

To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: January 7, 2021
Re: November 2021 Financial Reporting Package

The Financial Reporting Package for the fiscal year through November 2021 (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.

YTD results continue to exceed budget expectations through November. Operating expenditures remain below even the seasonalized budget across funds for the fifth consecutive month, which is not surprising given our well-documented and indiscriminating staffing challenges. While understaffing results in unintended savings, we welcome what we hope is an end to that trend as we approach the halfway point of the fiscal year. Results in the electric and water funds, however, continue to fall short of stronger performance through the same period last year. In the electric fund, power supply costs were higher than expected given retail sales volume, pushing gross margin \$287m lower than the same period last year and driving the unfavorable variance reported on line 17 of the Enterprise Fund P&L on page 3. The water fund transfer to the general fund drives the variance to prior year; water volumes and margin are only slightly down vs FY21. Cash balances remain high with property tax receipts, and capital spending remained active this month on NE & NW Front, Second and Mispillion Streets.

Quick Reference for FY22 Financial Developments and Report Upgrades

Recap FY22 Financial Highlights



Summary of FY22 Modifications (no changes this month)

- P.1 – Cash Rollforward
 - New Solid Waste Reserves Acct created by FY22 Water Fund interfund loan forgiveness; new variance indicators
- 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
- 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 & 17 compare current & prior FYTD periods net surplus by fund
 - Rows 18 & 19 compare actual surplus vs seasonalized budget surplus for the current FYTD period
 - Variance indicators added for quick reference to both P&L reports; refined in October 2021
- P.4 – The General Fund “P&L Style” Report was created to complement the existing Enterprise Funds P&L Report
 - The new statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary
 - The scaled, common-size columns at right match the prior year comparability goals featured in the Enterprise Fund version of the report, while also putting general fund revenues and expenses in context for the first time in the monthly financial reporting package
 - Rows 19 & 20 allow for a comparison of the current and prior year FYTD periods by major function
 - Rows 21-22 show comparison of actual surplus vs seasonalized budget surplus for the current FYTD period
- P.5 (prev p.10) – Planned Use of ARPA Funding by Category compared to Actual Spending added in Sept 2021
- P.6-10 – Revenue (p.6) & Expenditure/Inter-dept Reports (p.7-10) will be produced indefinitely as “legacy” reports



Financial Reporting Package
As of and For the Period Ended November 30, 2021

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
Cash and Investment Balance¹ Rollforward
For the Period Ended November 30, 2021

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Oct 31, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Nov 30, 2021)
General Fund	\$ 5,844,478	\$ 998,757	\$ 769	\$ (1,366,465) →	\$ 5,477,538
Electric Fund	3,554,024	2,827,008	1,985	(2,074,695) ↑	4,308,322
Water Fund	1,740,253	326,541	1,325	(154,079) →	1,914,041
Sewer Fund	609,317	861,889	624	(286,317) ↑	1,185,513
Solid Waste Fund	491,605	138,873	66	(93,710) →	536,835
Operating Cash Totals⁴	\$ 12,239,678	\$ 5,153,069	\$ 4,769	\$ (3,975,266) □	\$ 13,422,250

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

Description	Opening Balance (Oct 31, 2021)	Receipts ³	Interest Earned	Disbursements ²	Closing Balance (Nov 30, 2021)
General Improvement	\$ 326,914	\$ 236,181	\$ 66	\$ (26,202) ↑	\$ 536,959
Municipal Street Aid (MSA)	692,766	-	85	(191,404) →	692,851
Realty Transfer Tax (RTT)	3,984,278	295,328	524	(113,333) →	4,246,796
Economic Development	681,714	-	-	- →	681,714
ARPA Grant Fund	2,579,561	-	-	(3,463) →	2,576,098
Special Purpose Cash Totals⁴	\$ 8,265,234	\$ 531,508	\$ 675	\$ (334,403) □	\$ 8,734,419

17 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Oct 31, 2021)	Receipts ³	Interest Earned	Disbursements ²	Closing Balance (Nov 30, 2021)
General Fund Capital Reserves	\$ 1,949,538	\$ 272,197	\$ 8	\$ (391,923) →	\$ 1,829,820
Water Fund Capital Reserves	9,411,672	-	50	- →	9,411,722
Sewer Fund Capital Reserves	3,884,110	-	22	- →	3,884,132
Solid Waste Fund Capital Reserves	71,286	-	1	- →	71,287
Electric Fund Capital Reserves	14,050,169	-	59	- →	14,050,228
Reserve Fund Cash Totals⁴	\$ 29,366,776	\$ 272,197	\$ 140	\$ (391,923) □	\$ 29,247,189

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

Description	Opening Balance (Oct 31, 2021)	Receipts ³	Interest Earned	Disbursements	Closing Balance (Nov 30, 2021)
Police & General Gov't Facilities	\$ 526,500	\$ 14,440	\$ -	\$ (25,158) →	\$ 515,783
Carlisle Fire Co Permit Fund	528,781	4,813	-	- →	533,595
Water Impact Fee Reserves	4,653,615	49,523	-	- →	4,703,138
Sewer Impact Fee Reserves	2,670,194	26,164	-	- →	2,696,358
Electric Impact Fee Reserves	1,068,790	10,200	-	- →	1,078,990
Impact Fees & Police/GF Totals⁴	\$ 9,447,880	\$ 105,140	\$ -	\$ (25,158) □	\$ 9,527,863

Grand Totals⁴	\$ 59,319,567	\$ 6,061,914	\$ 5,584	\$ (4,726,749) ✓	\$ 60,931,720
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves Report for reserve funding commitments
²Please see Appendix for ARPA Spend vs Plan Detail. Disbursements from General Fund Reserves (line 19) include Mispillion St. Project Expenditures & City Hall Building Construction. Disbursements from MSA & RTT (lines 12-13) include the monthly recurring PD support and Mispillion St project
³Receipts in line 11 include state grant proceeds to pre-fund Parks & Rec initiatives. Receipts in line 13 are inflated with October RTT received in November, while line 19 receipts represent cash transfers from MSA and RTT funds to reimburse the account for Mispillion St. Group activity. Lines 27-31 include ordinary / expectedly low levels of permit-generated revenue.
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 November 30, 2021

General Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/21)	\$	1,829,820
Expected Contributions & Interest		658,799
Restricted Funds:		
Vehicle & Equipment Replacement		(324,100)
Building Upgrades		(286,076)
Parking Enhancements		(200,000)
Parkland, Trails & Recreation		(656,595)
2020 Combined Utilities		(22,396)
OpEx Support (Tax R/A & PD R/M)		(497,000)
Support Policy with RTT ¹		2,000,000
Draft Reserve (MCR) Policy ²		(1,236,356)
Equipment Replacement Reserve ²		(764,100)
Uncommitted Reserve Balance	\$	501,997

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/21)	\$	14,050,228
Expected Contributions & Interest		1,999,821
Restricted Funds:		
Electric Vehicles & Equipment		(96,026)
Lighting & System Improvements		(593,628)
Traffic Signal Upgrades		(350,000)
Citywide Projects ⁶		(1,433,194)
Redeem / Defeasement Bond (Jan 2022)		(4,060,000)
Draft Reserve (MCR) Policy ³		(6,345,238)
Equipment Replacement Reserve ³		(85,400)
Uncommitted Reserve Balance	\$	3,086,563

Water Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/21)	\$	9,411,722
Expected Contributions & Interest		608,070
Restricted Funds:		
Vehicle & Equipment Replacement		(201,953)
Streets 2020 Utility Engineering		(122,765)
SE Second Street - Lead Gooseneck		(2,554)
Milford Business Campus		(6,500,000)
Balance of FY20-21 Projects		(146,508)
Draft Reserve (MCR) Policy ³		(2,695,121)
Equipment Replacement Reserve ³		(201,953)
Uncommitted Reserve Balance	\$	148,938

Solid Waste Reserves		Amount
Cash/Investment Balance (11/30/21)	\$	71,287
Expected Contributions & Interest		218,781
Restricted Funds:		
Draft Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(290,068)
Uncommitted Reserve Balance	\$	-

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/21)	\$	3,884,132
Expected Contributions & Interest		78,232
Restricted Funds:		
Sewer Vehicles & Equipment		(169,503)
Citywide Projects & Engineering		(29,256)
Utility Engineering		(231)
NE/NW Front St Sewer Rehab, net of Impact Fee Transfer		(185,676)
Draft Reserve (MCR) Policy ³		(3,327,000)
Equipment Replacement Reserve ³		(235,000)
Uncommitted Reserve Balance	\$	15,698

MSA & RTT Reserves		Amount
RTT Balance (11/30/21)		4,246,796
MSA Balance (11/30/21)		692,851
MSA & RTT Est Receipts thru FY22:		612,368
MSA: Street & Bridge Improvements		(415,958)
RTT: Transfer to Police Dept		(233,333)
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	\$	1,097,918

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 \$1.4 million funding restriction includes the \$0.9 million in FY22 CIP projects as well as the \$0.55 million restriction targeted for the open space parcel, which settled in November.

City of Milford, Delaware
 Enterprise Funds: Statement of Revenues & Expenditures
 For the YTD Period Ended November 30, 2021 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement		Electric	Water	Sewer	Solid Waste	Total	FY22 Total <i>(as % of Rev)</i>	FY21 Total <i>(as % of Rev)</i>
1	Operating Revenue	\$ 10,614	\$ 1,323	\$ 2,032	\$ 606	\$ 14,575	100.0%	100.0%
2	Cost of Revenue ¹	(7,451)	(116)	(1,067)	(151)	(8,785)	-60.3%	-59.8%
3	Gross Margin	3,163	1,207	966	455	5,790	39.7%	40.2%
4	Operating Expenses							
5	Operations & Maintenance	(941)	(422)	(350)	(305)	(2,018)	-13.8%	-13.7%
6	Personnel	(431)	(130)	(127)	(98)	(786)	-5.4%	-5.7%
7	Total Operating Expenses	(1,373)	(552)	(477)	(403)	(2,804)	-19.2%	-19.5%
8	Operating Income	\$ 1,790	\$ 655	\$ 489	\$ 52	\$ 2,986	20.5%	20.8%
9	Non-Operating Revenue (Expense)	20	6	3	0	28	0.2%	0.1%
10	Surplus (Deficit) for debt service & capital	1,810	661	492	52	3,015	20.7%	20.9%
11	Debt Service - Principal & Interest	-	(136)	(46)	-	(182)	-1.2%	-1.2%
12	Capital Spending / Contributions from (to) Reserves	(4)	-	(59)	-	(64)	-0.4%	-0.4%
13	Surplus (deficit) available for transfers	1,806	525	386	52	2,769	19.0%	19.3%
14	Transfers Out	(1,042)	(125)	-	-	(1,167)	-8.0%	-7.2%
15	Net Surplus (Deficit) - FYTD through Nov 2021	\$ 764	\$ 400	\$ 386	\$ 52	\$ 1,603	11.0%	12.1%
16	Net Surplus (Deficit) - FYTD through Nov 2020	\$ 990	\$ 563	\$ 153	\$ 55	\$ 1,761	12.1%	
17	Current vs Prior - Favorable (Unfavorable)²	↓ \$ (226)	↓ \$ (163)	↑ \$ 233	↓ \$ (3)	↓ \$ (159)	↓ -1.1%	
18	Net Surplus (Deficit) - Current FYTD Budget	\$ 6	\$ 189	\$ 80	\$ 9	\$ 285	2.0%	
19	Current vs Budget - Favorable (Unfavorable)²	↑ \$ 758	↑ \$ 211	↑ \$ 306	↑ \$ 43	↑ \$ 1,318	↑ 9.0%	

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 November 30, 2021 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 <i>(as % of Rev)</i>	FY21 Total ³ <i>(as % of Rev)</i>
Sources of Funding:							
Real Estate (Property) Taxes	\$ 4,675	\$ -	\$ -	\$ -	\$ 4,675	66.9%	62.8%
Permits, Licensing & Franchise Fees	114	-	-	148	262	3.7%	3.4%
Fines, Fees & Misc Revenue	18	172	-	-	190	2.7%	4.8%
General Revenue Subtotal	4,807	172	0	148	5,127	73.3%	71.0%
Utility Transfers & Cost Allocation	1,640	-	-	-	1,640	23.5%	21.6%
Grant Revenue	46	11	-	-	57	0.8%	0.0%
Application of Reserve Balances	-	167	-	-	167	2.4%	7.4%
General Fund Operating Support	1,686	178	0	0	1,864	26.7%	29.0%
Total Sources of Funding	\$ 6,493	\$ 350	\$ -	\$ 148	\$ 6,991	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	390	297	210	177	1,073	15.3%	11.9%
Personnel	536	1,890	204	291	2,921	41.8%	42.7%
Total Operating Expenses²	926	2,187	413	468	3,993	57.1%	54.6%
Surplus (Deficit) for Debt Svc & Capital	\$ 5,567	\$ (1,836)	\$ (413)	\$ (320)	\$ 2,998	42.9%	45.4%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	-	-	-	2	2	0.0%	3.4%
Net Surplus (Deficit) - FYTD through Nov 2021	\$ 5,567	\$ (1,836)	\$ (413)	\$ (322)	\$ 2,995	42.8%	41.9%
Net Surplus (Deficit) - FYTD through Nov 2020³	\$ 5,605	\$ (1,805)	\$ (458)	\$ (515)	\$ 2,827	41.9%	
Current vs Prior - Favorable (Unfavorable)⁴	➔ \$ (37)	➔ \$ (32)	⬆️ \$ 45	⬆️ \$ 193	⬆️ \$ 169	⬆️ 0.9%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 5,921	\$ (2,291)	\$ (450)	\$ (408)	\$ 2,772	40.0%	
Current vs Budget - Favorable (Unfavorable)⁴	⬇️ \$ (353)	⬆️ \$ 455	⬆️ \$ 36	⬆️ \$ 85	⬆️ \$ 223	⬆️ 2.9%	

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.

City of Milford, Delaware
 Legacy Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2021

41.7% 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	-	59,688	10.5%
Realty Transfer Tax - Police	400,000	33,334	166,667	41.7%
Real Estate Tax	4,770,043	2,279	4,675,273	98.0%
Business License	72,000	1,090	5,965	8.3%
Rental License	103,000	3,200	7,975	7.7%
Building Permits	316,300	16,556	62,151	19.6%
Planning & Zoning	52,200	33,030	65,260	125.0%
Grasscutting Revenue	16,000	1,333	6,667	41.7%
Police Revenues	431,500	13,352	172,341	39.9%
Misc. Revenues	418,111	59,651	119,700	28.6%
Transfers In	3,835,178	328,014	1,640,067	42.8%
Total General Fund Revenue	\$ 13,055,925	\$ 491,839	\$ 6,981,754	53.5%
Enterprise Funds:				
Water Fund Revenues	\$ 2,824,888	\$ 255,998	\$ 1,331,897	47.1%
Sewer Fund Revenues	2,893,047	215,802	1,164,311	40.2%
Kent County Sewer	1,974,629	154,833	870,593	44.1%
Solid Waste Fund Revenues	1,479,370	121,852	606,180	41.0%
Electric Fund Revenues	25,250,410	1,775,840	10,627,757	42.1%
Total Enterprise Fund Revenue	\$ 34,422,344	\$ 2,524,325	\$ 14,600,738	42.4%
Other Enterprise Revenue	\$ -	\$ 8,861	\$ 22,566	
Other Enterprise Expense	-	(1,364)	(30,767)	
Total General & Enterprise Fund Revenue	\$ 47,478,269	\$ 3,023,661	\$ 21,574,291	45.4%

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2021

41.7% 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	\$ 52,225	\$ 266,095	37.2%	\$ 449,696
Operation & Maintenance (O&M)	492,929	16,476	71,318	14.5%	421,611
Capital	230,000	-	-	0.0%	230,000
Subtotal: City Administration	1,438,720	68,701	337,413	23.5%	1,101,307
Planning & Zoning; Code					
Personnel	493,285	40,190	174,085	35.3%	319,200
O&M	138,135	4,442	54,230	39.3%	83,905
Capital	-	-	-	-	-
Subtotal: Planning & Zoning; Code	631,420	44,632	228,315	36.2%	403,105
Council					
Personnel	35,934	2,401	12,488	34.8%	23,446
Legal	35,000	-	-	0.0%	35,000
City Hall Building Expense	17,424	1,452	7,260	41.7%	10,164
Insurance	25,745	-	7,630	29.6%	18,115
Christmas Decorations	5,000	-	-	0.0%	5,000
Council Expense	35,000	2,802	15,656	44.7%	19,344
Employee Recognition	28,000	1,243	3,122	11.2%	24,878
Codification	15,000	-	4,897	32.6%	10,103
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	-	18,981	80.4%	4,619
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	7,898	163,194	28.6%	407,169

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2021

41.7% 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	28,514	143,802	31.5%	312,428
O&M	49,970	4,050	18,081	36.2%	31,889
Capital	-	-	-		-
Subtotal: Finance	506,200	32,564	161,883	32.0%	344,317
Information Technology					
Personnel	382,258	23,090	113,455	29.7%	268,803
O&M	228,241	7,241	149,619	65.6%	78,622
Capital	96,400	-	-	0.0%	96,400
Subtotal: Information Technology	706,899	30,331	263,074	37.2%	443,825
Police Department					
Personnel	5,129,212	382,892	1,889,951	36.8%	3,239,261
O&M	974,498	47,332	296,634	30.4%	677,864
Capital	108,100	-	-	0.0%	108,100
Subtotal: Police Department	6,211,810	430,224	2,186,585	35.2%	4,025,225
Streets & Grounds Division					
Personnel	382,587	23,073	117,012	30.6%	265,575
O&M	508,931	20,444	122,509	24.1%	386,422
Capital	73,000	-	2,431	3.3%	70,569
Subtotal: Streets & Grounds Division	964,518	43,517	241,952	25.1%	722,566
Parks & Recreation					
Personnel	589,633	41,481	203,936	34.6%	385,697
O&M	473,362	26,393	209,550	44.3%	263,812
Capital	963,000	-	-	0.0%	963,000
Subtotal: Parks & Recreation	2,025,995	67,874	413,486	20.4%	1,612,509
Total General Fund Expenditures	\$ 13,055,925	\$ 725,741	\$ 3,995,902	30.6%	\$ 9,060,023

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2021

41.7% 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	\$ 23,801	\$ 129,895	39.6%	\$ 198,365
O&M	1,644,327	103,094	537,651	32.7%	1,106,676
Transfer to General Fund	300,000	25,000	125,000	41.7%	175,000
Capital	187,028	-	47,776	25.5%	139,252
Debt Service	365,273	-	136,137	37.3%	229,136
Subtotal: Water Division	2,824,888	151,895	976,459	34.6%	1,848,429
Sewer Division					
Personnel	\$ 319,977	23,375	126,661	39.6%	193,316
O&M	1,993,116	135,762	546,618	27.4%	1,446,498
Capital	168,528	42,772	43,642	25.9%	124,886
Debt Service	411,426	-	45,604	11.1%	365,822
Subtotal: Sewer Division (excl. Kent County)	2,893,047	201,909	762,525	26.4%	2,130,522
Kent County Sewer	1,974,629	154,833	870,347	44.1%	1,104,282
Subtotal: Sewer Division (Comprehensive)	4,867,676	356,742	1,632,872	33.5%	3,234,804
Solid Waste Division					
Personnel	334,276	13,986	98,453	29.5%	235,823
O&M	1,086,019	81,740	455,768	42.0%	630,251
Capital	59,075	-	-	0.0%	59,075
Subtotal: Solid Waste Division	1,479,370	95,726	554,221	37.5%	925,149
Subtotal: Water, Sewer & Solid Waste	9,171,934	604,363	3,163,552	34.5%	6,008,382
Electric Division					
Personnel	1,275,540	80,863	431,326	33.8%	844,214
O&M	2,759,848	169,957	941,219	34.1%	1,818,629
Transfer to General Fund	2,500,000	208,334	1,041,667	41.7%	1,458,333
Capital	1,549,021	-	4,189	0.3%	1,544,832
Debt Service	321,615	-	-	0.0%	321,615
Subtotal: Electric Division (excl. Power)	8,406,024	459,154	2,418,401	28.8%	5,987,623
Power Purchased	16,844,386	1,295,611	7,451,099	44.2%	9,393,287
Subtotal: Electric Division (Comprehensive)	25,250,410	1,754,765	9,869,500	39.1%	15,380,910
Total Enterprise Fund Expenditures	\$ 34,422,344	\$ 2,359,128	\$ 13,033,052	37.9%	\$ 21,389,292
Grand Total Operating Budget	\$ 47,478,269	\$ 3,084,869	\$ 17,028,954	35.9%	\$ 30,449,315

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2021

41.7% 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	\$ 6,899	\$ 34,310	27.7%	\$ 89,623
Operation & Maintenance (O&M)	120,813	4,879	44,848	37.1%	75,965
Capital	-	-	-		-
Subtotal: Garage	244,746	11,778	79,158	32.3%	165,588
Public Works					
Personnel	750,563	53,998	284,517	37.9%	466,046
O&M	293,510	14,402	71,891	24.5%	221,619
Capital	-	-	-		-
Subtotal: Public Works	1,044,073	68,400	356,408	34.1%	687,665
Tech Services					
Personnel	271,033	24,054	118,862	43.9%	152,171
O&M	472,729	35,395	155,440	32.9%	317,289
Capital	-	-	-		-
Subtotal: Tech Services	743,762	59,449	274,302	36.9%	469,460
Billing & Collections					
Personnel	632,304	44,212	222,730	35.2%	409,574
O&M	644,405	25,867	96,731	15.0%	547,674
Capital	-	-	-		-
Subtotal: Billing & Collections	1,276,709	70,079	319,461	25.0%	957,248
City Hall Cost Allocation					
O&M	45,000	4,419	17,924	39.8%	27,076
Capital	-	-	129,081		(129,081)
Subtotal: City Hall Cost Allocation	45,000	4,419	147,005	326.7%	(102,005)
Interdepartmental Cost Allocation	\$ (3,354,290)	\$ (214,125)	\$ (1,176,334)	35.1%	\$ (2,177,956)
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.

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 (10/31)	Plan (11/30)	Actual 11/30/2021	Remaining	Notes
COVID-19 Health Impact	\$ 396,280	\$ 1,178,212	\$ 33,743	\$ 1,144,469	
Operational Facilities	50,000	491,776	-	491,776	Revised Plan Reflects Take-Home Vehicle Program @ 50%
Air Quality & Ventilation	147,450	147,450	-	147,450	
Behavioral Health Care	170,000	180,000	33,145	146,855	Primarily Personnel Costs
Administering COVID-19 Response	27,154	358,388	-	358,388	
COVID-19 Mitigation	1,676	598	598	-	Vaccination Incentive; COVID test kits
COVID-19 Economic Impact	\$ 936,798	\$ 879,286	\$ 102,830	\$ 776,457	
Assistance to Community (Annual)	324,460	324,460	45,860	278,600	DMI Funding
Critical Ops Staffing / Retention	285,392	269,790	-	269,790	December 2021 Initiative
Assistance to Community & Households	256,929	256,929	46,500	210,429	MHDC Affordability Grant
Aid Tourism Recovery	27,392	25,483	7,845	17,638	Signage / Banner Upgrade
Parks & Rec Programming	2,625	2,625	2,625	-	Signage cost share with DMI
Rehiring Public Safety Staff	40,000	-	-	-	
Infrastructure	\$ 4,807,042	\$ 4,171,632	\$ 454,275	\$ 3,717,357	
Water Quality	3,048,582	2,902,074	382,080	2,519,994	Misphillion St Project; NE Front St Water Line Replacement
Flood/Pollution Control	724,600	724,600	63,565	661,035	4th St Drainage & Misphillion St Project
Improve Resilience to Disasters	310,000	310,000	-	310,000	
Improve Wastewater Treatment	723,860	234,958	8,630	226,328	Sewer component of Misphillion St Project
Revenue Recovery	\$ 193,773	\$ 104,762	\$ -	\$ 104,762	
Parks & Rec Programming	97,000	97,000	-	97,000	
Economic Development	7,762	7,762	-	7,762	
Public Safety Operations	89,011	-	-	-	
Grand Total	\$ 6,333,893	\$ 6,333,893	\$ 590,848	\$ 5,743,045	