

To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: March 27, 2023
Re: Financial Reporting Package – February 2023

The Financial Reporting Package for the FYTD period ended February 28, 2023 is enclosed. The executive summary below highlights this month’s notable developments. The “Quick Reference” section of this memo recaps key financial highlights and changes made in FY23 to help shorten the executive summaries. So far, the only change made in FY23 is the August addition of a second appendix to report the progress on the new Police Facility Construction Project in terms of the final budget versus actual spending. In this month’s report, the appendix is found on page 7 following the ARPA summary.

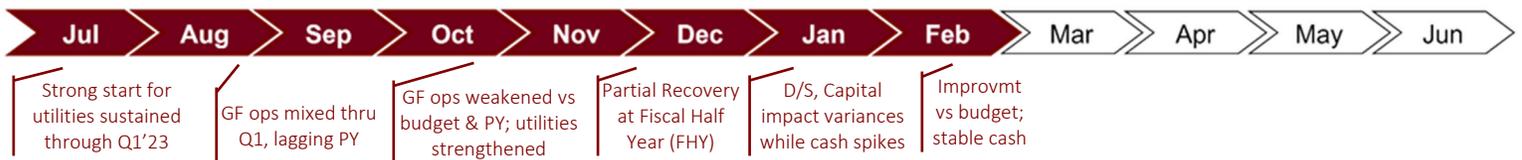
The enterprise funds continue to exceed expectations in total against the seasonalized FY23 budget, and all funds improved since January to the extent that each fund is also individually ahead of the budget. The net surplus on a percentage basis doubled to 5.0% at the end of February, although FYTD results compared to the same period last year remain unfavorable in total. Results are mixed; water and sewer each improved in February as electric and solid waste lost ground compared to the same period through last February. Recurring themes include the continued reduction of sewer inflow and infiltration expenses versus budget, higher wholesale power costs impacting electric margin, and increased staffing levels closer to budgeted levels impacting prior year expense and margin comparisons.

The general fund followed the trend observed in the utilities this month; the performance versus the year-to-date seasonalized budget improved since last month, while mixed results across departments pushed the negative variance to the same FYTD period through February 2022 higher. Despite the downward trending results, the positive overall surplus through February is a good sign for the general fund, and the most significant reasons behind the negative expense variance are *good* things: improved staffing levels and greater capital project activity, signaling more people doing more work to invest more in the City of Milford’s infrastructure and strategic plan this year compared to last year.

Cash and investments decreased by \$354k in total this month, which is most simply explained entirely by the application of \$380k in ARPA funding. Aside from ARPA, about \$200k net outflows in operating and reserve cash was offset by an equal amount of special purpose and impact fee inflows.

Quick Reference for FY23 Financial Developments and Report Upgrades

Recap FY23 Financial Highlights



Summary of FY23 Modifications

- New Appendix added (see page 7) to recap expenditures on new Police Facility Construction vs budget



Financial Reporting Package
As of and For the Period Ended February 28, 2023

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

Appendix: Milford Police Facility Project Spending vs Budget

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, 2023

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal³

Description	Opening Balance (Jan 31, 2023)	Closing Balance (Feb 28, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	\$ 4,531 →	\$ 4,221	\$ -	\$ (496)	\$ (1,491)	\$ 2,234
Electric Fund	3,430 →	3,450	-	(13)	(1,652)	1,786
Water Fund	2,781 →	2,887	-	(731)	(294)	1,863
Sewer Fund	1,738 →	1,797	-	(639)	(205)	953
Solid Waste Fund	700 →	709	-	(314)	(190)	205
Operating Cash Totals³	\$ 13,180 ●	\$ 13,065	\$ -	\$ (2,193)	\$ (3,831)	\$ 7,042

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

Description	Opening Balance (Jan 31, 2023)	Closing Balance (Feb 28, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 2,203 →	\$ 2,210	\$ -	\$ (500)	\$ -	\$ 1,710
Municipal Street Aid (MSA)	506 ↑	576	269	(845)	-	-
Realty Transfer Tax (RTT) ²	5,177 →	5,220	62	(2,903)	(1,203)	1,175
Economic Development ²	515 →	515	89	(419)	-	185
Lodging Tax Fund	556 →	562	99	(661)	-	-
ARPA Grant Fund	1,509 ↓	1,129	-	(1,129)	-	-
Special Purpose Cash Totals³	\$ 10,466 ●	\$ 10,212	\$ 519	\$ (6,457)	\$ (1,203)	\$ 3,070

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Jan 31, 2023)	Closing Balance (Feb 28, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 2,043 →	\$ 1,998	\$ 2,496	\$ (3,454)	\$ (356)	\$ 685
Water Fund Capital Reserves	2,475 →	2,437	731	(714)	(2,237)	217
Sewer Fund Capital Reserves	4,746 →	4,762	639	(1,036)	(3,437)	927
Solid Waste Fund Capital Reserves	258 →	263	386	(637)	-	12
Electric Fund Capital Reserves	15,042 →	15,019	13	(6,477)	(4,753)	3,801
Operating Cash Totals³	\$ 24,565 ●	\$ 24,479	\$ 4,265	\$ (12,319)	\$ (10,783)	\$ 5,641

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

Description	Opening Balance (Jan 31, 2023)	Closing Balance (Feb 28, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 191 →	\$ 201	\$ 40	\$ (241)	\$ -	\$ -
Carlisle Fire Co Permit Fund	626 →	629	13	(643)	-	-
Parks & Recreation Facilities	147 →	148	3	(151)	-	-
Water Impact Fee Reserves	4,894 →	4,947	211	(5,158)	-	-
Sewer Impact Fee Reserves	2,800 →	2,828	112	(2,940)	-	-
Electric Impact Fee Reserves	1,149 →	1,157	29	(1,185)	-	-
Impact Fees & Police/GF Totals³	\$ 9,808 ●	\$ 9,910	\$ 408	\$ (10,318)	\$ -	\$ -

Grand Totals³	\$ 58,019 ▲	\$ 57,665	\$ 5,192	\$ (31,286)	\$ (15,818)	\$ 15,754
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¹New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.

²Realty Transfer Taxes (RTT) returned to normal after a timing-related spike and strong year-end commercial sales. An additional \$313k was encumbered against Economic Development Funding in support of Milford Corporate Center design.

³Closing Balance Indicator sets Red, Yellow and Green signify month-to-month cash variance as follows:



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended February 28, 2023

▼ Marks Ref Closing Bal⁴

1 **Operating Cash Balances**

Description	Opening Balance (Jan 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Feb 28, 2023)
General Fund	\$ 4,531,208	\$ 1,136,277	\$ 2,539	\$ (1,448,637) ⇒	\$ 4,221,386
Electric Fund	3,429,785	2,547,453	13,907	(2,540,678) ⇒	3,450,467
Water Fund	2,781,004	279,117	4,031	(176,847) ⇒	2,887,306
Sewer Fund	1,737,823	418,274	9,854	(369,109) ⇒	1,796,842
Solid Waste Fund	700,133	121,399	9	(112,499) ⇒	709,042
Operating Cash Totals⁴	\$ 13,179,953	\$ 4,502,520	\$ 30,340	\$ (4,647,770) ●	\$ 13,065,043

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

Description	Opening Balance (Jan 31, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Feb 28, 2023)
General Improvement ²	\$ 2,203,499	\$ -	\$ 6,508	\$ - ⇒	\$ 2,210,007
Municipal Street Aid (MSA)	505,686	68,288	1,727	- ↑	575,700
Realty Transfer Tax (RTT) ²	5,177,438	51,719	15,895	(25,000) ⇒	5,220,052
Economic Development	515,247	-	-	- ⇒	515,247
Lodging Tax Fund	555,979	5,789	-	- ⇒	561,768
ARPA Grant Fund ³	1,508,534	-	-	(379,669) ↓	1,128,865
Special Purpose Cash Totals⁴	\$ 10,466,383	\$ 125,796	\$ 24,130	\$ (404,669) ●	\$ 10,211,639

18 **Reserve Fund Cash Balances**

Description	Opening Balance (Jan 31, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Feb 28, 2023)
General Fund Capital Reserves	\$ 2,042,990	\$ -	\$ 9,829	\$ (54,922) ⇒	\$ 1,997,897
Water Fund Capital Reserves	2,475,362	14,288	25,766	(78,525) ⇒	2,436,891
Sewer Fund Capital Reserves ²	4,746,413	-	15,874	(361) ⇒	4,761,926
Solid Waste Fund Capital Reserves	258,402	-	4,800	(185) ⇒	263,017
Electric Fund Capital Reserves	15,042,135	500	1,816	(25,405) ⇒	15,019,045
Reserve Fund Cash Totals⁴	\$ 24,565,301	\$ 14,788	\$ 58,085	\$ (159,399) ●	\$ 24,478,775

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

Description	Opening Balance (Jan 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Feb 28, 2023)
Police & General Gov't Facilities	\$ 191,371	\$ 10,021	\$ -	\$ - ⇒	\$ 201,393
Carlisle Fire Co Permit Fund	625,890	3,340	-	- ⇒	629,231
Parks & Recreation Facilities	146,900	800	-	- ⇒	147,700
Water Impact Fee Reserves	4,894,234	52,836	-	- ⇒	4,947,070
Sewer Impact Fee Reserves	2,800,106	27,920	-	- ⇒	2,828,027
Electric Impact Fee Reserves	1,149,340	7,200	-	- ⇒	1,156,540
Impact Fees & Police/GF Totals⁴	\$ 9,807,843	\$ 102,118	\$ -	\$ - ●	\$ 9,909,961

Grand Totals⁴	\$ 58,019,480	\$ 4,745,221	\$ 112,554	\$ (5,211,837) ▲	\$ 57,665,418
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

²Realty Transfer Taxes (RTT) returned to normal after a timing-related spike and strong receipts related to year-end commercial property sales. MSA increased due to the state's quarterly distribution.

³\$380k in ARPA funding (Line 16) is primarily PD Vehicles and FY22 water infrastructure carryover. \$159k disbursed from reserves (lines 20-24) reflects ongoing progress on capital projects, including the Milford Corp Ctr, ERP Proj, Fisher Ave Bypass, design/engineering, etc.

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, 2023

General Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/23)	\$	1,997,897
Expected Contributions & Interest		496,435
Restricted Funds:		
Vehicle & Equipment Replacement		(199,695)
Street Repair		(676,709)
Parking Enhancements		(320,000)
Parkland, Trails & Recreation		(798,012)
Other Proj, Incl MCC Design		(626,622)
OpEx Support (PD R/M)		(832,986)
Support Policy with RTT ¹		2,000,000
Draft Reserve (MCR) Policy ²		-
Equipment Replacement Reserve ²		(355,800)
Uncommitted Reserve Balance	\$	684,508

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/23)	\$	15,019,045
Expected Contributions & Interest		12,569
Restricted Funds:		
Electric Vehicles & Equipment		(57,022)
Lighting & System Improvements		(584,637)
Traffic Signal Upgrades		(344,256)
Citywide Projects		(1,430,851)
Redeem / Defeasement Bond ⁷		(4,060,000)
Draft Reserve (MCR) Policy ^{3,6}		(4,693,372)
Equipment Replacement Reserve ³		(60,000)
Uncommitted Reserve Balance	\$	3,801,476

Water Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/23)	\$	2,436,891
Expected Contributions & Interest		730,903
Restricted Funds:		
Vehicle & Equipment Replacement		(136,859)
Streets 2020 Utility Engineering		(201,000)
		-
Milford Business Campus		(39,025)
Sum of FY23 Projects		(337,477)
Draft Reserve (MCR) Policy ^{3,6}		(2,099,788)
Equipment Replacement Reserve ³		(136,859)
Uncommitted Reserve Balance	\$	216,786

Solid Waste Reserves		Amount
Cash/Investment Balance (2/28/23)	\$	263,017
Expected Contributions & Interest		385,768
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(549,500)
Solid Waste Alloc of PW Projects		(87,690)
Draft Reserve (MCR) Policy ^{4,6}		-
Equipment Replacement Reserve ⁴		-
Uncommitted Reserve Balance	\$	11,594

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/23)	\$	4,761,926
Expected Contributions & Interest		638,966
Restricted Funds:		
Sewer Vehicles & Equipment		(160,112)
Citywide Projects & Engineering		(2,869)
Utility Engineering		-
Sum of FY23 Projects		(873,301)
Draft Reserve (MCR) Policy ^{3,6}		(3,327,474)
Equipment Replacement Reserve ³		(110,000)
Uncommitted Reserve Balance	\$	927,136

MSA & RTT Reserves		Amount
RTT Balance (2/28/23)		5,220,052
MSA Balance (2/28/23)		575,700
MSA & RTT Est Receipts thru FY23:		330,929
MSA: Street & Bridge Improvements		(1,190,958)
RTT: Transfer to Police Dept		(100,000)
RTT: Sidewalk Project Funding		(426,170)
MSA & RTT: 2020 Combined St-Util		(31,000)
		-
RTT: Support GF Policies ¹		(2,000,000)
RTT: Draft Reserve Policy ⁵		(1,203,346)
Uncommitted Reserve Balance	\$	1,175,206

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% reserved for purchase of new vehicle per FY23-27 CIP; moved from MCR to Restricted

⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts; FY23 increase related to strong FY22 vs FY19, which fell out of T3 Avg

⁶The Days Operating Expenditures (Days OpEx) piece of MCRs reclassified from Reserve balances here to Operating Cash; the Total MCR has not changed, except Solid Waste (\$170k added to MCR for OpEx)

⁷The interest rate environment was changing as we entered December 2021, which coincided with \$7 million property investment cash outflows, prompting a review of the value of the redemption. Economic or "artificial" defeasement of the debt was introduced to the electric rate consultants and the City's new investment managers; revised plan for defeasement being evaluated now.

City of Milford, Delaware
 General Fund: Statement of Revenues & Expenditures¹
 For the YTD Period Ended February 28, 2023 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY23 Total (as % of Rev)	FY22 Total ² (as % of Rev)
Sources of Funding:							
Real Estate (Property) Taxes	\$ 5,010	\$ -	\$ -	\$ -	\$ 5,010	59.3%	54.9%
Permits, Licensing & Franchise Fees	281	-	-	409	690	8.2%	6.5%
Fines, Fees & Misc Revenue	95	375	-	-	470	5.6%	4.0%
General Revenue Subtotal	5,385	375	0	409	6,170	73.1%	65.4%
Utility Transfers & Cost Allocation	2,067	-	-	-	2,067	24.5%	30.8%
Grant Revenue	6	-	-	-	6	0.1%	0.7%
Application of Reserve Balances	-	200	-	-	200	2.4%	3.1%
General Fund Operating Support	2,073	200	0	0	2,273	26.9%	34.6%
Total Sources of Funding	\$ 7,458	\$ 575	\$ -	\$ 409	\$ 8,442	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	746	801	302	484	2,333	27.6%	19.2%
Personnel	482	3,348	390	1,116	5,336	63.2%	61.0%
Total Operating Expenses	1,229	4,149	692	1,599	7,668	90.8%	80.2%
Surplus (Deficit) for Debt Svc & Capital	\$ 6,230	\$ (3,574)	\$ (692)	\$ (1,190)	\$ 774	9.2%	19.8%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	63	88	280	90	522	6.2%	2.0%
Net Surplus (Deficit) - FYTD through Feb 2023	\$ 6,166	\$ (3,662)	\$ (972)	\$ (1,280)	\$ 252	3.0%	17.8%
Net Surplus (Deficit) - FYTD through Feb 2022	\$ 6,057	\$ (3,297)	\$ (707)	\$ (534)	\$ 1,519	17.8%	
Current vs Prior - Favorable (Unfavorable)²	→ \$ 110	↓ \$ (365)	↓ \$ (265)	↓ \$ (746)	↓ \$ (1,267)	↓ -14.8%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 6,248	\$ (4,694)	\$ (1,656)	\$ (1,310)	\$ (1,412)	-16.4%	
Current vs Budget - Favorable (Unfavorable)³	→ \$ (82)	↑ \$ 1,032	↑ \$ 683	↑ \$ 30	↑ \$ 1,664	↑ 19.4%	

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

²This format presents expenditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

³Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

City of Milford, Delaware
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended February 28, 2023 vs Prior FYTD & Current Budget (in thousands)

	205	202	203	204			
Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY23 Total (as % of Rev)	FY22 Total (as % of Rev)
1 Operating Revenue	\$ 18,781	\$ 2,332	\$ 3,401	\$ 1,086	\$ 25,600	100.0%	100.0%
2 Cost of Revenue ¹	(13,789)	(223)	(1,717)	(233)	(15,962)	-62.4%	-60.8%
3 Gross Margin	4,993	2,109	1,683	854	9,638	37.6%	39.2%
4 Operating Expenses							
5 Operations & Maintenance	(1,781)	(767)	(610)	(580)	(3,738)	-14.6%	-13.8%
6 Personnel	(1,017)	(216)	(210)	(188)	(1,632)	-6.4%	-5.5%
7 Total Operating Expenses	(2,798)	(984)	(820)	(768)	(5,370)	-21.0%	-19.2%
8 Operating Income	\$ 2,194	\$ 1,125	\$ 863	\$ 85	\$ 4,268	16.7%	19.9%
9 Non-Operating Revenue (Expense)	325	286	90	8	708	2.8%	0.2%
10 Surplus (Deficit) for debt service & capital	2,519	1,411	953	94	4,977	19.4%	20.1%
11 Debt Service - Principal & Interest	(280)	(183)	(325)	(71)	(859)	-3.4%	-3.8%
12 Capital Spending / Contributions from (to) Reserves	(516)	(373)	(53)	(19)	(961)	-3.8%	-0.9%
13 Surplus (deficit) available for transfers	1,723	855	575	3	3,157	12.3%	15.4%
14 Transfers Out	(1,667)	(200)	-	-	(1,867)	-7.3%	-7.9%
15 Net Surplus (Deficit) - FYTD through Feb 2023	\$ 57	\$ 655	\$ 575	\$ 3	\$ 1,291	5.0%	7.4%
16 Net Surplus (Deficit) - FYTD through Feb 2022	\$ 1,053	\$ 553	\$ 1	\$ 145	\$ 1,752	7.4%	
17 Current vs Prior - Favorable (Unfavorable)²	↓ \$ (997)	↑ \$ 102	↑ \$ 574	↓ \$ (142)	↓ \$ (462)	↓ -2.4%	
18 Net Surplus (Deficit) - Current FYTD Budget	\$ (125)	\$ 432	\$ 117	\$ (4)	\$ 420	1.7%	
19 Current vs Budget - Favorable (Unfavorable)²	↑ \$ 181	↑ \$ 224	↑ \$ 458	↑ \$ 8	↑ \$ 871	↑ 3.4%	

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

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

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

Actual Spending by Category vs Plan, as Amended						
ARPA Eligibility Categories	Plan (11/30/22)	Actual (1/31/23)	Actual (2/28/23)	Feb 2023 Activity	Remaining	Notes
COVID-19 Health Impact	\$ 1,135,461	\$ 532,243	\$ 751,596	\$ 219,353	\$ 383,865	
Operational Facilities	575,000	254,384	473,737	219,353	101,263	PD Vehicles, City Hall/IT Upgrades
Administering COVID-19 Response	234,152	24,000	24,000	-	210,152	Pro Rata portion of DE Treasury ARPA Attorney
Behavioral Health Care	180,000	180,000	180,000	-	-	Primarily Personnel Costs
Air Quality & Ventilation	145,712	73,262	73,262	-	72,450	HVAC Repair in Finc & P&R Offices; PW Areas Tentative
COVID-19 Mitigation	598	598	598	-	-	Vaccination Incentive; COVID test kits
COVID-19 Economic Impact	\$ 854,098	\$ 835,340	\$ 851,752	\$ 16,412	\$ 2,346	
Assistance to Community (Annual)	322,114	324,460	322,114	(2,346)	-	DMI, Armory, Museum, CFC (Misp Art Lg R/C to Signage)
Assistance to Community & Households	255,394	255,394	255,394	-	-	MHDC, CFC, Food Bank, Library
Critical Ops Staffing / Retention	236,476	236,476	236,476	-	-	December 2021 Initiative
Aid Tourism Recovery	22,815	13,589	20,469	6,880	2,346	Signage / Banner Upgrade
Operational Facilities	14,674	2,796	14,674	11,878	-	City Hall Access Panel Upgrades
Parks & Rec Programming	2,625	2,625	2,625	-	-	Signage cost share with DMI
Infrastructure	\$ 4,329,460	\$ 3,389,501	\$ 3,533,405	\$ 143,905	\$ 796,054	
Water Quality	2,877,074	2,596,807	2,709,075	112,268	167,999	Misp St Proj; NE Front St Water Line Replacement; 2020 Combined Utilities / Streets Proj
Flood/Pollution Control	724,527	212,729	212,729	-	511,798	4th St Drainage & Mispillion St Project
Improve Resilience to Disasters	435,000	304,511	318,744	14,233	116,257	Pump Station Upgrades, Spare Pumps & IT Initiatives
Improve Wastewater Treatment	292,858	275,454	292,858	17,404	-	Sewer part of Mispillion St Proj; NW Front Sewer
Revenue Recovery	\$ 14,874	\$ 271	\$ 271	\$ -	\$ 14,602	
Parks & Rec Programming	7,112	271	271	-	6,841	
Economic Development	7,762	-	-	-	7,762	
Public Safety Operations	-	-	-	-	-	Public Safety Revenue Recovery reassigned to Vehicles
Grand Total	\$ 6,333,893	\$ 4,757,356	\$ 5,137,025	\$ 379,669	\$ 1,196,867	

Appendix: Milford Police Facility Project Spending vs Budget
Project Inception through February 28, 2023

Actual Spending by Category & Subcategory vs Budget									
Bid Category	Awarded Contracts / Budget	Project Activity	Less: Retainage	Total Payable	PNC BAN Payments	Facility Fund Payments	General Fund Payments	Notes	
Pre-Construction	\$ 835,265	\$ 857,217	\$ -	\$ 857,217	\$ -	\$ (827,546)	\$ (29,671)		
Design / Architecture	805,594	827,546	-	827,546	-	(827,546)	-	FY19-FY23	
Referendum / Administrative	29,671	29,671	-	29,671	-	-	(29,671)	FY19-FY22	
Construction Management	\$ 649,392	\$ 278,311	\$ -	\$ 278,311	\$ (230,776)	\$ -	\$ -		
Fixed/On-Stie Construction Mgmt: RYJ	266,260	167,620	-	167,620	(143,675)	-	-	FY23	
Variable Const Mgmt Fees: RYJ	383,132	110,691	-	110,691	(87,102)	-	-	FY23	
Construction: 16 Core Contracts	\$ 13,293,125	\$ 5,336,317	\$ 266,816	\$ 5,069,501	\$ (4,391,789)	\$ -	\$ -		
Sitework: Zack Excavating	1,976,508	967,319	48,366	918,953	(918,953)	-	-	FY23 / Current	
Concrete: Gullwing	293,000	288,000	14,400	273,600	(273,600)	-	-	FY23 / Current	
Masonry: L. Wilson	790,000	606,105	30,305	575,800	(401,950)	-	-	FY23 / Current	
Steel Work: R.C. Fabricators	868,000	856,082	42,804	813,278	(813,278)	-	-	June (FY22) - Current	
Carpentry & Gen: Conventional	1,076,360	68,020	3,401	64,619	(22,012)	-	-	Sept (FY22) - Current	
Roofing: Quality Exteriors	933,252	397,552	19,878	377,674	(333,974)	-	-	June (FY22) - Current	
Hardware: Precision	232,231	46,080	2,304	43,776	(32,614)	-	-	Jan (FY23) - Current	
Glasswork: Walker & LaBarge	183,600	93,746	4,687	89,059	(64,178)	-	-	Oct (FY22) - Current	
Drywall/Stud: Peninsula	1,317,000	827,511	41,376	786,135	(659,127)	-	-	FY23 / Current	
Acoustical: Master Interiors	259,080	10,000	500	9,500	(9,500)	-	-	June (FY22) - Current	
Floor Covering: Tri-State	479,440	4,408	220	4,188	(4,188)	-	-	June (FY22) - Current	
Caulk & Paint: M&S Painting	66,570	3,183	159	3,024	-	-	-	Feb (FY23) - Current	
Casework: Modular Concepts	108,125	-	-	-	-	-	-		
Mechanical: J.F Sobieski	2,081,649	462,578	23,129	439,449	(292,484)	-	-	June (FY22) - Current	
Fire Sprinkler: Bear Industries	98,780	11,718	586	11,132	(11,132)	-	-	FY23 / Current	
Electrical: Filec Services	2,529,530	694,015	34,701	659,314	(554,800)	-	-	FY23 / Current	
Construction: Other Activity	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
City Portion - Technology	150,000	-	-	-	-	-	-		
City Portion - Furniture, Fixtures & Equip	350,000	-	-	-	-	-	-		
Post-Construction / Contingencies	\$ 1,185,697	\$ 419,167	\$ 317,804	\$ 101,363	\$ (101,363)	\$ -	\$ -		
Builder's Contingency	520,062	317,804	317,804	-	-	-	-	Jan/Feb (FY23) - Current	
Owner's Contingency ¹	665,635	101,363	-	101,363	(101,363)	-	-	FY22 - Current	
Grand Total	\$ 16,463,479	\$ 6,891,012	\$ 584,620	\$ 6,306,393	\$ (4,723,929)	\$ (827,546)	\$ (29,671)		

¹Builder's Contingency was established to account for anticipated but unknown project-related expenditures. The majority (about \$270k) of the amount reported arose in January and February 2023 and was presented to Council Monday, February 27.

City of Milford, Delaware
 Legacy Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

Account / Function	FY23 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	837,986	-	-	0.0%
ARPA Funding - Operating Support	270,411	-	4,506	1.7%
Realty Transfer Tax - Police	300,000	25,000	200,000	66.7%
Real Estate Tax	4,941,100	5,790	5,009,892	101.4%
Business License	67,000	11,830	59,030	88.1%
Rental License	110,000	4,250	107,325	97.6%
Building Permits	215,000	17,380	156,924	73.0%
Planning & Zoning	85,100	4,896	75,078	88.2%
Leases and Franchise Fees ¹	428,351	100,474	309,282	72.2%
Grasscutting Revenue	16,000	1,333	10,667	66.7%
Police Revenues	491,250	22,297	375,043	76.3%
Misc. Revenues ¹	19,500	12,368	45,887	235.3%
Transfers In	4,046,909	258,333	2,066,667	51.1%
Total General Fund Revenue	\$ 11,934,467	\$ 463,953	\$ 8,420,300	70.6%
Enterprise Funds:				
Water Fund Revenues	\$ 3,138,348	\$ 111,853	\$ 2,236,598	71.3%
Sewer Fund Revenues	3,117,701	96,840	1,946,084	62.4%
Kent County Sewer	2,036,770	41,365	1,299,313	63.8%
Solid Waste Fund Revenues	1,609,208	110,934	1,022,516	63.5%
Electric Fund Revenues	27,538,891	1,263,621	17,725,361	64.4%
Total Enterprise Fund Revenue	\$ 37,440,918	\$ 1,624,613	\$ 24,229,872	64.7%
Other Enterprise Revenue	\$ -	\$ 13,804	\$ 34,783	
Other Enterprise Expense	-	(2,310)	(36,961)	
Total General & Enterprise Fund Revenue	\$ 49,375,385	\$ 2,100,059	\$ 32,647,994	66.1%

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, 2023

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 822,844	\$ 62,597	\$ 465,363	56.6%	\$ 357,481
Operation & Maintenance (O&M)	254,591	25,069	154,263	60.6%	100,328
Capital	226,250	-	-	0.0%	226,250
Subtotal: City Administration	1,303,685	87,666	619,626	47.5%	684,059
Planning & Zoning					
Personnel	592,088	46,502	368,232	62.2%	223,856
O&M	136,943	33,161	129,514	94.6%	7,429
Capital	50,000	-	-	0.0%	50,000
Subtotal: Planning & Zoning	779,031	79,663	497,746	63.9%	281,285
Council					
Personnel	36,688	2,223	16,708	45.5%	19,980
Legal	29,300	4,920	19,680	67.2%	9,620
City Hall Building Expense	35,810	2,984	23,873	66.7%	11,937
Insurance	14,200	(0)	12,015	84.6%	2,185
Christmas Decorations	5,000	0	2,728	54.6%	2,272
Council Expense	44,000	925	16,611	37.8%	27,389
Employee Recognition	28,000	35	26,819	95.8%	1,181
Codification	10,000	190	9,502	95.0%	498
Carlisle Fire Company	205,000	-	140,000	68.3%	65,000
Museum	35,500	-	35,500	100.0%	-
Downtown Milford, Inc.	47,500	-	47,500	100.0%	-
Milford Public Library	26,750	-	-	0.0%	26,750
Transcription Service	-	-	-	-	-
Armory Expenses	50,000	25	8,055	16.1%	41,945
Community Festivals	70,000	-	20,000	28.6%	50,000
Election - Wages	5,000	-	-	0.0%	5,000
Election - Supplies	2,800	253	253	9.0%	2,547
Other O&M	59,516	5,531	15,589	26.2%	43,927
Capital	75,000	-	5,000	6.7%	70,000
Subtotal: Council	780,064	17,085	399,833	51.3%	380,231

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	508,442	38,788	309,405	60.9%	199,037
O&M	54,413	6,567	33,372	61.3%	21,041
Capital	-	-	-		-
Subtotal: Finance	562,855	45,355	342,777	60.9%	220,078
Information Technology					
Personnel	447,230	28,002	207,585	46.4%	239,645
O&M ¹	254,156	(55,385)	175,504	69.1%	78,652
Capital	65,837	32,323	58,440	88.8%	7,397
Subtotal: Information Technology	767,223	4,940	441,529	57.5%	325,694
Police Department					
Personnel	5,226,663	411,563	3,347,862	64.1%	1,878,801
O&M	958,611	63,604	703,785	73.4%	254,826
Capital	-	-	-		-
Subtotal: Police Department	6,185,274	475,167	4,051,647	65.5%	2,133,627
Streets & Grounds Division					
Personnel	376,673	30,322	230,300	61.1%	146,373
O&M	501,469	34,165	316,385	63.1%	185,084
Capital	720,000	9,460	89,831	12.5%	630,169
Subtotal: Streets & Grounds Division	1,598,142	73,947	636,516	39.8%	961,626
Parks & Recreation					
Personnel	688,620	48,905	390,067	56.6%	298,553
O&M	563,870	25,886	301,678	53.5%	262,192
Capital	1,085,443	173,435	280,417	25.8%	805,026
Subtotal: Parks & Recreation	2,337,933	248,226	972,162	41.6%	1,365,771
Total General Fund Expenditures	\$ 14,314,209	\$ 1,032,050	\$ 7,961,836	55.6%	\$ 6,352,373

¹\$125k of IT O&M driven by software maintenance, \$105k of which is a single invoice & \$57k of which was allocated by dept in February per FY23 budget.

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 371,466	\$ 27,827	\$ 216,243	58.2%	\$ 155,223
O&M	1,710,659	107,917	990,599	57.9%	720,060
Transfer to General Fund	300,000	25,000	200,000	66.7%	100,000
Capital	1,052,900	7,571	50,116	4.8%	1,002,784
Debt Service	365,274	-	182,637	50.0%	182,637
Subtotal: Water Division	3,800,299	168,315	1,639,595	43.1%	2,160,704
Sewer Division					
Personnel	360,693	\$ 27,321	210,201	58.3%	150,492
O&M	1,858,390	130,353	931,432	50.1%	926,958
Capital	1,037,400	7,571	45,796	4.4%	991,604
Debt Service	412,478	-	325,198	78.8%	87,280
Subtotal: Sewer Division (excl. Kent County)	3,668,961	165,245	1,512,627	41.2%	2,156,334
Kent County Sewer	2,036,770	150,993	1,396,004	68.5%	640,766
Subtotal: Sewer Division (Comprehensive)	5,705,731	316,238	2,908,631	51.0%	2,797,100
Solid Waste Division					
Personnel	359,479	27,384	188,148	52.3%	171,331
O&M	1,181,700	51,335	851,749	72.1%	329,951
Capital	655,750	36,322	51,340	7.8%	604,410
Subtotal: Solid Waste Division	2,196,929	115,041	1,091,237	49.7%	1,105,692
Subtotal: Water, Sewer & Solid Waste	11,702,959	599,594	5,639,463	48.2%	6,063,496
Electric Division					
Personnel	1,598,456	\$ 118,285	1,016,964	63.6%	581,492
O&M	2,983,845	192,965	1,781,569	59.7%	1,202,276
Transfer to General Fund	2,500,000	208,333	1,666,667	66.7%	833,333
Capital	953,300	217,901	516,169	54.1%	437,131
Debt Service	324,315	-	279,658	86.2%	44,657
Subtotal: Electric Division (excl. Power)	8,359,916	737,484	5,261,027	62.9%	3,098,889
Power Purchased	19,484,755	1,616,012	13,788,740	70.8%	5,696,015
Subtotal: Electric Division (Comprehensive)	27,844,671	2,353,496	19,049,767	68.4%	8,794,904
Total Enterprise Fund Expenditures	\$ 39,547,629	\$ 2,953,091	\$ 24,689,230	62.4%	\$ 14,858,400
Grand Total Operating Budget	\$ 53,861,838	\$ 3,985,141	\$ 32,651,066	60.6%	\$ 21,210,773

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 134,110	\$ 7,606	\$ 61,074	45.5%	\$ 73,036
Operation & Maintenance (O&M)	128,475	6,708	71,558	55.7%	56,917
Capital	-	-	-		-
Subtotal: Garage	262,585	14,314	132,632	50.5%	129,953
Public Works					
Personnel	881,630	56,828	484,689	55.0%	396,941
O&M	237,282	30,061	152,484	64.3%	84,798
Capital	-	-	-		-
Subtotal: Public Works	1,118,912	86,889	637,173	56.9%	481,739
Tech Services					
Personnel	294,863	23,194	188,099	63.8%	106,764
O&M	461,599	47,446	274,604	59.5%	186,995
Capital	-	-	-		-
Subtotal: Tech Services	756,462	70,640	462,703	61.2%	293,759
Billing & Collections					
Personnel	760,557	54,172	417,398	54.9%	343,159
O&M	370,235	32,005	219,611	59.3%	150,624
Capital	-	-	-		-
Subtotal: Billing & Collections	1,130,792	86,177	637,009	56.3%	493,783
City Hall Cost Allocation					
O&M	84,875	5,502	59,114	69.6%	25,761
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	84,875	5,502	59,114	69.6%	25,761
Interdepartmental Cost Allocation	\$ (3,353,626)	\$ (263,522)	\$ (1,928,631)	57.5%	\$ (1,424,995)
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.