

**CITY OF MILFORD  
FUND BALANCES REPORT**

Date: February 2020

Cash Balance - General Fund Bank Balance	3,474,867
Cash Balance - Electric Fund Bank Balance	4,852,841
Cash Balance - Water Fund Bank Balance	659,975
Cash Balance - Sewer Fund Bank Balance	490,599
Cash Balance - Trash Fund Bank Balance	641,346

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	468,930	573,903	3,274,731	\$104,292
Deposits			66,513	
Interest Earned this Month	853	604	3,528	
Disbursements this Month		(11,549)	(60,250)	
Ending Cash Balance	\$469,783	\$562,958	\$3,284,522	\$104,292

	<u>GF Capital Reserves</u>	<u>Water Capital Reserves</u>	<u>Sewer Capital Reserves</u>	<u>Electric Reserves</u>
Beginning Cash Balance	2,773,684	9,915,532	4,389,206	10,748,735
Deposits				
Interest Earned this Month	7,763	29,247	12,203	29,535
Disbursements this Month	(830)	(27,641)	(34,302)	(807)
Ending Cash Balance	\$2,780,617	\$9,917,138	\$4,367,107	\$10,777,463

	<u>Water Impact Fee</u>	<u>Sewer Impact Fee</u>	<u>Electric Impact Fee</u>	<u>Police &amp; General Government Facilities</u>
Beginning Cash Balance	2,778,789	\$1,681,337	\$803,340	\$93,299
Deposits	33,085	\$17,483	\$7,800	\$9,357
Interest Earned this Month				
Disbursements this Month				
Ending Cash Balance	\$2,811,874	\$1,698,820	\$811,140	\$102,656

INTEREST THROUGH THE EIGHTH MONTH OF THE FISCAL YEAR:

General Fund	35,410	Water Fund	4,987
GF Capital Reserves	49,097	Water Capital Reserves	170,823
Municipal Street Aid	4,874	Sewer Fund	5,411
Real Estate Transfer Tax	5,672	Sewer Capital Reserves	71,604
Electric Fund	48,549	Trash Fund	2,215
Electric Reserves	175,674		

TOTAL INTEREST EARNED TO DATE \$574,316

CITY OF MILFORD  
RESTRICTED CASH RESERVES REPORT

Date: FEBRUARY 2020

**General Fund Reserve Funds**

Cash Balance 2/29/20 \$2,780,617

**Restricted Funds**

FY 18 Approved with Budget (\$303,936)  
 FY 18 Capital -Council Approved (\$23,700)  
 FY 19 Approved with Budget (\$128,449)  
 FY 19 Capital -Council Approved (\$169,217)  
 FY 20 Approved with Budget (\$623,775)  
 FY 20 Approved after Budget (184,487)  
 Year 2 Funding 5 Police Officers (\$450,000)  
 Year 3 Funding 5 Police Officers (\$537,359)

Cost of Asset Replacement ????????

Available Cash Balance \$359,694

**Sewer Reserve Funds**

Cash Balance 2/29/20 \$4,367,107

**Restricted Funds**

FY18-Shawnee Acres Pump St (\$211,000)  
 Lighthouse Fencing (\$20,000)  
 PW-HVAC & Breakroom (\$112,500)  
 UFS-Cost of Service Study (\$14,250)  
 F250 Pickup Truck (\$35,000)  
 Hook/ Dump Truck W/Plow (\$211,791)  
 I&I Engineering Study (\$50,000)  
 SE 2ND Street utility,curb,sidewalk (\$5,000)  
 SE 2ND Street-Sewer Main (\$150,000)  
 25% Mobile Lift System (\$15,115)  
 DNREC Surface Water Grant (\$50,000)

Cost Of Service Minimum Cash (\$3,562,637)

Cost of Asset Replacement ????????

Available Cash Balance (\$70,186)

**Water Reserve Funds**

Cash Balance 2/29/20 \$9,917,138

**Restricted Funds**

NW & NE Front St Waterline (\$149,555)  
 Smart Metering (\$239,290)  
 FY 18 Budgeted Capital (\$45,000)  
 PW-HVAC & Breakroom (\$112,500)  
 UFS-Cost of Service Study (\$14,250)  
 FY 19 Budgeted Capital (\$214,000)  
 SE 2ND Street-utilities, curb&sidewalk (\$25,000)  
 SE Second Lead Gooseneck (\$814,400)  
 25% Mobile Lift System (\$15,115)

Front Street water lines (\$1,500,000)

Cost of Service Minimum Cash (\$2,433,832)

Cost of Asset Replacement ????????

Available Cash Balance \$4,354,196

**Electric Reserve Funds**

Cash Balance 2/29/20 \$10,777,463

**Restricted Funds**

FY 17 Smart Meter Project (\$26,426)  
 FY 18 Budgeted Capital (\$380,739)  
 FY 19 Budgeted Capital (\$255,000)  
 FY 19 Budgeted From Res. (\$318,717)  
 PW- HVAC & Breakroom (\$121,324)  
 50% Mobile Lift System (\$30,231)

Cost of Service Minimum Cash (\$4,816,739)

Cost of Asset Replacement ????????

Available Cash Balance \$4,828,286

**REVENUE REPORT**

Page Two

67% of Year Expended

Date: February 2020	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Economic Development Fund	166,360	0	131,560	79.08%
General Fund Reserves	630,775	9,930	124,771	19.78%
General Fund Reserves-New Police	425,000	35,000	280,000	65.88%
Realty Transfer Tax-Police	723,000	60,250	482,000	66.67%
Real Estate Tax	4,154,385	925	4,098,756	98.66%
Business License	50,000	13,225	35,405	70.81%
Rental License	95,000	39,875	75,725	79.71%
Building Permits	200,000	27,753	171,963	85.98%
Planning & Zoning	35,000	3,600	53,366	152.47%
Grasscutting Revenue	16,000	0	8,000	50.00%
Police Revenues	502,750	11,072	372,405	74.07%
Misc. Revenues	388,398	63,838	256,201	65.96%
Transfers From	3,396,842	283,071	2,264,562	66.67%
<b>Total General Fund Revenues</b>	<b>\$10,783,510</b>	<b>\$548,539</b>	<b>\$8,354,714</b>	<b>77.48%</b>
Water Revenues	2,859,500	225,724	2,000,196	69.95%
Sewer Revenues	2,610,000	196,208	1,690,753	64.78%
Kent County Sewer	2,035,000	142,440	1,287,672	63.28%
Solid Waste Revenues	1,184,965	107,666	845,010	71.31%
Electric Revenues	25,815,000	2,092,083	17,703,048	68.58%
<b>TOTAL REVENUES</b>	<b>\$45,287,975</b>	<b>\$3,312,660</b>	<b>\$31,881,393</b>	<b>70.40%</b>
YTD Enterprise Expense		(36,751)		
YTD Enterprise Revenue		32,341		
LTD Carlisle Fire Company Building Permit Fund		547,166		

**EXPENDITURE REPORT**

**Page Three**

Date: February 2020

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>City Manager</b>					
Personnel	651,490	\$49,862	410,438	63.00%	241,052
O&M	168,430	\$8,798	81,038	48.11%	87,392
Capital	0	\$0	0		0
<b>Total City Manager</b>	<b>\$819,920</b>	<b>\$58,660</b>	<b>\$491,476</b>	<b>59.94%</b>	<b>328,444</b>
<b>Planning &amp; Zoning</b>					
Personnel	150,020	\$11,522	95,995	63.99%	54,025
O&M	64,387	\$5,320	36,181	56.19%	28,206
Capital	0	\$0	0		0
<b>Total P, C &amp; I</b>	<b>\$214,407</b>	<b>\$16,842</b>	<b>\$132,176</b>	<b>61.65%</b>	<b>82,231</b>
<b>Code Enforcement &amp; Inspections</b>					
Personnel	286,330	\$22,515	182,212	63.64%	104,118
O&M	85,357	\$2,351	37,024	43.38%	48,333
Capital	32,000	\$0	28,777	89.93%	3,223
<b>Total P, C &amp; I</b>	<b>\$403,687</b>	<b>\$24,866</b>	<b>\$248,013</b>	<b>61.44%</b>	<b>155,674</b>
<b>Council</b>					
Personnel	33,380	\$2,476	16,578	49.66%	16,802
Contract Service-ADA Transition PI	50,000	\$67	67	0.13%	49,933
Legal	45,000	\$6,780	31,146	69.21%	13,854
City Hall Building Expense	19,250	\$1,604	12,833	66.66%	6,417
Insurance	18,270	\$0	13,230	72.41%	5,040
Christmas Decorations	7,000	\$0	0	0.00%	7,000
Computer Expense	7,400	\$7,190	7,190	97.16%	210
Council Expense	25,000	\$660	17,773	71.09%	7,227
Employee Recognition	21,000	\$0	18,462	0.00%	2,538
Codification	15,000	\$0	12,643	84.29%	2,357
Carlisle Fire Company	140,000	\$0	0	0.00%	140,000
Museum	30,500	\$0	30,000	98.36%	500
Downtown Milford Inc.	45,860	\$0	45,860	100.00%	0
Milford Public Library	25,000	\$0	25,000	100.00%	0
Economic Development	2,000	\$275	1,843	92.15%	157
Armory Expenses	10,000	\$60	5,764	57.64%	4,236
Kent Economic Partnership	30,000	\$0	30,000	100.00%	0
Election-Wages	6,000	\$0	0	0.00%	6,000
Election-Supplies	3,000	\$297	297	9.90%	2,703
Police Facility Promotion	7,000	\$3,500	7,000	100.00%	0
Ladybug Festival	30,000	\$30,000	30,000	100.00%	0
Chamber of Commerce	25,000	\$0	0	0.00%	25,000
Capital-Council Chambers Recordi	8,795	\$0	0	0.00%	8,795
Capital-Council Chambers Monitors	25,000	\$9,930	9,930	39.72%	15,070
Capital-Video Monitoring system	25,000	\$0	0	0.00%	25,000
<b>Total Council</b>	<b>\$654,455</b>	<b>\$62,839</b>	<b>\$315,616</b>	<b>48.23%</b>	<b>338,839</b>

**EXPENDITURE REPORT**

**Page Four**

Date: February 2020

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Finance</b>					
Personnel	420,713	\$34,036	263,134	62.54%	157,579
O&M	105,875	\$3,649	56,609	53.47%	49,266
Capital	0	\$0	0		0
<b>Total Finance</b>	<b>\$526,588</b>	<b>\$37,685</b>	<b>\$319,743</b>	<b>60.72%</b>	<b>206,845</b>
<b>Information Technology</b>					
Personnel	164,130	\$13,205	105,784	64.45%	58,346
O&M	181,950	\$1,886	54,948	30.20%	127,002
Capital	48,500	\$0	33,123	68.29%	15,377
<b>Total Information Technology</b>	<b>\$394,580</b>	<b>\$15,091</b>	<b>\$193,855</b>	<b>49.13%</b>	<b>200,725</b>
<b>Police Department</b>					
Personnel	4,972,163	\$416,277	3,161,643	63.59%	1,810,520
O&M	618,970	\$50,450	347,827	56.19%	271,143
Capital	106,185	\$0	12,648	11.91%	93,537
<b>Total Police</b>	<b>\$5,697,318</b>	<b>\$466,727</b>	<b>\$3,522,118</b>	<b>61.82%</b>	<b>2,175,200</b>
<b>Streets &amp; Grounds Division</b>					
Personnel	336,000	\$26,482	213,221	63.46%	122,779
O&M	443,745	\$21,059	216,786	48.85%	226,959
Capital	200,000	\$0	32,223	16.11%	167,777
<b>Total Streets &amp; Grounds</b>	<b>\$979,745</b>	<b>\$47,541</b>	<b>\$462,230</b>	<b>47.18%</b>	<b>517,515</b>
<b>Parks &amp; Recreation</b>					
Personnel	692,200	\$39,211	388,337	56.10%	303,863
O&M	263,610	\$17,661	146,485	55.57%	117,125
Capital	192,000	\$0	7,800	4.06%	184,200
<b>Total Parks &amp; Recreation</b>	<b>\$1,147,810</b>	<b>\$56,872</b>	<b>\$542,622</b>	<b>47.27%</b>	<b>605,188</b>
<b>Total General Fund</b>					
<b>Operating Budget</b>	<b>\$10,838,510</b>	<b>\$787,123</b>	<b>\$6,227,849</b>	<b>57.46%</b>	<b>4,610,661</b>

**EXPENDITURE REPORT**

Page Five

Date: February 2020

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Water Division</b>					
Personnel	317,548	\$20,908	170,659	53.74%	146,889
O&M	1,500,438	\$107,602	929,397	61.94%	571,041
Capital	657,509	\$0	27,120	4.12%	630,389
Debt Service	384,005	\$89,637	272,274	70.90%	111,731
<b>Total Water</b>	<b>\$2,859,500</b>	<b>\$218,147</b>	<b>\$1,399,450</b>	<b>48.94%</b>	<b>1,460,050</b>
<b>Sewer Division</b>					
Personnel	316,248	\$20,647	164,126	51.90%	152,122
O&M	1,799,212	\$111,947	1,107,627	61.56%	691,585
Capital	90,000	\$0	83,260	92.51%	6,740
Debt Service	404,540	\$0	289,528	71.57%	115,012
<b>Sewer Sub Total</b>	<b>\$2,610,000</b>	<b>\$132,594</b>	<b>\$1,644,541</b>	<b>63.01%</b>	<b>965,459</b>
Kent County Sewer	2,035,000	\$142,440	1,150,593	56.54%	884,407
<b>Total Sewer</b>	<b>\$4,645,000</b>	<b>\$275,034</b>	<b>\$2,795,134</b>	<b>60.18%</b>	<b>1,849,866</b>
<b>Solid Waste Division</b>					
Personnel	350,737	\$21,201	229,819	65.52%	120,918
O&M	834,228	\$83,956	592,557	71.03%	241,671
Capital	0	\$0	0		0
<b>Total Solid Waste</b>	<b>\$1,184,965</b>	<b>\$105,157</b>	<b>\$822,376</b>	<b>69.40%</b>	<b>362,589</b>
<b>Total Water, Sewer Solid Waste</b>	<b>\$8,689,465</b>	<b>\$598,338</b>	<b>\$5,016,960</b>	<b>57.74%</b>	<b>3,672,505</b>
<b>Electric Division</b>					
Personnel	1,039,091	\$85,608	738,720	71.09%	300,371
O&M	2,717,254	\$230,907	1,683,417	61.95%	1,033,837
Transfer to General Fund	2,500,000	\$208,334	1,666,667	66.67%	833,333
Capital	1,038,040	\$0	122,905	11.84%	915,135
Debt Service	320,615	\$0	271,408	84.65%	49,207
<b>Electric Sub Total</b>	<b>\$7,615,000</b>	<b>\$524,849</b>	<b>\$4,483,117</b>	<b>58.87%</b>	<b>3,131,883</b>
Power Purchased	18,200,000	\$1,276,690	11,309,501	62.14%	6,890,499
<b>Total Electric</b>	<b>\$25,815,000</b>	<b>\$1,801,539</b>	<b>\$15,792,618</b>	<b>61.18%</b>	<b>10,022,382</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$45,342,975</b>	<b>\$3,187,000</b>	<b>\$27,037,427</b>	<b>59.63%</b>	<b>18,305,548</b>

**INTERSERVICE DEPARTMENTS REPORT**

Page Six

Date: February 2020

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	67% of Year Expended	UNEXPENDED BALANCE
				YTD%	
<b>Garage</b>					
Personnel	92,725	6,259	59,860	64.56%	32,865
O&M	113,887	7,020	65,862	57.83%	48,025
Capital	0				
<b>Total Garage Expense</b>	<b>\$206,612</b>	<b>\$13,279</b>	<b>\$125,722</b>	<b>60.85%</b>	<b>80,890</b>
<b>Public Works</b>					
Personnel	720,729	52,859	363,045	50.37%	357,684
O&M	208,665	14,649	118,887	56.98%	89,778
Capital	132,000	0	0	0.00%	132,000
<b>Total Public Works Expense</b>	<b>\$1,061,394</b>	<b>\$67,508</b>	<b>\$481,932</b>	<b>45.41%</b>	<b>579,462</b>
<b>Tech Services</b>					
Personnel	239,513	19,243	154,442	64.48%	85,071
O&M	430,711	29,977	196,385	45.60%	234,326
Capital	64,000	0	61,545	96.16%	2,455
<b>Total Tech Services Expense</b>	<b>\$734,224</b>	<b>49,220</b>	<b>\$412,372</b>	<b>56.16%</b>	<b>321,852</b>
<b>Billing &amp; Collections</b>					
Personnel	776,589	49,851	445,038	57.31%	331,551
O&M	245,850	15,676	151,810	61.75%	94,040
Capital	47,000	0	14,205	30.22%	32,795
<b>Total Billing &amp; Collections</b>	<b>\$1,069,439</b>	<b>65,527</b>	<b>\$611,053</b>	<b>57.14%</b>	<b>458,386</b>
<b>City Hall Cost Allocation</b>					
Personnel	0				0
O&M	53,066	1,863	36,906	69.55%	16,160
Capital	102,414	13,350	86,977	84.93%	15,437
<b>Total City Hall Cost Allocation</b>	<b>\$155,480</b>	<b>15,213</b>	<b>\$123,883</b>	<b>79.68%</b>	<b>31,597</b>

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.