing procedures creates a condition that may adversely affect the City's ability to initiate, record, and process financial data reliably and could result in a misstatement in the financial statements that will not be prevented or detected.

Cause: The staffing challenges experienced in the finance department caused significant delays in the production of financial statements in the prior year, which in turn delayed the closing process in the current year. This issue was exacerbated by the implementation of the City's new accounting and financial reporting software system leading up to and following the July 1, 2023 (FY24) go-live date.

Effect: Internal controls were not operating effectively and the financial records did not reflect the correct financial activity of the period resulting in material misstatements to the financial statements that required adjustments. This finding was a repeat of finding 2022-001 in the prior year.

Questioned Costs: No known questioned costs.

Recommendation: The City should review procedures in place with responsible employees and revise procedures, as necessary, to ensure accounts are reconciled in a timely manner and financial statements are prepared accurately and timely.

Management's Response: The City is following the recommendation of its independent auditors to review accounting and reporting procedures with all staff to ensure account reconciliation is completed with timeliness and accuracy, which will promote efficient periodic closing and a more timely financial statement production process. The City recently expanded full-time staffing in the Finance Department and engaged with third-party consultants to enable the department to carry out the process review and implement the required changes.

CITY OF MILFORD, DELAWARE
SCHEDULE OF FINDINGS AND QUESTIONS COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

Section II – Financial Statement Findings and Questioned Costs (Continued)

Finding 2023-002

Approval of Disbursements

Criteria: Proper internal control dictates that disbursements should be reviewed and approved by management prior to payment.

Condition: During testing it was noted that one of the forty invoices selected for testing did not demonstrate evidence of change order approval prior to payment. The initial purchase order was approved by the requisitioner's department director and the City Manager pursuant to system workflow design; however, fluctuations in unit costs resulted in an invoice that significantly exceeded the dollar value of the initial invoice and the City was unable to demonstrate that the change in cost had been approved.

Cause: Due to staff oversight, the invoice was not compared to the value of the original purchase order and documentation of approval of any change orders was not maintained.

Effect: Internal controls were not operating effectively and may result in a material misstatement to the financial statements.

Questioned Costs: No known questioned costs.

Recommendation: The City should review procedures in place with responsible employees and revise procedures, as necessary, to ensure invoices are reconciled with the original purchase order and any variances are subsequently approved by management prior to payment.

Management's
Response:

As part of the City's new accounting and financial reporting system, which began live production on July 1, 2023 to coincide with the start of fiscal year 2024, the City is following the recommendation of its independent auditors. The purchase order change process is embedded into the system's technology controls to follow the same purchase-to-pay workflow requirements as original requisitions, with the exception of a minor tolerance to account for immaterial changes in unit pricing or shipping. The control was tested and approved by staff and the City's implementation team prior to going live, and has been in place and operating effectively since day one of the following fiscal year.

Further, with respect to the FY23 finding, several compensating controls were in place throughout the year, which mitigated the risk of a material misstatement in the financial statements. First, line-by-line budgetary controls in the system prevent a requisition from entering the workflow on the front end (making it impossible to be transacted against let alone paid) if such requisition, combined with the cumulative sum of paid invoices, unpaid invoices, and approved requisitions would cause a budgetary overage in that individual line. Second, a three-way match is required between the requisition / purchase order quantities and amounts, the receipt quantities, and the invoice amounts before an invoice can be posted and paid. Third, system-level technology controls limit user authority at both function and account levels. And fourth, though the item tested was out of scope, accounts payable disbursements in excess of \$10,000 must be approved by Council-level signers on the City's operating bank account, which sharply reduces the likelihood that a post-approval change to an existing purchase order could lead to a material misstatement in the financial statements.

CITY OF MILFORD, DELAWARE
SCHEDULE OF FINDINGS AND QUESTIONS COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

Section III – Federal Award Findings and Questioned Costs

None noted.

CITY OF MILFORD, DELAWARE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2023

The summary which follows indicates the current year status of findings identified in the prior year Single Audit Report.

<u>Program</u>	<u>Prior Year Finding</u>	<u>Brief Description of Finding</u>	<u>Current Year Status</u>
Financial Statement	2022-001	Accounting Records/Financial Statement Close Process	Unresolved – See 2023-001

Tax Parcel No. 3-30-16.00-007.00

Prepared by: Planning & Zoning

City of Milford
201 S. Walnut St.
Milford, DE 19963

Return to: The Honorable F. Todd Culotta, Mayor

City of Milford, 201 S. Walnut St.
Milford, DE 19963

IGLESIA PENTECOSTAL LA SENDA ANTIGUA – MILFORD, INC.
PLAN OF SERVICES AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2025, by and between IGLESIA PENTECOSTAL LA SENDA ANTIGUA – MILFORD, INC. (hereinafter “IGLESIA”) located at 502 SE Front Street, Milford, DE 19963, and the City of Milford, a municipal corporation of the State of Delaware, with its principal offices located at 201 South Walnut Street, Milford Delaware, 19963 (hereinafter “City”).

RECITALS

- A. WHEREAS, IGLESIA is the record title owner of a parcel of land consisting of 2.71 acres, more or less, lying contiguous to the City of Milford, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 3-30-16.00-007.00, said tract hereinafter referred to as “IGLESIA PROPERTY”.

IGLESIA is desirous of having the IGLESIA PROPERTY annexed into the City of Milford and requested the land use to be high density residential in nature.

- B. WHEREAS the City, through its City Council (in consultation with the City Solicitor and Planning Director), has duly considered the proposed annexation and has determined that the proposed annexation would be in the City’s overall best interest for the following reasons among others:
1. The property would be within the planning area of the City of Milford.
 2. Identified within the Urban Growth Boundary Area of the 2018 Comprehensive Plan.
 3. Consistent with the Future Land Use Maps of the 2018 Comprehensive Plan, as amended.
- C. Recognizing that IGLESIA’S request for annexation is unilateral (in that the City cannot annex the IGLESIA PROPERTY unless IGLESIA desires the property to be annexed) and further recognizing that the intended land use is consistent with the City’s Land Use

Plan, and can be accommodated within the City's long range Comprehensive Plan, the City Council has determined that it is in the City's best interest to provide IGLESIA with binding assurances to proceed with annexation.

- D. Article I, Section 1.04 of the City Charter of the City of Milford (pursuant to Chapter 148, Volume 72, Laws of Delaware {as amended}) authorizes and empowers the Mayor of the City of Milford to appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation.

NOW THEREFORE, in consideration of the premises, and in consideration of IGLESIA'S request to be annexed into the City of Milford, in consideration of the annexation filing fee for administrative expenses, the receipt whereof is hereby acknowledged, and for other good and valuable consideration, the parties hereto, intending to be legally bound, hereby covenant and agree as follows:

1. Annexation Contingency. This Agreement is expressly contingent upon the annexation, by the City, of the IGLESIA PROPERTY. In the event that such annexation does not occur, this Agreement shall be null, void, and of no legal force or effect.
2. Land Subject to Annexation. The land subject to this Agreement consists of 2.71 acres, more or less, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 3-30-16.00-007.00.

The hereinabove described parcel of land is more fully depicted on that certain Survey "Boundary Survey Plan" dated April 2, 2024, prepared by Pennoni Associates, Inc. a copy of which is attached hereto as **Exhibit "A"** and incorporated herein by reference; metes and bounds description for parcel is attached hereto as **Exhibit "B"** and incorporated herein by specific reference.

3. Water Distribution System and Sanitary Sewer. Notwithstanding any other provision or requirement under any City ordinance or regulation, IGLESIA agrees that the IGLESIA PROPERTY will be connected to the City water distribution system and to the City's sanitary sewer system, treatment of which is provided by Kent County, if and when the property is developed. The parties agree that IGLESIA would be responsible for the costs to design and construct any utility extensions and service connections needed to serve the IGLESIA PROPERTY. IGLESIA agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.
4. Electric Distribution System. Notwithstanding any other provisions or requirements under any City ordinance or regulation, IGLESIA agrees that the IGLESIA PROPERTY will be connected to the City electric distribution system if and when the property is developed. The parties agree that IGLESIA would be responsible for the costs to design and construct any utility extensions and service

connections needed to serve the IGLESIA PROPERTY. IGLESIA agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.

5. Natural Features. The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel.
6. Zoning. The IGLESIA PROPERTY shall be annexed as City district R-3 Garden Apartment and Townhouse and shall be developed in accordance with said district. Nothing in this agreement shall remove or eliminate the owner from the necessary site plan reviews, fees, public hearings and all other requirements under the City's Land Use Ordinance.
5. City Not Responsible for Infrastructure Improvements; IGLESIA Right to Assign.

Anything herein to the contrary notwithstanding:

- a) The City shall have no obligation or responsibility (financial or otherwise) for providing, installing, or constructing any of the required infrastructure improvements;
 - b) IGLESIA may, with the City's prior written consent, which shall not be unreasonably withheld, conditioned or delayed, sell, lease, or convey all or any portion of IGLESIA PROPERTY to any third party and, as part of such sale, lease, or conveyance, assign all or any of its rights and *corresponding obligations* hereunder to such third party.
6. Except as Modified, All Other City Ordinances and Regulations to Control. Except as specifically provided herein, once finally annexed into the City of Milford, all lands subject to this Agreement shall be subject to and governed by all provisions of the City Charter and all City ordinances and regulations as they now exist or may hereafter be amended, revised, or repealed, as well as any new ordinances or regulations adopted by the City Council, to the same effect and degree as all other lands within the City boundaries of the City of Milford.
 7. Annexation Agreement to be a Material Part of Annexation Proceedings. Pursuant to Title 22, Delaware Code §101 Plan of Services Reporting, this Agreement shall be deemed to be a material part of the annexation proceedings conducted pursuant hereto; that is to say:
 - a. The resolutions and notices adopted by the City Council, including any resolution and notices for public hearings, proposing the aforesaid annexation shall recite that the proposed annexation includes, and is subject to, an annexation agreement, shall briefly summarize the terms of this annexation agreement, and shall state that copies of the annexation agreement are available upon request at the City Hall.

b. If the results of the annexation hearings are favorable to the proposed annexation, the final resolution annexing the territory shall recite that the annexation is subject to an annexation agreement and shall incorporate the terms of such annexation agreement by specific reference.

8. Land Use Planning Act. The City of Milford shall notify the Delaware State Planning Office, Kent County Department of Public Works, Milford Police Department, Carlisle Fire Department and Milford School District of the proposed annexation contemplated by this Agreement and the parties shall comply with the requirements of the Delaware Land Use Planning of Title 29 of Delaware Code, Chapter 92 (Land Use Planning Act effective until February 14, 2004; Preliminary Land Use Services effective February 14, 2004), as amended.
9. Governing Law. This Agreement shall be governed by the laws of the State of Delaware (notwithstanding the fact that one or more parties may now or later become a resident of another state) and the parties hereto agree that the courts of the State of Delaware shall have jurisdiction over any case or controversy and hereby consent to such jurisdiction.
10. Separability. If any section, paragraph, sentence or clause of this Agreement is determined or declared to be invalid or unenforceable by any court of competent jurisdiction, the remainder hereof shall remain in full force and effect.
11. Entire Agreement. This Agreement constitutes the entire understanding of the parties. It supersedes any and all prior agreements between them. There are no representations or warranties other than those herein contained.
12. Amendments. This Agreement shall not be amended except in writing executed by all parties hereto.
13. Binding Effect. This Agreement shall be binding upon the parties hereto, their administrators, successors, successors in interest and assigns.
14. Contra Proferentum. The fact that one party has drafted this Agreement shall in no way be used against that party in construing the terms, condition, and obligations hereunder.
15. Headings. Headings and captions used herein are solely for the convenience of the parties and shall have no legal significance in construing the terms of this Agreement.
16. Non-Waiver. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

17. Enforcement. In the event of a breach, this Agreement shall be enforced through a decree of specific performance, the parties agreeing that monetary damages would not provide an adequate remedy.
18. Recording. This agreement, dully executed by the City and LYNCH, shall be recorded in the office of the Recorder of Deeds, in and for Kent County, Delaware. The cost of recording shall be paid by LYNCH.
19. Plan of Services Requirement. This Agreement shall not be considered or deemed to be contract zoning. The parties hereto acknowledge their respective obligations to enter into a Plan of Services Agreement as part of the annexation process according to 22 Del.C., §101(3) and Milford City Charter Article 1.04(a)(3).

DRAFT

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

IGLESIA PENTECOSTAL LA SENDA
ANTIGUA – MILFORD, INC.

Attest: _____

By: _____
Roel Fuentes, President

STATE OF DELAWARE :
:
COUNTY OF :

Signed and sworn to before me this _____ day of _____, 2025, by Roel Fuentes.

Signature of Notary Public

CITY OF MILFORD

Attest: _____
City Clerk

By: _____ (Seal)
F. Todd Culotta, Mayor

STATE OF DELAWARE :
:
COUNTY OF SUSSEX :

Signed and sworn to before me this _____ day of _____, 2025, by F. Todd Culotta, Mayor of the City of Milford.

Signature of Notary Public

Exhibit A

DRAFT

NOTES

1.

PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.
2.

BUILDING DISTANCES TO PROPERTY LINES SHOULD NOT BE USED FOR FUTURE DETERMINATION OF IMPROVEMENT.
3.

LOTS SHOWN IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
4.

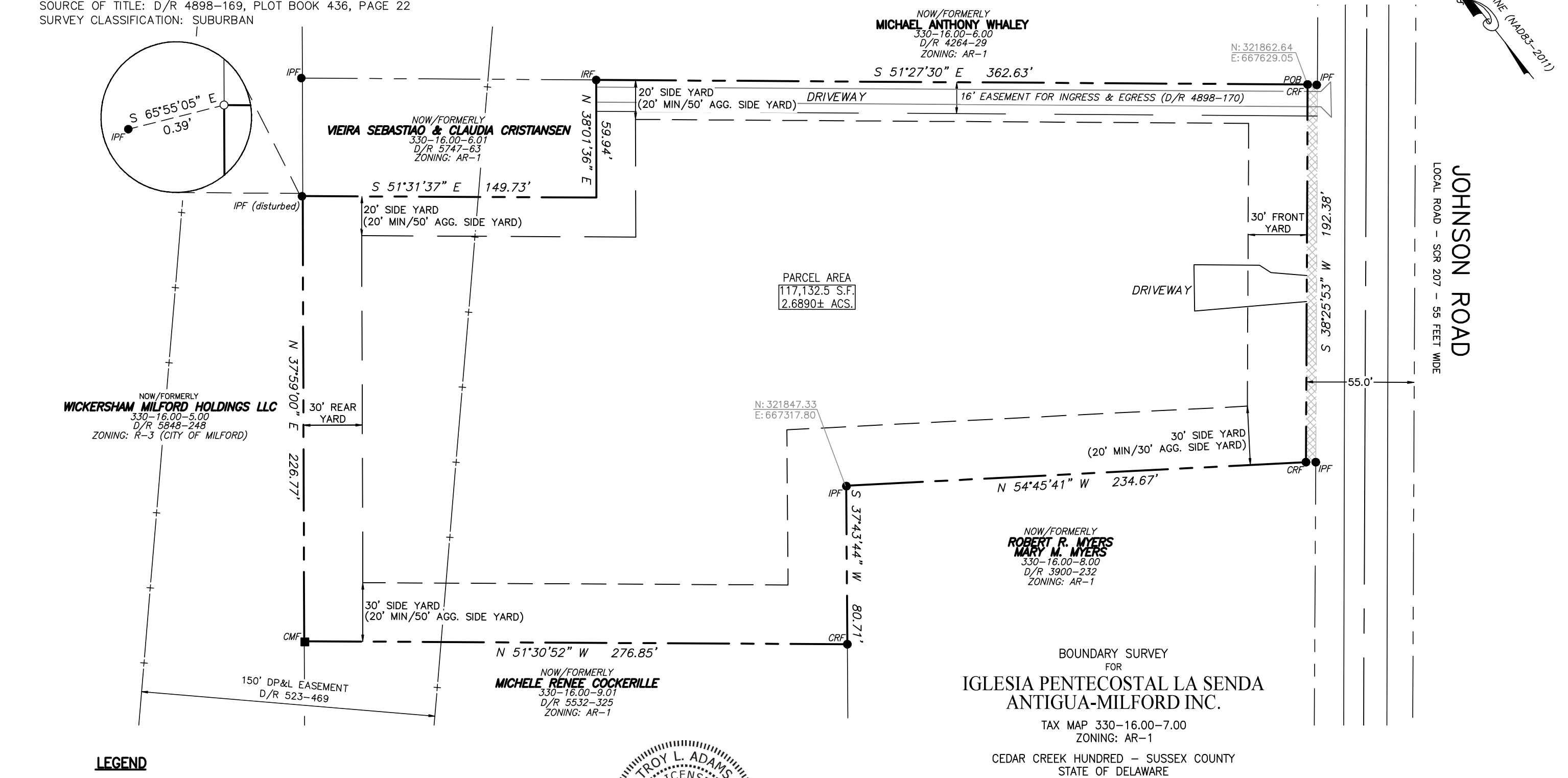
WE HEREBY CERTIFY THAT THIS PLAN WAS PREPARED FOR THE INDIVIDUAL(S) NOTED BELOW,
5.

NO RESPONSIBILITY IS IMPLIED AND/OR ASSUMED TO ANY FUTURE LAND OWNER OR OCCUPANT.
6.

THIS PLAN IS BASED UPON THE RECORD PLAN(S) NOTED AND/OR DEED RECORDS SHOWN THUS (D/R), & PHYSICAL EVIDENCE FOUND.
7.

SOURCE OF TITLE: D/R 4898-169, PLOT BOOK 436, PAGE 22
8.

SURVEY CLASSIFICATION: SUBURBAN



LEGEND

- POC

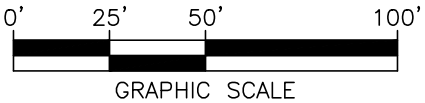
POINT OF COMMENCEMENT
- POB

POINT OF BEGINNING
- CMF

CONCRETE MONUMENT FOUND
- IRF

IRON REBAR FOUND
- IPF

IRON PIPE FOUND
- 5' R.O.W. DEDICATION



5/15/2025

DESIGNED BY:	INITIALS
DRAWN BY:	TLA
CHECKED BY:	TLA
APPROVED(DESIGN)	
APPROVED(CONSTRUCTION)	



103 S. Bradford Street
Dover, DE 19904
P.O. Box 558
Dover, DE 19903
302.744.9875 Tel
866.672.6428 Fax

BOUNDARY SURVEY
FOR
IGLESIA PENTECOSTAL LA SENDA
ANTIGUA-MILFORD INC.
TAX MAP 330-16.00-7.00
ZONING: AR-1
CEDAR CREEK HUNDRED - SUSSEX COUNTY
STATE OF DELAWARE

BOUNDARY SURVEY PLAN

20913 JOHNSON ROAD
MILFORD, DE 19963

SCALE 1"=50'	DATE 5/14/2025	PROJECT NO. 2022145SM	FIGURE 1
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Exhibit B

DRAFT

LEGAL DESCRIPTION

20913 JOHNSON ROAD LINCOLN, DE

ALL that certain tract, piece or parcel of land, situated in the Cedar Creek Hundred, Sussex County, State of Delaware, said lot lying on the Westerly side of Johnson Road (55 feet wide), being all of lands now or formerly Pentecostal La Iglesia Senda Antigua - Milford Inc. as shown on a plot entitled Record Plan Pentecostal La Iglesia Senda Antigua-Milford Inc as recorded in the Office of the Recorder of Deeds in and for Sussex County in Plot Book 436, Page 22; being more particularly bounded and described as follows, to-wit:

BEGINNING at a point, a capped rebar found, in the line of lands now or formerly of Michael Anthony Whaley and the Westerly line of Johnson Road (55 feet wide);

THENCE (by Delaware State Plane Coordinate System, NAD83-2011) with the Westerly line of Johnson Road, South 38 degrees 25 minutes 53 seconds West 192.38 feet to an iron rebar found at a corner for lands now or formerly of Robert R. and Mary M. Myers;

THENCE with said lands of Myers, the following two (2) courses and distances:

- (1) North 54 degrees 45 minutes 41 seconds West 234.67 feet to an iron pipe found;
- (2) South 37 degrees 43 minutes 44 seconds West 80.71 feet to a capped rebar found at a corner for lands now or formerly of Michele Renee Cockerille;

THENCE with said lands of Cockerille, North 51 degrees 30 minutes 52 seconds West 276.85 feet to a concrete monument found at a corner for lands now or formerly of Wickersham Milford Holdings LLC;

THENCE with said lands of Wickersham Milford Holdings LLC, North 37 degrees 59 minutes 00 seconds East 226.77 feet to a point at a corner for lands now or formerly of Vieira Sebastiao & Claudia Christiansen, said point being South 65 degrees 55 minutes 05 seconds East 0.39 feet from a disturbed iron pipe found;

THENCE with said lands of Sebastiao and Christiansen, the following two (2) courses and distances:

- (1) South 51 degrees 31 minutes 37 seconds East 149.73 feet to a point;
- (2) North 38 degrees 01 minutes 36 seconds East 59.94 feet to an iron rebar found in the line of said lands of Myers;

THENCE with said lands of Myers, South 51 degrees 27 minutes 30 seconds East 362.63 feet to the place and point of BEGINNING.

CONTAINING within said metes and bounds 2.6890 acres (117,132.5 square feet) of land, more or less.

TO: Mayor & Council Members

FROM: Annexation Committee

DATE: July 14, 2025

RE: Annexation Committee Report – Iglesia Pentecostal La Senda Antigua – Milford, Inc.

A public meeting was held in Council Chambers on July 14, 2025 to consider the annexation request for lands described as:

Property Owner:	Iglesia Pentecostal La Senda Antigua – Milford, Inc.
Location:	20913 Johnson Road
Size:	2.71 +/- acres
Existing Zoning:	AR-1 – Agricultural Residential (Sussex County)
Proposed Zoning:	R-3 (Garden Apartment & Townhouse)
Tax Map and Parcel Number:	3-30-16.00-007.00

APPLICANT

A petition by the property owners and applicant was submitted on May 21, 2025 to annex 2.71 +/- acres of land into the City of Milford.

LOCATION

The property is identified as Sussex County Tax Parcel(s) 3-30-16.00-007.00 and is located along the north side of Johnson Road approximately 650 feet west of the SR1 intersection, addressed as 20913 Johnson Road.

STREETS

Johnson Road is a State maintained roadway and access would require approval from DelDOT. The development would gain access from Johnson Road. Roads and parking lots within the site would be constructed by the owner. Long-term maintenance of the internal pavement would be by the owner of the property.

DRAINAGE

The property is currently undeveloped and any future development of the property would be subject to DNREC stormwater regulations. The owner would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

ZONING

The area proposed to be annexed is currently zoned AR-1 (Agricultural Residential) in Sussex County. The applicant requests the property be zoned R-3 (Garden Apartment & Townhouse District) under the

City of Milford zoning ordinance. The applicant anticipates submitting a conditional use application for the construction of a church.

SEWER

The developer would be required to connect to the existing sanitary sewer gravity infrastructure within the Windward Grove (fka Wickersham) development to the north. There are easements in place that will allow for this connection. The sewer ultimately flows to the existing Route 30 pump station, which conveys the sewage to downtown Milford and the Kent County regional pump station located on NE Front Street. The developer would be responsible for any required upgrades and utility extensions to serve the proposed development on the site. All costs associated with the design and construction of the sewer extension would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer. A more detailed Utility Feasibility Study will be required prior to processing the preliminary conditional use site plan application.

WATER

The property would be required to connect to the existing water infrastructure within the Windward Grove (fka Wickersham) development to the north. There are easements in place that will allow for this connection. Additionally, a water main extension may be constructed along Johnson Road from the entrance of the Windward Grove development. The developer would be responsible for any required upgrades and utility extension to serve the proposed development of the site. All costs associated with the design and construction of the water main extension would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer. A more detailed Utility Feasibility Study will be required prior to processing the preliminary conditional use site plan application.

ELECTRIC

The property would be served by City of Milford electric utility. All costs associated with the design and construction of electric improvements would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Electric Department.

TRAFFIC

The property is located along Johnson Road which is a State maintained roadway. Development of the property would require a Letter of No Objection to Recordation from DelDOT related to traffic impacts.

ENVIRONMENTAL ISSUES

The U.S. Army Corp of Engineers and/or DNREC would control provisions related to existing wetlands on the parcel. According to the DNREC GIS information, the property does not appear to contain wetlands. Additionally, the is not located within the 100-year floodplain according to the most recent FEMA Flood Insurance Rate Maps (FIRMs). The property does not contain areas of excellent groundwater recharge according to DNREC GIS information.

AREA LAND USES

The property is bound on the south by Johnson Road and an existing single-family detached dwelling residential neighborhood zoned AR-1 located within the unincorporated areas of Sussex County. The properties to the east and west are zoned AR-1 and contain single-family detached dwellings located within the unincorporated areas of Sussex County. The property to the north contains the Windward

Grove (fka Wickersham) townhouse development which is zoned R-3 (Garden Apartment & Townhouse District) and is located within the City of Milford..

FIRE AND POLICE

Carlisle Volunteer Fire Company provides fire and EMS coverage to this area. EMS is also currently provided by Kent County Levy Court. Milford Police Department will provide police service.

COMPREHENSIVE LAND USE PLAN

The annexation request is consistent with the amended 2018 Comprehensive Plan Future Land Use Plan and is designated as Proposed Residential – High Density. R-3 is an allowable zone in the comprehensive plan's future land use and zoning link table.

PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS

Development of the property would provide additional electric, water and sewer revenue.

ADVANTAGES TO THE CITY

1. The property is within the planning area of the City of Milford.
2. The City would receive revenues (building permits, etc.) associated with development of the property.
3. Potential for additional water, sewer and electric users.
4. Identified within the Urban Growth Boundary of the 2018 Comprehensive Plan.
5. The proposed zoning is consistent with the 2018 Comprehensive Plan Future Land Use exhibits.

DISADVANTAGES TO THE CITY

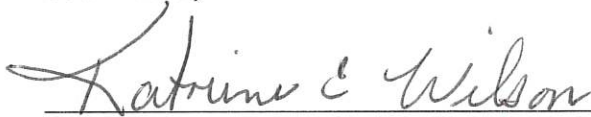
1. None.

RECOMMENDATION

Based on the issues and comments discussed in this report, the Annexation Committee of the City of Milford recommends approval of the application, following a unanimous vote, with the following comments:

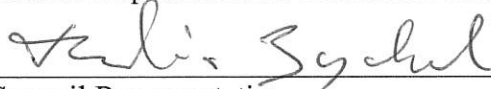
1. Annexation is consistent with the "Comprehensive Land Use Plan."
2. Property is contiguous to existing City Limits.
3. Any changes to the property are subject to review by the City of Milford Planning Commission and/or City Council.
4. Property will be served by City water, sewer and electric.
5. An executed Annexation Agreement is required prior to final City Council approval.
6. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: R-3 (Garden Apartment & Townhouse)



Council Representative/Committee Chairman

7/14/2025
Date



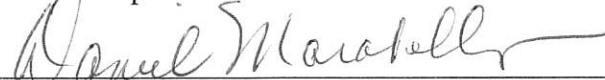
Council Representative

7/14/2025
Date



Council Representative

7.14.2025
Date



Council Representative

7-14-2025
Date

Planning Commission Chairman

Date

Notice of City of Milford Ordinance Review
Public Comments – Monday, August 11, 2025

NOTICE IS HEREBY GIVEN the following ordinance is under review by the City Council of the City of Milford. Public comments will be taken during a regular session on Monday, August 11, 2025 that begins at 6:00 pm. Interested parties are also invited to submit written comments to cityclerk@milford-de.gov on the amendment up to noon on Monday, August 11, 2025.

Ordinance 2025-12
Code of the City of Milford
Part II-General Legislation
Appendix B
Electric Rules and Regulations and Electric Tariff

AN ORDINANCE OF THE CITY OF MILFORD AMENDING THE CITY OF MILFORD CODE, APPENDIX B, ELECTRIC RATES AND REGULATIONS.

WHEREAS, the General Assembly of the State of Delaware has enacted House Bill No. 62 (2025-2026 Legislative Session), signed into law on May 22, 2025, which amends Titles 22 and 26 of the Delaware Code relating to the termination of utility services; and

WHEREAS, House Bill No. 62 establishes updated and expanded state regulations concerning the termination of heating and cooling services to dwelling units, including specific prohibitions on termination during certain hours, temperatures, and holidays, as well as enhanced notice and communication requirements; and

WHEREAS, the City of Milford operates its own municipal electric utility and provides other utility services, and it is in the best interest of the health, safety, and welfare of the citizens of Milford to align the City's local ordinances governing utility service termination with the new requirements set forth in state law, thereby ensuring consistent and robust consumer protections; and

WHEREAS, this Ordinance is intended to adopt and incorporate the essential provisions of Delaware House Bill No. 62 into the City of Milford Code, specifically within Part II, Appendix B, which governs utility regulations.

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

Section 1. Amendment of Part II, Appendix B of the City of Milford Code.

Part II, Appendix B, of the City of Milford Code is hereby amended by adding a new Section 5.10 and by amending Section 16 to read as follows:

APPENDIX B ELECTRIC RULES AND REGULATIONS

City of Milford

—Electric Division—

**Rules and Regulations
Including the
Electric Tariff**

For

City of Milford
201 South Walnut Street
Milford, Delaware 19963
Phone 302-424-1111
Fax 302-424-3558

APPENDIX B ELECTRIC RULES AND REGULATIONS¹

SECTION 1 GENERAL CONDITIONS

1.1 PURPOSE

The purpose of this Tariff is to establish Rules and Regulations for the distribution and delivery of electric services on the City of Milford's electric system. These Rules and Regulations are supplementary to the ordinance establishing an Electric Tariff for the City of Milford and contain the Tariff and the Service Classifications, under which electricity will be supplied to its Customers by the City of Milford. A copy of these Rules and Regulations, with the accompanying Tariff, is on file at the Customer Service Center, 119 South Walnut Street, Milford, Delaware 19963, and open to inspection during normal working hours.

1.2 REVISIONS

These Rules and Regulations and the accompanying Tariff may be revised, amended, supplemented, or otherwise changed from time to time, in accordance with rules and procedures of the City Charter and the enabling legislation.

1.3 STATEMENT BY AGENTS

No City's employee or representative has authority to modify any rule or provision of these Rules and Regulations and the accompanying Tariff, or to bind the City by any promise or statement contrary thereto, unless the same shall be incorporated in a written contract executed by the City's authorized official.

¹Editor's note(s)—Contained herein are the City of Milford Electric Rules and Regulations adopted Oct. 9, 2023, by Ord. No. 2023-38, and effective Oct. 19, 2023. Where further amendatory ordinances have been incorporated, citations are in brackets following the amended provisions. The system of headings, catchlines, capitalization, citation to state statutes, and expression of numbers in text remains unchanged. See Code Comparative Table for detailed history of derivation.

1.4 RULES AND REGULATIONS

The Rules and Regulations are a part of service and shall govern all Classes of Service unless otherwise specifically stated by a Service Classification modified by a City's approved rider or a written contract.

1.5 NO PREJUDICE OF RIGHTS

The failure by the City to enforce, or the decision not to enforce, any of the provisions of these Rules and Regulations and the accompanying Tariff shall not be deemed a waiver of its right to do so.

1.6 GRATUITIES TO EMPLOYEES

The City's employees are strictly forbidden to demand or accept any personal compensation or gifts for service rendered by them while working for the City on the City's time.

1.7 DISPUTES

In the event of a dispute between the City's Electric Department and a Customer or Applicant, either party may submit the particulars of the complaint to the City's Electric Superintendent for review and further action if necessary.

1.8 USE OF "HE" OR "HIS"

The use of the pronouns "he" or "his" in these Rules and Regulations, when referring to "Customer" and "Applicant", is generic, referring to both male and female parties.

1.9 HOURS OF OPERATION

City office hours are 8:00 AM to 4:30 PM Monday through Friday, except City recognized holidays. Normal hours for Service Calls are 7:30 AM to 4:00 PM Monday through Friday, except City recognized holidays.

1.10 EXTENDED HOURS OF OPERATION

The City's Customer Service Center may be open until 8:00 PM on one designated day per week, on non-holiday weeks, to accept payments only through the drive-thru.

SECTION 2 DEFINITIONS

2.1 APPLICANT

The word "Applicant" as used in these Rules and Regulations, means any person, firm, corporation, institution, public body, or any agency of the Federal, State, or Local government requesting electric service from the City. The term also refers to current Customers who apply for modification of existing service or facilities and developers and builders during the planning and construction stages of new facilities.

2.2 BASE RATES

Base Rate means the Service rates charged to each Customer Class, without the City's Purchased Power Cost, and any additional charge or surcharge. Base Rates are intended to recover the Operating Expenses, including its debt service, of the City's Electric Department and a reasonable margin.

2.3 CITY

City means The City of Milford, Delaware, or Milford Electric Department.

2.4 COMMERCIAL PROPERTY OWNER

A Customer of the City of Milford Electric Department who operates a business and owns the property associated with the Customer's electric account.

2.5 CUSTOMER

Customer shall mean any person, firm, association, partnership, corporation, institution, public body, or any agency of the Federal, State, or Local government being supplied with electric service by the City. The term

also refers to developers and builders during the planning and construction stages of new facilities, and the period prior to the sale or rent of the facility.

2.6 CUSTOMER CLASS

Customer Class shall mean a group of Customers with similar end use and load characteristics.

2.7 DELIVERY SERVICE CHARGE

Delivery Service Charge shall mean a charge to Customers for recovering the City's costs for delivering power supplies to Customers.

2.8 DEVELOPER

Developer shall mean any person, firm, association, partnership, corporation, or other entity which seeks to have provided by the appropriate authority the infrastructure (roads, sewer, electric, etc.) for new business or residential developments. As used in these Rules and Regulations, the Developer may not be the final user of the facilities requested or the entity for which electric service was provided. However, the Developer may be considered an Applicant or a Customer during the planning and construction phase of the development.

2.9 DWELLING UNIT

A Dwelling Unit is defined as one or more rooms arranged for the use of one or more individuals as a single housekeeping unit, with cooking, living, sanitary, and sleeping facilities.

2.10 DEMAND SIDE MANAGEMENT (DSM)

DSM means managing and/or controlling loads which result in reducing the Customer's Load when ordered by the City to do so.

2.11 DSM RESOURCES

Resources used by the Customer in order to manage and/or control his loads.

2.12 EXTRA FACILITIES

Extra facilities are the facilities which are in addition to the facilities provided by the City for providing Service under a Rate Schedule incorporated in this Tariff.

2.13 FERC

Federal Energy Regulatory Commission, a federal regulatory agency which regulates all wholesale power supply generation and transmission and other related services.

2.14 OFF-PEAK HOURS

Off-Peak Hours are the hours other than On-Peak Hours.

2.15 ON-PEAK HOURS

On-peak hours are those hours of the week when, for some Service Classifications, the Utility may charge higher rates for energy and/or Demand. The rates for the Utility's Customers may be higher because the cost of purchasing power from the Utility's wholesale provider is also higher. Off-peak hours are those hours when the Utility may charge a lower rate. On-peak hours are 6:00 AM to 10:00 PM Eastern Prevailing Time Monday through Friday, excluding holidays falling on weekdays. All other hours are off-peak hours.

2.16 PJM

PJM Interconnection, LLC, is a FERC authorized regional transmission organization ("RTO") which operates transmission service, and organized electric market in a number of states, including the state of Delaware.

2.17 POINT OF ATTACHMENT

In aerial services, the Point of Attachment is the physical attachment point on the Customer's facility where the City's service drop messenger cable attaches via Customer-owned insulator and associated hardware.

2.18 POINT OF DELIVERY

That point where the Customer takes electric service from the City and terminates its wiring and facilities for connection to the supply lines of the City. The City will own and maintain all facilities up to the Point of Delivery. For a typical aerial service at secondary voltages, the Point of Delivery is defined as the connection between the Customer-owned service entrance cable and the City-owned service drop conductors and connectors. For a typical residential underground service at secondary voltages, the Point of Delivery is defined as the connection between the Customer-owned meter socket located on the Customer's home and the City-owned underground service cable. In the case of some older services when meter pedestals were furnished, it would be defined as the connection between the Customer-owned underground service entrance and the City-owned connection.

2.19 PURCHASED POWER COST

Purchased Power Cost means the costs incurred by the City to purchase power supplies for providing Service to its Customers.

2.20 RATE SCHEDULE

Rate Schedule means the rate for the Service Classification under which a Customer is taking Service from the City.

2.21 RESIDENCE²

A bona fide, occupied dwelling unit suitable for year-round permanent human occupation, and connected to working water and sewer systems and an active electrical supply. Such dwelling unit provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. A residence may be part of a mobile home, house, duplex, town house, apartment building, or other structure.

2.22 RESIDENTIAL PROPERTY OWNER

A Customer of the City's Electric Department who owns and lives on the property associated with the Customer's electric account.

2.23 RULES AND REGULATIONS

City's rules and regulations related to Service provided by the City.

2.24 SECONDARY SERVICE

The provision of electricity at a transformed voltage which is less than the Utility's distribution voltage. Secondary Service, as used in these Rules and Regulations, typically refers to single phase or three phase circuits carrying a nominal voltage of 480 volts or less between any two conductors. See also "Service".

2.25 SERVICE

1. Any electricity which the City may supply, or any work or material furnished, or any obligation performed by the Utility under any Rate Schedule of the Utility.
2. Overhead and underground conductors and associated materials between the last aerial structure (typically a pole) or underground terminal (typically a pad-mounted transformer) of the City's electric distribution system and the point of connection with the Customer's facility (typically a building eave or wall).

2.26 SERVICE CALL

²Note(s)—This definition is based on the 2006 IBC/IBR/IPMC International Building Code definition for "Dwelling Unit."

Work performed by the City employees at the Customer's facility upon request by a Customer. Service calls may involve investigation, troubleshooting, or repair of components of the Customer's facility outside of the normal repair and maintenance responsibilities of the City.

2.27 SERVICE CLASSIFICATION

Customers are grouped into different Classes based on their nature of Service such as residential, commercial, etc., power consumption and the voltage at which they take Service. This classification is referred to as Service Classification.

2.28 SUPPLY SERVICE CHARGES

Supply Service Charges shall mean the charges to Customers for recovering the City's costs of power supplies used for providing Service.

2.29 TARIFF

1. The monetary rates applied by the City to electric service provided and the conditions of the electric service.
2. As used in these Rules and Regulations, "Tariff" also refers to those sheets in the "Service Classifications" section of this document.
3. The word "Tariff" also is used to refer to all of the rules and regulations governing the operation of the Electric Department and the supply of electric service. Consequently, "Tariff" is sometimes synonymous with "Rules and Regulations".

2.30 UTILITY

"Utility" shall mean City of Milford Electric Department, or any successor organization, that provides electric service to the Customers in the City's service area.

SECTION 3 APPLICATION AND CONTRACT FOR SERVICE

3.1 APPLICATION FOR SERVICE FOR OWNER OCCUPIED PROPERTIES

An application for the supply of service is required from each Applicant (prospective Customer). This application, when executed by the City and the Applicant, shall be subject to the terms of the applicable Service Classification and these Rules and Regulations. The City reserves the right to require reasonable evidence of the Applicant's identity and service address, satisfactory to the City, and to make a reasonable credit investigation of such prior to rendering service. The City reserves the right to require a written application from any Applicant executed in a form satisfactory to the City. Applicants shall be eighteen years of age or older.

3.2 APPLICATION FOR SERVICE FOR NON-OWNER OCCUPIED PROPERTIES

An application for the supply of service is required from each Applicant (prospective Customer). This application, when executed by the City and the Applicant, shall be subject to the terms of the applicable Service Classification and these Rules and Regulations. The City reserves the right to require reasonable evidence of the Applicant's identity by requiring the Applicant to provide a valid identification card or driver's license issued by the State of Delaware or a valid U.S. Military Identification card and service address satisfactory to the City and to make a reasonable credit investigation of such prior to rendering service. The City reserves the right to require a written application from any Applicant executed in a form satisfactory to the City. Applicants shall be eighteen years of age or older.

3.3 RIGHT TO REJECT APPLICATION

The City shall have the right to reject and may reject any application for Service if the Applicant does not meet all the requirements of the Rules and Regulations and Tariff. The Applicant shall be given the reason or reasons for rejection of the application for service in writing, if requested.

3.4 ONE POINT OF DELIVERY

The Service Classifications of the Tariff, unless otherwise stated, are based upon the supply of the Service to one entire premise through a single delivery and metering point. The City will supply only one metering installation for each Class of Service. The use of Service at two or more separate properties will not be combined for billing purposes. The City reserves the right to deliver Service to more than one point where the Customer's load or service requirements necessitate such delivery. This procedure is applicable to large industrial or commercial Customers having extensive operations in a contiguous area. Where the Customer desires an extra supply circuit not necessitated by load or service requirements, he shall pay the City the full cost of this additional facility.

3.5 SERVICE AT NEW LOCATIONS

Service at new locations will be rendered only when all bills for Service to the Applicant/Customer at any other locations have been paid, or credit arrangements satisfactory to the City have been made. The Customer must also have made all deposits as may be required in Section 4 (Customer's Deposits) or Section 18 (Primary Extensions).

3.6 PERMANENT SERVICE CONTRACTS

Standard contracts shall be for terms as specified in the statement of the particular Service Classification, but where large or special investment is necessary for the supply of Service, or where Service is to be used for temporary, seasonal, or unusual purposes, contracts for terms other than specified in the Service Classification, or with special guarantees of revenue, or both, may be required under circumstances as defined in Section 18 (Primary Extensions).

3.7 TEMPORARY SERVICE

Temporary Service is service, ordinarily not recurrent in nature, required for construction power, one-time events (i.e., fair or carnival), or temporary structures. Temporary Service will be rendered only when and where the City has the necessary facilities available to render the Service applied for, without detriment to the Service of other Customers.

The Customer shall pay the entire cost of the installation and removal of required facilities installed for the sole purpose of the Temporary Service. A fee will be charged to cover the labor estimated to install and remove the required facilities, and for any non-returnable material. An additional fee may be required to cover the estimated electric usage over the life of the Temporary Service and/or a meter deposit. (See Electric Fee Schedule) Where facilities may be endangered by construction or proposed usage, the Customer may be required to purchase, own, and maintain the transformer and other related equipment. Temporary Service is available only under Service Classifications "Residential" "SGS", "MGS", "LGS" or, "GSP", as applicable based on the size of Service, for a period of no longer than 12 months after the date of connection. If construction has been delayed, the Customer may apply for a new Temporary Service. If the Temporary Service is converted to a permanent Service (by specific exception, see Section 8.1) any additional cost resulting from the Customer's modification will be borne by the Customer. Any additional fees required by the Electric Fee Schedule will be paid prior to any re-connection of service. The monthly minimum bill for Temporary Service will be determined by the minimum charge provision of the appropriate Rate Schedule serving the Customer.

Temporary Service will be subject to the electrical inspection requirements as incorporated in Section 7. A schedule of the established Temporary Connection Fees is found in the Electric Fee Schedule.

3.8 RIGHT-OF-WAY

3.8.A GENERAL

The Applicant(s) requesting Service shall furnish to the City suitable Right-of-Way for the installation and maintenance of facilities on, over, under and across the premises. Right-of-Way is for the purpose

of providing Service to the Applicant(s) and to premises and other users in the vicinity. Right-of-Way Agreements are set forth on forms provided by the City. These Rights-of-Way shall grant the City permission to utilize locations and facilities which are suitable (in the City's sole discretion) for the installation of City facilities. The City will not begin field layout or construction of facilities until suitable Right-of-Way agreements have been executed.

If it is necessary to acquire Right-of-Way from others such as abutting property owners, lessors, railroads, etc., in order for the City to serve the Applicant, then the Applicant shall be responsible for obtaining such Right-of-Way at its own cost. The City shall not in any way be subject to any claims from the Applicant/Customer deriving from delays in obtaining Right-of-Way. Where, due to the nature of the property to be served, the City finds that the exact boundaries are of critical importance, the Applicant will locate and mark such boundaries to the reasonable satisfaction of the City.

Applicant shall be responsible for clearing all trees, tree stumps and other obstructions from the construction area as designated by the City and the said clearing to be completed in reasonable time to meet Service requirements to the City's satisfaction determined by the City at its sole discretion. The Right-of-Way construction area as designated by the City shall be graded to within six (6) inches of final grade before the City will commence construction. If subsequent to construction start-up, the City is required to relocate or adjust any of its installed lines or change plans, the cost of such adjustments of relocation shall be borne by the Applicant, his successors or assigns.

The City shall construct, own, operate, and maintain distribution lines only along public streets, roads, and highways which the City has the legal right to occupy, and on public and private property across which Rights-of-Way and easements satisfactory to the City have been granted. Right-of-Way must be provided within a reasonable time and without cost to the City.

3.8.B REQUIRED PROPERTY INFORMATION

The Applicant shall furnish, at no charge to the City, property plans, utility plans, plans indicating connected electrical load, grading plans, roadway profiles, property line stakes, grade stakes and other items showing details of proposed construction. Proposed utility Rights-of-Way and/or easements shall also be delineated on plans. The City shall review these proposed easements and Rights-of-Way for adequacy and shall notify the developer of required modifications. This information is required in reasonable time to allow the City to design and construct its facilities in a safe and efficient manner to meet Service requirements and to comply with applicable laws, codes and rules and regulations.

3.8.C TREE TRIMMING

The City must attempt to maintain the integrity of its electric lines through periods of winds and storms. The Applicant, by either applying for electric service from the City or by granting a Right-of-Way, agrees to such tree trimming as is necessary to ensure the integrity of the City's electric lines, transformers, or any facility of the City's electric distribution system in the right of way. The City may trim any portion of a tree within fifty (50) feet of electric lines. The City is the sole judge of the need to trim branches or remove trees to protect the integrity of its lines.

3.9 NON-TRANSFERABILITY OF SERVICE

The contract for Service is not transferable, except by a Customer to his or her co-signer of the application. When the application is made jointly by co-signers, upon the death of either such Customer, such application or contract shall be deemed to be held solely by the survivor(s), subject to the Tariffs provided.

SECTION 4 CUSTOMER ADVANCE/ USAGE, IMPACT FEES AND DEPOSITS

4.1 GENERAL

The City, at its sole discretion, may require from a Customer, prospective Customer or Applicant an advance usage fee or deposit for each account to guarantee payment of bills for Service. Where the City holds more than one advance usage fee or deposit for separate accounts for the same Customer, the City will administer each advance usage fee or deposit individually. At its sole discretion, the City reserves the right to waive Deposit from any Customer. Electric Deposit Agreement is attached to this Section.

4.2 RESIDENTIAL CUSTOMERS

4.2.A RESIDENTIAL CUSTOMERS WHO RENT PROPERTY

An advance usage fee (Deposit) will be charged to new Applicants who are residential renters. (See the Electric Fee Schedule)

4.2.B RESIDENTIAL CUSTOMERS WHO OWN PROPERTY

Residential Customers who own the property associated with the electric account may not initially be charged a Deposit. However, if the Customer is delinquent in any two consecutive months after Service is initiated, a Deposit may be charged at the same rate as if the Customer is a renter. (See the Electric Fee Schedule) Service may be terminated for failure to pay the Deposit when requested. If the Customer fails to pay his bill, a lien may be placed against his property and his Service may be terminated in accordance with Section 5.6 and Section 16. On presentation of facts indicating that payment of a Deposit would create a severe hardship, the City may allow payment of the required Deposit to be deferred to the first month's bill or paid in three consecutive billing periods.

4.3 COMMERCIAL CUSTOMERS

A Deposit will be charged to all new commercial Customers with an electric account. Electric service will not be connected until the deposit is paid. (See the Electric Fee Schedule)

On presentation of facts indicating that payment of a Deposit would create a severe hardship, the City may allow payment of the required Deposit to be deferred to the first month's bill or paid in three consecutive billing periods.

In the case of Customers with an expected monthly load of 500 KW or an expected monthly bill above \$5,000, the City may choose to waive the Deposit. In such cases, in lieu of a Deposit, the City will accept a surety bond from a bank, the proceeds of which shall equal two times the expected monthly bill.

4.4 PROVISIONS FOR DEPOSITS

4.4.A Deposits shall be in an amount equal to two-twelfths of the estimated annual revenue or a minimum as may be reasonably required by the City. (See Electric Fee Schedule) No interest will be paid on Deposits from the Residential Customers. Accrued interest earned will be paid on the Deposits from all non-residential customer classes. Interest will be paid at the time the Deposit is returned to the Customer. No interest will be paid unless the Deposit is held longer than ninety days.

4.4.B The deposit shall cease to draw interest: On the date the deposit is returned to the Customer, or on the date service is terminated, or on the date notice is sent to the Customer's last known address that the deposit is no longer required.

4.4.C Deposits shall not be applied against the amount due on a regular bill, however they will be applied against the final bill if account is not current.

4.4.D For commercial accounts only, At the beginning of City's each fiscal year, the City may consider the return of the Deposits to Customers in good account standing. The City may return the Deposit to a Customer under the following conditions:

1. The Customer has been taking uninterrupted Service for a minimum period of three (3) years from July 1;

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2. The Customer has not been sent more than three (3) disconnect notices by the City;
 3. The Customer's checks have not been returned more than three (3) times.

4.4.E At the termination of an account, the deposit will be applied to the customer's account final balance. Any remaining deposit shall be automatically refunded to customer.

4.5 ELECTRIC SYSTEM IMPACT FEES

Prior to the issuance of a building permit by the Code Official or other duly authorized representative, all developers or owners of newly constructed structures requiring Service may be charged the Impact Fee in accordance with the Electrical Fee Schedule. The City reserves the right to bar occupancy of any such structure and withhold Service until such time as the aforementioned Impact Fee is paid in full. The Impact Fee shall be used for construction, maintenance, and expansion of the City's electric system.

Impact Fees may be reviewed annually, and not less than 5 years, by City Council and may be adjusted periodically as determined necessary.

4.5.A Any structure that does not receive a certificate of occupancy, in accordance with this schedule, shall be ineligible for the impact fee waiver and shall pay the required Impact Fee in full prior to the issuance of a certificate of occupancy.

SECTION 5 PAYMENT TERMS

5.1 BILLING PERIOD

Rates for Service are stated on a monthly basis and bills are rendered monthly. Meter readings are scheduled at approximate monthly intervals from 27 to 33 days.

5.2 WHEN BILLS ARE PAYABLE

Payments must be received by the close of business on the due date to avoid penalties. Payments placed in the drop box on the due date after 4:30 PM will be considered late and subject to penalties.

The late payment charge will not be applied to balances which are under dispute (See Electric Fee Schedule).

5.3 PAYMENTS OF DELINQUENT BILLS

The Customer may avoid Service termination for non-payment of bills by making payment of the total unpaid balance to the City cashier during the Hours of Operation (See Section 1.9 prior to the close of business on the day prior to the scheduled disconnection. The City may give a grace period, n for the payment of delinquent payments before disconnecting the Service. (See Section 5.7) Delinquent payments received at the City Offices or placed in the drop box after the close of business on the day prior to the scheduled disconnection may be subject to an administrative fee that must be paid prior to the restoration of Service. During non-hours of operation, delinquent payments may be made at the Customer Service Center at 119 South Walnut Street, Milford, DE 19963, 302-422-6616 during Extended Hours of Operation. (See Section 1.10)

5.4 ESTIMATED BILLS

When the City's Electric department is unable to read the meter for a particular Customer at any regular reading date, the City may render an estimated bill. Reasons for estimating the bill could include:

- a. Discovery of inoperable or defective meters as covered in Section 10,
- b. Significantly varying readings from past electric consumption, or
- c. The area in which the meter is located is not accessible in a reasonably safe way.

In the case of varying readings from past readings, an investigation into the reason for such variations will be made at Customer's request as per Section 10.4.

5.5 RETURNED CHECKS

Checks given in payment for Utility Services, Customer Deposits, or reconnection charges which are returned to the City unpaid by the Customer's Bank, will result in an additional returned check charge per check, per occurrence (See Electric Fee Schedule). The return check charge shall be levied against the Customer's account. Upon the second occurrence of a returned check, the Customer shall be notified that they will be placed on a cash only basis for a period of one year.

5.6 AUTHORITY TO DISCONTINUE SERVICE FOR NON-PAYMENT.

The City reserves the right to discontinue Service in accordance with provisions of these Rules and Regulations and the accompanying Tariff and/or take any other action permitted by law with respect to any Customer who fails to make full and timely payment of all amounts due the City. (Reference: Section 16)

5.7 DELINQUENT CHARGE INSTALLMENT AGREEMENT

The City may make arrangements for installment payments for those Customers who are unable to pay their bill due to unusual or severe circumstances. However, if the Service has been disconnected, the Customer must pay the Reconnection Charges.

The installment payment agreement constitutes a contract between the Customer and the City, which guarantees payment by the Customer for the amount of the agreement over the specified period. Requests for installment payment agreements are subject to City approval and must be approved by the City's billing supervisor or designee.

Failure of the Customer to meet the conditions of this installment payment agreement including prompt payment of the current bill shall constitute a breach of this agreement and entitles the City to pursue collection and Service termination procedures under the rules and regulations outlined in these Rules and Regulations and the accompanying Tariff. Such a breach will also cause the Customer to become ineligible to make an installment payment arrangement for a period of 12 months.

5.8 BUDGET BILLING

A Customer may request budget billing and the City reserves the right to establish a budget billing program. Budget billing provides a payment plan which allows Customers to levelize their monthly bills. Any Customer with good credit standing with the City may elect to be placed on budget billing once per calendar year, as long as they are not an assistance-based customer. Under this plan, the Customer will be billed for eleven months on an estimated budget amount basis with the twelfth month as the settlement month. The billing for the settlement month will consist of the actual metered billing for that month plus the difference between the actual amount due to date and the budget amount paid to date.

In no case will the under-calculation of a projected bill absolve the Budget Billing Customer from paying for the actual amount of consumed energy. If the under collection is too great, then with the option of the City, monthly budget billing amounts can be increased at any time during the eleven-month budget billing period.

If the monthly budget billing is not paid, the Customer will be notified by mail that the monthly budget billing will be terminated unless payment of the balance due is received by the late date. Any Customer who is participating in budget billing will not be eligible for the Delinquent Charge Installment Agreement. If the budget billing is terminated, the late payment charge will be applied to the unpaid balance (See Electric Fee Schedule).

5.9 POST-DATED CHECKS

Post-dated checks will not be accepted until the date of the check. Post-dated checks will not abate imposition of any late charges incurred.

5.10 MEDICAL NECESSITY

1. *The City may not suspend or terminate utility service to a dwelling unit if:*

- The City received a signed statement from a licensed physician, physician's assistant, or advanced nurse practitioner of the State of Delaware or a state with similar accreditation certifying that an occupant of the dwelling unit is so ill that termination will adversely affect their health or recovery.

A certified statement is effective for 120 days from the date it is signed.

It may be renewed by the City upon receipt of a new signed certified statement only if a customer has been making a good faith effort to make payment towards services.

Disputes: The City must create a dispute resolution process where disputes may be reviewed. When possible, no termination may occur without advance notice to any known case manager or coordinator of an occupant in affected dwelling. NOTE: This could be a panel of 3 or 5 persons including either the Finance Director or Director of Public Works; a member of Council; and a private citizen appointed by Council. If more than 3 Council can randomly decide who should serve.

SECTION 6 ADMINISTRATION OF SERVICE CLASSIFICATION

6.1 LOAD INSPECTION

When the Service is supplied under Service Classifications which base the Billing Demand or Minimum Charge upon the Customer's connected load, the City's representative shall have access to the premises at reasonable times to inspect and count the connected load.

6.2 CHOICE OF SERVICE CLASSIFICATION

When two or more Service Classifications are available for the same Class of Service, the Customer may select the Service Classification to be applied to his Service.

6.3 CITY ASSISTANCE

The City, upon request, will assist the Customer in the selection of the most advantageous Service Classification, but the duty and responsibility of making the selection shall at all times rest with the Customer. In the event, the Customer fails to select the Service Classification, the City may assign the Service Classification to the Customer and the Customer shall have no recourse to any damages caused by the City's selection, however, the Customer may request a change in its Service Classification.

6.4 CHANGING SERVICE CLASSIFICATIONS

When a Customer has selected the Service Classification for his Service, its application shall remain in effect for the contract term which the Service Classification specifies. If a Customer's consumption characteristics change so that they fall within the parameters of a different Service Classification, the City reserves the right to change the Customer's Service Classification at any time.

6.5 INTERDEPARTMENTAL BILLING

The City shall bill its internal utility accounts (City Accounts) at the rate for that Customer Class for which the City Account may qualify. The Billing period will be addressed in accordance with the applicable Service Classifications. Rates are stated on a monthly basis and bills are rendered monthly following the supply of Services.

SECTION 7 CUSTOMER'S INSTALLATION

7.1 CUSTOMER'S WIRING

All the Customer's wiring and appurtenances shall be furnished, installed and maintained by the Customer. The City shall not be liable for loss or damage resulting from the Customer's wiring or equipment.

The City may delay the construction of an extension and/or Service until the Applicant (or Applicants) has completed the wiring and installation of equipment necessary to receive and use Service. The Customer's facilities at the Point of Delivery and the Service entrance shall be in accordance with the National Electrical Code (NEC), the National Electrical Safety Code (NESC), and the City's standards for such facilities.

Note(s)—The National Electrical Code is a registered trademark of the National Fire Association.

Note(s)—The National Electrical Safety Code is a registered trademark of the Institute of Electrical and Electronics Engineers, Inc.

7.2 DESCRIPTION OF INSTALLATION

The Customer shall present, in writing, complete specifications of equipment, connected electric loads, location plans, electric vaults, cable runs, substations and other data required, so that the City may advise the character of the Service it will furnish, the point at which it will be connected and metered, and any other requirements associated with the special conditions of the Service.

7.3 ELECTRICAL INSPECTION

All new wiring and equipment, or changes in wiring and equipment, shall conform to the standards of the National Electrical Code and of local codes in force at the time.

In no event shall the City be under any obligation to inspect the wiring or appliances of the Applicant. The City may refuse to supply Service to the Applicant if the City believes the wiring or appliances do not comply with the applicable codes and recognized requirements.

On receipt of a Temporary Cut-in Card issued by a qualified electrical inspection agency and/or a Waiver, at the sole discretion of the City, signed by the property Owner and the Electrician that holds the City harmless, the City may render Service to the Customer on a temporary basis for a period of not more than 10 working days. If a Final Cut-in Card issued by a qualified electrical inspection agency is not received within this 10-day period, the City shall disconnect Service until such is received.

The City will further render permanent Service only after receipt of an executed Final Cut-in Card stating notice of approval issued by the duly recognized inspection agency. This card must be submitted to the City by the Customer's electrician. After the final Cut-in card has been received, the associated temporary account will be closed.

7.4 REVERSE PHASE RELAY

The Customer shall install, at his expense, a Reverse Phase relay of approved type on all motors and other equipment where a definite direction of rotation must be maintained. The Customer shall be responsible for all damages caused to the system due to its failure to install a proper Reverse Phase Relay.

7.5 PHASE PROTECTION

The Customer shall install, at his expense, suitable voltage or current type devices which will protect his equipment from damage in event of phase outages. The City shall not be responsible for any damage caused to the Customer due to the Customer's failure to install a Phase Protection system.

7.6 MOTORS

The City shall always be consulted regarding the requirements as to the size of motor and starting current limitations as well as voltage and phase of service, which will be furnished. The City reserves the right to refuse Service to any size motor where the starting currents are deemed to be excessive at City's sole discretion. Starting currents must be limited by the Customer to acceptable levels.

7.6.A MOTORS, GENERAL

It is characteristic of most electric motors, large welding machines and arc furnaces to draw large momentary starting current. This may result in objectionable variations in the voltage supply of other Customers who receive their Service from the same circuits or transformers. In the interest of all of City's Customers, it is therefore necessary for the City to limit the value of starting current which may be drawn by various classes of motors connected to City's lines.

Some latitude in the permissible starting current of motors may be permitted under certain conditions at City's sole discretion, such as when motors are started very infrequently (once or twice a day), when motors are supplied from large capacity circuits and transformers, when motors are necessarily supplied from individual transformers on the Customer's premises, etc. Limitations will be site specific.

The City must always be consulted in advance regarding motor installation above 5 horsepower single phase or above 10-horsepower three phase to ensure the proposed installation is acceptable to City.

7.6.B MOTORS RESIDENTIAL

Single phase, 120-volt motors will be permitted providing the maximum starting current does not exceed 100 amperes. (Typically, 2 HP or 12,000 BTU/hr. air conditioner.) Single phase, 240 volt or 208-volt motors will be permitted, however, when the maximum starting current exceeds 150 amperes, the City shall be contacted for approval before purchasing equipment. A/C and heating equipment exceeding 100 amperes shall be a split-unit type with two or more compressor motors, interlocked so that no more than one motor can start at any one time. Three-phase, 208-volt service normally will not be supplied for residential service.

7.6.C MOTORS COMMERCIAL

When commercial installations are located in areas, which are primarily residential, or rural, they normally will be treated as covered by the above Section on "Motors Residential". The City may refuse single-phase service to motors rated 5 horsepower or more and to poly phase motors rated less than 5 horsepower or to Customers with a total three phase connected motor load less than 6 horsepower.

7.6.D MOTORS INDUSTRIAL

Due to the wide variety of equipment and methods of service, general rules for starting motors cannot be specifically outlined. Additions to existing installations can be made which will not increase the maximum starting current of the installation. In all other cases, the City must be consulted as to the maximum allowable starting currents.

7.6.E MOTOR PROTECTIVE DEVICES

All motors should be provided with devices that will protect the motor and circuit against overload or short circuit in any wire. Refer to the NEC for motor protection details. Motor equipped with reduced voltage starters that cannot be safely subjected to full voltage at starting should be provided with a device to insure that on the failure of the supply voltage, the motor will be disconnected from the line or the starter returned to the "off" position, unless the motor is equipped with automatic restarting means. To prevent unnecessary shutdowns, it is recommended that this starter be equipped with a time delay feature to prevent the starter from dropping out and to permit the motor to continue to operate during a momentary voltage change.

The direction of phase rotation and the continuity of all three phases of the alternating current supply are carefully maintained, however, the City cannot guarantee against accidental or temporary change of failure thereof. Therefore, motors or other apparatus requiring unchanged phase rotation or continuity of three-phase supply should be equipped, by the Customer, with suitable three-phase protection against the reversal or phase failure.

7.6.F WELDERS

In every case the Customer or Contractor shall consult with the City concerning the electrical supply to electric welders before any commitments for their purchase or installation are made.

7.6.G GENERATORS

No Customer shall install any generation equipment without a written approval from a City's authorized representative. The City must always be consulted concerning the installation of any electric generating equipment. In all cases of emergency standby generation (Non-Cogeneration) a single operated break before make type double throw switch shall be installed between the generator and the City's supply, to prevent the generator from being connected to the City system at any time. Closed transition switching may be permitted after a Customer and equipment specific evaluation is made by the City. Portable generators may only be used with service conductors physically disconnected from the utility system.

7.7 RIGHT TO INSPECT

The City reserves the right, but is not obliged, to inspect any installation either before electricity is introduced or later if it believes there may be unsafe or hazardous conditions. The City also reserves the right to reject any wiring or appliances not in accordance with the City's standard requirements. Even when the City performs an inspection or otherwise, the City shall not be liable for any loss or damages resulting from defects in the installations, appliances, or wiring which may occur on the Customer's premises.

7.8 PROTECTION FOR COMPUTERS AND ELECTRONIC EQUIPMENT

The Customer shall install, own, and maintain suitable surge, outage, and harmonic protection equipment to protect computers and other sensitive electronic devices. When the Customer has important, sensitive electronic data, the Customer shall be responsible for installing uninterruptible power supply (UPS) equipment to protect the data. The City shall in no way be liable for any damage to the Customer's electronic equipment, computer hardware or software, loss of data associated with the computer hardware and associated equipment, or any other consequential damage due to voltage spikes, surges, or loss of Service.

7.9 POWER QUALITY

When an electrical disturbance affects either the City's distribution system or Service to another Customer and the disturbance is found to be due to a specific Customer's installation (such as resulting from load imbalance, the operation of motors, variable speed motor drives, power generator, or other electrical equipment), the Customer causing the disturbance shall discontinue operation of the suspect equipment until suitable corrective wiring or equipment has been implemented on the Customer's premises to eliminate the disturbance. Such corrective action to eliminate the cause of the disturbance shall be made at the Customer's expense. The City shall have the right to inspect and test the Customer's electrical equipment to determine if it has any electrical characteristics which may cause undue disturbance to the City's system or affect the Service to other Customers. The following are the City's guidelines for disturbance types:

7.9.A WAVE FORM DISTORTION

The maximum total wave form distortion caused by the Customer's equipment, including a maximum of 1% phase voltage imbalance, shall be limited to 5% measured at the Point of Delivery.

7.9.B HARMONIC DISTORTION

The total Harmonic Distortion shall not exceed 5% with any single harmonic distortion not exceeding 3% measured at the Customer-City interface.

7.9.C COMMUTATION NOTCHES

Distortion caused by the commutation of solid-state devices between conducting and non-conducting conditions in the form of notches on the voltage waveform shall be limited to less than a 3,400% volts-microseconds area under the notch.

7.9.D STAGGERED STARTUPS

During start-up operations, Customer's machinery and equipment shall be started on a serial or staggered schedule with no more than 500 HP per step to minimize the impact of such startups on the City's electric system. Such schedule shall be provided to, and approved by the City in advance, and any necessary modifications to the schedule shall be communicated to the City immediately. Between each step, the customer shall provide a time interval of a minimum of fifteen (15.0) minutes, preferably one hour. This time interval helps to reduce the power cost to the Customer and the City.

7.10 DAMAGE TO CITY'S SYSTEM

The Customer should ensure that its installation of any facility listed in this Section does not interfere with the City's operations or cause damage to any of the City's facilities. In the event the Customer's installation causes damage to the City's operations or facilities, the Customer shall be responsible for all the costs associated with such damage.

SECTION 8 SECONDARY SERVICES AND TRANSFORMER INSTALLATIONS

8.1 GENERAL

"Secondary Services" and "Services" as used in this Section refer to overhead and underground conductors and associated materials between the last aerial structure (typically a pole) or underground terminal (typically a pad-mounted transformer) of the City's electric distribution system and the point of connection with the Customer's facility (typically a building eave or wall). Service as used in this Section typically refers to the provision of electricity at 480 volts or less. The City's system facility from which the Service is installed may be on public or private right-of-way. Non-refundable charges may be assessed based on the Customer request and the type of service required. (See Electric Fee Schedule)

The Service connection location must be approved by the City. It will normally be located on the Customer building at a point nearest to the point at which the electric service enters the property to be served. It must be located so that the Service will be clear of obstructions and have adequate support. The Service attachment device will be approved by the City and supplied and installed by the Customer. Any modification of the Service requested by the Applicant must be agreeable to the City. Any additional cost resulting from the Applicants requested modification will be borne by the Applicant. Services will not be connected until satisfactory payment or credit arrangements are made in accordance with charges as detailed in this Tariff and referenced in the Electric Fee Schedule.

All persons who work on electrical equipment or wiring that interfaces with the City's electrical distribution system must be licensed by the State and possess a City's contractor license. Homeowners may work on their own electrical systems when issued an appropriate permit from the County in which they live and have their work inspected by an approved electrical inspection Agency.

Only authorized City personnel are permitted to connect or disconnect a Customer's facility to the City's distribution system. The Customer or Customer's representative (electrician) should arrange with the City to have the meter disconnected prior to performing any modification to the Customer's electric Service. The City will reseal the meter when the modification is complete. (See Electric Fee Schedule, for the appropriate charge) In the case when, in conjunction with electrical work on the Customer's facility, the meter has been disconnected without City involvement, a resealing fee will be applied (See Electric Fee Schedule).

8.2 RESIDENTIAL OVERHEAD SERVICE

The City will install, own, and maintain all overhead services. The City will install, without charge, to the Customer the first 150 feet from the existing overhead facilities. Overhead services in excess of 150 feet will be provided at a charge to the Customer as provided in the Electric Fee Schedule.

8.3 COMMERCIAL OVERHEAD SERVICE

The City will install, own, and maintain all overhead services. The City may install without charge the first 150 feet from the existing overhead facilities. Any Charges will be determined by the City on a case-by-case basis.

8.4 UNDERGROUND SERVICE

All residential meters will be located on Customer Owned Facilities. The City reserves the right to waive this requirement under special circumstances. These Customer owned facilities will generally be considered their dwelling or garage. The Service entrance location must be approved by the City prior to the start of construction.

The City will install, own, and maintain all residential underground service up to but not including the meter socket. Where the City's distribution lines are underground, only underground service will be provided. All Commercial Underground will be installed and maintained by the Customer.

8.5 RELOCATION OF SERVICE

Any alterations, changes, or relocations of City-owned services, which are requested by and for the convenience of the Customer, and approved by the City, shall be made by the City and the cost paid by the Customer.

If the City is required by any state or other public authority to relocate any portion of the City's distribution system, the Customer, at his expense, shall make the necessary changes in the location of his facilities for receiving Service. The City will attempt to negotiate with the state or other public authority to include the Customer's expenses for relocation, however, the City's failure to successfully negotiate with the state or other public authority shall not relieve the Customer's from the responsibility of the relocation expenses.

8.6 TRANSFORMER INSTALLATION

The City will make transformer installations on public rights-of-way only as permitted by the regulations of the public authorities. The type of metering or load requirements may require the Customer to provide for the installation of transformer facilities on private property right-of-way. Transformers shall be situated in such a manner that they are separated from, and do not interfere with, and are not interfered or endangered by the location of other structures or proposed structures such as concrete curbing, water supply sources, fire hydrants, parking lots, etc. The Customer shall provide the City with proposed transformer locations for the City's review and approval prior to the finalization of plans for transformer placement. (See also Section 3.8)

If the electricity supplied is metered at primary voltage, all required structures and/or vaults and electrical substation equipment, including protective devices, shall be installed, owned, and maintained by the Customer.

Note(s)—The City's policy is to avoid the use of vaults in new construction. New services will be rendered in vaults as an exception and at the sole discretion of the City.

8.7 DISCONTINUED SERVICE

When Service to a Customer is discontinued, the City may disconnect Service but leave any or all its Service connection facilities on the premises to facilitate the Service to future Customers. Customer must not remove any City's facility without the City's written approval.

8.8 SUPPLY VOLTAGES

All references to voltages are standard or nominal voltages and actual voltages supplied may vary above or below these specified voltages within the limits prescribed by accepted utility practice. The City may specify the voltage and the minimum and maximum load that it will supply at any particular voltage.

Not all types of electric service listed below are available at all locations. Subject to limitations, the types of secondary electric service available, with their nominal voltages, are:

Phase	Volts
Single Phase 3 Wire	120/240 Volts
Single Phase 3 Wire	120/208 volts (Network)
Three Phase 4 Wire	208Y/120 volts
Three Phase 4 Wire	480Y/277 volts

8.9 METERS

The City shall designate the location of meters. The meter pan location must be approved by the City prior to the start of construction. Unless otherwise approved by the City, meters will be located on the front half of homes or garages as close to the point the Service enters the property as possible. At no point will the metered service be enclosed by a fence, wall, or partition.

8.10 TREE TRIMMING

Rights-of-way granted to the City shall grant the City the Right to trim and/or clear trees and other obstructions, as it deems necessary. The City will also have the right to require the Customer at his expense to have his own contractor trim and/or clear trees or other obstructions to the satisfaction of the City when, in the City's judgment, such trees or other obstructions threaten the integrity of the City's electric lines or equipment, or other property owner's property. In such cases, the Customer will be given 10 fair-weather days to rectify the situation. However, when such overgrown trees or other obstructions create an imminent danger to the City's electric lines or equipment or other property owner's property, without providing any notice to the Customer, the City reserves the right to disconnect the Customer's service (see Section 16), trim and/or clear the trees and other obstructions and reconnect the Customer. In such cases, the City will bill the Customer for these services including tree trimming. (See Chargeable Service Call and Reconnect Charges in the Electric Fee Schedule).

When overgrown trees or other obstructions cause an outage of the Customer's service due to damage to the City's electric lines or equipment, the City reserves the right to clear the trees, and/or other obstructions, and to make the necessary repairs to reconnect the service. In such cases, the City will bill the Customer for the clearing of the trees or other obstructions and for the required repairs. (See Chargeable Service Call and Reconnect Charges in the Electric Fee Schedule).

Pad-mounted transformer areas are to be free of trees, plantings, or other obstructions to within six feet of any edge of the concrete or fiberglass pad.

These rights-of-way shall grant the City permission to utilize locations and housing which are suitable (in the City's sole opinion) for the installation of City facilities.

Note(s)—In the case when inclement weather during the ten-day period prevents a reasonable effort to rectify the situation, the Customer may apply for an extension of time. In such cases the City may grant an extension that will include at least ten "fair-weather" days. A fair-weather day is defined as a day when, in the opinion of the City of Milford, weather conditions permit sufficient opportunity for the required work to be accomplished.

SECTION 9 METER INSTALLATIONS

9.1 METER SOCKETS SUPPLIED BY CUSTOMER

Residential meter sockets shall be of a type approved by the City and shall be procured by and installed by the Customer. The Customer is responsible for maintaining the meter socket in a safe and workmanlike operating manner. The City reserves the right to disconnect Services within ten fair-weather days of notification to an Applicant or Customer whose socket(s) are not maintained in a safe and workmanlike operating manner.

If, in the City's sole judgment, there is a clear and imminent danger to life, health, or property from a Customer's poorly maintained meter socket, the City reserves the right to make the necessary repairs and bill the Customer. All three phase and all K-base meter installation will have a disconnect of appropriate size on the load side of the metered Service which allows the meter to be read during time of discontinued Service (See Chargeable Service Call in the Electric Fee Schedule)

If the Customer should desire to have multiple pan meter sockets, these sockets must be approved by the City prior to installation of meters and must be furnished, owned, and maintained by the Customer. The City does not stock multiple meter sockets and cannot be responsible for the interruption or replacement of the multiple sockets in the event of a future failure. All multiple pan meter sockets must have individual disconnects of appropriate size on the load side of the metered service.

Note(s)—In the case when inclement weather during the ten-day period prevents a reasonable effort to rectify the situation, the Customer may apply for an extension of time. In such cases the City may grant an extension that will include at least ten "fair-weather" days. A fair-weather day is defined as a day when, in the opinion of the City, weather conditions permit sufficient opportunity for the required work to be accomplished.

9.2 METERS SUPPLIED BY THE CITY

The City will furnish, install, maintain, and own one set of metering equipment for measurement of the electricity supplied under each contract.

9.3 METER LOCATIONS

The City shall designate the location of meters. The meter pan location must be approved by the City prior to the start of construction. Unless otherwise approved by the City, meters will be located on the front half of homes or garages, as close to the point the Service enters the property as possible. For secondary or primary metered installations, the Customer will provide support or other facility as required and approved by the City for mounting of metering equipment.

The Customer is responsible for keeping metering areas clean, clear of debris, and accessible by City employees or the City's Engineers. At no point will the metered service area be enclosed by a fence, wall, or partition.

In buildings where multiple meters are required, each meter position shall be clearly and visibly marked so that each meter position is identified as to the location to which Service is being supplied. Meters shall not be installed by the City until this has been accomplished.

9.4 RIGHT TO REMOVE CITY'S EQUIPMENT

All meters, instrument transformers or other service equipment supplied by the City shall remain its exclusive property. The City shall have the right to remove all its property from the premises of the Customer at any time after the termination of Service, whatever may have been the reason for such termination. Possible reasons to remove equipment would include:

1. Evidence of illegal tampering

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2. Hazardous conditions endangering equipment
 3. Failure to pay bills or meet other terms of payment
 4. The structure has been condemned or determined unfit for human occupancy by the City.

9.5 REVERSE REGISTRATION

The City may, by ratchet or other device, control its meters to prevent reverse registrations.

9.6 PERIODIC TEST SCHEDULE

The City will test meters in accordance with its periodic test schedule. Meter tests performed at the request of a Customer will be made in accordance with Section 10.4.

9.7 REMOTE AUTOMATIC READING DEVICES

The City, at its discretion, may install remote automatic reading devices, including smart meters, subject to available technology. Such metering devices will be owned, installed and maintained by the City. When requested by the Customer and approved by the City, installation will be done at cost payable by the Customer. The location of such metering device shall be subject to the City approval. The City may require a verification reading.

In cases of discrepancy between the remote automatic reading and/or smart metering device and the City's meter, the City's meter shall be used as the final determinant in measuring consumption and in all cases will take precedence over any readings on remote automatic reading and/or smart metering devices.

9.8 ELECTRIC PULSE INITIATOR

The City, at its option and upon the request of a TOU (Time of Use) Customer, will make available contact closure pulses in the KYZ format to the requesting TOU metered Customer. If an isolating relay is required, the Customer will also bear the cost of purchase and installation. The Customer must bear the cost of the pulse initiator and its installation. The City will maintain and replace the pulse initiator after the initial installation. If the pulse initiator fails, the City will not guarantee to stock a replacement but will order a replacement as necessary. The Customer will be without pulse data during this period. If the Customer requests a standby pulse initiator to be available, he must purchase and inventory a backup pulse initiator. The City will provide but does not guarantee to deliver pulses to the high side of the pulse initiator fuse. The City will provide replacement fuses to re-fuse if necessary.

The Customer will be responsible for accepting the pulses on the load side of the pulse initiator fuse. The Customer will accept the pulses and utilize them in a way that does not expose the City's equipment to undue risk.

Either party may re-fuse in the event of a blown fuse.

The City reserves the right to remove the pulse initiator if its use by the Customer damages the City's equipment and electric system or continues to expose the equipment to risk.

The City will not guarantee the continuity of pulse data. The Customer will be responsible for reporting loss of pulses to the City immediately.

If the pulse initiator, contacts, fuses, or conductors that transmit data to the Customer fail, the City does not guarantee continuity and shall not be responsible for loss of pulses and no adjustment to the bill will be made. Should loss of pulses occur frequently, the City may terminate offering data pulses or the Customer may elect to install his own initiator equipment at his cost which would be under his own control and maintenance.

9.9 MOBILE METER READING DEVICES

The City reserves the right, as technology develops, to utilize mobile meter reading devices, including hand-held meter reading devices, remote meter reading or smart metering devices to replace manually written meter readings in a meter book.

9.10 CAPACITY OF METERS

The meters, instrument transformers, service connections, and equipment supplied by the City for each Customer has a definite load capacity and no additions to the equipment or connected load will be allowed except by prior written notification and consent by the City.

9.11 METER RELOCATION

Metering installations moved from the inside of the house or building to the outside of the house or building at the Customer's request, when no other modifications of electric service equipment are being made, will be relocated by the City at the Customer's expense. When requested by a Customer, metering installations moved to other exterior locations for the convenience of the Customer shall be relocated by the Customer, at the Customer's expense. In such cases the City shall be notified of the relocation prior to its occurrence. The actual transfer of the electric meter shall be made by the City. (See also Section 15)

9.12 BROKEN METER SEALS

Repeated broken meter seals are a sign of possible tampering with the meter mechanism. See Section 15.1 for conditions and remedies.

SECTION 10 ADJUSTMENT OF CHARGES

10.1 FAST WATT-HOUR METER

Whenever a watt-hour meter in service is found, upon tests made by the City, to have a positive average error, that is when it over-registers or is fast, in excess of two percent (2%), the City shall credit or refund to the Customer an amount equal to the excess paid for the kilowatt-hours incorrectly metered. The refund shall be for the period that the Customer received Service through the meter, but for not more than the periods established below:

10.1.A KNOWN DATE OF ERROR

If the date on which the error first developed or occurred can be established or estimated, the bills for Service shall be recalculated from that time.

10.1.B UNKNOWN DATE OF ERROR

If the time at which the error first developed or occurred cannot be established or estimated, it shall be assumed that the over-registration existed for a period of three (3) years or a period equal to one-half of the time since the meter was last tested, whichever is less. The credit or refund will not be issued if it is less than \$5.00.

10.2 SLOW OR STOPPED METER

When a meter is found, upon test made by the City, to have a negative average error, that is, when it under registers or is slow in excess of two percent (2%), or the meter has stopped working, or in case of a poly phase meter, to be operating with an inactive element, and the error in registration or failure to operate is not attributable to the negligence of the City, but is due to some unpredictable cause, such as lightening or unauthorized overload, the City may estimate the proper charge for the normal periods or by such method as may be determined by the City or its electric consultant. Except in cases of tampering, theft, inaccessibility to meter, or unauthorized overload, such an estimate for a slow or stopped meter may cover a period of not more than three (3) years.

10.3 DEMAND METER

Whenever a demand meter, the readings, or indications of which are utilized in computing the charges for Service, is found, upon test by the City to be in error in excess of the limits indicated below, the charges to the Customer shall be adjusted in the same manner as prescribed under watt-hour meters above.

Meter Type	Limits of Accuracy
Integrated Demand Meters	+/- 2% of full-scale reading

10.4 REQUEST FOR METER TESTS

Upon request by a Customer, the City shall test the Customer's meter provided that such tests need not be made more frequently than once in twenty-four (24) months. If tests of the meter are requested more frequently than once in twenty-four (24) months, the City shall charge the Customer for testing (see Electric Fee Schedule). No charge shall be made for testing meters which, upon test, are found to exceed the allowable accuracy limits as defined above. Customer, or his representative may be present when his meter is tested. A written report of the results of the test shall be made to the Customer within ten (10) business days after the completion of the test.

10.5 ADJUSTMENTS FOR INCORRECT BILLINGS

Incorrect billings resulting from clerical error, incorrect meter installation or reading, incorrect application of the Rate Schedule, or other similar reasons, shall be corrected immediately upon discovery, and corrected bills rendered to the Customer; however, in no case additional charges due from the Customer under the application of this paragraph may be collected for more than three (3) years prior to the month of discovery. If the Customer has been overcharged, the City will refund the amount due or credit the Customer's account, at the Customer's election, to date the error was made, not to exceed three (3) years prior to discovery. In the absence of election by the Customer for refund by check, the City shall credit the account. In the event additional charges are due the City, installment payments will be offered for not more than the number of months the account was billed in error. At the City's sole discretion, a finance charge may not be applied to such installment payments. A Customer may dispute its bill(s) and such dispute must be filed in writing with the City and the City will make its best effort to resolve such disputes.

10.6 ROUTINE METER TESTING

Alternating current meters that are in Service shall be periodically tested according to the schedule below:

Group	Rate Classification	Frequency
Residential	RES	10 years
Commercial - Non-Demand	SGS	10 years
Commercial and Small Industrial (Customers below 300 kW)	MGS, LGS and GSP	6 years
Industrial (Customers above 300 kW)	LGS, GSP and SCS	2 years

SECTION 11 CONTINUITY OF SERVICE BY CITY

11.1 CITY LIABILITY

The City does not guarantee continuous uninterrupted Service and will not be liable for any loss, cost, damage, or expense to any Customer occasioned by an interruption or phase reversal if due to any cause beyond the reasonable control of the City. In no case, the City's liability shall exceed the actual tangible amount of loss to a Customer and the City's liability shall not include consequential, incidental, punitive, exemplary, or indirect costs and/or damages.

11.2 NOTICE OF TROUBLE

The Customer shall notify the City promptly of any defect in Service or of any trouble or irregularity to the electric supply.

11.3 PREARRANGED INTERRUPTION OF SERVICE

Whenever it is necessary to interrupt Service for work on lines or equipment, such works will be done, as far as possible, at a time that may cause the least inconvenience to the Customer. The Customer(s), to be affected by such interruptions will, if possible, be notified twenty-four (24) hours in advance. The Customer may, with justifiable cause, request the City to extend the twenty-four (24) hour notification to forty-eight (48) hours.

SECTION 12 CUSTOMER'S USE OF SERVICE

12.1 RESALE FORBIDDEN

The Customer shall not directly or indirectly sell, sublet, assign, or otherwise dispose of the electric energy or any part thereof except as authorized by Chapter 51, Title 25 of the Delaware Code.

12.2 FLUCTUATIONS

Electric Service must not be used by the Customer in such a manner as to cause unusual fluctuations or disturbances in the City's supply system. Should such fluctuation or disturbance be caused by the Customer, the City may discontinue Service or require the Customer to modify his installation or install approved controlling devices (See also Section 7.9).

Where Service is rendered under Service Classifications "SGS", "MGS", "LGS", "GSP" or "SCS" and the use of current is intermittent or subject to large fluctuations, the City reserves the right to base the measured demand upon a five (5) minute period, or to add to the measured demand, as determined under the measured demand provision of the applicable Service Classification, an amount equal to sixty-five percent (65%) of the rated capacity in kilowatts of apparatus having fluctuating or intermittent current requirements.

12.3 UNBALANCED LOADS

Where Service is rendered under Service Classifications "SGS", "MGS", "LGS", "GSP" or "SCS", the Customer shall at all times take and use energy in such manner that the load will be balanced equally between phases. Should this not be possible, and the imbalance exceeds ten percent (10%) of the lesser phase, the City reserves the right to compute the demand for billing purposes on the assumption that the load on each phase is equal to that on the greatest phase. If the imbalance exceeds forty percent (40%) of the lesser phase, the City reserves the right to terminate Service.

12.4 TRANSIENT VOLTAGES

Customers are cautioned that certain types of data processing equipment are sensitive to transient voltages which typically occur in commercial power systems in routine operation. The City shall not be liable for transient voltage-related damage or loss. The Customer should purchase and install surge suppressors to protect sensitive equipment from transients, spikes, or surges.

12.5 SUPERIMPOSING ELECTRIC SIGNALS ON THE CITY'S ELECTRIC SYSTEM

When the Customer couples to or superimposes any signal on his electric system for equipment control, load management control, carrier current transmission, signal systems, communication broadcasting or any other purpose, the Customer shall be responsible for preventing any such signals from being imposed upon or entering the City's metering and electric system. The Customer shall notify and obtain the consent of the City before utilizing their equipment.

12.6 POWER FACTOR

The average Power Factor at the point where the electric service is metered should not be less than ninety-five percent (95.0%) lagging.

In any month in which the average lagging Power Factor is less than 95.0%, the measured demand shall be corrected by the ratio of the 95.0% Power Factor to the actual Power Factor as follows:

Billing Demand = Measured Demand x (95.0) /Customer's Actual Monthly Power Factor)

In case the actual Power Factor exceeds 95.0%, no correction to the Billing Demand will be made.

Where lighting, welding, motors or other electrical equipment or devices having lagging or leading Power Factor characteristics are installed, in order to avoid additional charges, the Customer may furnish, install, and maintain at his own expense, corrective apparatus which will increase the average Power Factor of the individual units or the entire installation to not less than 95.0% lagging or more than 110% leading. The City reserves the right to require removal or modification of Customer installed equipment which the City, at its sole discretion determines, is detrimental to the proper operation of the City's electric distribution system.

12.7 USE OTHER THAN STATED IN CONTRACT

The City's Service shall not be used for any purpose or in any place other than that stipulated in the Customer's contract for Service except by written consent of the City.

12.8 CHARACTERISTICS OF SERVICE

The Service specified and furnished by the City consists of sixty (60) hertz, single-phase, or three-phase alternating current at one standard primary or secondary voltage. The type of Service (number of phases and voltage) available varies with location and load.

An Applicant must contact the City to ascertain the type of Service the City will supply before making plans for receiving Service or making alterations to existing Service.

Secondary Service - Single phase or three phase circuits carrying a nominal voltage of 480 volts or less between any two conductors.

Primary Service - Single phase or three phase circuit carrying a nominal voltage of 14,400 volts to 24,900 volts between any two conductors. This Service is available to customers, with the City's approval, who have anticipated loads in excess of 750 Kw.

12.9 CHANGE OF INSTALLATION AND SERVICE OVERLOAD

The Customer shall give immediate written notice to the City of any proposed substantial increase or decrease in or change of purpose or location of his installation. The Service connection, transformers, meters, and equipment supplied by the City for each Customer have a definite capacity and no additions to the equipment or load connected thereto will be permitted except by written consent of the City. Failure to give notice of additions or changes in load or location shall render the Customer liable for any damage to the meters or their auxiliary apparatus or the transformers or wires of the City caused by the additional or changed installations.

12.10 LIMITATION OF USE

No other source of Service shall be introduced or permitted, directly or indirectly, for the Customer's use without written notice to the City and written consent of the City, which shall not be unreasonably withheld. An installation for which permission has been granted must be made so that the supply of power from the Customer's generator or other sources cannot feed into the City's system, unless agreed to by a written contract between the City and the Customer.

SECTION 13 DEFECTS IN CUSTOMER'S INSTALLATION

13.1 CITY'S RIGHT TO INSPECT

The City shall have the right, but shall not be obliged, to inspect any installation before electricity is introduced or at any later time, and reserves the right to reject any wiring or appliances not in accordance with the City's standard requirements. However, such inspection, or failure to inspect, or to reject, shall not render the City liable or responsible for any loss or damage, resulting from defects in the installation, wiring or appliances, or from violation of City rules, or from accidents which may occur upon the premises of the Customer.

Note(s)—The City's standard building requirements are in accordance with the 2006 IBC/IRC/IPMC International Building Code.

13.2 DEFECTIVE INSTALLATIONS

If at any time the wiring, fixtures or appliances of the Customer are found to be defective or dangerous by the City's representative, service may be refused or discontinued until the Customer has the condition corrected.

13.3 CUSTOMER'S RESPONSIBILITY

The City assumes no responsibility for any damages done by or resulting from any defect in the wiring, fixtures, or appliances of the Customer. In the event any loss or damage to the property of the City, or any accident or injury to persons or property is caused by or results from the negligence or wrongful act of the Customer, his agents, contractors or employees, the cost of the necessary repairs or replacement shall be paid by the Customer to the City and any liability otherwise resulting shall be assumed by the Customer.

13.4 CITY LIABILITY

The City shall not be liable for damage resulting from the presence of electric current or the City's appliances on the Customer's premises, or from the use of the Service of the City by the Customer.

SECTION 14 ACCESS TO PREMISES

14.1 ACCESS TO PREMISES

The authorized agents or representatives of the City, having the proper City identification, shall have access at all reasonable times to the premises of the Customer for the purpose of reading its meters, connecting, and disconnecting Service, operating, testing, inspecting, repairing, removing, and replacing any or all its apparatus used in connection with providing the Service. If City's meters or other equipment are located on the premises of someone other than the Customer, the Customer shall be responsible for arranging for access thereto by the City agents or representatives.

14.2 RIGHTS-OF-WAY, ACCESS TO CITY OWNED EQUIPMENT, AND TREE TRIMMING

Rights-of-Way must be maintained free of obstructions in order for City personnel to have free access to City distribution lines or other equipment. Fences, garages, sheds, other outbuildings, swimming pools, trellises, trees, and other large plantings are prohibited from right-of-way areas. The City will have the right to require the Customer to remove any plantings or other obstructions which prevent City personnel from accessing any item of City equipment such as poles, aerial lines, underground lines, service drops, transformers, metering pedestals, etc. Furthermore, the City will have the uninterrupted right and authority to trim trees, limbs, and undergrowth in the right-of-way which may interfere with the operation of City equipment. The City may bill the Customer for such Services. (See Electric Fee Schedule) Pad-mounted transformer areas are

to be free of trees, plantings, or other obstructions to within nine feet in the front and three feet on the sides and rear of any edge of the concrete or fiberglass pad.

The City must attempt to maintain the integrity of its electric lines through periods of winds and storms. The City may trim any portion of a tree within (50) fifty feet of electric lines. The City is the sole judge of the need to trim branches or remove trees to protect the integrity of its facilities. However, the City will provide advance notice, to the maximum extent possible, to the occupants/owners of the premises about the date and time when the City is planning to trim branches or remove trees.

14.3 PENALTY FOR NON-ACCESSIBILITY OF METER

When a Customer fails to provide the City with access to read the electric meter or perform maintenance on the City's equipment, then the Customer will be notified of the accessibility problem in writing and the Customer must take the appropriate steps to correct the problem.

The Customer will be given 30 days to rectify the problem or else Service will be terminated and a fee for inaccessibility will be charged (See Electric Fee Schedule).

SECTION 15 TAMPERING WITH AND THEFT OF CITY PROPERTY

15.1 TAMPERING EXPRESSLY FORBIDDEN

No person except a duly authorized representative of the City shall make any connection or disconnection, either temporary or permanent between Service load of the Customer and Service wires of the City; or set, change, remove or interfere with or make any connections to the City's meter or other property or any wiring between the City's meter and the Service wires of the City. By taking Service from the City, the Customer agrees to respect the integrity of the meter seal.

15.2 THEFT OF CITY PROPERTY

No person shall commit theft of Services that are owned by or billed to the City. Theft of Services is obtaining Services owned by or billed to the City by deception, threat, coercion, stealth, tampering or use of false token or device. For purposes of this section, "tampering" includes, but is not limited to, making a connection of any wire, electronic device, conduit or device to any Service, electrical outlet, or transmission line owned by or billed to the City. No person shall be in violation of this section if the service is expressly stated to be for use by the public, or for any act that was expressly authorized by a duly authorized representative of the City.

15.3 LIABILITY FOR TAMPERING OR THEFT OF CITY PROPERTY

In the event of the City's meters or other property being tampered or interfered with, the Customer being supplied through such equipment shall pay the amount which the City may estimate is due for Service used but not registered on the City's meter, and for any repairs or replacements required, and such changes in Customer's installations as may be required by the City. Furthermore, the Customer may be subject to a utility tampering fee in accordance with the Electric Fee Schedule.

Any person found committing and act of theft of services as provided under Section 15.2 shall be subject to a penalty in accordance with the Electric Fee Schedule for each violation. Furthermore, the person may be reported to the police for potential criminal charges.

When the City discovers evidence of tampering or interference, Services may be terminated, and the police will be notified for possible criminal charges. Upon request and pending police action, the Customer may be reconnected after all applicable fees have been paid. (See Electric Fee Schedule).

SECTION 16 CITY'S RIGHT TO DISCONTINUE SERVICE

16.1 RIGHT TO DISCONTINUE SERVICE

The City reserves the right to discontinue any class of Service for any of the following reasons.

16.1.A WITHOUT PRIOR NOTICE

1. Unavoidable shortage or interruptions in City's source of power supply or other cases of emergency.
2. Whenever a hazardous electrical or electrical related condition is found to exist on the Customer's premises.
3. Interference or tampering with meters or City equipment or diversion of Service.
4. The Customer's use of equipment is determined by the City to adversely affect the City's equipment or the City's Service to the other Customers.

16.1.B WITH PRIOR NOTICE

1. Failure to remedy conditions having detrimental effect on the City's electric system and/or Service of others.
2. Non-payment of any bill for Service.
3. Violation of, or non-compliance with the Rules and Regulations of the Tariff including effective Service Classification or Agreement or Contract. The City may refuse to supply any Service until the Customer has corrected the conditions constituting such violation.
4. Failure to pay a deposit or other customer charge as detailed in this Tariff.
5. Misrepresentation of identity to avoid payment of an outstanding bill for Service rendered.
6. Repeated refusal to grant access, during reasonable working hours, for maintenance, meter reading, or removal of equipment, inspection, or replacement of equipment.

16.1.C TIMING FOR NOTICE AND SERVICE TERMINATION

~~The amount of time allowed for disconnection with prior notice as provided for in the preceding section, (Section 16.1.B) shall be determined by the City. The notice will state when Service will be discontinued and will inform the Customer of the steps which must be taken to avoid such disconnection of Service. The Customer may be subject to disconnection anytime on, or after, 9 days past the due date. For non-payment of any bill for electric Service, such termination will not occur between 12:00 Noon on any Friday and 10:00 AM on the succeeding Monday. Should Friday be a legal City holiday, the last preceding business day shall be substituted for Friday. Should Monday be a City holiday, the next succeeding business day shall be substituted for Monday.~~

~~In the case of a rental Customer, the City may mail a shut-off notice to the owner of the property notifying them of a pending disconnection of service only when winter weather conditions are extreme enough to warrant notification, however, the City is not obligated to do so.~~

16.1.C NOTICE OF TERMINATION

The City will not discontinue services to a dwelling unit due to nonpayment of past charges for services without **at least 72 hours' notice** to the occupants of the dwelling of the intention to terminate, except as otherwise provided in this section.

- **Voluntary Third-Party Notification**

-
- The Customer may designate, in writing, a third party to receive this notice of termination of services on customer's behalf.
 - The designated third party must indicate, in writing, a willingness to receive such notice on behalf of the customer and may not be held liable to the electric company under third-party status.

During heating or cooling seasons, there shall be no termination of electric service only for nonpayment of past bills unless **at least 14 calendar days prior, written notice** is given from the City to the account holder or the designated third party. The heating season is defined as the period from November 1 to March 31, and the cooling season is defined as the period from June 1 to September 30.

NOTE: *If the billing address is different from the dwelling unit's address, written notice will be sent to both addresses.*

Heating Season: Prior to actual termination at least **2 documented attempts** will be made on separate days to contact the account holder by telephone, text message, or email prior to actual termination. *One attempt will be after 5 p.m.*

Cooling Season: Prior to actual termination at least **1 documented attempt** will be made to contact the account holder by telephone, text message, or email prior to actual termination.

Written Notice will Include:

- **The date** on or after which **termination** of services will occur unless a satisfactory arrangement is made for payment of undisputed delinquent bills (*date noted will not be less than 14 calendar days from the mailing of the written notice*).
- **If there is a good faith dispute** concerning the bill, termination of service will not take place pending determination of the dispute, provided the City is notified in writing of the existence and nature of the dispute prior to the date stated for termination in the notice.
- If the occupant or other payor is unable to pay the full amount of the undisputed bill, **termination of service may be avoided** by entering into an initial payment installment agreement with the City in accordance with the City's tariff.
- **A reference** to a charitable or government assistance programs, including LIHEAP.
- If an occupant is ill and termination will adversely affect the person's health or recovery, the occupant or payor may defer termination under the **medical necessity process** above.

NOTE: *The City may discontinue service to a dwelling if the account holder requests that service be discontinued and the request is voluntary.*

16.1.D DAY/TIME OF TERMINATION

The City will not suspend or terminate service to a dwelling unit outside of **8am to 4pm (Monday through Thursday)** unless:

- The City provides facilities for payment and restoration of services at all times during such period.
- Should Thursday or Friday be a legal, state, or national holiday, Wednesday will be substituted. If the holiday occurs on a Monday, the next business day shall be substituted.

16.2 SERVICE DISCONNECTION DURING EXTREME CONDITIONS

No Dwelling Unit shall have Service disconnected if the temperature is 32 degrees Fahrenheit, or less, at 10:00 AM on the day Service is to be terminated, as verified by two (2) independent weather agencies. *if the National Weather Service reports that the 8 a.m. temperature measured at an airport in the same county as the dwelling unit is 35 degrees Fahrenheit or below on the date when service is scheduled for termination.*

The same applies if the National Weather Service 8 a.m. forecast includes a special weather statement or other information predicting that the *Heat Index* for the day will be **95 degrees or above**. Service may be terminated, when in the sole judgment of the City, an emergency situation exists which requires the immediate termination of Service.

NOTE: When terminating is deferred due to temperature conditions, notice of deferral will be given to the account holder on the date it was to take place stating that unless proper payment arrangements are made, service will be terminated on the next day that temperature restrictions no longer apply.

If termination is for an apartment complex, trailer park, or other grouping of individual residential dwelling units where service is through a **master meter** (without individual meters), *notice will be given to all occupants of each dwelling where service will be terminated.*

16.3 LOAD LIMITING DEVICES

In lieu of outright disconnection, the City reserves the right to install load limiting or "pay-as you-go" devices as technology permits and as circumstances warrant.

16.4 MEDICAL PRIORITY POLICY

The City has a policy relating to Customers with a medical priority status. This policy addresses the qualifications, terms and conditions of the medical priority program and the responsibilities of the City and the Customer. This policy is an administrative policy and may be amended without any prior notice. (See Section 5.10)

16.5 RECONNECTION CHARGES

Service disconnected by the City for whatever reasons set forth in Section 16 will be restored only upon payment of all charges due in addition to the correction of the problem necessitating termination. Also, in cases when it has been necessary to remove Service wires to effect discontinuance of Service, Service will be restored only upon payment to the City of the costs of discontinuance and restoration (See Electric Fee Schedule). Any Customer whose Service has been disconnected may also be required to post a deposit or advance usage fee in order to have Service restored.

16.6 AFTER HOURS RECONNECTION CHARGES

When the Customer desires Service to be reconnected after the normal hours of operation of the City Offices as shown in Section 1.9., an "after hours" Reconnection Charge will be assessed instead of the regular Reconnection Charge. (See Electric Fee Schedule)

SECTION 17 DISCONTINUANCE OF SERVICE BY CUSTOMER

17.1 NOTICE TO DISCONTINUE

The Customer must give the City at least one business day (twenty-four hours) written notice to discontinue Service unless otherwise agreed upon. The City will make every effort to disconnect the Service as soon as the Customer has requested termination and has settled the account. However, the Customer shall be liable for Service taken until the meter has been disconnected or read. Such notice to disconnect prior to the expiration of a contract term will not relieve the Customer of any minimum or guaranteed payment under

any contract or Service or Rate Classification. With a written Notice to the City, the Owner of a property may keep the Service connected after the Service to a tenant is discontinued.

17.2 COMPLETION OF TERM

If, by reason of any act, neglect or default of a Customer or his agent, the City's Service is suspended, or the City is prevented from supplying Service in accordance with the terms of any contract it may have entered into, the minimum charge for the unexpired portion of the contract term shall become due and payable immediately as liquidated damages in lieu of the anticipated returns from the said contract.

17.3 FINAL BILL

The final bill for Service is due and payable when rendered.

SECTION 18 PRIMARY EXTENSIONS

18.1 GENERAL

Distribution line extensions or "extensions", as used in this Section, refer to overhead or underground primary voltage conductors, transformers, switchgear, and associated materials that must be constructed along public streets, roads, and highways, or on private property from the City's existing distribution system to the point of connection to the Applicant's or Customer's Service entrance (aerial or underground).

Extensions will be designed according to accepted utility practices to provide adequate Service. Modifications to the City's proposed design and/or existing system requested by the Applicant will be made when such modifications are acceptable to the City in its sole judgment.

Service entrances interface with, but are not part of these primary line extensions, a separate Service entrance connection/re-connection fee will be charged in addition to charges associated with primary line extensions. See also Section 14 for information concerning Service entrances.

18.2 DISTRIBUTION LINE EXTENSION POLICY

The City, at its discretion, will extend its distribution system under the terms and conditions incorporated below.

18.2.A RESIDENTIAL - SINGLE FAMILY DWELLINGS

The City will provide up to 150 feet of primary extension of either overhead or underground at no cost to the Customer. Beyond 150 feet, the Customer will be required to pay an additional charge per foot as stated in the Electric Fee Schedule. All facilities provided by the City will remain the property of the City regardless of any Customer participation in the cost.

18.2.B NON-RESIDENTIAL³

Any charges made by the City to the Customer for primary line extensions from existing overhead or underground facilities, the Customer will be required to pay up front all materials and labor cost associated with the requested extension regardless of the type of extension, in accordance with the City's Electric Fee Schedule. It is also understood that the extension will be owned and maintained by the City even if the cost of such extensions have been paid by the Customer.

In the event that the Customer is a primary metered Customer, served under the appropriate Service or Rate Schedule, then the City's responsibility and ownership will terminate at the point of Metering. Any work performed by the City beyond the point of metering under a separate agreement with the

³Note(s)—"Non-Residential" includes Commercial and Industrial customers.

Customer will remain the property of the Customer and the Customer will be responsible for the maintenance of these facilities. If the Customer desires, he may contract with the City to maintain his facilities and the City may perform the maintenance at the Customer's costs.

18.2.C RESIDENTIAL SUB-DIVISION

The City will provide primary extension of either overhead or underground for the cost of materials and labor paid up front associated with the extension by the Customer or the developer of the Subdivision.

SECTION 19 PURCHASE POWER COST ADJUSTMENT (PPCA)

19.1 GENERAL

Each monthly bill may also include the City's Purchased Power Cost Adjustment (PPCA) charge which will be determined monthly by the City.

SECTION 20 GENERAL COST ADJUSTMENT

20.1 APPLICABILITY

This General Cost Adjustment (GCA) is applicable to all Service Classifications of this Tariff under the following conditions:

As deemed necessary by the City Manager, bills rendered under all Service Classifications of this Tariff may be increased to offset any new or increased special taxes, licenses, franchise fees, rentals, or assessments imposed by any governmental authority against the City in the distribution or sale of electrical energy or its electrical operations or production or sale of electrical energy or the receipts or earnings there from. The City Manager will also have the right to include the GCA in the bills rendered to Customers to reflect the changes in the City's budgeted or actual Operating Expenses. The GCA will be limited to an increase in the Operating Expenses by maximum of ten percent (10.0%).

The General Cost Adjustment may be a fixed assessment, charge per kWh, or a percentage of the total bill, depending on the authorizing City's ordinance.

SECTION 21 DELAWARE PUBLIC UTILITY TAX

21.1 STANDARD TAX

The State of Delaware requires the City of Milford to collect a tax on all non-residential accounts. The tax will be computed at the effective tax rate and is based on the total of each month's current charges including the PPCA.

21.2 WITH MANUFACTURER'S DISCOUNT

The State of Delaware periodically sends the City a list of manufacturing organizations that are not required to pay the full tax rate and may be required to pay at a lower tax rate. For such Customers the applicable tax rate will be used.

SECTION 22 GREEN/RENEWABLE ENERGY FUND PROGRAM

The City of Milford, through the Delaware Municipal Electric Corporation, Inc. (DEMEC) and the Delaware Energy Office, provides a fund to support green/renewable energy technologies, energy efficiency technologies, or demand side management programs. The rules of practice and procedure for application and disbursement of Municipal Green Energy Fund grants for renewable energy projects in Delaware are outlined in the Municipal Utilities Green/Renewable Energy Fund Program effective January 1, 2007, as amended.

SECTION 23 AGGREGATION OF RETAIL CUSTOMER DEMAND RESPONSE

The City of Milford or any entity that applies to be an authorized Curtailment Service or Demand Respond Service Provider and is subsequently approved by the City Manager or his designee is permitted to bid demand response and energy efficiency resources on behalf of retail customers served by the City of Milford directly into any FERC-approved independent system operator's or regional transmission organization's organized electric markets.

Retail customers served by the City of Milford wishing to bid their demand response and energy efficiency resources into a Commission-approved independent system operator's or regional transmission organization's organized electric markets may do so by participating in the program established by the City of Milford or with a Curtailment Service or Demand Response Service Provider duly approved in advance by the City of Milford.

SECTION 24 SERVICE CLASSIFICATIONS AND SCHEDULES

24-1. RES—RESIDENTIAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies to residences throughout the territory served by the City. Single phase electric Service will also be rendered to the dwelling appurtenances of single private family residences for domestic requirements and also for related farm or domestic purposes when such Service is supplied through one meter.

2. TERM OF SERVICE

Residential service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3.6 of Rules and Regulations.

3. MONTHLY RATES

See Electric Fee Schedule

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment (PPCA) charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charges under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. MONTHLY FACILITIES CHARGE

A MONTHLY CHARGE TO COVER THE FIXED COST OF SUPPLYING POWER TO A CUSTOMER.

9. MINIMUM CHARGE

The minimum monthly charge shall be the MONTHLY FACILITIES CHARGE. MINIMUM CHARGE SHALL NOT BE PRORATED.

10. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources.

11. RULES AND REGULATIONS

City's Department Rules and Regulations shall govern the supply of Service under this Service Classification.

24-2. SGS—SMALL GENERAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City. Service will be rendered through a single meter for general lighting and/or power requirements of offices, institutions, professional, or commercial establishments, and other applications outside the scope of other Rate Schedules.

When a portion of the consumption of this Service is used for residential purposes, it will be supplied under SGS rate. If the Customer desires the application of Service Schedule RES to the residential service portion of the facility, the Customer should separate and arrange his wiring so that domestic use can be separately metered. In such case the Customer is also required to complete a separate application for Residential Service.

This rate is available to any Customer having a maximum monthly usage of less than 3,500 KWH and desiring Service at secondary voltage as defined in Section 12.8 of the Rules and Regulations. Any Customer taking Service under this Service Classification whose KWH usage for any four consecutive billing months is equal to or exceeds 3,500 KWH shall be automatically transferred to Service Classification MGS, effective with the next succeeding billing month. Any Customer so transferred shall remain on MGS for at least 12 billing months, even though the Customer's monthly usage in succeeding billing months may be less than 3,500 kWh. After 12 billing months, at the Customer's request or when the City observes that the Customer has not exceeded 3,500 KWH upon a periodic review of the Customer's records, the Customer will be transferred back to this Service Classification (SGS) provided that the Customer has not used more than 3,500 kWh for any two consecutive billing months within the most recent 12 months.

2. TERM OF SERVICE

Subject to conditions specified, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

See Electric Fee Schedule

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this Service Classification may be subject to Purchased Power Cost Adjustment (PPCA) charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

9. MINIMUM CHARGE

The minimum charge shall be the MONTHLY FACILITIES CHARGE. Minimum charge shall not be prorated.

10. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources.

11. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplies, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer and will be billed at all applicable kWh related rates under the SGS Rate Schedule.

12. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)

13. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-3. MGS—MEDIUM GENERAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City of Milford. Electric service will be rendered through a single metering installation for the general lighting and/or power requirements of offices, institutions, professional or commercial establishments, and other applications outside the scope of other rate schedules.

This rate is available to any Customer having a maximum measured demand of less than 300 kW or a minimum of 3500 kWh and desiring service at the available secondary voltage as defined in Section 12.8. Any Customer taking service under this service classification whose measured demand in any four consecutive months is equal to or exceeds 300 kW shall be automatically transferred to Service Classification LGS, effective with the next succeeding billing month. Any Customer so transferred will remain on LGS, for at least 12 billing months, even though the Customer's maximum measured demand in succeeding months may be less than 300 kW.

After 12 billing months, at the Customer's request or when the City observes, upon a periodic review of the Customer's records, that the Customer has not exceeded 300 kW, the Customer will be transferred back to this service classification (MGS) provided that the Customer's monthly demand measurement has not exceeded 300 kW during any month within the most recent 12 months.

2. TERM OF SERVICE

Subject to conditions specified, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3.

3. MONTHLY RATES

See Electric Fee Schedule

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charges under this service classification may be subject to General Cost Adjustment Charges (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

9. MINIMUM CHARGE

The minimum charge shall be the MONTHLY FACILITIES CHARGE. Minimum charge shall not be prorated.

10. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of the month as measured by demand meter, taken to the nearest whole kilowatt.

11. BILLING DEMAND

The billing demand for each billing month shall be the maximum measured demand as created during each month.

12. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources.

13. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplied, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer.

14. PUBLIC UTILITIES TAX

In addition to the charges stated in this service classification, including power cost adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21).

15. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-4 LGS—LARGE GENERAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City. Service will be rendered through a single metering installation for general lighting and/or power requirements of offices, institutions, and professional, commercial, or industrial establishments desiring Service under the conditions which follow.

This rate is available to Customers having a maximum Measured Demand of 300 kW or greater who receive Service at the available secondary voltage as defined in Section 12.8. Any Customer served under this Service Classification shall remain on this Service Classification for at least 12 billing months, even though such Customer's maximum Measured Demand in succeeding months may be less than 300 kW. After 12 billing months, at the Customer's request or when the City observes, upon a periodic review of the Customer's records, that the Customer has not exceeded 300 kW, the Customer will be transferred back to Service Classification MGS provided that the Customer's monthly Measured Demand has not exceeded 300 kW during any month within the most recent 12 months.

2. TERM OF SERVICE

Service is offered on a month-to-month basis until terminated subject to the minimum period specified above and unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

See Electric Fee Schedule

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification shall be subject to Purchased Power Cost Adjustment charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.

9. ON-PEAK AND OFF-PEAK HOURS

On-peak hours are 6:00 AM to 10:00 PM Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.

10. POWER FACTOR

The average power factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below a Base Power Factor as defined in Section 12.6 for any given month, the billing demand will be adjusted as per Section 12.6 of the Rules and Regulations.

11. BILLING DEMAND (TIME-OF-USE)

The Billing Demand shall be the maximum Measured Demand during On-Peak Hours in each month.

12. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

13. MINIMUM CHARGE

The minimum monthly charge shall be the MONTHLY FACILITIES CHARGE. MINIMUM CHARGE SHALL NOT BE PRORATED.

14. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources.

15. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplied, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer.

16. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21).

17. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-5. GSP—GENERAL SERVICE-PRIMARY VOLTAGE SCHEDULE

1. AVAILABILITY

This rate applies to existing GSP Customers throughout the territory served by the City. Service will be rendered through a single metering installation under this Rate Schedule for lighting and/or power requirements of offices, institutions, and professional, commercial, or industrial establishments at primary voltage when the Customer owns and maintains the required transforming, switching and protection equipment and expected peak loads will be greater than 500 kW.

2. TERM OF SERVICE

Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

See Electric Fee Schedule

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment (PPCA) charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (See Section 22)

8. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.

9. ON-PEAK HOURS

On-peak hours are 6:00 AM to 10:00 PM Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.

10. POWER FACTOR

The average power factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below a Base Power Factor as defined in Section 12.6 for any given month, the billing demand will be adjusted as per Section 12.6 of the Rules and Regulations.

11. BILLING DEMAND (TIME-OF-USE)

The Billing Demand shall be the maximum Measured Demand during On-Peak Hours in each month.

12. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

13. MINIMUM CHARGE

The minimum monthly charge shall be the MONTHLY FACILITIES CHARGE. MINIMUM CHARGE SHALL NOT BE PRORATED.

14. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources.

15. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplied, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer.

16. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential Services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)

17. RULES AND REGULATIONS

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The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-6. SCS—SPECIAL CONTRACT SERVICE-PRIMARY VOLTAGE SCHEDULE

1. AVAILABILITY

This rate applies to customers throughout the territory served by the City. Service will be rendered through a single metering installation under this rate schedule for lighting and/or power requirements of offices, institutions, and professional, commercial, or industrial establishments at primary voltage when the Customer has executed an Electric Service Agreement with the City for full requirements Service with a term of at least five years, and the Customer owns and maintains the required transforming, switching, and protection equipment, and expected peak loads will be greater than 500 kW.

2. TERM OF SERVICE

Service under this Service Schedule is available for the initial term and subsequent renewal terms as stated in the Electric Service Agreement. Upon expiration or cancellation of the Service Agreement, continued Service will be available under the appropriate Service Schedule then in effect.

3. MONTHLY RATES

See Electric Fee Schedule

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment (PPCA charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.

8. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

9. ON-PEAK HOURS

On-peak hours are 6:00 AM to 10:00 PM Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.

10. POWER FACTOR

The average power factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below or above a Base Power Factor as defined in Section

12.6 for any given month, the billing demand will be adjusted as per Section 12.6 of the Rules and Regulations.

11. BILLING DEMAND (TIME-OF-USE)

The Billing Demand shall be the maximum Measured Demand during On-Peak Hours in each month.

12. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

13. MINIMUM CHARGE

The minimum charge shall be the MONTHLY FACILITIES CHARGE. MINIMUM CHARGE SHALL NOT BE PRORATED.

14. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources.

15. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential Services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)

16. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-7 PL—PRIVATE AREA LIGHTING SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City for lighting of Customer's private property and is available to Customers presently taking Service under any other Service Classification also.

2. CHARACTER OF SERVICE

Service shall be rendered by use of LED light sources. Wattage ratings are based on nominal lamp ratings as listed by the manufacturer.

3. TERM OF SERVICE

Standard Service shall be for an initial term of one (1) year and thereafter from month to month and may be terminated by at least thirty (30) days' notice from either party. Bills will be rendered monthly in accordance with the charges shown in the Rate Table below.

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the Rate Table presented below in Section 7.

5. DESCRIPTION OF EQUIPMENT TO BE SUPPLIED

The City will install, own, and maintain standard private area lighting equipment including the luminaire and bracket mounted on an existing City pole or an approved pole owned by the Customer. The City will connect to existing secondary facilities and will install one (1) additional 100-foot span of aerial secondary Service.

6. TERMS AND CONDITIONS OF SERVICE

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- a. Private Lighting Service is available to individual Customers provided the City has in place existing secondary Service facilities.
 - b. When additional circuits or poles are required on the Customer's premises, such additional circuits and poles shall be paid for, owned, and maintained by Customer.
 - c. Any additional secondary circuits or equipment necessary on City's poles shall be installed by City at Customer's expense but will be owned and maintained by the City. The Customer will bear the cost of any new poles or conductor over 100 feet in length.
 - d. Where the lighting unit is attached to a City owned pole and is located along a public right-of-way, the lighting unit furnished under this Service Classification must then extend over the Customer's property and not over the public right-of-way unless written permission is received from the government entity responsible for the right-of-way. The decision as to the location of a private lighting unit on City poles or other structures rests solely with the City.
 - e. The City will maintain and service only equipment which it owns.
 - f. Lamps shall be lighted from dusk to dawn each night, approximately 4,300 hours per year.
 - g. New installations shall remain in Service for a minimum of one (1) year. The City may require payment for removals or relocation of new installations in Service for less than one (1) year. A Service call fee may be charged for such Service. (See Chargeable Service Call in the Electric Fee Schedule)
 - h. The City will supply electricity, revamp when necessary, and maintain the equipment and optics which it owns. All other maintenance such as repairs/replacement of Customer owned pole will be at Customer's expense.
 - i. It is the Customer's responsibility to notify the City of any outage or problem with the operation of the Customer's private area light. No prorated credit on the Customer's bill will be allowed by the City for lack of Service when the City has not been notified of a problem.
 - j. Lamp renewals and/or maintenance will be performed during normal working hours within a reasonable period following notification of a problem by the Customer to the City.
 - k. All Private Area Lighting installations must be accessible to the City's maintenance trucks and personnel for revamping and repairs.
 - l. The City reserves the right to discontinue Service where cost of Service is excessive because of vandalism or other reasons.
7. Rate Schedules by equipment installation
See Electric Fee Schedule
The City does not offer Mercury, HPS, or Metal Halide lighting to any new Customer at this time.
 8. GENERAL COST ADJUSTMENT
The monthly charges under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20).
 9. GREEN ENERGY FUND RATE
All kilowatt-hours billed under this Service Classification may be subject to Green/Renewable Energy Fund Rate. (Reference: Section 23).
 10. RULES AND REGULATIONS
The City's Rules and Regulations shall govern the supply of Service under this Service Classification.
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11. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate (Reference: Section 21).

24-8. AGR—AGRICULTURAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City of Milford. Electric service will be rendered through a single metering installation for the general lighting and/or power requirements of active farms where the primary purpose of energy delivered is for the preparation of livestock.

This rate is available to any Customer having a maximum measured demand of less than 300 kW or a minimum of 3500 kWh and desiring service at the available secondary voltage as defined in Section 12.8. Any Customer taking service under this service classification whose measured demand in any four consecutive months is equal to or exceeds 300 kW shall be automatically transferred to Service Classification LGS, effective with the next succeeding billing month. Any Customer so transferred will remain on LGS, for at least 12 billing months, even though the Customer's maximum measured demand in succeeding months may be less than 300 kW.

After 12 billing months, at the Customer's request or when the City observes, upon a periodic review of the Customer's records, that the Customer has not exceeded 300 kW, the Customer will be transferred back to this service classification (AGR) provided that the Customer's monthly demand measurement has not exceeded 300 kW during any month within the most recent 12 months.

2. TERM OF SERVICE

Subject to conditions specified, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3.

3. MONTHLY RATES

See Electric Fee Schedule

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT CHARGE (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charges under this service classification may be subject to General Cost Adjustment Charges (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

9. MINIMUM CHARGE

The minimum charge shall be the MONTHLY FACILITIES CHARGE. Minimum charge shall not be prorated.

10. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of the month as measured by demand meter, taken to the nearest whole kilowatt.

11. BILLING DEMAND

The billing demand for each billing month shall be the maximum measured demand as created during each month.

12. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources.

13. PUBLIC UTILITIES TAX

In addition to the charges stated in this service classification, including power cost adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21).

14. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-9. EDR—ECONOMIC DEVELOPMENT RATE SCHEDULE

1. PURPOSE

The purpose of this Economic Development Rate (EDR) is to provide a discount from the City's regular tariffs rates for Service to certain new and existing commercial and industrial Customers of the City if they make substantial new capital investments or create new employment opportunities and, in doing so, add or retain load in the City's Service territory.

2. AVAILABILITY

Customers to whom EDR is available are: (1) Customers eligible for or taking Service from the City under Service Classifications "MGS", "LGS", or "GSP"; (2) Whose operations at a facility in the City's Service territory, for which a discount under this Rate Schedule is sought, fall primarily under Standard Industrial Code classifications 20 through 38, and 60 through 67 except 65; (3) Who apply to the City in writing, for a discount under this Rate; and (4) Who satisfy all other EDR criteria described below.

Discounts under this Rate are available for New Load associated with either initial permanent Service (a "New Customer") or an expansion of existing Service (an "Expansion Customer") at a single integrated facility. The New Load of a New Expansion Customer must be at least 50 kW with a minimum of 60% load factor and the new Customer must have added at least 25 Investment Units as of the Operational Date. Discounts under this Rate may be available to the existing Customers, with a minimum load of 2,000 kW and a monthly load factor of 60% for enabling them to retain their loads.

The City shall have sole discretion in determining eligibility for discounts under this Rate, and the availability of such discounts may be limited or discontinued from time to time, as the City determines it is appropriate to do so. Examples of situations where discounts under this Rate are not available include when: (1) the identity of a Customer to whom the City currently provides, or has provided, Service has changed solely due to a name change, purchase, merger, consolidation, or reorganization; (2) A Customer has substituted one Service address in the City's Service territory for another; (3)

Strikes, equipment failures, temporary plant shutdowns; or other similar circumstances are what allow the Customer to claim eligibility for discounts under this Rate; or (4) The economic development purpose of this Rate is not being served.

3. DEFINITIONS

- 3.1 New Load - For a New Customer, New Load is the total Metered Demand and Energy attributable to initial permanent Service. For an Expansion Customer, New Load is the net demand and energy attributable to the expansion, as determined by the City.
- 3.2 Investment Unit - An investment Unit is equal to 1 non-seasonal, full-time job or \$100,000 in capital investment.
- 3.3 Operational Date - The Operational Date for a New or Expansion Customer shall be the first day of full operation of the new or expanded facility. In no event, however, shall the Operational Date be later than 2 years after the New Customer or Expansion Customer applies for the discount available under this Rate.

4. DETERMINATION OF THE DISCOUNT

After the receipt of the Customer's application, the City and the Customer will negotiate the Discount to be given to the Customer for his New Load. The period for which the Discount will be applied will also be negotiated.

5. APPLICATION OF DISCOUNT

The Discount will be applied to the total bill, before the application of the Delaware Utility Tax, for Service of the New Load of the New Customer or Expansion Customer during the periods specified below as long as the New Customer or Expansion Customer remains eligible for the Discount under this Rate.

6. SERVICE AGREEMENT

A New Customer or Expansion Customer shall execute a Service Agreement with the City providing that, for the period during which Discount is provided under this Rate, a minimum of 5 years, the New Customer or Expansion Customer shall purchase its total electric requirements from the City. At the City's sole discretion, a New Customer or Expansion Customer may be able to increase the Discount available under this Rate by executing a Service Agreement providing that the New Customer or Expansion Customer shall purchase its total electric requirements for a longer period commensurate with the amount of the Discount sought.

7. GENERAL PROVISIONS

A New Customer or Expansion Customer must submit a written application to the City for the Discount under this Rate and such application must be approved by the City before the Operational Date. The application must include a description of the amount and source of the New Load and the basis on which the New Customer or Expansion Customer believes itself to be eligible for Discount under this Rate.

For an Expansion Customer, the City may install metering equipment necessary to measure the Expansion Customer's New Load separately from loads already served by the City. The City reserves the right to determine how such New Load will be metered. If the City determines that separate metering is impractical, unduly expensive, or otherwise unnecessary, the City will administratively determine the New Load eligible for Discount under this Rate and the City's determination will be controlling.

New Customers or Expansion Customers will give the City access to information reasonably required by the City to determine continuing eligibility. Unless expressly altered by this Rate, the terms, and

conditions of Service to a New Customer or an Expansion Customer will be governed by the Tariff and Service Agreement under which the City provides Service to the New Customer or Expansion Customer.

Incremental transmission and distribution investment costs associated with specifically serving a Customer who otherwise qualifies for this rate will be separately recovered from the Customer.

8. LOSS OR REDUCTION OF NEW LOAD

If during the initial term of its Service Agreement with the City, the New Customer or Expansion Customer ceases or substantially reduces its operations at the facility where Discount has been provided for New Load under this Rate, a New Customer or Expansion Customer will refund to the City Discounts provided under this Rate. A substantial reduction in operations shall be deemed to have occurred where the New Load of the New Customer or Expansion Customer falls below 50 kW for a period of 3 or more months. A substantial reduction in operations also shall be deemed to have occurred where the energy usage of the New Customer or the Expansion Customer in 6 consecutive months is 25% or more below the energy usage in the same billing months of the prior year.

Such refunds shall be equal to the Discounts received by the Customer on that portion of load that is lost or reduced, as determined by comparing bills for Service with and without the Discount provided under this Rate. Refunds shall be due and payable in full within 30 days after the City renders a bill for such refunds.

9. OTHER TERMS AND CONDITIONS

All other terms and conditions of the City's tariff and the applicable Rate Schedule shall be applicable to Rate Schedule EDR.

24-10. EXTRA FACILITIES SCHEDULE

Extra Facilities: At the request of the Customer, The City will furnish, install, own, and maintain facilities which are in addition to those necessary for delivery of service at one point, through one meter, at one voltage, in accordance with the applicable rate schedule, such additional facilities to be furnished under this "Extra Facilities Schedule" added to and made a part of The City standard form of contract and containing the following provisions:

Service shall be used solely by the contracting Customer in a single enterprise located entirely on single, contiguous premises, and there shall be no exemption from any of the provisions of the Rules and Regulations related to this Schedule.

"Extra Facilities" shall include but not be limited to such of the following as may be required: voltage regulators, circuit breakers, duplicate service, transformers, substations, connecting lines, or other equipment installed for the exclusive use of the contracting Customer, in addition to the facilities which the City furnishes to the Customer without cost under its other Rate or Service Schedules.

The Extra Facilities to be supplied shall be the City's standard overhead transmission or distribution, or transmission and distribution, equipment to be installed only on The City side of the point of delivery.

A monthly "Extra Facilities Charge" equal to 1.7% of the installed cost of the facilities, but not less than \$25, shall be billed to the Customer, for the life of the Extra Facilities service, in addition to the billing, in accordance with the applicable Rate Schedule.

Extra Facilities shall include the installed cost of extra meters and associated equipment necessary to record demand and energy at the voltage delivered to the Customer. The "installed cost of Extra Facilities" shall be the original cost of material used, including spare equipment, if any, plus applicable labor, transportation, stores, tax, engineering, and general expenses, estimated if not known. The original cost of materials used is the current market price of the equipment at the time the equipment is installed, whether said equipment is new or out of inventory.

When Extra Facilities furnished include a transformer or voltage regulator, metering equipment shall be installed on the City side of the transformer or regulator, or if this is not feasible, the meter shall be compensated to include registration of the equipment losses. Upon mutual agreement between the Customer and the City, demand and energy may be metered at primary voltage, without compensation for transformer loss, and without inclusion of any part of the metering cost as an Extra Facility.

When the Extra Facilities requested by the Customer consist of those required to furnish service at either more than one delivery point on the premises or at more than one voltage, or both, the installed cost of the Extra Facilities to be used in the computation of the Extra Facilities Charge shall be the difference between the installed cost of the facilities made necessary by the Customer's request, and the installed cost of the facilities which the City may furnish without cost to the Customer under its other Rate or Service Schedules.

The City shall have the option of refusing requests for Extra Facilities if, on its own determination, the requested facilities are not feasible, or may adversely affect the City service to other Customers.

Contracts containing the Extra Facilities Schedule shall have a minimum original term of 5 years to continue from year to year thereafter, but the City may require the payment of removal costs in contracts with original terms of 10 years or less and may require advance payment of the Extra Facilities Charge for a period equal to one-half the original term of the contract.

If an existing Extra Facility must be modified or replaced, whether such modification or replacement is requested by the affected Extra Facility Customer, then the installed cost of Extra Facilities on which the monthly Extra Facilities Charge is based shall be the installed cost of existing equipment, plus the installed cost of new additions, less the installed cost of equipment removed. The installed cost of existing equipment shall be the same installed cost used for the said equipment immediately prior to the modification or replacement. The installed cost of new additions shall be the current market price of the said new additions at the time the new additions are installed. The installed cost of equipment removed shall be the same installed cost used for the said equipment immediately prior to removal.

24-11. VGRE—VOLUNTARY GREEN/RENEWABLE ENERGY SCHEDULE

1. AVAILABILITY

Available to all retail Customer Classes for the purchase of all or a portion of a Customer's energy requirements. The Customer must apply for this Service by submission of the CUSTOMER APPLICATION FOR VOLUNTARY SUBSCRIPTION TO PURCHASE RENEWABLE ENERGY attached to this Tariff as Appendix 1.

2. CHARACTER OF SERVICE

Service will be provided to those Customers who volunteer to receive their energy from Green/Renewable Energy Resources. Customers can take service in Blocks consisting of 100 kWh per Block. "Green/Renewable/ Energy" means electrical energy generated by means of a low- or zero-emissions generation technology that has substantial long-term production potential and may include, without limitation, solar, wind, hydropower, ocean energy, geothermal, landfill gas, anaerobically-digested waste biomass or fuel cells that are not fossil fueled, and any other generation technology approved by the State of Delaware. Green/Renewable Energy does not include any fossil fuel or nuclear energy.

The amount of power subscribed to by the Customer shall be set out in an Application for the VGRE Rate, which is attached hereto as Appendix 1.

3. TERM OF SERVICE

Standard Service shall be for an initial term of one (1) year and thereafter may be renewed on an annual term.

4. MONTHLY RATES

The Rates and Terms as set out for all other Customer Rates Classes shall apply. Additionally, the Renewable Energy Premium shall apply for kWh elected by the Customer to be served by Renewable Energy Resources as stated in the Application for VGRE Rate. The Renewable Energy Premium (REP) for all classes is established by the State of Delaware and the current REP is \$0.18/Block or \$0.0018/Kwh. Each Block consists of 100 kWh.

5. MONTHLY MINIMUM

Customers may elect to take VGRE Rate Service in increments of 100 kWh, however, the monthly minimum charge will be based on one Block of 100kWh.

6. OTHER TERMS AND CONDITIONS

Service will be offered to Customers on first-come-first-[served] basis as it is available for sale by the City. If applications exceed available supply, the remaining applicants will be placed on a waiting list. All other Tariff Rules and Regulations except PPCA provision applicable to the Customer Class to which a Customer belongs shall apply to Service under this Rate Schedule.

7. PUBLIC UTILITY TAX

Billings under this Rate Schedule may be increased by an amount equal to the sum of taxes payable under the Gross Receipts Tax and all other taxes, fees or charges (exclusive of ad valorem, state and federal income taxes) payable by the City and levied or assessed by any government authority on the Service rendered by the City, or on the right or privilege of rendering the Service, or on any object or event incidental to the rendition of the Service. (Reference: Section 21)

RETAIL CUSTOMERS DEMAND RESPONSE AGGREGATION

1. The City or any entity that applies to be an authorized Curtailment Service Provider and is subsequently approved by the City Manager or his designee is permitted to bid demand response on behalf of the Customers served by the City directly into PJM.
2. The Customers served by the City wishing to bid their demand response into PJM may do so by participating in the program established by the City or with a Curtailment Service Provider duly approved in advance by the City.

ANCILLARY SERVICES PROVIDED BY DEMAND RESPONSE RESOURCES

1. The City or any entity that applies to be an authorized Curtailment or Demand Response Service Provider and is subsequently approved by the City Manager or his designee is permitted to bid demand response on behalf of the Customers served by the City directly into PJM for energy imbalance, spinning reserves, supplemental reserves, reactive power and voltage control, or regulation and frequency response Ancillary Services or their functional equivalent as defined in the PJM's Open Access Transmission Tariff.
2. Customers served by the City wishing to bid their demand response into PJM for energy imbalance, spinning reserves, supplemental reserves, reactive power and voltage control, or regulation and frequency response ancillary services or its functional equivalent may do so by participating in the program established by the City or with a Curtailment or Demand Service Provider duly approved in advance by the City.

8. TECHNICAL CONSIDERATIONS COVERING PARALLEL OPERATIONS OF CUSTOMER OWNED GENERATION OF LESS THAN ONE (1) MEGAWATT AND INTERCONNECTED WITH THE CITY'S ELECTRIC SYSTEM

1. PREREQUISITE

The Customer must be first in compliance with the Rules and Regulations and the applicable Service Classification and Rule Schedules. The terms and conditions contained herein are in addition to, but do not modify nor negate, the applicable terms of the Tariff.

2. PURPOSE

The purpose of these Technical Considerations relating to interconnection of on-site distributed generation ("Distributed Generation") and parallel generation requirements is to clearly state the terms and conditions that govern the interconnection and parallel operation of on-site Distributed Generation, in order to:

- A. Establish technical requirements which will promote the safe and reliable parallel operation of Distributed Generation resources;
- B. Enhance the reliability of electric service;
- C. Facilitate the implementation and use of distributed resources technologies;
- D. Enhance economic efficiency in the production and consumption of electricity and other energy resources; and
- E. Promote the use of distributed resources in order to provide electric system benefits during periods of capacity constraint.

3. APPLICABILITY

Unless otherwise provided, these guidelines apply to all Customer owned generation operating below 1 Megawatt which is interconnected at 25kV or below and operated in parallel with the City's power delivery System. The technical requirements of Section 15 (below) and subsequent sections of this document do not apply to NMS Rider Tariff generators using inverter technology, as requirements for these installations are already covered in the applicable codes, IEEE Standard 929, Recommended Practice for Utility Interface of Photovoltaic (PV) Systems, and UL 1741, Underwriters Laboratories Subject 1741-1999, Standards for Static Inverters and Charge Controllers for use in Photovoltaic Power Systems.

4. DEFINITIONS

Account—An account is one metered or un-metered Rate or Service classification which normally has one electric delivery point of service. Each account shall have only one electric service supplier providing full electric supply requirements for that account. A premises may have more than one account.

Customer—Any adult person, partnership, association, corporation, or other entity: (i) in whose name a service account is listed, (ii) who occupies or is the ratepayer for a premises, building, structure, etc., and (iii) who is primarily responsible for payment of bills. A Customer includes anyone taking Delivery Service or combined Electric Supply and Delivery Service from the City under one Service classification for one account, premises, or site. Multiple premises or sites under the same name are considered multiple Customers.

Distributed Generation or On-Site Distributed Generation—An electrical generating unit of less than 1 MW, which may be connected in parallel operation to the City's system. The on-site generation capacity shall be no greater than the capacity of the installed electric service.

Generator Owner—The owner of the generating system that is interconnected to the City.

Grid—The interconnected arrangement of lines and transformers that make up the City's electric power system. IEEE Standard 929—IEEE Standard entitled Recommended Practice for Utility

Interface of Photovoltaic (PV) Systems, P929 Draft 11, dated July, 1999, or subsequent approved revision thereof.

Interconnection—The physical connection of Distributed Generation to the City's system in accordance with these guidelines so that parallel operation can occur.

Interconnection Application—The standard form of application which must be submitted by the Generation Owner to the City for permission to interconnect with the City system. The approved Interconnection Application sets forth the contractual conditions under which the City and Generator Owner agree that one or more generating units whose aggregate generation at the Point of Common Coupling is less than 1 MW may be interconnected at 25 kV or less with the City's system.

Inverter—A static power converter with control, protection and filtering functions that converts Direct Current input to Alternating Current output. Inverters must be of the non-islanding type.

Island—A portion of the City system which contains both load and Distributed Generation and is isolated from the remainder of the City system.

Parallel Operation—Any electrical connection between the Company's system and the Generator Owner's generating source.

Point of Common Coupling—The point where the electrical conductors of the City system are connected to the Customer's conductors and where any transfer of electric power between the Generator Owner and the City System takes place (such as switchgear near the meter).

Pre-Approved Equipment—Specific generating and protective equipment system or systems that have been approved by the City as meeting the applicable parts of this document.

Pre-Interconnection Study—A study or studies which may be undertaken by the City in response to its receipt of a completed application for parallel operation with the City's system submitted on the Interconnected Application form prescribed by these guidelines. Pre-Interconnection Studies may include, but are not limited to service studies, coordination studies and facilities impact studies.

Qualifying Facility (QF)—An electric generation facility which is a qualifying facility under Subpart B, Section 201 of the Federal Energy Regulatory Commission's regulations per the Public Utility Regulatory Policies Act of 1978.

Stabilized—The City's system following a disturbance which returns to the normal range of voltage and frequency for at least 5 minutes or longer as coordinated with the City. The City may require a longer period upon a reasonable showing that the reconnection after 5 minutes will adversely affect the safety and reliability of the City's System.

Unit—A Distributed Generation facility which operates at the Generator Owner's service voltage and phasing.

Utility System or Electric Distribution Facility—City's distribution system operating at 25 kilovolts or below to which the generation equipment is interconnected.

5. INTERCONNECTION APPLICATION

A Generator Owner shall make a formal application to the City for the interconnection of a generator to the City system. The application will be made on an Application Form provided by the City. Two Application Forms are available at the City's Office. Generators 25kw or less will use the shorter Application Form as less technical data is needed for units within this size range. Larger size Generators shall use the other Application Form.

6. DESIGNATION OF COMPANY CONTACT PERSONS FOR MATTERS RELATING TO DISTRIBUTED GENERATION INTERCONNECTION

The City's Electric Department will be the designated point of contact for all matters related to interconnected generation. The City will maintain records concerning applications received for interconnection and parallel operation of Distributed Generation. Such records will include the date of receipt of each such application, documents generated in the course of processing such applications, correspondence regarding such applications and the final disposition of such application.

7. PRE-INTERCONNECTION STUDIES

- A. In many instances the City will wish to conduct a service study, coordination study, or facilities impact study prior to interconnection of a Distributed Generation unit. In instances where such studies are deemed necessary, the scope of such studies shall be based on the characteristics of the particular Distributed Generation unit to be interconnected and the proposed point of interconnection.
- B. A Generator Owner who qualifies under the special NMS Rider Tariff and all generators less than 25kW are exempt from the pre-interconnection study requirement.
- C. Completion of Pre-interconnection Study - Upon completion of the interconnection study, the City will notify the Generator Owner that his application has been approved or indicate insufficient detail why the application cannot be approved. The conducting of such pre-interconnection studies shall not unduly delay the interconnection of the Distributed Generation. In no event will such studies take longer to complete than 4 weeks after receipt of signed Customer application and Customer submittal of all required data.
- D. Pre-interconnection Study Fee - The City will perform a pre-interconnection study without charge up to the typical and customary cost that the City would expend for the study work of similar type of Customer interconnection. If the cost to the City is expected to exceed this typical and customary amount, or if multiple submittals by the Generator Owner are necessary, the City will advise the Generator Owner of the expected cost of such study work by the City before such work begins. The Generator Owner will be responsible for payment of all costs above the typical and customary amount.

8. NETWORK INTERCONNECTION OF DISTRIBUTED GENERATION

Where generation is to be connected to a network system and capable of exporting power to the Grid, the interconnection study may result in more stringent interconnection requirements.

9. PRE-APPROVAL OF GENERATION UNITS, DEVICES AND SYSTEMS

Upon approval by the City that certain generating unit's protective devices and/or system(s) meet the standards set out in these guidelines, such approval shall be made available to the appropriate manufacturer upon written request. For subsequent applications using some or all the identical generating unit's protective devices and/or systems, the manufacturer may submit a copy of the approval with the application as proof that its equipment has already been approved for use on the City's system. Use of pre-approved equipment will not eliminate any applicable requirement for a pre-interconnection study to determine the suitability of the equipment for each application, given the unique arrangements and characteristics of both the Generator Owner and the City systems at the point of the interconnection.

10. CONNECTION APPROVAL

The Generator Owner can connect their generation to the City System only after the Interconnection Application has been approved and the Generation Owner has received a

written approval notification. The City will provide notification within four weeks after the receipt of the Interconnection Application and all required data.

11. INTERCONNECTED GENERATION SITE WARNING LABEL

The Generator Owner shall install a warning label in a conspicuous place on their electric meter or meter box to notify the City personnel that there is a generator source installed on the load side of the meter. The warning label shall not be placed in a location that would interfere with the ability of the City personnel to read the electric meter. The City will provide the warning label to the Generator Owner. The warning label must be placed before the generation can be interconnected.

12. DISCONNECTION AND RECONNECTION

The City may disconnect a Distributed Generation unit under the following conditions:

- A. Application Termination - Upon termination of the approved Interconnection Application.
- B. Non-Compliance - For non-compliance with the technical guidelines specified in this document or other requirement contained in the applicable Tariff, provided that the City has given notice to the Generator Owner and provided the Generator Owner reasonable time (consistent with the condition) to correct such non-compliance. The City will reconnect the unit only upon receipt of certification from the Generator Owner and verification by the City that the unit complies. The City will provide verification within a reasonable time period.
- C. In Case of a system emergency outage of the City's primary Electrical Sources - The Generator Owner's generation equipment must be installed and configured so that parallel operation must automatically cease immediately and automatically during outages or loss of the City's electric source in accordance with these guidelines. The Generation Owner must also cease parallel operation upon notification by the City of a system emergency, abnormal condition or in cases where such operation is determined to be unsafe, interferes with the supply of service to other Customers or interferes with the City's system maintenance or operation. In addition, the City may disconnect the generator from the system for system emergencies without notice. However, the City will use reasonable efforts to notify the Generation Owner prior to disconnecting.
- D. For Routine Maintenance and Repairs - The City may disconnect a Customer/Generation Owner for routine maintenance and repairs on the City's system consistent with applicable tariffs and agreements. The City will make reasonable efforts to provide advance notice to the Customer/Generation Owner of service interruptions resulting from routine maintenance.
- E. The City will reconnect the Customer/Generation Owner as quickly as possible following any such service interruption.

13. TERMINATION

The Generation Owner may terminate the approved Interconnection Application at any time upon thirty (30) days of providing a written notice to the City. The City may terminate the Interconnection Application for a cause after 60 days written notice to the Generator Owner of a material violation of the terms of the approved Interconnection Application and after the

Generator Owner has had a reasonable opportunity to remedy the violation. The Generator Owner must give the City notice that it intends to permanently shut down its generation.

14. PRIVILEGED COMMUNICATIONS CONCERNING PROPOSED DISTRIBUTED GENERATION PROJECTS

In the course of processing applications for parallel operation and in the conduct of pre-interconnection studies, the Generation Owner shall provide the City with detailed information concerning the proposed Distributed Generation project. The City shall not use such knowledge of proposed Distributed Generator projects submitted to it for review to prepare competing proposals to the Generator Owner whereby the City, or its affiliate, offers either discounted rates in return for not installing the Distributed Generation, or offers competing Distributed Generation projects.

15. TECHNICAL GUIDELINES FOR PARALLEL OPERATION OF ON-SITE DISTRIBUTED GENERATION UNITS

This subsection describes minimum requirements and procedures for safe and effective connection and operation of Distributed Generation. A Generator Owner may operate 60 Hertz, three phase or single-phase generating equipment, whether a QF or non-QF, in parallel with the City's system pursuant to an approved Interconnection Application provided that the equipment and Generator Owner meet or exceed the requirements of these guidelines or the NSM Rider Tariff requirements and that the City has approved the Generator Owner's application to interconnect. This subsection describes typical interconnection requirements. Certain specific interconnection locations and conditions may require the installation of additional protective settings or hardware, especially when exporting power to the system. If the City concludes that an application for parallel operation requires additional protective settings or hardware, the City shall make those requirements known to the Generator Owner within 14 days after all pertinent studies are completed.

16. APPROVAL FOR INTERCONNECTION

Approval to connect to the City system indicates only that the minimum requirements for a safe proper interconnection have been satisfied. Such approval does not imply that the Generator Owner's facility meets all federal, state, and local standards or regulations.

A. GENERAL INTERCONNECTION AND PROTECTION REQUIREMENTS

1. The Generator Owner's generation and interconnection installation must meet all applicable national, state, and local construction and safety codes.
 - a. The Generator Owner's generator shall be equipped with protective hardware and software designed to prevent the generator from energizing one of the City's de-energized circuits. The Generator Owner's generator must automatically disconnect from the City's system if the Grid source is lost, irrespective of connect loads or other generators.
 - b. The generator shall be equipped with the necessary protective hardware and software designed to prevent sustained parallel operation of the generating equipment with the City's system unless the system service voltage and frequency are within acceptable magnitudes as defined in Section 15.
 - c. Pre-approved equipment shall be accepted as part of an interconnection proposal without the need to re-review the equipment itself. However, the application, design and setting of

pre-approved units and/or equipment must be reviewed and coordinated according to the unique needs of the specific location of the proposed installation. Where a complete unit or system has been pre-approved, only location-specific issues will typically need to be reviewed.

- d. The Generator Owner shall be responsible for protecting its own generating and interconnection equipment in such a manner so that City system outages, short circuits, single phasing conditions or other disturbances including zero sequence currents and Ferro resonant over-voltages do not damage the Generator Owner's generating equipment. The protective equipment shall also prevent excessive or unnecessary tripping that would adversely affect the City's service reliability to other Generator Owners and Customers.
 - e. The generator and interface protection schemes shall be continuously monitored and functioning, and the generator shall immediately disconnect from the City's system for any condition that would make the protection scheme inoperable.
 - f. The operating power required for the protection and control schemes for the generator and the control power used to disconnect the generator from the City must not be dependent on the City grid power.
 - g. Where multiple generators are connected to the system through a single point of common coupling, the sum of the ratings of the generators will be used to determine the applicability of these guidelines. Protection scheme performance with one or more units offline will have to be considered.
 - h. Applicable circuit breakers or other interrupting devices at the Generator Owner's facility must be capable of interrupting the maximum available fault current at the site, including any contribution from the Owner's generator(s).
 - i. The Generator Owner will furnish and install a manual disconnect device which, when opened, will have the effect of isolating the generator from the City's system. The disconnect device shall have a visual break (a disconnect switch, a draw-out breaker, fuse block, etc. as appropriate to the voltage level), will, at times, be accessible to the City's personnel, and shall be capable of being locked in the open position via a City padlock. The City shall use reasonable efforts to utilize padlocks of a size consistent with typical manufacturer's specifications. The Generator Owner shall follow the City's switching, clearance and tagging procedures which the City shall provide and attach the Warning Label noted in Section 11.
- (1) On generation installations of 25kW or less, the Generator Owner may elect not to install a manual disconnect switch provided that the meter can be safely "pulled" by the City to isolate the generation equipment from the City's System. If the Generator Owner elects not to install a manual disconnect device, the Generator Owner assumes all risks and

consequences when a meter must be "pulled" to disconnect the generator thereby also interrupting electric service to the Customer.

- j. The design, procurement, installation, and maintenance of the equipment at the Generator Owner's site is the responsibility of the Generator Owner and at the Generator Owner's expense.
- k. Any necessary enhancements or improvements needed within the City's system and/or at the Customer sites to accommodate the parallel interconnection of the Generator Owner's generation will be at the Generator Owner's expense.
- l. The Generator Owner has full responsibility and liability for the safe and proper operation of their equipment and the power originating from their generator. The Generator Owner is also responsible for synchronizing their generator(s) with the City's system and maintaining synchronous operation.
- m. The Generator Owner must immediately cease parallel operation upon notification by the City if such operation is determined to be unsafe, interferes with the supply of service to other Customers, or interferes with the City's system maintenance or operation.
- n. The City reserves the right to specify the type of transformer connection (e.g., delta-delta, wye-delta, wye-wye) that will be employed for all multiphase interface transformers consistent, where reasonable, with the Generator Owner's power system.

B. PREVENTION OF GENERATOR OWNER GENERATION INTERFERENCE WITH CITY SYSTEM.

To eliminate undesirable interface caused by operation of the Generator Owner's generating equipment, the Generator Owner's generator shall meet the following criteria:

- 1. Voltage - The generating equipment will be operated in such a manner that the voltage levels on the City's system are in the same range as if the generating equipment were not connected to the City's system. The Generator Owner shall provide an automatic method of initiating a disconnect sequence of his generating equipment from the City system with set points noted in the table below.

Generating Systems with Inverters Up to 25kw	Generating Systems with Inverters Greater than 25kw	Non-Inverter or Rotating Machine Generating Systems
·Trip in 0.1 second for $<50\%$ ·Trip in 2 second for $50\% \leq V < 88\%$ ·Trip in 2 seconds for $88\% < V < 137\%$ ·Trip in 0.03 second for $137\% \leq V$ (Above times and voltages taken directly from IEEE 929)	·Trip in 0.1 second for $V < 50\%$ ·Trip within 0.1 to 30 seconds for $50\% \leq V < 88\%$ ·Trip within 0.1 to 30 seconds for $88\% < V < 137\%$ ·Trip in 0.03 second for $137\% \leq V$ (Specific voltage and time delay set points will be determined for each installation.)	·Trip in 0.1 second for $V \geq 115\%$ ·Trip within 0.1 to 30 seconds for $V > 110\%$ or $V < 90\%$ (Specific voltage and time delay set points will be determined for each installation.)

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Note: Trip time refers to the time between when the abnormal voltage condition occurs, and the generator being disconnected from the utility Company.

2. On three phase generator installations, full three phase voltage sensing should be employed. Voltages must be sensed on the high side of any interface transformer if the transformer high voltage winding is ungrounded.
3. The Generator Owner may reconnect to the grid when the system voltage returns to normal range and is stabilized as defined in Section III, Definitions.
4. Flicker—The Generator Owner shall not cause excessive voltage flicker on the company's system. This flicker shall not exceed the "Borderline of Irritation" curve, Fig. 10.3, as defined in IEEE Std 519-1992, Recommended Practices and Requirements for Harmonic Control in Electric Power Systems. Lower levels of flicker may be required in areas where equipment such as computers and instrumentation are impacted.
5. Frequency—The operating frequency of the generating equipment shall not deviate more than the values noted in the table below.

Generating Systems with Inverters Up to 25kw	Generating Systems with Inverters Greater than 25kw	Non-Inverter or Rotating Machine Generating Systems
· Trip in 0.1 second for $F < 59.3$ Hz · Trip in 0.1 second for $F > 60.5$ Hz · (Set points taken from IEEE 929)	· Trip in 0.1 second for $F < 59.3$ Hz · Trip in 0.1 second for $F > 60.5$ Hz (Other frequency and time delay set points may be necessary for a specific installation.)	· Trip in 0.1 second for < 59.3 Hz · Trip in 0.1 second for $F > 60.5$ Hz (Other frequency and time delay set points may be necessary for a specific installation.)

Note: Trip time refers to the time between when the abnormal frequency condition occurs, and the generator being disconnected from the City.

6. The Generator Owner may reconnect when the system frequency returns to normal range and is stabilized as defined in Section III, Definitions.
7. Harmonics—Non-linear circuit elements such as inverters can produce harmonics. Per IEEE Std 519, Recommended Practices and Requirements for Harmonic Control in Electric Power Systems, Table 11.1, the total harmonic distortion (THD) voltage shall not exceed 5% of the fundamental 60 Hz frequency nor 3% of the fundamental for any individual harmonic as measured at the location where the Customer interfaces with the City's system (Point of Common Coupling). In addition, the level of harmonic current that the Customer is allowed to inject into the City's system shall not exceed that specified in Table 10.3 in IEEE Std 519. Furthermore, any commutation notch should be limited as defined by Table 10.2 in IEEE Std 519. The preceding requirements apply to all types of generation systems.

8. The Generator Owner is responsible for the installation of any necessary controls or hardware to limit the voltage and current harmonics generated by his equipment to defined levels.
9. Power Factor—The generator must not adversely impact the power factor of the Generator Owner site. Most inverters are designed to operate close to unity power factor. The operating power factor of the generator shall be contained within the limits defined in the table below.

Generating Systems with Inverters Up to 25kw	Generating Systems with Inverters Greater than 25kw	Non-Inverter or Rotating Machine Generating Systems
0.85 Lagging or Leading when output exceeds 10% of inverter rating. (From IEEE 929-1999)	0.85 Lagging or Leading When output exceeds 10% of inverter rating.	0.85 Lagging or Leading

10. To the extent that a Generator Owner's power factor at the Point of Common Coupling falls below 0.9 lagging as a direct result of the installation of the generating unit(s), the Generator Owner must obtain, install, and maintain, at his expense, corrective apparatus that compensates for the drop in power factor caused by the installation of the generator.
11. Current—In some cases, directional over-current protection may be required to limit fault current flowing onto the Grid in the event of a line fault. DC inverters that are incapable of producing fault current do not require directional over-current protection.
12. Inverter systems should not inject DC current greater than 0.5% of rated inverter output in the AC interface point under either normal or abnormal conditions.
13. Fault and Line Clearing—The Generator Owner shall automatically disconnect from the City's system during electrical faults to the City's electrical system and upon loss of the City's electric source. The Generator Owner may reconnect when the system voltage and frequency return to normal range and is stabilized as defined in Section III, Definitions. Detection of the loss of the City's primary electric system, where the Generator Owner is operating on an island with other Customer load, becomes increasingly difficult as the level of dispersed generation on a feeder approaches the connected load. For generating units 25kw and below, the over/under voltage and over/under frequency settings described previously along with the anti-islanding provisions of IEEE 929/UL 1746 inverters, should be sufficient to satisfy this provision. For units greater than 25kw the voltage and frequency set-points are to be adjustable, with the actual setting determined by the City based on the electrical characteristics of the generator and the City's electrical system. In addition, additional protection such as power directional or directional overcurrent functions may be required. For units 500kw or larger, a direct tripping scheme to trip the

generator upon loss of the City's feeder may be required by the City. This decision will be based on the saturation of Distributed Generation on a particular feeder circuit and in those cases where under voltage or under frequency sensing may not adequately detect loss of the City source.

14. Automatic Reclosing—The Generator Owner is responsible for protecting his equipment from the effects of switching or automatic reclosing of the City's feeder circuit. The Generator Owner may request the City to delay high speed reclosing on the City's feeder to allow the interconnected generator sufficient time to remove itself from an islanding or de-energized feeder prior to automatic reclose. Since delaying the automatic reclose time degrades the level of service provided to other Customers on the circuit, the City will limit the automatic reclose time delays to a few seconds or less. The Generator Owner may also request that a direct transfer trip scheme be added to remove the interconnected Generator from service prior to automatic reclosing by using communications equipment between the generator site and the City. Similarly, the Generation Owner may request that a synchronizing check, or reclose blocking scheme be installed on the City's feeder to prevent out of phase reclosing. The Generation Owner is responsible for all costs associated with the installation and maintenance of these requested modifications.

C. CONTROL, PROTECTION AND SAFETY EQUIPMENT REQUIREMENTS SPECIFIC TO GENERATORS OF 25 KW OR LESS.

1. All Generators 10 kW or less can be single phase. Customer owned generators greater than 10 kW must be evaluated by the City to determine if it can be single phase. The following table describes necessary control, protection, and safety equipment specific to generator of 25 kW or less connected to Secondary or Primary Voltage Systems:
- a. Control, Protection and Safety Equipment for Generators of 25 kW¹ or Less Connected to Secondary or Primary System.

Generator Size 25kW or less	
Generator Disconnect Device ²	X
Over-Current Trip	X
Over-Voltage Trip	X
Under Voltage Trip	X
Over/Under Frequency Trip	X
Synchronizing Check ³	Manual or Automatic

Notes:

1) Exporting to the City system may require additional operational/protection devices.

2) Generator Owner may elect to have the meter act as the disconnect device.

(See XIV.A.10)

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(Supp. No. 27)

3) For synchronous and other types of generators with stand-alone capability.

D. CONTROL, PROTECTION AND SAFETY REQUIREMENT SPECIFIC TO THREE PHASE SYNCHRONOUS GENERATORS, INDUCTION GENERATORS, AND INVERTER SYSTEMS.

1. Generators greater than 25 kW must be three phase machines connected to three phase circuits.
 - a. Three Phase Synchronous Generators. Generator circuit breakers shall be three phase devices with electronic or electromechanical control. The Generation Owner is solely responsible for properly synchronizing his generator with the City's system. For a synchronous generator, the excitation system response ratio shall not be less than 0.5 (five-tenth). The generator's excitation system(s) shall confirm, as near as reasonably achievable, to the field voltage vs. time criteria specified in American National Standards Institute Standard C50.13-1989 in order to permit adequate field forcing during transient conditions.
 - b. Three Phase Induction Generators and Inverter Systems. Induction generation may be connected and brought up to synchronous speed (as an induction motor) if it can be demonstrated that the initial voltage drop measured on the City's side at the point of common coupling is within the visible flicker limits stated in Section XIV.B.2. Otherwise, the Generator Owner may be required to install hardware to other techniques to bring voltage fluctuations to acceptable levels. Line-commutated inverters do not require synchronizing equipment. Self-commutated inverters whether of the utility-interactive type or stand-alone type shall be used in parallel with the City system only with synchronizing equipment.

Control, Protection and Safety Equipment¹

Less than 1 MW Three Phase Connected to Primary System	
Generator Disconnect Device ²	X
Over-Voltage Trip	X
Under Voltage Trip	X
Over-Current Trip	X
Over/Under Frequency Trip	X
Ground Over-Voltage Trip ³	
OR	X
Ground Over-Current Trip ³	
Synchronizing Check ⁴	Manual or Automatic
Power Direction ⁵	X
Transfer Trip/Reclose Blocking ⁶	X

Notes:

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(Supp. No. 27)

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- 1) Exporting to the City's system may require additional operating/protection devices and will require coordination of operations with the City.
 - 2) For installations of 25kW or less, the Generation Owner may elect to have the meter act as the disconnect device. (See XIV.A.10)
 - 3) Selection depends on grounding system, if required, by the City.
 - 4) For synchronous and other types of generators with stand-alone capability.
 - 5) To be determined on a site-specific basis. The relay will operate if the power flow from the generator into the Grid exceeds a predetermined level. A time delay will have to be incorporated into this relay to prevent it from operating during synchronous swings.
 - 6) May be required as part of any necessary transfer tripping/reclose blocking protection scheme.

E. REQUIREMENTS SPECIFIC TO GENERATORS PARALLELING FOR 0.1 SECOND OR LESS (CLOSED TRANSITION SWITCHING)

1. The table below shows the protective functions required by this requirement for generators less than 1 MW which parallel with the City's system for 0.1 second or less such as during source or load transfers.

Control, Protection and Safety Equipment
Generators Connected to Secondary or Primary System Voltage
For 0.1 Second or Less
(Closed Transition Switching)

Generator Size Up to 1 MW	
Over-Voltage Trip	X
Under Voltage Trip	X
Synchronizing Check ¹	
Manual or Automatic	
Excessive Closed Time Trip ²	X

Notes:

- 1) For synchronous and other types of generators with stand-alone capability.
- 2) Scheme will trip generator if closed transition parallel mode remains in effect longer than 0.1 second. Reverse power relay and current transformer may be required by the City.

F. INVERTER TYPE

DC Generation installations using inverters for interconnection with the City must use non-islanding type inverters as defined in IEEE 929, IEEE Recommended Practices for Utility Interface of Photovoltaic (PV) Systems (including Annex B, D, E, and G) and UL Subject 1741, May 1999, Standard for Static Inverters and Charge Controllers for use in Photovoltaic Power Systems.

G. INSPECTION AND START-UP TESTING

The Generator Owner shall provide the City with reasonable prior notice at least 2 weeks before the initial energizing and start-up testing of the Generator Owner's generating equipment and the City, at its discretion, shall witness the

testing of any equipment and protective systems associated with the interconnection. The Generator Owner shall revise and re-submit the application information for any proposed modification that may affect the safe and reliable operation of the City's system. The generator may be reconnected to the City system only after the modified application has been reviewed, testing has been confirmed and the City has given approval to reconnect.

H. SITE TESTING AND COMMISSIONING

Testing of protection systems shall include procedures to functionally test all protective elements of the installation up to and including tripping of the generator and interconnection point. Testing and testing intervals should be in accordance with manufacturers and industry recommendations. Testing will verify all protective set points and relay/breaker trip timing. The City may witness the testing of installed switchgear, protection systems, and generator. The Generator Owner is responsible for all maintenance of the generator, control, and protective equipment. The Generator Owner will maintain records of such maintenance activities which the City may review at reasonable times. For generation systems greater than 500 kW, a log of generator operations may be required in order to determine its output and run times for system planning purposes.

I. METERING

Metering requirements will be reviewed on each specific installation.

J. DEDICATED TRANSFORMER

A dedicated transformer will be required where the Generator Owner is served from the same transformer secondary as another City's Customer and inverter-based technology not meeting IEEE 929-1999 and IEEE 519-1992 specifications is used. In addition, a dedicated transformer or other current-limiting device is needed for any type of generator installation where the increase in available short circuit current could adversely impact other City's Customers on the same secondary circuit.

K. SUGGESTED REFERENCES

The following references can supply technical support and insight into the safe, reliable interconnection of Distributed Generation with the City's systems. These references should be reviewed by those individuals or firms contemplating parallel operation of generation with the City.

IEEE C37.95 (1989) - IEEE Guide for Protective Relaying of Utility-Consumer Interconnections

IEEE Std 1001 (1988) - IEEE Guide for Interfacing Dispersed Storage and Generation Facilities with Electric Utility Systems

IEEE Std 929 - IEEE Recommended Practices for Utility Interface of Photovoltaic (PV) Systems

IEEE Std 1021 (1988) - IEEE Recommended Practices for Utility Interconnection of Small Wind Energy Conversion Systems

IEEE Std 519 - 1992 - IEEE Recommended Practices and Requirements for Harmonic Control in Electrical Power Systems

24-12. NET METERING SERVICE

1. AVAILABILITY

This Net Metering Service (NMS) Rider is available to all Customers, including all Farm Customers, who own their renewable power generation resource(s) (Customer Generator). The primary intent of this installation is to offset part or all the Customer's own electricity requirements. Capacity under the NMS Rider cannot be more than 25 kilowatts for Residential Customers, 100 kilowatts for Farm Customers or usage for farming activities and 500 kilowatts for all other non-Residential Customers. The primary source of fuel must be solar, wind, hydro, fuel cell, gas from anaerobic digestion of organic material or another approved source of renewable energy which must be located at the Customer's premises for which the Customer is using the NMS Rider. The NMS Rider is applicable to a Customer-Generator interconnected and operated in parallel with the City's transmission and/or distribution facilities. Application for the installation of a Customer Generator system in excess of the above-specified limitations, but not to exceed 2 megawatts, may be considered at the City's sole discretion and shall be made under a special contract.

Any Customer who elects the NMS Rider must apply by filling out the Generation Interconnection Application at least 60 days in advance of the proposed activation date. Approval of the application by the City must be granted prior to activation of the electric generation facility.

The City may elect not to provide the NMS to any additional Customer-Generators should the total generating capacity exceed the threshold outlined in Title 26 of the Delaware State Code.

2. APPLICATION FOR THE NMS RIDER

Any Customer who elects the NMS Rider must apply by filling out the Generation Interconnection Application at least 60 days in advance of the proposed activation date. The Application must include the generator size, type, manufacturer, and manufacturer specifications of all components of the electric generation facility. Approval of the application by the City must be granted prior to activation of the Customer Generator.

3. CONNECTION TO THE CITY'S SYSTEM

- A. The Customer Generator cannot be connected to the City's system unless it meets all applicable safety and performance standards set forth by the following: The Technical Considerations Covering Parallel Operations of Customer Owned Generation dated January 1, 2007, National Electric Safety Code, Underwriters Laboratories, Institute of Electrical and Electronic Engineers, North America Electric Reliability Council ("NERC") and the City's Electric Service Handbook. Special Attention should be given to the National Electric Code Sections 690 and 705. The Customer must, at his expense, obtain any and all necessary permits, inspections, and approvals required by any local public authorities and any other governing regulations in effect at that time. All the interconnection with the City's System shall be either done by the City or approved by the City.
- B. The Customer Generator must be installed and configured so that parallel operation must cease immediately and automatically during system outages or loss of the City's primary power supply. The Customer must also cease parallel operation upon notification by the City of a system emergency, abnormal condition, or in cases where such operation is determined to be unsafe, interferes with the City's supply of service to other Customers, or with the operation or maintenance of the City's system. Customer Generator system and equipment that comply with the above listed codes and standards shall be deemed to have generally complied with these requirements.
 1. If it is necessary for the City to extend or modify portions of its systems to accommodate the delivery of electricity from the Customer Generator, such extension or modification

shall be performed by the City at the Customer's expense. For new Customers, such expense shall be determined by the difference between the total cost and the investment the City would make to install a normal service without the Customer Generator.

- C. In the event that a net-metering customer abandons the property where the energy generating equipment is located, the equipment may remain connected to the electric distribution system, unless the equipment presents a risk to the safety and reliability of the electric distribution system.

4. DELIVERED VOLTAGE

The delivered voltage and delivery point of the Customer Generator shall be at the same delivered voltage and delivery point that would be supplied by the City if the Customer purchased all its electricity from the City.

5. CONTRACT TERM

The contract term shall be the same as the Customer's applicable Rate Schedule or Service Classification.

6. RATE

- A. The monthly billing shall be as stated in the Rate Schedule applicable to the Customer. Under the NMS Rider, only the per kWh charge component billed for electricity delivered by the Customer is affected. The Customer will pay for all kWh delivered by the City to the Customer. If the Customer has delivered electricity to the City system, the City will provide for Customers to be credited in kilowatt hours valued at an amount per kilowatt hour equal to the sum of Delivery Service charges and Supply Service charges for Residential Customers, and the sum of the volumetric energy (kWh) components of the Delivery Service charges and Supply Service charges for non-Residential Customers for any excess energy production of their generating facility that exceeds the Customer's on-site consumption of kWh in a billing period. Excess kWh credits shall be credited to subsequent billing periods to offset a Customer's consumption in those billing periods. Disposition of excess kWh Credits at the end of the annualized billing period shall be in accordance with Delaware State Code

7. METERING

An electric meter service will be installed at the Customer's location to measure the energy consumed and the energy delivered to the City system. The City will furnish, install, maintain, and own all metering equipment. Cost will be determined under the Additional Costs and Responsibilities clause below.

8. ADDITIONAL COSTS AND RESPONSIBILITIES

The Customer will be required to pay for any additional transmission and distribution costs, the cost of metering, transformation, system protection, and any related safety/protective equipment in excess of what would normally be paid for by the City. Protective equipment will be installed by the Customer to provide safety for personnel, provide adequate protection for the City's electric utility system and to the Customer's property, and to prevent any interference with the City's supply of energy to the City's Customers. This equipment will be owned, installed, and maintained by the Customer at its own expense.

9. FAILURE TO COMPLY

The City may disconnect the Customer's Service from the City's electric system if the Customer fails to comply with any of the provisions of the NMS Rider. The City also retains the right to disconnect the Customer Generator if it interferes with the City's Service or poses a safety or reliability risk to the

City's electric system. The Customer shall also be responsible for all the penalties and costs caused by Customer's failure to comply with this Section.

10. RULES AND REGULATIONS

All the City's applicable Rules and Regulations shall apply to the Service rendered under this NMS Rider. All minimum billings, charges for kWh, kW, Purchased Power Cost Adjustment, General Cost Adjustment, Public Utility Tax, Renewal Energy Charge, etc. will be covered under the applicable Rate Schedule.

APPENDIX 1—APPLICATION FOR VOLUNTARY RENEWABLE/GREEN ENERGY (VGRE) SERVICE

City of Milford offers the Customer the choice of contributing to the development of renewable energy. The Customer can sign up by completing the following application. Each 100-kWh block of renewable energy will result in an additional monthly charge specified in the VGRE Service Classification. This selection will appear on your Electric bill as a separate item. The renewable energy charge is an additional fee to the Customer's regular monthly electric bill. Participation in this program is for a one-year period. The Customer's subscription will automatically renew on an annual basis, absent 30-day prior written notification of cancellation.

Contact Information

Customer's Name:

(As it appears on your electric bill)

Customer's Account Number:

(Found on your electric bill)

Service Address:

(Customer's street address)

IMPORTANT: Day-time telephone number where we can reach you with any questions regarding your application:

() _____ - _____

Enter the number of 100 kWh blocks of renewable energy desired, then multiply number of blocks by the rate per kWh specified in the VGRE Service Classification Rate to obtain the additional total monthly cost for the renewable energy subscription:

_____ Blocks X VGRE Rate, \$/Block = \$_____

(This Cost will be an addition to the Customer's regular monthly electric bill.)

I have reviewed and understand the terms and conditions of City's Voluntary Renewable Energy Tariff. I hereby request service under the Voluntary Renewable Energy Subscription Tariff and agree to be bound by the terms and conditions of that tariff.

Signature of Customer Date

Mail To Customer Service Center at:

City of Milford
119 S Walnut Street
Milford, DE 19963

Section 2. Dates.

Introduction: 07/28/2025

Projected Adoption: 08/11/2025

Section 3.

Effective Date is Ten Days Following Adoption by City Council.

Published: DSN 08/01/25

CITY OF MILFORD GENERAL PUBLIC OFFICIALS TRAINING

AUGUST 6, 2025

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CONNOLLY
GALLAGHER LLP

2 Truncated Topics for Today

- FOIA
- Ethics

PART I

FOIA



CONNOLLY
GALLAGHER LLP

Summary

- FOIA has two basic components:
 1. Open Meetings
 2. Open Records
 - These two categories present a number of tricky questions.
 - Many times the answers are not logical, practical or simple.



Public Policy of FOIA

It is vital in a democratic society that public business be performed in an open and public manner so that our citizens shall have the opportunity to observe the performance of public officials and to monitor the decisions that are made by such officials in formulating and executing public policy; and further, it is vital that citizens have easy access to public records in order that the society remain free and democratic.



Public Bodies

- While the Town Council is clearly a public body, the statute has a far broader reach.
- A public body includes any regulatory, administrative, advisory, executive, appointive, or legislative body of any political subdivision of the State.
- That means any board, bureau, commission, department, agency, committee, ad hoc committee, special committee, temporary committee, advisory board and committee, subcommittee, legislative committee, association, group, panel, council or any other entity or body is subject to FOIA.



Public Bodies, cont'd.

- No. 24-IB05 – LEIPSIC (Feb. 2019)
 - The Town established a museum review committee consisting of the Mayor, the Acting Council Secretary and a resident.
 - Held – Working group is subject to FOIA.
- No. 23-IB34 – DOVER (Dec. 2023)
 - Held – A committee formed consisting of the Mayor, City Manager, Assistant City Manager, Planning Director and others to recommend disposition of the surplus old Post Office property is subject to FOIA.

Public Bodies, cont'd.

- No. 20-IB29 CHRISTINA SCHOOL DISTRICT (Dec. 2020)
 - Board President and Vice President set out to conduct negotiations with a superintendent candidate.
 - Alleged that two board members were not a committee.
 - Held – Board members must have been appointed to engage in negotiations impliedly if not directly and this violates FOIA.



Public Bodies, cont'd.

- No. 22-IB50 – DNREC (Dec. 2022)
 - Held: A parks working group, established by the Parks Director, to assist in review of the surf fishing program, constitutes a public body under FOIA.
 - The AG's office established a 2 part test for whether a working group constitutes a public body.
 - First, does it fall within the statutory definition? Second, does it expend public funds.
 - That, as the AG puts it, can be met “if the entity in question ‘impliedly or specifically [is] charged by any other public official, body or agency to advise or make reports, investigations, or recommendations.’”
 - While focus groups are not public bodies, this body provided recommendations and therefore constitutes a public body.



Open Meetings

- The general rule, subject to a few exceptions, is that every meeting of all “public bodies” shall be open to the public. Del. Code Ann. tit. 29 § 10004(a).
- So if there is doubt, the discussion and the meeting should be in the public and follow the statute.
- Meetings must be held within the jurisdiction of the public body.



New FOIA Statute Change

- Section 10004(a)(2)
 - A meeting that is open to the public under paragraph (a)(1) of this section must include time for public comment, unless the meeting is of a public body within the General Assembly which is governed by the rules of proceedings adopted under § 9 of Art. II of the Delaware Constitution.
 - a. The time for public comment must provide a meaningful opportunity for the public to engage with the public body.
 - b. A public body may impose reasonable time, place, and manner restrictions on the length of the public comment period and the amount of time allotted for each public comment.

Del. Code Ann. tit. 29 § 10006

- c) A public body may hold a virtual meeting if all of the following occur:
- 1) The meeting notice under § 10004 of this title includes information regarding how the public can monitor or participate in the meeting under paragraph (c)(6) of this section.
 - 2) The meeting has an anchor location.
 - 3) The identity of a member or witness is verified, and the actions of a member are authenticated, in a manner satisfactory to the presiding officer or chair.



Del. Code Ann. tit. 29 § 10006, cont'd.

- 4) All participating members and witnesses can simultaneously do 1 of the following regarding each member or witness who is recognized by the presiding officer or chair:
 - a. Hear the comments of each member or witness.
 - b. Hear the comments of and view each member or witness.
- 5) A document used during the meeting by a member or witness, and that is accepted by the presiding officer or chair, is immediately provided to each member or witness participating in the meeting and made available to the public under § 10003 of this title.



Del. Code Ann. tit. 29 § 10006, cont'd.

- 6) Except during an executive session under § 10004 of this title, the public is able to do all of the following through an electronic means of communication:
 - a. Monitor the meeting.
 - b. Provide public comment.
- 7) Minutes of the virtual meeting must be maintained under § 10004 of this title.



Del. Code Ann. tit. 29 § 10006, cont'd.

- d) 1) All actions taken during a virtual meeting conducted under this section have the same legal effect as if the members were physically present at the same location.
- 2) For the purposes of determining quorum for a virtual meeting, a member participating in a virtual meeting is considered present as if the member were physically present at the meeting.
- 3) For the purposes of voting during a virtual meeting, a member participating in a virtual meeting is able to vote as if the member were physically present at the meeting.
- 4) A technological problem that prevents or limits public access otherwise required under this chapter does not invalidate a virtual meeting or an action taken at a virtual meeting.



Del. Code Ann. tit. 29 10002(b)

- Anchor location means the physical location within the geographic jurisdiction of the public body that is open to the public and at which one or more members of the public body attend a virtual meeting.

Notice

- All public bodies shall give public notice of their regular meetings and of their intent to hold an executive session closed to the public, at least 7 days in advance thereof. The notice shall include the agenda, if such has been determined at the time, and the dates, times and places of such meetings.
- “Regularly scheduled meeting” means any meeting of a public body held on a periodic basis.

Notice, cont'd.

- Public notice is a conspicuous posting of notice at the principal office of the public body holding the meeting, or if no such office exists, at the place where meetings of the public body are regularly held.
- If you plan to do virtual meetings, you must say so in the meeting notice and provide contact information.

Notice, cont'd.

- All public bodies shall give this same public notice of any special or rescheduled meeting as soon as reasonably possible, but in any event no later than 24 hours before such meeting.
- A special or rescheduled meeting is defined as one to be held less than 7 days after the scheduling decision is made.
- The agenda and/or notice must include an explanation as to why 7 days notice could not be given.

Agenda

- Agendas are required for all meetings.
- “Agenda” is defined as a general statement of the major issues expected to be discussed at a public meeting, “as well as a statement of intent to hold an executive session and the specific grounds therefor”
- The agenda may change.

Agenda, cont'd.

- The statute provides that “the agenda shall be subject to change.”
 - Changes to an agenda may include:
 1. Additional items, including an executive session, which arise at the time of the public body’s meeting, or
 2. Deletion of items, including an executive session.



Agenda, cont'd.

- When the agenda is not available as of the time of the initial posting of the public notice it must be added to the notice at least 6 hours in advance of said meeting, and the reasons for the delay in posting shall be briefly set forth on the agenda.
- So, there is flexibility in the agenda for matters that come up after the initial posting.
- Hypothetical – what happens if a council member requests that an ordinance be placed on the agenda with less than 7 days notice? What about a request for an executive session?

Agenda, cont'd.

- Minutes are always required.
- Minutes, at minimum, must include a record of those members present and a record, by individual members, of each vote taken and action agreed upon.
- Minutes of executive sessions must be taken and the minutes are considered public records “so long as public disclosure would defeat the lawful purpose for the executive session, but no longer.”



EXECUTIVE SESSIONS



Executive Sessions

- Executive sessions, while necessary, are in contravention of the public policy of the open meeting laws.
- Thus, executive sessions are closely scrutinized to assure that they are proper.

Executive Sessions

- Executive sessions are permitted ONLY IF they fall under the categories listed in Del. Code Ann. tit. 29 § 10004(b).
- The big ones are:

Executive Sessions

- 1) Discussion of an individual citizen's qualifications to hold a job or pursue training unless the citizen requests that such a meeting be open.
 - This provision does not apply to an individual citizen's qualifications to pursue any profession or occupation for which a license must be issued by the public body in accordance with Delaware law.

Executive Sessions

- 4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation, but only when an open meeting would have an adverse effect on the bargaining or litigation position of the public body.



Potential Litigation Test

- To invoke the potential litigation exception, litigation must be likely or reasonably foreseeable.
- When determining whether litigation is “likely or reasonably foreseeable,” the public body should look for objective signs that litigation is coming.
- A written demand letter in which a claim is asserted, or action is demanded, may give rise to a proper inference that litigation will soon follow.



Potential Litigation Test, cont'd.

- Other indicators of “potential litigation” might include “previous or preexisting litigation between the parties or proof of ongoing litigation concerning similar claims or [] proof that a party has both retained counsel with respect to the claim at issue and has expressed an intent to sue.”
- The public body must be able to point to a “realistic and tangible threat of litigation ... characterized with reference to objective factors” before it may avail itself of the “potential litigation” exception to FOIA.



22-IB29 – DeIDOT (Aug. 2022)

- DeIDOT had refused to accept subdivision streets, and the propane company's attorney filed the FOIA request, which DeIDOT denied under the pending litigation exception.
- The AG's office articulated a two prong test for potential litigation:
 - 1) litigation must be reasonably foreseeable; and
 - 2) there must be a clear nexus between the requested documents and the subject matter of the litigation.
- It was found that DeIDOT violated FOIA.

Executive Sessions, cont'd.

- 6) Discussion of the content of documents, excluded from the definition of “public record” where such discussion may disclose the contents of such documents.
- 7) The hearing of employee disciplinary or dismissal cases unless the employee requests a public hearing.
- 8) Personnel matter in which the names, competency and abilities of individual employees or students are discussed, unless the employee or student requests that such a meeting be open. (**Must be only employees-not subcontractors).



Executive Session Rules

- Minutes must be taken.
- Governing body must vote to hold an executive session.
- Executive session must be on the agenda.
- Agenda must be specific about the statutory exemption that applies.

Executive Session Rules, cont'd.

- No votes may be taken in executive session – votes must be in public.
- The executive session topics cannot stray from the issues on the agenda.
- Prohibited from having a straw poll.



PUBLIC RECORDS



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Public Records

- Public records are defined by Del. Code Ann. tit. 29 § 10002(o) as:
 - “information of any kind, owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected, by any public body, relating in any way to public business, or in any way of public interest, or in any way related to public purposes, regardless of the physical form or characteristic by which such information is stored, recorded or reproduced.”

Public Records, cont'd.

- The exemptions regarding what is a public record are very narrow and are generally narrowly construed.
- Thus, assume everything that is written will end up on the front page of the newspaper or on a troublesome website.



Non-Public Records

- The following records shall not be deemed public:
 - 1) Any personnel, medical or pupil file, the disclosure of which would constitute an invasion of personal privacy, under this legislation or under any State or federal law as it relates to personal privacy;
 - 2) Trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature;

Non-Public Records, cont'd.

- 3) Investigatory files compiled for civil or criminal law-enforcement purposes including pending investigative files, pretrial and presentence investigations and child custody and adoption files where there is no criminal complaint at issue;
- 4) Criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy;
- 5) Intelligence files compiled for law-enforcement purposes, the disclosure of which could constitute an endangerment to the local, state or national welfare and security;



Non-Public Records, cont'd.

- 6) Any records specifically exempted from public disclosure by statute or common law;
- 7) Any records which disclose the identity of the contributor of a bona fide and lawful charitable contribution to the public body whenever public anonymity has been requested of the public body with respect to said contribution by the contributor;
- 8) Any records involving labor negotiations or collective bargaining;



Non-Public Records, cont'd.

- 9) Any records pertaining to pending or potential litigation which are not records of any court;
 - Newer decisions regarding this exception allow withholding of the documents so long as they relate to the litigation.
- 10) Subject to § 10004(f) of this title with respect to release of minutes of executive sessions, any record of discussions held in executive session pursuant to § 10004(b) and (c) of this title;



Non-Public Records, cont'd.

- 11) Any records which disclose the identity or address of any person holding a permit to carry a concealed deadly weapon; provided, however, all records relating to such permits shall be available to all bona fide law-enforcement officers;
- 12) Any records of a public library which contain the identity of a user and the books, documents, films, recordings or other property of the library which a patron has used;



Non-Public Records, cont'd.

16) Emails received or sent by members of the Delaware General Assembly or their staff;

...

19) Any communications between a member of the General Assembly and that General Assembly member's constituent, or communications by a member of the General Assembly on behalf of that General Assembly member's constituent, or communications between members of the General Assembly.

*Example - Flowers v. Office of the Governor



Production of Public Documents

- Records should be open for inspection during normal business hours.
- Must post FOIA request forms on your website.
- FOIA requests should generally be made in writing.
- The requestor must be as specific as possible – and seeking clarification about what the requestor wants is acceptable.
- Even if not in physical possession of the documents sought, “the public body shall promptly request that the relevant custodian provide the noncustodial records to the public body.”



FOIA Quiz

- Can public comment be limited?
- Does FOIA require public bodies to answer questions?
- Does a confidentiality clause in a settlement agreement exempt the settlement agreement from FOIA?
- Can a public body go into executive session to discuss interview questions?



FOIA Quiz

- Can you remove someone from a public meeting for saying, in public comment
 - “You treated him like a pubescent son found with a porn magazine?”
- Is it a violation of FOIA not to explain why additional time is needed to responds to a FOIA request?
- Is the public body required to respond to FOIA requests from out of state requestors?

Recouping Incurred Costs

- Administrative costs may be charged if the project takes more than 1 hour at the rate of the lowest paid capable employee. Fees and anticipated costs must be disclosed to the person making the request.
- Administrative costs must be billed in $\frac{1}{4}$ hour increments.

Enforcement

- Attorney General's Office generally enforces FOIA and/or decides a FOIA complaint, although citizens may bring suit as well in certain circumstances.
- For public records denials, there is a 60 day statute of limitations.
- For open meeting violations, the statute of limitations is 6 months.
- The burden is on the custodian denying access to public records.
- Responses must now be done by affidavit.



Enforcement, cont'd.

- The Court may award attorneys' fees and costs for the failure to produce records in a FOIA suit.
- For open meeting violations, the offending parties may be required to forfeit compensation for participation.
- The Attorney General's Office may also hear an action for a prospective violation.



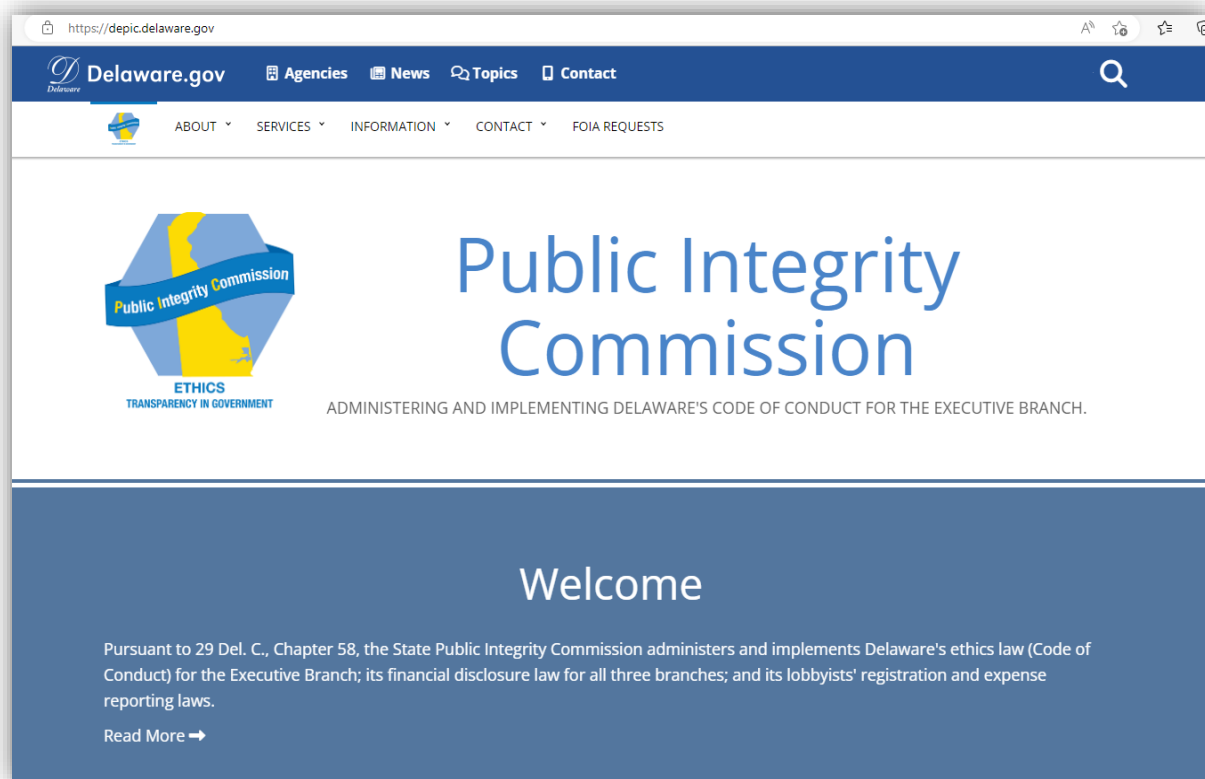
PART II

ETHICS



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PIC

- Purpose - to ensure propriety, public respect and confidence by setting specific standards of conduct for State personnel/government employees without unduly circumscribing their activities.
- Application - applies to all local governments unless they adopt their own Code of Conduct which must be approved by the PIC and must be at least as stringent as the PIC's code of conduct.
- Authority - 29 *Del. C.* § 5808.

PIC

- Members -
 - 7 members appointed by the Governor with concurrence of the senate.
 - No more than 4 of the same political party.
 - Appointed for a term of 7 years.
 - Cannot hold elected office.
 - A quorum requires 4 members present and disciplinary actions requires at least 4 affirmative votes.



PIC, cont'd.

- Powers and Duties- 29 *Del. C.* § 5809
 - To recommend rules of conduct.
 - Issue advisory opinions.
 - Investigate (through counsel), hold hearings, and take, or recommend, disciplinary action.
 - Maintain records, follow the rules, subpoena witnesses.
 - Prepare manuals and guides; assist agencies, employees and officials in administering the provisions of the law; and request agencies provide assistance to the Commission as needed to do their job.
 - Administer and implement financial disclosure provisions and lobbyist registration provisions.



Conflict of Interest



Conflict of Interest

- 29 *Del. C.* § 5805(a)
 - No employee/official may participate in the review or disposition of a matter in which the employee/official has a personal or private interest.
 - A personal or private interest is an interest which tends to impair a person's impartial judgment in the performance of their duties.



Conflict of Interest, cont'd.

- Impairment of judgment occurs where -
 - the employee/officer or a close relative will receive a financial benefit or suffer a detriment to a greater extent than would accrue to other members of the same class.
 - the employee/officer or a close relative has a financial interest in a private enterprise which enterprise or interest would be affected to a lesser or greater extent than like enterprises or interest.
- Action
 - Delegate the responsibility to another.
 - If unable to do so, must provide written notice to the PIC fully disclosing the interest and where the duty cannot be delegated.



Conflict of Interest, cont'd.

- 29 *Del. C.* § 5805(b)
 - No employee/officer may represent or assist any private enterprise with respect to a matter before the state agency with which the employee/office is associated.
 - No officer may assist a private enterprise with respect to any matter before the State (city or town).
 - Exception - an employee/officer may assist a private enterprise in the exercise of such person's official duties.



Conflict of Interest, cont'd.

- 29 Del. C. § 5805(c)
 - An employee/officer, or an enterprise in which the employee/officer has a 10% or greater ownership interest
 - Shall not contract with the State except after public notice and competitive bidding.
 - Unless the contract involves less than \$2,000/year.
 - Contracts with public school district and/or State Board of Education for the transportation of school children do not require public notice and bidding.



Conflict of Interest, cont'd.

- 29 *Del. C.* § 5805(d)
 - An employee/officer shall not represent or otherwise assist any private enterprise on a matter involving the State for a period of 2 years following termination of employment with the State, if the employee/officer
 - gave an opinion about
 - investigated
 - or was directly and materially responsible for
 - the same matter during their employment.



Conflict of Interest, cont'd.

- 29 *Del. C.* § 5805(e)
 - Do not disclose confidential information including (but not limited to):
 - Disclosure statements of financial interests of employees/officers. 29 *Del. C.* § 5806(d).
 - Applications to the PIC for waivers of requirements or advisory opinions. 29 *Del. C.* § 5807(b) and (d).
 - Proceedings related to a violation of these rules. 29 *Del. C.* § 5810(h).



Code of Conduct



Code of Conduct

- 29 *Del. C.* § 5806
 - a) Act in a way that does not make it appear you are violating public trust.



- b) Avoid the appearance of impropriety – do not obtain interests in enterprises which are in conflict with the performance of your duties.

Code of Conduct, cont'd.

- 29 Del. C. § 5806



- Do not accept gifts, compensation or payment of expenses where it could appear such item:
 - i. Impairs your judgment
 - ii. Results in preferential treatment to a person
 - iii. Results in governmental decision
 - iv. Adversely affects the confidence of the public



Code of Conduct, cont'd.

- 29 *Del. C.* § 5806
 - c) Avoid financial interest in private enterprises which may be directly involved in decisions you make in your employment.
 - d) File a disclosure of any financial interest in a private enterprise that does business with the State or is regulated by the State.
 - e) Do not use your office to secure unwarranted privileges, advancement, or gain.
 - f)-h) Do not engage in activity in activity which may cause disclosure of confidential information, or disclose confidential information, or use sexual favors as a condition for favorable treatment.



Code of Conduct, cont'd.

- Recent Advisory Opinion (2021)
 - Government official approached Town Council requesting the official be given a historic artifact. After initially saying no, the Town attempted to appraise the artifact but was unable to do so. The official asked again and this time, the Town considered giving the artifact to the official, but decided to seek an advisory opinion.
 - The Commission opined:
 - The proposed conduct made the artifact a “gift” and, in asking for the gift, the conduct already showed impaired judgment;
 - giving it to an official rather than disposing through bidding would show preferential treatment;
 - a governmental body giving government property to a government official did not avoid the appearance of impropriety.

Waivers and Advisory Opinions



Waivers and Advisory Opinions

- Waiver Procedure - File a written request 29 *Del. C.* § 5807 (a) and (b).
- The written request is confidential unless -
 - The applicant requests public disclosure writing.
 - It is required for prosecution of a violation.
 - The PIC needs the utilize the document to report substantial evidence of a criminal violation.
 - If a waiver is granted, the decision and record proceedings are no longer confidential.



Waivers and Advisory Opinions, cont'd.

- Opinion Procedure- File a written request 29 *Del. C.* § 5807 (c) and (d).
- The written request is confidential unless-
 - The applicant requests in public disclosure writing.
 - It is required for prosecution of a violation.
 - The PIC needs the utilize the document to report substantial evidence of a criminal violation.
 - A summary of all advisory opinions shall be prepared by the PIC and made public without disclosure of the applicant's identity(s).



Complaints, Hearings, and Dispositions



Complaints, Hearings, and Dispositions

- 29 *Del. C.* § 5810
- Complaints
 - The Commission can initiate a complaint on its own.
 - If initiated by a third party, must be a sworn complaint.
 - May be dismissed if deemed frivolous or fails to state a violation. 29 *Del. C.* § 5809(3).



Complaints, Hearings, and Dispositions, cont'd.

- Hearing Procedure/Rights
 - Notice and an opportunity to be heard.
 - Legal counsel.
 - Right to inspect, copy or photograph tangible evidence which will be used as evidence against a party.
 - The Commission must share any exculpatory information.
 - Subpoena witnesses.
 - Confidentiality unless the person charged requests a public hearing.
 - Appeal to the Superior Court.



Complaints, Hearings, and Dispositions, cont'd.

- Consequences



Complaints, Hearings, and Dispositions, cont'd.

- Consequences - Possible Administrative Sanctions
 - 29 Del. C. § 5810(d) - If the Commission determines a violation has occurred it may:
 - Issue a written reprimand or censure of conduct; and/or
 - Non-elected employee/officer may be removed, suspended or demoted, or other (undefined) disciplinary action;
 - For elected officials recommend action by taken to remove from office.



Complaints, Hearings, and Dispositions, cont'd.

- Consequences - Rules Resulting in Administrative Sanctions Only
 - Improperly accepting gifts, other employment, compensation, or anything of monetary value.
 - Misuse of public office for private gain or unwarranted privileges.
 - Improper use or disclosure of confidential information.



Complaints, Hearings, and Dispositions, cont'd.

- Consequences - Criminal
 - 29 *Del. C.* § 5805(f)- A person who knowingly violates Chapter 58 faces a misdemeanor charge punishable by up to a year in jail and up to a \$10,000 fine.
 - 4 of the previously discussed violations are considered criminal:
 - participates in State matters if a personal or private interest would tend to impair judgment in performing official duties
 - represents or assists a private enterprise before their own agency and/or other State agencies
 - contracts with the State absent public notice and bidding/arm's length negotiations
 - represents or assists a private enterprise on certain State matters for 2 years after leaving State employment



Complaints, Hearings, and Dispositions, cont'd.

- Further Possible Consequences
 - 29 *Del. C.* § 5805(g) - Any contract entered into in violation of Chapter 58 is voidable within 30 days of when the state agency knew, or should have known, of the violation.



QUESTIONS



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