

To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: March 28, 2022
Re: February 2022 Financial Reporting Package

The Financial Reporting Package for the fiscal year through February 2022 (FY22 YTD) is enclosed. The following executive summary highlights this month's notable developments and recaps any changes to the report. The "Quick Reference" section of this memo recaps important financial highlights and modifications made in FY22 to help shorten the executive summaries.

FYTD results continue to exceed budget expectations through the first two-thirds of the year. Operating expenditures remain below even the seasonalized budget across funds for the eighth consecutive month. Electric Fund margins rebounded in February on the normalization of distribution losses as timing issues between wholesale and retail electric sales continue to drive artificially choppy results on a month-to-month basis. The water fund surplus has improved in each of the last three months to the point that results exceed budget expectations and prior year results, adjusted for the new water fund transfer to the general fund. The sewer fund operating results are weaker in February on a reclassification of I&I costs to the operating expense lines, while solid waste results improved for the second consecutive month to exceed the budget and prior-year. The FY21 operating surplus residing in the operating cash accounts was transferred to the reserve accounts in February, but overall cash and investment balances were relatively stable in February.

Quick Reference for FY22 Financial Developments and Report Upgrades

Recap FY22 Financial Highlights



Summary of FY22 Modifications (February Changes Highlighted)

- **New P.1 – Net Cash and Funding Availability Summary (in thousands)**
 - New page stacks the beginning and ending cash and investment balances from the Cash Rollforward p.2 into columns 1 and 2 so elements of the Restricted Cash Reserves Report on p.3 can be consolidated into a single, comprehensive executive summary.
 - **The Lodging Tax Fund and the Parks & Recreation Facilities Fund were added to p.1 and p.2**
- P.2 (formerly p.1) – Cash Rollforward
 - New Solid Waste Reserves Acct created by FY22 Water Fund interfund loan forgiveness; new variance indicators
- P.3 (formerly p.2) – Restricted Cash Reserves Report
 - The MSA and RTT reserves were combined into one shared summary to make room for Solid Waste Fund
 - Lines 3 & 17 added to show additions & interest earnings in the capital reserve accounts
 - Lines 12, 13, 24 & 25 feature updated MCR & ERR calculations for FY22 pursuant to cash reserve policy
 - **Lines 12 & 24 updated in Feb 2022 to carve out the MCR attributable to Op Cash & report with p.1 Op Cash**
- P.4 (formerly p.3) – The Enterprise Funds “P&L Style” Report features a new comparative column and four new rows
 - The rightmost column compares current vs prior FYTD periods by revenue and expense lines and subtotals
 - Rows 16-19 compare current net surplus by fund to the seasonalized budget and prior FYTD periods
 - Variance indicators added for quick reference to both P&L reports; refined in October 2021
- P.5 (formerly p.4) – The General Fund “P&L Style” Report created to complement existing Enterprise Funds P&L Report
 - Rows 19-22 compare current net surplus by major function to the seasonalized budget and prior FYTD periods
- P.6 (formerly p.5) – Planned Use of ARPA Funding by Category compared to Actual Spending added in Sept 2021
- P.7-11 – Revenue (p.7) & Expenditure/Inter-dept Reports (p.8-11) will be produced indefinitely as “legacy” reports



Financial Reporting Package
As of and For the Period Ended February 28, 2022

Net Cash and Funding Availability Summary (*in thousands*)

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Appendix: ARPA Funding Plan vs Actual Expenses

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware
 Net Cash and Funding Availability Summary (in thousands)¹
 For the Period Ended February 28, 2022

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Jan 31, 2022)	Closing Balance (Feb 28, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	\$ 4,819	↓ \$ 3,777	\$ (1,491)	\$ -	\$ (1,236)	\$ 1,049
Electric Fund	3,788	↓ 1,841	165	-	(1,652)	354
Water Fund	2,042	↓ 1,456	46	-	(280)	1,221
Sewer Fund	899	→ 961	117	-	(200)	878
Solid Waste Fund	599	↓ 398	17	-	(175)	240
Operating Cash Totals⁴	\$ 12,146	↓ \$ 8,433	\$ (1,147)	\$ -	\$ (3,543)	\$ 3,742

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

Description	Opening Balance (Jan 31, 2022)	Closing Balance (Feb 28, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 537	→ \$ 537	\$ -	\$ (500)	\$ -	\$ 37
Municipal Street Aid (MSA)	532	→ 532	68	(600)	-	-
Realty Transfer Tax (RTT)	4,405	→ 4,420	286	(2,713)	(1,041)	952
Economic Development	682	→ 682	-	(106)	-	576
Lodging Tax Fund ³	359	→ 367	44	(411)	-	-
ARPA Grant Fund	2,005	→ 1,846	3,167	(5,013)	-	-
Special Purpose Cash Totals⁴	\$ 8,520	→ \$ 8,385	\$ 3,565	\$ (9,344)	\$ (1,041)	\$ 1,565

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Jan 31, 2022)	Closing Balance (Feb 28, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 1,454	↑ \$ 2,040	\$ 2,003	\$ (1,653)	\$ (764)	\$ 1,625
Water Fund Capital Reserves	2,779	↑ 3,376	5	(604)	(2,580)	196
Sewer Fund Capital Reserves	3,884	→ 3,937	2	(195)	(3,362)	382
Solid Waste Fund Capital Reserves	71	↑ 287	0.3	-	(287)	-
Electric Fund Capital Reserves	13,444	↑ 15,358	8	(5,847)	(4,779)	4,740
Operating Cash Totals⁴	\$ 21,633	↑ \$ 24,999	\$ 2,017	\$ (8,300)	\$ (11,772)	\$ 6,944

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

Description	Opening Balance (Jan 31, 2022)	Closing Balance (Feb 28, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 274	↓ \$ 174	\$ 20	\$ (194)	\$ -	\$ -
Carlisle Fire Co Permit Fund	536	→ 537	10	(547)	-	-
Parks & Recreation Facilities ³	142	→ 143	1	(144)	-	-
Water Impact Fee Reserves	4,717	→ 4,726	36	(4,762)	-	-
Sewer Impact Fee Reserves	2,703	→ 2,709	24	(2,733)	-	-
Electric Impact Fee Reserves	1,085	→ 1,088	9	(1,097)	-	-
Impact Fees & Police/GF Totals⁴	\$ 9,457	→ \$ 9,376	\$ 100	\$ (9,476)	\$ -	\$ -

Grand Totals⁴	\$ 51,756	↑ \$ 51,193	\$ 4,535	\$ (27,120)	\$ (16,357)	\$ 12,251
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1 New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.
 2 Approx. \$3.5 million was moved from Operating Cash to Reserve Cash this month to record the annual prior period operating surplus transfer to reserve accounts. Outflows from Reserve Accounts (lines 19-23) supported Equipment & Tech spending, particularly early implementation costs for the ERP project spread across funds. Line 27 reflects cash outflows for Police Facility design costs. Please see Appendix for ARPA Spend (line 15) vs Plan Detail.
 3 The Parks & Recreation Facilities and Lodging Tax Fund have historically not been represented on the monthly finance reports but will be included going forward for comprehensiveness and transparency.
 4 Closing Balance Indicator sets **Red**, **Yellow** and **Green** signify month-to-month cash variance as follows:



City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended February 28, 2022

1 **Operating Cash Balances** ▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Jan 31, 2022)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Feb 28, 2022)
General Fund	\$ 4,818,770	\$ 1,031,031	\$ 642	\$ (2,073,374) ↓	\$ 3,777,070
Electric Fund	3,787,949	2,430,291	1,967	(4,379,357) ↓	1,840,850
Water Fund	2,042,255	250,495	1,143	(1,441,373) ↓	1,455,906
Sewer Fund	898,717	330,181	462	(268,323) →	961,037
Solid Waste Fund	598,698	112,514	65	(313,384) ↓	397,893
Operating Cash Totals⁴	\$ 12,146,389	\$ 4,154,513	\$ 4,280	\$ (8,475,810) ↓	\$ 8,432,757

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

Description	Opening Balance (Jan 31, 2022)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Feb 28, 2022)
General Improvement	\$ 537,119	\$ -	\$ 69	\$ - →	\$ 537,187
Municipal Street Aid (MSA)	532,037	-	69	- →	532,106
Realty Transfer Tax (RTT)	4,405,063	48,086	573	(33,333) →	4,420,389
Economic Development	681,714	-	-	- →	681,714
Lodging Tax Fund ³	359,303	7,457	-	(0) →	366,760
ARPA Grant Fund	2,004,639	-	-	(158,140) →	1,846,500
Special Purpose Cash Totals⁴	\$ 8,519,875	\$ 55,542	\$ 711	\$ (191,473) →	\$ 8,384,655

18 **Reserve Fund Cash Balances**

Description	Opening Balance (Jan 31, 2022)	Receipts ²	Interest Earned	Disbursements ²	Closing Balance (Feb 28, 2022)
General Fund Capital Reserves	\$ 1,454,226	\$ 643,936	\$ -	\$ (58,369) ↑	\$ 2,039,793
Water Fund Capital Reserves	2,778,586	603,386	-	(5,721) ↑	3,376,251
Sewer Fund Capital Reserves	3,884,132	76,384	-	(23,184) →	3,937,332
Solid Waste Fund Capital Reserves	71,287	218,521	-	(2,935) ↑	286,873
Electric Fund Capital Reserves	13,444,498	1,992,012	-	(78,042) ↑	15,358,468
Reserve Fund Cash Totals⁴	\$ 21,632,728	\$ 3,534,239	\$ -	\$ (168,251) →	\$ 24,998,716

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

Description	Opening Balance (Jan 31, 2022)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Feb 28, 2022)
Police & General Gov't Facilities	\$ 273,614	\$ 3,998	\$ -	\$ (103,414) ↓	\$ 174,197
Carlisle Fire Co Permit Fund	535,810	1,333	-	- →	537,143
Parks & Recreation Facilities ³	142,100	400	-	- →	142,500
Water Impact Fee Reserves	4,716,557	9,585	-	- →	4,726,142
Sewer Impact Fee Reserves	2,703,447	5,064	-	- →	2,708,511
Electric Impact Fee Reserves	1,084,990	3,000	-	- →	1,087,990
Impact Fees & Police/GF Totals⁴	\$ 9,456,518	\$ 23,379	\$ -	\$ (103,414) →	\$ 9,376,483

Grand Totals⁴	\$ 51,755,510	\$ 7,767,673	\$ 4,991	\$ (8,938,948) ↓	\$ 51,192,611
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36 ¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

37 ²Approx. \$3.5 million was moved from Operating Cash to Reserve Cash this month to record the annual prior period operating surplus transfer to reserve accounts. Outflows from Reserve Accounts (lines 19-23) supported Equipment & Tech spending, particularly early implementation costs for the ERP project spread across funds. Line 27 reflects cash outflows for Police Facility design costs. Please see Appendix for ARPA Spend (line 15) vs Plan Detail.

38 ³The Parks & Recreation Facilities and Lodging Tax Fund have historically not been represented on the monthly finance reports but will be included going forward for comprehensiveness and transparency.

39 ⁴Closing Balance Indicator sets **Red**, **Yellow** and **Green** signify month-to-month cash variance as follows:

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

City of Milford, Delaware
Restricted Cash Reserves Report
As of February 28, 2022

General Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/22)	\$	2,039,793
Expected Contributions & Interest		2,568
Restricted Funds:		
Vehicle & Equipment Replacement		(138,799)
Building Upgrades		(205,415)
Parking Enhancements		(200,000)
Parkland, Trails & Recreation		(564,295)
2020 Combined Utilities		(22,396)
OpEx Support (Tax R/A & PD R/M)		(522,000)
Support Policy with RTT ¹		2,000,000
Draft Reserve (MCR) Policy ²		-
Equipment Replacement Reserve ²		(764,100)
Uncommitted Reserve Balance	\$	1,625,356

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/22)	\$	15,358,468
Expected Contributions & Interest		7,868
Restricted Funds:		
Electric Vehicles & Equipment		(96,026)
Lighting & System Improvements		(593,628)
Traffic Signal Upgrades		(350,000)
Citywide Projects ⁶		(747,485)
Redeem / Defeasement Bond (Jan 2022)		(4,060,000)
Draft Reserve (MCR) Policy ^{3,7}		(4,693,372)
Equipment Replacement Reserve ³		(85,400)
Uncommitted Reserve Balance	\$	4,740,425

Water Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/22)	\$	3,376,251
Expected Contributions & Interest		4,572
Restricted Funds:		
Vehicle & Equipment Replacement		(145,164)
Vehicle Cost Increase - Post Budget		(20,000)
Streets 2020 Utility Engineering		(122,534)
Milford Business Campus		(198,885)
Balance of FY20-21 Projects		(117,907)
Draft Reserve (MCR) Policy ^{3,7}		(2,414,939)
Equipment Replacement Reserve ³		(165,164)
Uncommitted Reserve Balance	\$	196,229

Solid Waste Reserves		Amount
Cash/Investment Balance (2/28/22)	\$	286,873
Expected Contributions & Interest		260
Restricted Funds:		
Draft Reserve (MCR) Policy ^{4,7}		-
Equipment Replacement Reserve ⁴		(287,133)
Uncommitted Reserve Balance	\$	-

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/22)	\$	3,937,332
Expected Contributions & Interest		1,848
Restricted Funds:		
Sewer Vehicles & Equipment		(146,319)
Citywide Projects & Engineering		(22,869)
Utility Engineering		-
NE/NW Front St Sewer Rehab, net of Change Order Credit		(26,039)
Draft Reserve (MCR) Policy ^{3,7}		(3,127,195)
Equipment Replacement Reserve ³		(235,000)
Uncommitted Reserve Balance	\$	381,758

MSA & RTT Reserves		Amount
RTT Balance (2/28/22)		4,420,389
MSA Balance (2/28/22)		532,106
MSA & RTT Est Receipts thru FY22:		352,870
MSA: Street & Bridge Improvements		(415,958)
RTT: Transfer to Police Dept		(133,333)
RTT: Sidewalk Project Funding		(140,000)
MSA & RTT: Mispillion Street Group		(219,036)
MSA & RTT: 2020 Combined Utilities		(404,316)
RTT: Support GF Policies ¹		(2,000,000)
RTT: Draft Reserve Policy ⁵		(1,041,454)
Uncommitted Reserve Balance	\$	951,268

¹Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future

²Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

³Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)

⁴Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Through at least FY23, 100% of balance will be reserved for purchase of new vehicle per FY22-26 approved CIP

⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts

⁶This \$0.8 million includes only the remaining FY22 CIP projects following the settlement of the Sharp property

⁷The Days Operating Expenditures (Days OpEx) piece of MCRs reclassified from Reserve balances here to Operating Cash; the Total MCR has not changed, except Solid Waste (\$17,000 added to MCR for OpEx)

City of Milford, Delaware
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended February 28, 2022 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY22 Total (as % of Rev)	FY21 Total (as % of Rev)
1 Operating Revenue	\$ 17,325	\$ 2,083	\$ 3,167	\$ 981	\$ 23,556	100.0%	100.0%
2 Cost of Revenue ¹	(12,074)	(199)	(1,837)	(221)	(14,331)	-60.8%	-61.1%
3 Gross Margin	5,251	1,884	1,330	759	9,225	39.2%	38.9%
4 Operating Expenses							
5 Operations & Maintenance	(1,477)	(653)	(651)	(460)	(3,241)	-13.8%	-13.9%
6 Personnel	(711)	(215)	(208)	(155)	(1,289)	-5.5%	-5.6%
7 Total Operating Expenses	(2,188)	(868)	(859)	(615)	(4,530)	-19.2%	-19.5%
8 Operating Income	\$ 3,063	\$ 1,016	\$ 471	\$ 145	\$ 4,695	19.9%	19.4%
9 Non-Operating Revenue (Expense)	27	9	4	1	41	0.2%	0.1%
10 Surplus (Deficit) for debt service & capital	3,091	1,026	475	145	4,737	20.1%	19.5%
11 Debt Service - Principal & Interest	(277)	(272)	(349)	-	(899)	-3.8%	-4.0%
12 Capital Spending / Contributions from (to) Reserves	(94)	-	(125)	-	(219)	-0.9%	-0.3%
13 Surplus (deficit) available for transfers	2,720	753	1	145	3,619	15.4%	15.2%
14 Transfers Out	(1,667)	(200)	-	-	(1,867)	-7.9%	-7.3%
15 Net Surplus (Deficit) - FYTD through Feb 2022	\$ 1,053	\$ 553	\$ 1	\$ 145	\$ 1,752	7.4%	7.9%
16 Net Surplus (Deficit) - FYTD through Feb 2021	\$ 1,158	\$ 742	\$ (107)	\$ 33	\$ 1,826	7.9%	
17 Current vs Prior - Favorable (Unfavorable)²	\$ (105)	\$ (189)	\$ 108	\$ 112	\$ (74)	-0.5%	
18 Net Surplus (Deficit) - Current FYTD Budget	\$ 19	\$ 195	\$ (84)	\$ 1	\$ 130	0.6%	
19 Current vs Budget - Favorable (Unfavorable)²	\$ 1,034	\$ 359	\$ 85	\$ 144	\$ 1,622	6.9%	

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

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

City of Milford, Delaware
 General Fund: Statement of Revenues & Expenditures¹
 For the YTD Period Ended February 28, 2022 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY22 Total (as % of Rev)	FY21 Total ³ (as % of Rev)
Sources of Funding:							
Real Estate (Property) Taxes	\$ 4,676	\$ -	\$ -	\$ -	\$ 4,676	54.9%	51.5%
Permits, Licensing & Franchise Fees	234	-	-	320	554	6.5%	5.8%
Fines, Fees & Misc Revenue	39	301	-	-	340	4.0%	5.4%
General Revenue Subtotal	4,949	301	0	320	5,571	65.4%	62.7%
Utility Transfers & Cost Allocation	2,624	-	-	-	2,624	30.8%	27.8%
Grant Revenue	46	11	-	-	57	0.7%	0.0%
Application of Reserve Balances	-	267	-	-	267	3.1%	9.5%
General Fund Operating Support	2,670	278	0	0	2,948	34.6%	37.3%
Total Sources of Funding	\$ 7,619	\$ 579	\$ -	\$ 320	\$ 8,518	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	582	490	268	298	1,638	19.2%	14.4%
Personnel	926	3,375	359	533	5,193	61.0%	56.1%
Total Operating Expenses²	1,508	3,864	627	831	6,831	80.2%	70.5%
Surplus (Deficit) for Debt Svc & Capital	\$ 6,111	\$ (3,285)	\$ (627)	\$ (511)	\$ 1,687	19.8%	29.5%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	54	12	80	23	169	2.0%	3.1%
Net Surplus (Deficit) - FYTD through Feb 2022	\$ 6,057	\$ (3,297)	\$ (707)	\$ (534)	\$ 1,519	17.8%	26.4%
Net Surplus (Deficit) - FYTD through Feb 2021³	\$ 6,424	\$ (2,865)	\$ (624)	\$ (726)	\$ 2,208	26.4%	
Current vs Prior - Favorable (Unfavorable)⁴	↓ \$ (367)	↓ \$ (432)	↓ \$ (83)	↑ \$ 192	↓ \$ (689)	↓ -8.6%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 6,654	\$ (3,802)	\$ (1,335)	\$ (701)	\$ 816	9.6%	
Current vs Budget - Favorable (Unfavorable)⁴	↓ \$ (597)	↑ \$ 505	↑ \$ 628	↑ \$ 167	↑ \$ 703	↑ 8.2%	

¹This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

²The General Fund Operating Expenses totaling \$3.3 million reported in row 14 ties to the legacy expenditure report in row 58.

³This format presents expenditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

⁴Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

Appendix: Planned Use of Funding vs Spending by Category
American Rescue Plan Act of 2021 ("ARPA")

<i>Actual Spending by Category vs Plan, as Amended</i>						
ARPA Eligibility Categories	Plan (12/31)	Plan (1/31)	Actual (2/28)	Remaining	Notes	
COVID-19 Health Impact	\$ 1,048,698	\$ 1,033,514	\$ 43,395	\$ 990,119		
Operational Facilities	491,776	491,776	-	491,776	Revised Plan Reflects Take-Home Vehicle Program @ 50%	
Administering COVID-19 Response	228,874	213,690	-	213,690		
Behavioral Health Care	180,000	180,000	42,797	137,203	Primarily Personnel Costs	
Air Quality & Ventilation	147,450	147,450	-	147,450		
COVID-19 Mitigation	598	598	598	-	Vaccination Incentive; COVID test kits	
COVID-19 Economic Impact	\$ 845,973	\$ 861,157	\$ 453,242	\$ 395,527		
Assistance to Community (Annual)	324,460	324,460	45,860	278,600	DMI, MHDC, CFC, Food Bank, Library	
Assistance to Community & Households	256,929	256,929	157,640	99,289	December 2021 Initiative	
Critical Ops Staffing / Retention	236,476	236,476	236,476	-	MHDC Affordability Grant	
Aid Tourism Recovery	25,483	25,483	7,845	17,638	Signage / Banner Upgrade	
Operational Facilities	-	15,184	2,796			
Parks & Rec Programming	2,625	2,625	2,625	-	Signage cost share with DMI	
Rehiring Public Safety Staff	-	-	-	-		
Infrastructure	\$ 4,334,460	\$ 4,334,460	\$ 823,809	\$ 3,510,651		
Water Quality	2,902,074	2,902,074	716,190	2,185,885	Mispyllion St Project; NE Front St Water Line Replacement	
Flood/Pollution Control	724,600	724,600	78,566	646,034	4th St Drainage & Mispyllion St Project	
Improve Resilience to Disasters	435,000	435,000	-	435,000		
Improve Wastewater Treatment	272,785	272,785	29,053	243,732	Sewer component of Mispyllion St Project	
Revenue Recovery	\$ 104,762	\$ 104,762	\$ -	\$ 104,762		
Parks & Rec Programming	97,000	97,000	-	97,000		
Economic Development	7,762	7,762	-	7,762		
Public Safety Operations	-	-	-	-		
Grand Total	\$ 6,333,893	\$ 6,333,893	\$ 1,320,446	\$ 5,001,059		

City of Milford, Delaware
 Legacy Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2022

66.7% of Year Elapsed

Account / Function	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 105,860	\$ -	\$ -	0.0%
General Fund Reserves	1,967,500	-	-	0.0%
ARPA Funding - Operating Support	568,233	245,046	304,734	53.6%
Realty Transfer Tax - Police	400,000	33,334	266,667	66.7%
Real Estate Tax	4,770,043	(4,632)	4,675,971	98.0%
Business License	72,000	11,965	52,820	73.4%
Rental License	103,000	24,725	90,800	88.2%
Building Permits	316,300	5,521	86,414	27.3%
Planning & Zoning	52,200	5,880	79,791	152.9%
Leases and Franchise Fees ¹	397,612	70,126	233,820	58.8%
Grasscutting Revenue	16,000	1,333	10,667	66.7%
Police Revenues	431,500	6,045	301,323	69.8%
Misc. Revenues ¹	20,499	6	19,631	95.8%
Transfers In	3,835,178	328,014	2,624,106	68.4%
Total General Fund Revenue	\$ 13,055,925	\$ 727,363	\$ 8,746,744	67.0%
Enterprise Funds:				
Water Fund Revenues	\$ 2,824,888	\$ 264,442	\$ 2,099,925	74.3%
Sewer Fund Revenues	2,893,047	230,995	1,825,539	63.1%
Kent County Sewer	1,974,629	167,289	1,346,435	68.2%
Solid Waste Fund Revenues	1,479,370	130,830	981,901	66.4%
Electric Fund Revenues	25,250,410	2,542,980	17,349,727	68.7%
Total Enterprise Fund Revenue	\$ 34,422,344	\$ 3,336,536	\$ 23,603,527	68.6%
Other Enterprise Revenue	\$ -	\$ 2,810	\$ 29,393	
Other Enterprise Expense	-	(6,960)	(37,195)	
Total General & Enterprise Fund Revenue	\$ 47,478,269	\$ 4,059,749	\$ 32,342,469	68.1%

¹Recurring, budgeted revenue such as franchise fees, tower leases and pole attachment fees reclassified from miscellaneous revenues (line 14) to leases and franchise fees (line 11)

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2022

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 715,791	\$ 60,122	\$ 453,956	63.4%	\$ 261,835
Operation & Maintenance (O&M)	492,929	1,672	257,538	52.2%	235,391
Capital	230,000	-	-	0.0%	230,000
Subtotal: City Administration	1,438,720	61,794	711,494	49.5%	727,226
Planning & Zoning; Code					
Personnel	493,285	44,057	316,640	64.2%	176,645
O&M	138,135	7,372	79,531	57.6%	58,604
Capital	-	-	-	-	-
Subtotal: Planning & Zoning; Code	631,420	51,429	396,171	62.7%	235,249
Council					
Personnel	35,934	2,250	18,861	52.5%	17,073
Legal	35,000	-	9,405	26.9%	25,595
City Hall Building Expense	17,424	1,452	11,616	66.7%	5,808
Insurance	25,745	-	10,131	39.4%	15,614
Christmas Decorations	5,000	4,379	4,379	87.6%	621
Council Expense	35,000	1,116	20,704	59.2%	14,296
Employee Recognition	28,000	30	23,095	82.5%	4,905
Codification	15,000	-	5,123	34.2%	9,877
Carlisle Fire Company	140,000	-	-	0.0%	140,000
Museum	30,000	-	30,000	100.0%	-
Downtown Milford, Inc.	45,860	-	45,860	100.0%	-
Milford Public Library	25,000	-	-	0.0%	25,000
Transcription Service	15,000	-	-	0.0%	15,000
Armory Expenses	23,600	-	20,523	87.0%	3,077
Vehicle & Equipment Repl	6,500	-	-	0.0%	6,500
Resident Survey	18,500	-	17,300	93.5%	1,200
Election - Wages	6,000	-	-	0.0%	6,000
Election - Supplies	2,800	-	-	0.0%	2,800
Community Festivals	60,000	-	-	0.0%	60,000
Subtotal: Council	570,363	9,227	216,997	38.0%	353,366

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2022

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	456,230	36,937	258,820	56.7%	197,410
O&M	49,970	2,138	29,077	58.2%	20,893
Capital	-	-	-		-
Subtotal: Finance	506,200	39,075	287,897	56.9%	218,303
Information Technology					
Personnel	382,258	32,124	194,828	51.0%	187,430
O&M	228,241	11,569	96,927	42.5%	131,314
Capital	96,400	3,770	54,153	56.2%	42,247
Subtotal: Information Technology	706,899	47,463	345,908	48.9%	360,991
Police Department					
Personnel	5,129,212	380,626	3,374,697	65.8%	1,754,515
O&M	974,498	63,949	489,623	50.2%	484,875
Capital	108,100	590	11,893	11.0%	96,207
Subtotal: Police Department	6,211,810	445,165	3,876,213	62.4%	2,335,597
Streets & Grounds Division					
Personnel	382,587	34,747	216,444	56.6%	166,143
O&M	508,931	43,177	218,816	43.0%	290,115
Capital	73,000	-	22,972	31.5%	50,028
Subtotal: Streets & Grounds Division	964,518	77,924	458,232	47.5%	506,286
Parks & Recreation					
Personnel	589,633	45,561	358,759	60.8%	230,874
O&M	473,362	21,363	268,338	56.7%	205,024
Capital	963,000	24,487	79,733	8.3%	883,267
Subtotal: Parks & Recreation	2,025,995	91,411	706,830	34.9%	1,319,165
Total General Fund Expenditures	\$ 13,055,925	\$ 823,488	\$ 6,999,742	53.6%	\$ 6,056,183

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2022

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 328,260	\$ 27,106	\$ 214,604	65.4%	\$ 113,656
O&M	1,644,327	94,151	852,196	51.8%	792,131
Transfer to General Fund	300,000	25,000	200,000	66.7%	100,000
Capital	187,028	-	6,156	3.3%	180,872
Debt Service	365,273	89,636	272,273	74.5%	93,000
Subtotal: Water Division	2,824,888	235,893	1,545,229	54.7%	1,279,659
Sewer Division¹					
Personnel	\$ 319,977	26,381	208,261	65.1%	111,716
O&M	1,993,116	263,965	974,510	48.9%	1,018,606
Capital	168,528	9,935	67,590	40.1%	100,938
Debt Service	411,426	-	349,341	84.9%	62,085
Subtotal: Sewer Division (excl. Kent County)	2,893,047	300,281	1,599,702	55.3%	1,293,345
Kent County Sewer	1,974,629	303,801	1,513,361	76.6%	461,268
Subtotal: Sewer Division (Comprehensive)	4,867,676	604,082	3,113,063	64.0%	1,754,613
Solid Waste Division					
Personnel	334,276	18,899	154,678	46.3%	179,598
O&M	1,086,019	69,498	681,378	62.7%	404,641
Capital	59,075	-	3,158	5.3%	55,917
Subtotal: Solid Waste Division	1,479,370	88,397	839,214	56.7%	640,156
Subtotal: Water, Sewer & Solid Waste	9,171,934	928,372	5,497,506	59.9%	3,674,428
Electric Division					
Personnel	1,275,540	97,983	711,068	55.7%	564,472
O&M	2,759,848	154,292	1,477,470	53.5%	1,282,378
Transfer to General Fund	2,500,000	208,334	1,666,667	66.7%	833,333
Capital	1,549,021	24,597	239,528	15.5%	1,309,493
Debt Service	321,615	-	276,958	86.1%	44,657
Subtotal: Electric Division (excl. Power)	8,406,024	485,206	4,371,691	52.0%	4,034,333
Power Purchased	16,844,386	1,458,431	12,074,019	71.7%	4,770,367
Subtotal: Electric Division (Comprehensive)	25,250,410	1,943,637	16,445,710	65.1%	8,804,700
Total Enterprise Fund Expenditures	\$ 34,422,344	\$ 2,872,009	\$ 21,943,216	63.7%	\$ 12,479,128
Grand Total Operating Budget	\$ 47,478,269	\$ 3,695,497	\$ 28,942,958	61.0%	\$ 18,535,311

¹The spike in Sewer Fund O&M Costs is related to a reclassification of I&I investigation costs from the capital accounts here to the operating accounts

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2022

66.7% of Year Elapsed

Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 123,933	\$ 7,521	\$ 59,532	48.0%	\$ 64,401
Operation & Maintenance (O&M)	120,813	5,253	63,548	52.6%	57,265
Capital	-	-	-		-
Subtotal: Garage	244,746	12,774	123,080	50.3%	121,666
Public Works					
Personnel	750,563	57,664	476,935	63.5%	273,628
O&M	293,510	19,308	124,932	42.6%	168,578
Capital	-	-	-		-
Subtotal: Public Works	1,044,073	76,972	601,867	57.6%	442,206
Tech Services					
Personnel	271,033	21,670	191,666	70.7%	79,367
O&M	472,729	59,687	274,893	58.2%	197,836
Capital	-	-	-		-
Subtotal: Tech Services	743,762	81,357	466,559	62.7%	277,203
Billing & Collections					
Personnel	632,304	48,446	376,471	59.5%	255,833
O&M	644,405	39,953	164,592	25.5%	479,813
Capital	-	-	-		-
Subtotal: Billing & Collections	1,276,709	88,399	541,063	42.4%	735,646
City Hall Cost Allocation					
O&M	45,000	4,100	29,451	65.4%	15,549
Capital	30,000	-	-	0.0%	30,000
Subtotal: City Hall Cost Allocation	75,000	4,100	29,451	39.3%	45,549
Interdepartmental Cost Allocation	\$ (3,384,290)	\$ (263,602)	\$ (1,762,020)	52.1%	\$ (1,622,270)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

¹All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.