



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

CITY COUNCIL AGENDA May 22, 2023

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council Meetings and Workshops will be held in the Council Chambers at City Hall. Attendees are welcome to participate virtually as well. Public Comments are encouraged on the agenda items designated with a ®. Virtual attendees may alert the City Clerk that they wish to speak by submitting their name, address, and agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. Those attending in person may comment when the floor is opened for that purpose.

All written public comments received prior to the meeting will be read into the record.

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

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

or

<http://www.cityofmilford.com/553/Watch-Public-Meetings>

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

Call 301 715 8592 Webinar ID: 948 7712 1629

6:00 PM

15-Minute Public Comment Period*

Virtual attendees must register prior to start time of meeting by calling 302-422-1111 Extension 1300 or 1303, or by sending an email to cityclerk@milford-de.gov and providing your name, address, phone number, and the specific agenda item you wish to comment on.

Persons in attendance that wish to speak must sign up prior to the start of the Council Meeting.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Roll Call

Recognition

New City Employee Recognition

Ordinance Final Action/Public Hearings/Public Comments ®

Adoption/Ordinance 2023-20
 Conditional Use Application/DE OZ Property Management, LLC
 0.373 +/- acres of land located at the southeast corner
 of the SW Front Street and N. Church Street intersection
 Application Type: Conditional Use
 Comprehensive Plan Designation: Commercial
 Zoning District: C-2 (Central Business District)
 Present Use: Office
 Proposed Use: Multi-family Residential
 Address: 13 N. Church Street
 Tax Parcel: MD-16-183.10-04-69.00

Adoption/Ordinance 2023-18
 Code of the City of Milford
 PART II-General Legislation
 Chapter 222-Water
 Cross Connection Control Program

Communication & Correspondence

Monthly Finance Report

Unfinished Business

New Business

Adoption/Resolution 2023-07/Final Acceptance/Brookstone Phase 1 ®
 Adoption/Resolution 2023-08/Walnut Village Phase 3 ®
 Introduction/Ordinance 2023-21⁴ /Petroleum Equipment Incorporated/Cypress Hall ¹
 An Ordinance of the City of Milford Granting to Petroleum Equipment Incorporated, Its Successors and
 Assigns, the Nonexclusive Right, Privilege, Authority and Franchise to Distribute Natural, Mixed or
 Manufactured Gas and to Construct, Operate and Maintain in, along, and upon Public Places, Associated
 Mains, Valves, Manholes, Meters, and Connections for Purposes of Distributing Gas to the Inhabitants
 of the City of Milford, in Accordance with the Terms and Conditions of the Franchise Agreement,
 Executed by All Parties and effective June 24, 2023.

Adjournment

COUNCIL BUDGET WORKSHOP

Introduction and Overview

Review and Discussion of Proposed City of Milford FY24 Budget:

- Department
- Revenues
- Finance Department
- Customer Service

IT Department
Planning & Code Enforcement
Real Estate Transfer Tax
Reserves

SPECIAL COUNCIL MEETING

Executive Session ²

Motion to Recess into Executive Session

Personnel-

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

Potential Vote

Return to Open Session

Adjournment

All items on the Council Meeting Agenda are subject to a potential vote.

ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING. NO PAPER DOCUMENTS WILL BE ACCEPTED, DISTRIBUTED, OR PRESENTED AT MEETING ONCE PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE. ANY MATERIALS UTILIZED DURING THE MEETING SHALL BE FROM THE COUNCIL PACKET AND REFERENCED BY PRESENTER USING AUDIO AND VISUAL MEANS TO ENSURE VIRTUAL PARTICIPATION BY ALL IN ATTENDANCE. 05192

032923 050323 051123

051923 Item Removed

¹ 051923 Late Addition/Cypress Hall/CO's on hold for Agreement

² 051923 Executive Session Returned to Agenda/Prior to Confirmation by Council

³ 051923 Packet Page Numbers Added

⁴ 052223 1127hrs/Ordinance Added/Charter Requirement

052223 Item (IT Budget Request) Removed/Added to 061223 Agenda

052223 Packet Page Numbers Removed (New Items Added)



CITY OF MILFORD
NOTICE OF PUBLIC HEARING

Planning Commission Hearing: Tuesday, May 16, 2023 @ 6:00 p.m.
City Council Hearing: Monday, May 22, 2023 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2023-20

Conditional Use Application of DE OZ Property Management, LLC
0.373 +/- acres of land located at the southeast corner
of the SW Front Street and N. Church Street intersection
Address: 13 N. Church Street Comprehensive Plan Designation: Commercial
Zoning District: C-2 (Central Business District)
Present Use: Office Proposed Use: Multi-family Residential
Tax Parcel: MD-16-183.10-04-69.00

WHEREAS, the applicant proposes to convert the existing commercial office building into a 16-unit apartment building; and

WHEREAS, Chapter 230-13(C)(5) states “all dwellings other than single-family with a maximum density of 16 units per acre in conjunction with nonresidential use” are considered a conditional use subject to approval from City Council; and

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on May 16, 2023, at which time interested parties will publicly comment on the application; and

WHEREAS, Milford City Council will hold a Public Hearing on May 22, 2023, allowing for additional public comment, after which City Council will make a final determination on the application; and

WHEREAS, the notice as required by Chapter 230, was published in the Delaware State News on April 30, 2023 and provided to property owners within 200 feet of the subject parcel.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

Section 1. Upon the adoption of this ordinance by City Council, a conditional use permit will be granted to DE OZ Property Management, LLC to allow Multi-family Residential at 13 N. Church Street.

Section 2. Construction shall commence within one year of the date of issuance of the permit, otherwise the Conditional Use becomes void.

Section 3. Dates.

City Council Introduction: May 8, 2023

Planning Commission Review & Public Hearing: May 16, 2023

City Council Public Hearing: May 22, 2023

Section 4. If this ordinance is adopted by City Council, it will become effective 10 days following the date the action is taken. If not adopted, the ordinance becomes null and void unless addressed at a later date. Should that occur, the ordinance would be republished, and new notices mailed to properties within 200 feet of the subject parcel(s).

042623

Published: *Delaware State News 04-30-2023*

DATA SHEET FOR DE OZ PROPERTY MANAGEMENT, LLC

Planning Commission Meeting: May 16, 2023

Application Number / Name	:	23-015/DE OZ Property Management, LLC
Applicant	:	DE OZ Property Management, LLC 101 NW Front Street Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District	:	C-2 (Central Business District)
Present Use	:	Office
Proposed Use	:	Multi-family Residential
Size and Location	:	0.358 +/- acres of land located at the southeast corner of the SW Front Street and N. Church Street intersection, addressed as 13 N. Church Street.
Tax Map & Parcel	:	MD-16-183.10-04-69.00

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Survey



STAFF REPORT
May 1, 2023

Application Number / Name	:	23-015/DE OZ Property Management, LLC
Tax Map & Parcel	:	MD-16-183.10-04-69.00
Size and Location	:	0.373 +/- acres of land located at the southeast corner of the SW Front Street and N. Church Street intersection, addressed as 13 N. Church Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to convert the existing commercial office building into a 16-unit apartment building. The proposed layout would include parking and limited storage on the first floor and apartments on the second and third floor as shown on the provided floor plans.
- Chapter 230-13(C)(5) states “all dwellings other than single-family with a maximum density of 16 units per acre in conjunction with nonresidential use” may be permitted subject to receiving a conditional use permit by the City Council.
- Chapter 230-42 states “in any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.”

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request for the Conditional Use:

- The applicant sought an area variance from the Board of Adjustment from the density limitation of 16 units per acre as required under Chapter 230-13(C)(5).
- The applicant sought a use variance from the Board of Adjustment from the requirement to incorporate a nonresidential use with the multi-family residential project as required under Chapter 230-13(C)(5).

- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The subject parcel is bound on the south and east by the Mispillion River, to the north by SW Front Street and to the west by N. Church Street. The immediate vicinity is generally characterized as a central business district with various uses, including retail businesses, professional and governmental offices, places of worship, vehicle repair, convenience store with gas pumps and residential uses.

B. An adjoining district in which the use is permitted.

The proposed apartment use is not permitted within the C-2 Central Business District unless it is in conjunction with a non-residential use. Converting larger single-family dwellings into apartments are permitted within the R-1 and R-2 zoning districts as a conditional use. The construction of apartment buildings is a permitted use within the R-3 and R-8 zoning districts. The construction of apartment buildings is a conditional use within the C-3 zoning district. There are R-3 zoned properties located north of NW Front Street, which is approximately 500 feet north of the subject parcel.

C. There is a need for the use in the area proposed as established by the Comprehensive Plan.

The Comprehensive Plan and the City's Downtown Master Plan encourage projects that provide affordable housing options for City residents. The former firehouse was listed as a priority redevelopment project within the City's Downtown Development District application to the State of Delaware, which is also referenced in the City's Comprehensive Plan.

D. There is sufficient area to screen the conditional use from adjacent different uses.

The property is bound on the south and east by the Mispillion River and to the north and west by City streets. The adjacent uses are commercial in nature and there is no need to screen the proposed use from adjacent uses in the area.

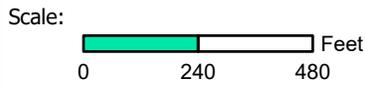
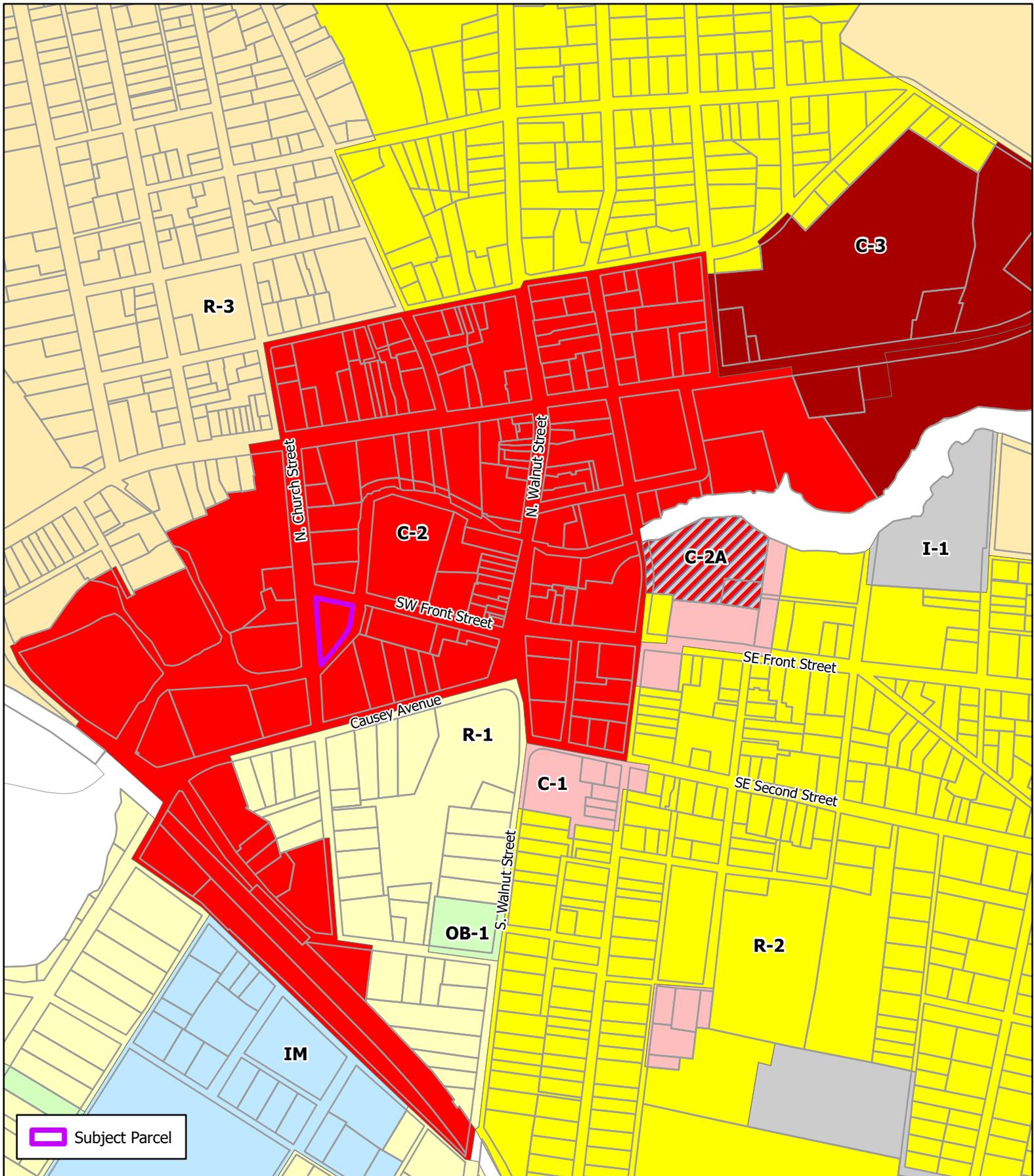
E. The use will not detract from permitted uses in the district.

The proposed use should not detract from permitted uses in the district, but could impact the availability of on-street parking on N. Church Street. The applicant is providing 16 off-street parking spaces on the property, but any overflow parking would need to utilize on-street parking or publicly owned parking lots in the Central Business District.

- F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

The subject parcel is located within the Central Business District which does not require off-street parking for permitted uses. The residents and visitors of the proposed uses would utilize the proposed 16 off-street parking spaces on the property, available on-street parking in the area and the public parking lots maintained by the City in the downtown area. The proposed use would be located within the existing structure and no additions are being proposed, therefore there would be no change in building setbacks from the current conditions. No screening is proposed.

- If the Planning Commission and City Council elect to approve the applicant's request, staff recommends the following minimum conditions of approval:
 - The applicant must obtain a building permit from the Planning Department and obtain approval from the State Fire Marshal's Office and State Plumbing Office.
 - The applicant should consider maintaining the historic character of the building and work with the State of Delaware Division of Cultural Affairs and local resources to maintain an appearance consistent with the historic downtown area.



Drawn by: WRP Date: 04/26/23

Title: **Conditional Use**
DE OZ Property Management, LLC
 Location & Zoning Map

Filepath: CU_DEOZPropertyManagement.aprx

SITE DATA

TAX PARCEL:
5-16-18310-04-6900-000

ADDRESS:
11 NORTH CHURCH AVENUE
MILFORD, DE 19963

AREA:
0.373 ACRE

DEED REFERENCE:
DEED BOOK 685 PAGE 96

CURRENT OWNER:
MOBIUS INVESTMENTS, LLC

SURVEY CLASS:
THIS SURVEY MEETS OR EXCEEDS THE
REQUIREMENTS FOR AN URBAN SURVEY.

TITLE NOTE:
OLD REPUBLIC TITLE SEARCH NO. OR2302004K
SEARCH COVER DATE JANUARY 24, 2023.

SURVEYOR'S NOTE:

1. THE LOCATION OF THE 20' WIDE ALLEY, FOR INGRESS & EGRESS, DESCRIBED IN DEED BOOK 445 PAGE 98 AND DEED BOOK 685 PAGE 96, IS UNKNOWN.
2. THIS SURVEY ATTEMPTS TO FOLLOW THE DEED DESCRIPTION IN DEED BOOK 685 PAGE 96, WHICH REFERS TO A SURVEY OF 1979. AS THERE HAVE BEEN CHANGES TO THE ROADWAY, SIDEWALKS AND A PORTION OF THE BULKHEAD SINCE THEN, THE DIMENSIONS OF SOME OF THE LINES ARE DIFFERENT. THIS SURVEY IS BASED ON DELAWARE STATE PLANE COORDINATES, THEREFORE THE BEARINGS DISAGREE WITH THE DEED BEARINGS.

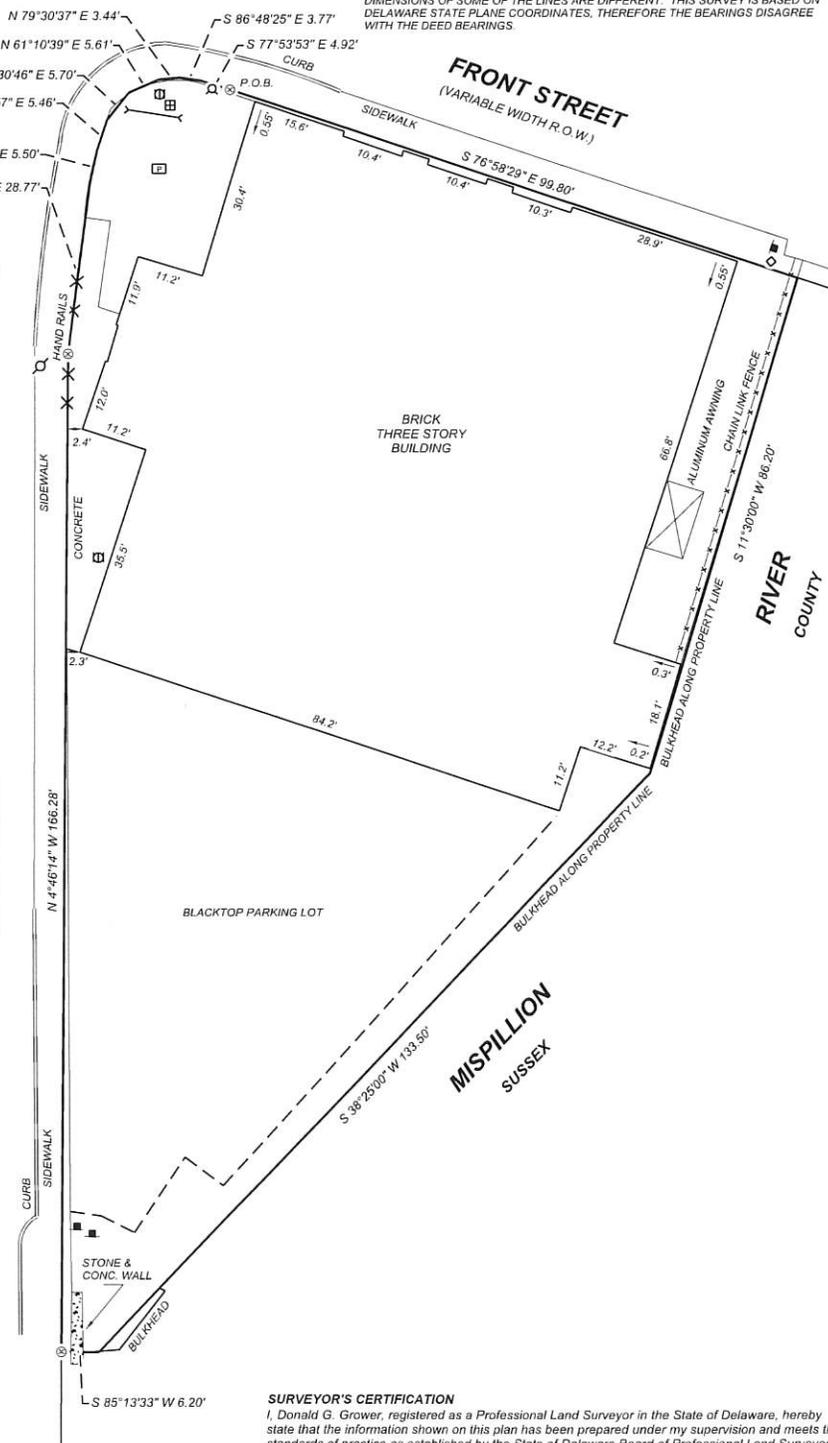


NORTH CHURCH STREET
(VARIABLE WIDTH R.O.W.)

FRONT STREET
(VARIABLE WIDTH R.O.W.)

RIVER COUNTY

MSPILLION
SUSSEX



LEGEND

- ⊙ DRILL HOLE IN CONCRETE SET
- UTILITY POLE
- ⊞ WATER METER
- ⊞ WATER VALVE
- ◇ SANITARY CLEANOUT
- ROAD SIGN
- ⊞ UNDERGROUND PROPANE TANK
- ⊞ FIRE HYDRANT

SURVEYOR'S CERTIFICATION

I, Donald G. Grower, registered as a Professional Land Surveyor in the State of Delaware, hereby state that the information shown on this plan has been prepared under my supervision and meets the standards of practice as established by the State of Delaware Board of Professional Land Surveyors. Any changes to the property conditions, improvements, boundary or property corners after the date shown hereon shall necessitate a new review and certification for any official or legal use.

Donald G. Grower, DE PLS 0734

Date:

**BOUNDARY SURVEY PLAN
FOR
DE OZ PROPERTY
MANAGEMENT, LLC**

CITY OF MILFORD
MILFORD HUNDRED
KENT COUNTY, DELAWARE

PREPARED FOR: HUDSON JONES JAYWORK & FISHER, LLC

DONALD G. GROWER, PLS, INC.
PROFESSIONAL LAND SURVEYING SERVICES

50 EAST EVENS ROAD, VIOLA, DE 19979
CEL. 302-632-1979 EMAIL: dgrower@comcast.net

DATE: 02/06/2023

JOB NO: 3459-2023

SCALE: 1"=30'

DWG. NO: 3459A-2023

DRAWN BY: DGG

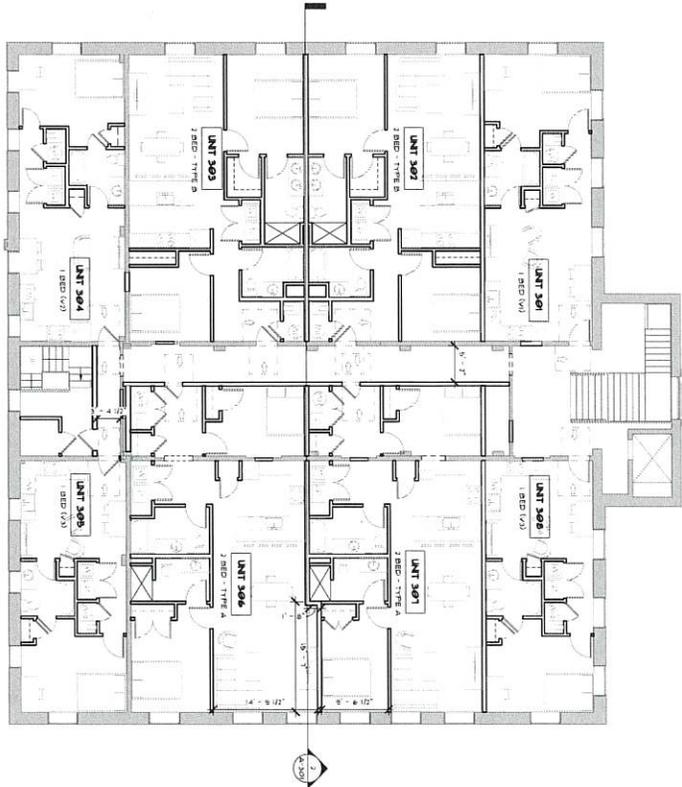
SHEET NO.: 1 OF 1

COPYRIGHT 2023

DONALD G. GROWER, PLS NO. 0734



① THIRD FLOOR - DEMO PLAN
1/8" = 1'-0"



② THIRD FLOOR - PROPOSED
1/8" = 1'-0"

UNIT NUMBER	AREA	SECOND	THIRD	TOTAL
1 BEDROOM (VERSION 1)	447 SF	1	1	2
1 BEDROOM (VERSION 2)	710 SF	1	1	2
1 BEDROOM (VERSION 3)	710 SF	2	2	4
2 BEDROOM - TYPE B	1,070 SF	2	2	4
2 BEDROOM - TYPE A	1,203 SF	2	2	4
TOTAL		8	8	16



MILLFORD FIREHOUSE

CORNER OF N. CHURCH ST. / FRONT ST.
MILFORD, DELAWARE 19563

SHEET INFO

PROJECT NAME	MILLFORD FIREHOUSE
PROJECT ADDRESS	CORNER OF N. CHURCH ST. / FRONT ST. MILFORD, DELAWARE 19563
CLIENT	...
DATE	...
SCALE	...
DESIGNER	...
DRAWN BY	...
CHECKED BY	...
DATE PLOTTED	...
PLOTTED BY	...

THIRD FLOOR PLAN

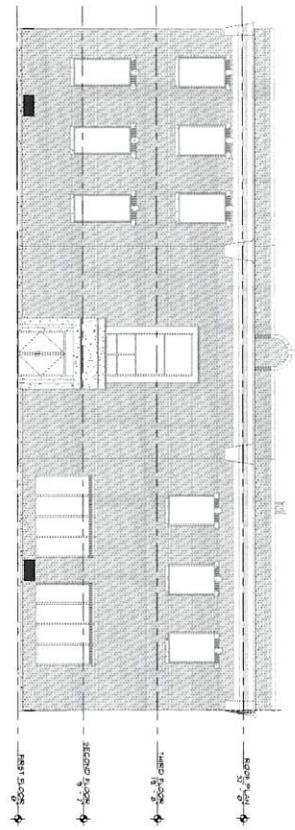
A-103



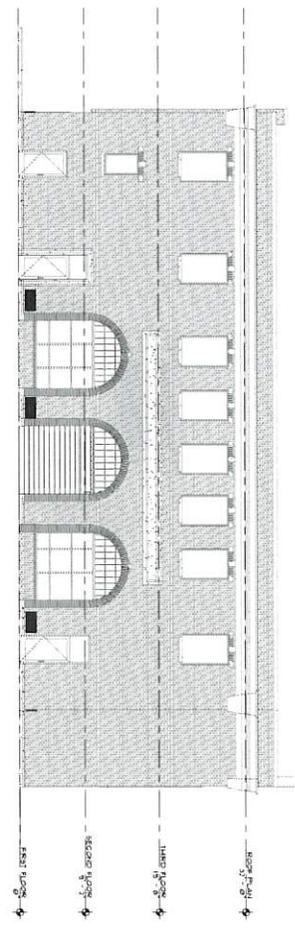
FISHER
ARCHITECTURAL
1000 N. MARKET ST.
MILFORD, DE 19963
TEL: 302.436.1100
WWW.FISHERARCHITECT.COM

FOR REVIEW ONLY NOT FOR CONSTRUCTION

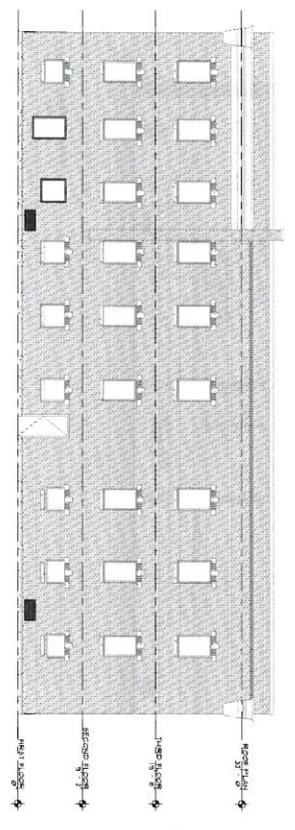
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DRAWN BY: _____
CHECKED BY: _____
DATE: _____



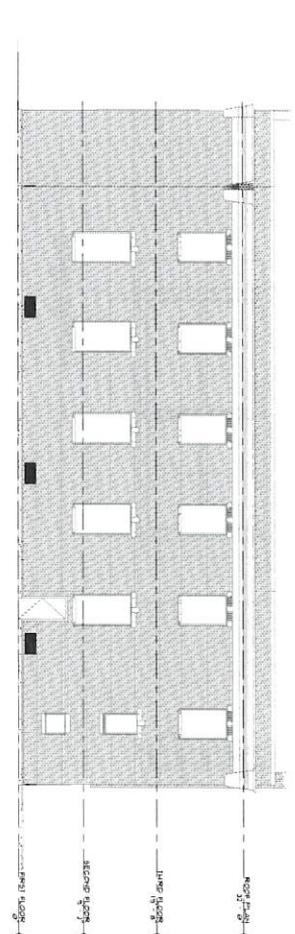
1 ELEVATION WEST
1/8" = 1'-0"



2 ELEVATION NORTH
1/8" = 1'-0"



3 ELEVATION EAST
1/8" = 1'-0"



4 ELEVATION SOUTH
1/8" = 1'-0"

MILFORD FIREHOUSE

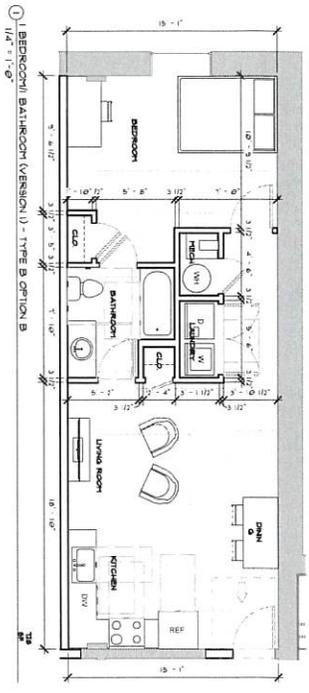
CORNER OF N. CHURCH ST. / FRONT ST.
MILFORD, DELAWARE 19963

SHEET INFO

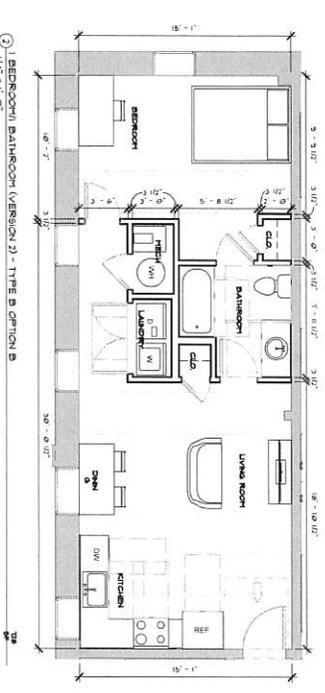
ELEVATIONS

NO.	DATE	DESCRIPTION
1	11/11/2010	ISSUE FOR PERMITS
2	01/14/2011	ISSUE FOR CONSTRUCTION
3	02/01/2011	ISSUE FOR CONSTRUCTION
4	02/01/2011	ISSUE FOR CONSTRUCTION
5	02/01/2011	ISSUE FOR CONSTRUCTION
6	02/01/2011	ISSUE FOR CONSTRUCTION
7	02/01/2011	ISSUE FOR CONSTRUCTION
8	02/01/2011	ISSUE FOR CONSTRUCTION
9	02/01/2011	ISSUE FOR CONSTRUCTION
10	02/01/2011	ISSUE FOR CONSTRUCTION

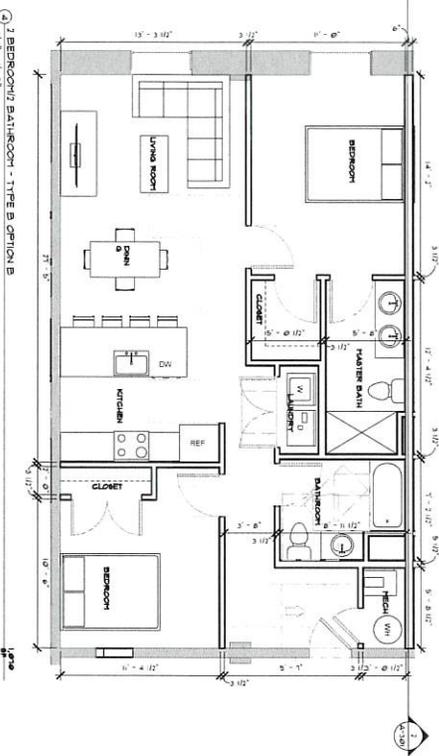
A-201



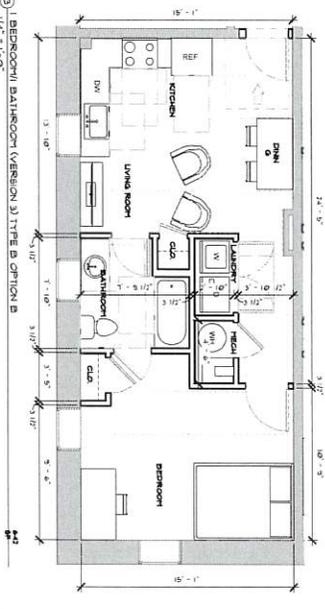
1 BEDROOM BATHROOM (VERSION 1) - TYPE B OPTION B
1/4" = 1'-0"



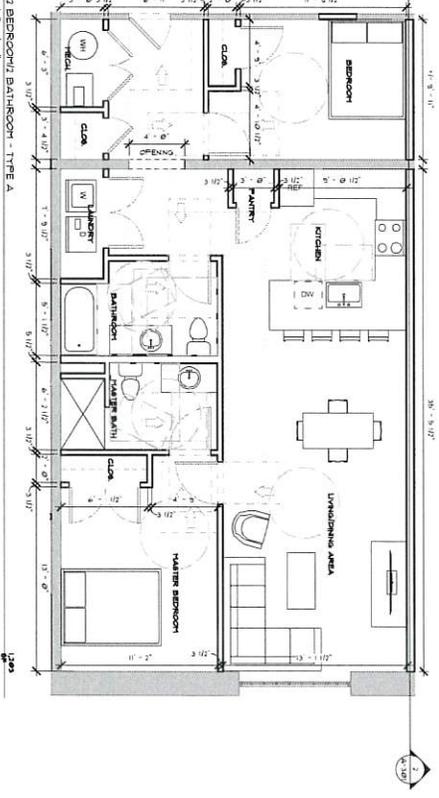
1 BEDROOM BATHROOM (VERSION 2) - TYPE B OPTION B
1/4" = 1'-0"



2 BEDROOM BATHROOM - TYPE B OPTION B
1/4" = 1'-0"



1 BEDROOM BATHROOM (VERSION 3) TYPE B OPTION B
1/4" = 1'-0"



2 BEDROOM BATHROOM - TYPE A
1/4" = 1'-0"

UNIT SHORTNAME	AREA	BECOND	THIRD	TOTAL
1 BEDROOM (VERSION 1)	441 SF	1	1	2
1 BEDROOM (VERSION 2)	378 SF	2	2	4
1 BEDROOM - TYPE B	420 SF	2	2	4
2 BEDROOM - TYPE A	1,023 SF	2	2	4
TOTAL		8	8	16



FOR REVIEW ONLY NOT FOR CONSTRUCTION

DATE: 08/14/2013
 PROJECT: MILLFORD FIREHOUSE
 SHEET: A-401
 DRAWN BY: J. FISHER
 CHECKED BY: J. FISHER
 APPROVED BY: J. FISHER

MILLFORD FIREHOUSE
 CORNER OF N. CHURCH ST / FRONT ST
 MILFORD, DELAWARE 19963

ENLARGED PLANS
 SHEET INFO

A-401

Conditional Use Application

Applicant is seeking a relief of the Code of the City of Milford; Part II General Legislation: Chapter 230 titled “Zoning Code”, Article III, titled “Use & Area Regulations”, Section 230, Subsection 13 which states: In C-2 Central Business District the following uses are permitted subject to receiving a conditional use permit by the City Council. “All dwellings other than single-family with a maximum density of 16 units per acre and in conjunction with nonresidential use.”

Applicant is requesting to be allowed:

To undertake substantial improvements to 11 N. Church Ave. (the old Carlisle Firehouse & Community Center) to create sixteen apartments on the second and third floors with parking and storage on the first floor (for the sole use of the apartment tenants). Thus, relief is being sought:

- to have apartments not in conjunction with non-residential use in a building in the Central Business District.

REQUIRED ITEMS

1. Land Use Application Cover Sheet.

Attached.

2. A copy of a survey/site plan, drawn to scale, showing;
- A. Existing and proposed structures and other improvements;
 - B. The location of existing and proposed parking;
 - C. Existing and proposed utilities;
 - D. Existing natural features;

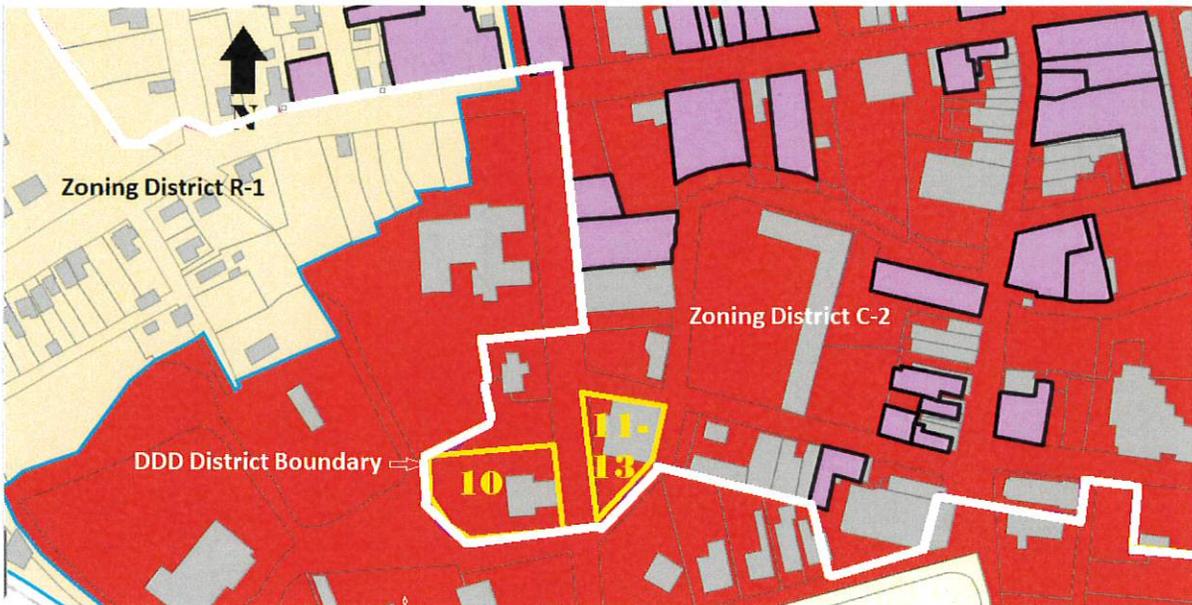
Attached – Surveys of both the old Carlisle Firehouse & Community Center 11 N. Church Ave., Parcel ID MD-16-183.10-04-69.00-000 (the old Carlisle Firehouse & Community Center) and 10 N. Church Ave., Parcel ID MD-16-183.10-01-72.00-000 (the Draper property) are provided. Plans are for 16 parking spaces to be provided on the first floor of 11 N. Church. The existing 26 parking spaces on the Draper property will be used for the apartments to be constructed at 11 N. Church Ave., as well as the business tenants at 10 N. Church Ave.

3. State Exceptional Practical Difficulty based on the following 4 criteria:

- A. The nature of the zone where the property lies;

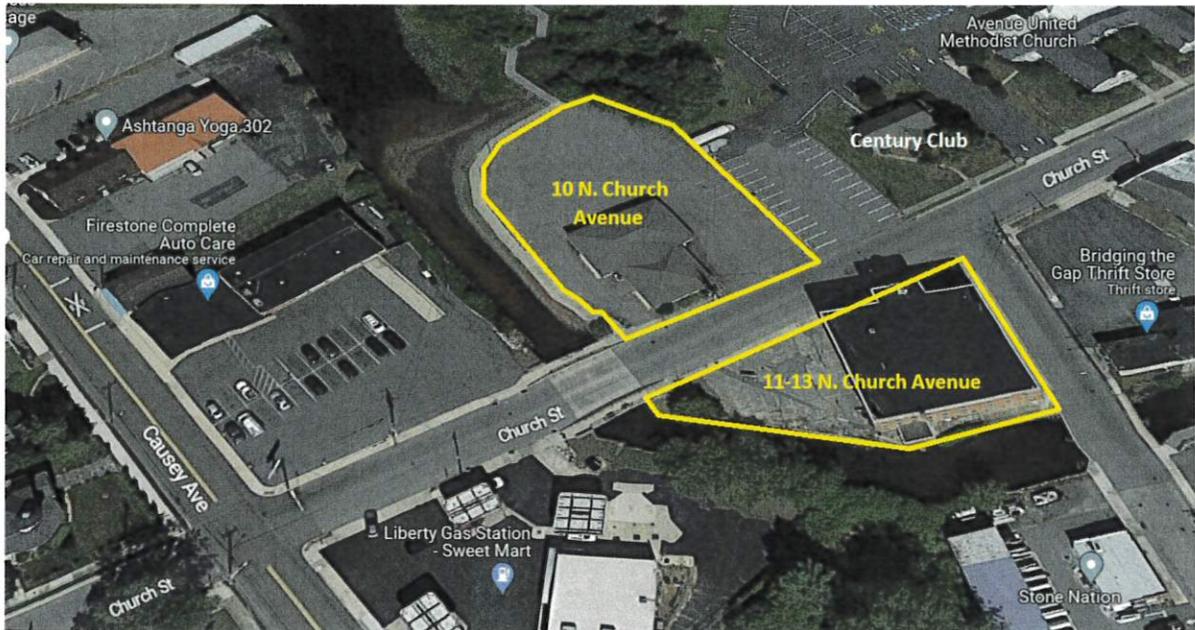
Plans are to substantially renovate 11 N. Church Avenue, which is located in the Central Business District (C-2). The plan is to have parking for sixteen vehicles and storage on the first floor and sixteen rental apartments on the second and third floors. (Architectural drawing of the plans are attached.) This will require variances both on the building's use and the density of residential units on the site, which is 0.358 acres. No changes are planned for the building at 10 N. Church Ave., which has 5,880 SF of rental office space and the lot is 0.720 acre with parking for twenty-six vehicles. The parking on this site will be used both by apartment residents in 11 N. Church Ave. and the tenants using the office space at 10 N. Church Ave.

Both properties are also in Milford's Downtown Development District and Opportunity Zone, and 11 N. Church Ave. is listed on the National Register of Historic Places. The owners and investors decided that it should be possible rehab the old Carlisle Firehouse & Community Center given the subsidies and tax benefits available through the use of these Federal and State programs.



B. The character and uses of the immediate vicinity;

Most of the properties in the immediate vicinity are used for commercial purposes (gas station, tire sales, stone sales, and second-hand goods). Two nearby non-commercial properties are the Century Club and the Avenue United Methodist Church.



C. Whether, if the restriction upon the applicant's property were removed, such removal would seriously affect such neighboring properties and uses;

Allowing apartments not in conjunction with non-residential use in the building would not have a detrimental impact on the neighboring properties and uses. And it would be consistent with the City of Milford's efforts to encourage more residential units to help revitalize the City's historic Main Street District. The surrounding blocks contain a mix of commercial, office, institutional, religious, and single-family residential uses.

D. Whether, if the restriction is not removed, the restriction would create unnecessary hardship or exceptional practical difficulty for the owner in relation to his or her efforts to make normal improvements in the character of that use of the property which is a permitted use under the provisions of the zoning ordinance.

In order for a substantial rehabilitation of the old Carlisle Firehouse to be undertaken on a commercial basis it is essential that the property generate sufficient rental income to justify the investment that is being made in the building. A rough estimate of the total costs of the rehab is approximately \$3.2 million (\$200,000 per apartment). Given that the first floor of the building floods occasionally, it is difficult to see any use of it that would generate significant rental income. The upper floor apartments are estimated to provide gross rental income of approximately \$20,800 per month (average monthly rent of \$1,300) and a net rental income of about \$14,560 monthly. This would support a mortgage debt of only about \$1.9 million (20-year mortgage at a 7.5% interest rate). DDD reimbursements, monetized State Historic Tax Credits, and Energy Efficiency/Renewal Energy grants should be available

for the project and could reduce the amount of long-term debt financing down to this amount.

If the upper floors were converted to office space, one of the few likely alternative uses, the rent per square foot per year would have to be around \$15, a relatively high rate for downtown Milford. Also, it is currently much more difficult to rent office space than apartments in Milford. (However, the rehab costs could be lower for office space than for apartments.)

“Promotion of the City’s historic and cultural resources is one key to the success of Milford’s integration of the Mispillion Riverwalk Master Plan and economic redevelopment of the central business district.” (Excerpt from City of Milford Comprehensive Plans (2018), page 27.) The building at 11 N. Church Ave. was built in 1925 as a combined firehouse for the Carlisle Firehouse Company and a community center for Milford. Thus, it played a major role in the City for almost a century. Renovating it now will put this historic building back into productive use and perhaps save it from potential demolition. This will contribute to the City’s objective of promoting its historic and cultural resources. It will also bring more residents into the City’s central business district, which will likely lead to more business for downtown businesses and increase property values in the surrounding area.

§ 230-13. C-2 Central Business District.

In a C-2 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

- A. Purpose. The purpose of the C-2 District is to create an atmosphere that encourages the preservation and revitalization of the Central Business District. Specifically, the regulations are designed to encourage the development and opening of new businesses. This may be accomplished by providing an attractive and convenient shopping center or mall that is organized and developed as an integrated unit. The district regulations also recognize the unique circumstances that are peculiar to the downtown area.
- B. Permitted uses. Permitted uses for the C-2 District shall be as follows:
- (1) Those permitted uses in the C-1 District.
 - (2) Taverns and tap rooms.
 - (3) Libraries, museums, art galleries and public information centers.
 - (4) Churches and other places of worship.
 - (5) Fraternal, social service, union or civic organization.
 - (6) Publishing, printing and reproduction establishments.
 - (7) Indoor storage facilities as an accessory use to any of the permitted uses in this district.
 - (8) The outdoor display of merchandise, if done in a reasonable manner and if the display is kept neat and orderly as determined by the Planning Director or designee. Furthermore, the outdoor display may not interfere with the safe and efficient flow of pedestrian traffic.
 - (9) Craft distillery and microbrewery establishments, provided that:
 - (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.
 - (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.
 - (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery

intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.

- (f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:
- [1] Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.
 - [2] Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.
 - [3] Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.
 - [4] All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.
 - [5] The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.
 - [6] Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.
 - [7] Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.
- C. Conditional uses subject to special requirements. All uses specified as conditional uses in the C-1 zoning district and the following uses are permitted subject to receiving a conditional use permit by the City Council as provided in Article IX of this chapter:
- (1) Commercial indoor recreation activities, including amusement arcades, indoor theaters, social clubs, youth clubs or similar facilities.
 - (2) Motels and hotels.
 - (3) Instructional, business or trade stores.
 - (4) Fast-food or franchised food service operated restaurants.

-
- (5) All dwellings other than single-family with a maximum density of 16 units per acre and in conjunction with nonresidential use.

D. Area regulations.

- (1) Minimum lot area shall be 2,500 square feet.
- (2) Minimum lot width shall be 50 feet.
- (3) Height of buildings shall not exceed 35 feet.
- (4) There shall be no required front, rear or side yard setback.
- (5) Signs shall comply with the requirements provided in Article VI of this chapter.
- (6) Landscape screening shall comply with the requirements provided in Article V of this chapter.
- (7) Parking shall comply with the requirements provided in Article IV of this chapter.
- (8) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.
- (9) Accessory structures shall be located in the side and rear lot areas.
- (10) Accessory structures for residential and non-residential uses shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 5 feet from a principal structure.

[Ord. No. 2022-06, 1-24-2022]

§ 230-42. Multiple permitted uses and mixed uses.

In any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.

[Ord. No. 2022-06, 1-24-2022]

§ 230-46. Purpose.

- A. The intent of the conditional use is to maintain a measure of control over uses that have an impact on the entire community. Generally, conditional uses may be desirable in certain locations for the general convenience and welfare. They must use the property in a manner that assures neither an adverse impact upon adjoining properties nor the creation of a public nuisance. In short, because of the nature of the use, it requires sound planning judgment on its location and site arrangement.
- B. Conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provisions of this chapter, provided that the City Council shall find that the application is in accordance with the provisions of this chapter after duly advertised hearings held in accordance with the provisions of Article XII.

[Ord. No. 2022-06, 1-24-2022]

§ 230-48. Criteria for evaluation.

The following criteria shall be used as a guide in evaluating a proposed conditional use:

- A. The presence of adjoining similar uses.
- B. An adjoining district in which the use is permitted.
- C. There is a need for the use in the area proposed as established by the Comprehensive Plan.
- D. There is sufficient area to screen the conditional use from adjacent different uses.
- E. The use will not detract from permitted uses in the district.
- F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

[Ord. No. 2022-06, 1-24-2022]

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW

NOTICE IS HEREBY GIVEN the following ordinance is currently under review by Milford City Council:

ORDINANCE 2023-18
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
Chapter 222-Water
Cross Connection Control Program

WHEREAS, the City of Milford provides public water services to its customers within City limits and to some customers outside the City limits; and

WHEREAS, the City of Milford has previously adopted water regulations and established rates; and

WHEREAS, the Cross-Connection Control regulations, 16 Del. C. § 4462, State of Delaware, Regulations Governing Public Drinking Water Systems, § 21.0, took effect on February 1, 2021; and

WHEREAS, all public water systems are governed by the Cross-Connection Control regulations and must comply with the regulations by February 1, 2024; and

WHEREAS, the City's Public Works Staff proposes changes to the Water Chapter of the City of Milford Code, to adhere the requirements as outlined which includes the development of a Cross-Connection Control Program; and

WHEREAS, City Council found that the updated provisions are in the best interest of the health, safety, convenience and general welfare of the citizens of the City.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Section 222-20 of Chapter 220-Water of the Code of the City of Milford, entitled Private Fire Service, is hereby amended to read as follows, with underlined text to be added accordingly:

§ 222-20. - Private fire service.

D. No cross - connection or tap for use other than fire protection shall be made in the piping of a private fire protection service line on the premises or within a building, and no water shall be used through a private fire service line except for the purpose of fire extinguishment **Add: and the installation of these shall only be lawful if equipped with the appropriate cross connection and control devices as outlined in *City of Milford's Cross Connection Control Program adopted by City Council on May 22, 2023 and effective on June 1, 2022 to be known as Appendix C of the Code of the City of Milford.***

Section 2. Section 222-29 of Chapter 220-Water of the Code of the City of Milford, currently entitled Backflow, shall be renamed Cross Connection Control and Backflow Prevention, and is hereby amended to read as follows, with strikeouts indicating matter stricken and underlined text to be added accordingly:

§ 222-29. (~~Backflow.~~) **Cross Connection Control and Backflow Prevention**

No customer shall permit any conditions to exist upon premises serves whereby there exists, or in the opinion of the City, could exist a back flow into the mains of the City of non-potable matter, hot or other liquids or any leakage or seepage of such into said main. **ADD: Measures must be taken in accordance with the *City of Milford's Cross Connection Control Program, adopted by City Council on May 22, 2023, and effective on June 1, 2023, to be known as Appendix C of the Code of the City of Milford.***

Section 3. Subsection 222-29(b) of Chapter 220-Water of the Code of the City of Milford is hereby amended to read as follows with underlined text to be added accordingly:

B. For prevention of back flow causing loss to both the City and the customer, all connections are required to have a gate valve or ball valve on each side of the meter as an A.S.S.E. approved backflow preventer on the outlet side of the meter of a type approved by the City. It is recommended that a safety valve be installed at some convenient location on the house piping to relieve excess pressure due to heating water. Approved devices to ensure this precaution is effective in preventing cross connection and backflow shall be in accordance with the City of Milford's Cross Connection Control Program, adopted by City Council on May 22, 2023, and effective on June 1, 2023, to be known as Appendix C of the Code of the City of Milford.

Section 4. Subsection 222-29(e) of Chapter 220-Water of the Code of the City of Milford, is hereby amended to read as follows with underlined text to be added accordingly:

E. The costs of furnishing and installing any backflow prevention device shall be borne by the customer, who shall also retain ownership of it and be responsible for testing and maintaining it. The City reserves the right to require that backflow prevention devices be tested at least once in every twelve-month period. Details of this process shall be in accordance with the City of Milford's Cross Connection Control Program, adopted by City Council on May 22, 2023, and effective on June 1, 2023, to be known as Appendix XX of the Code of the City of Milford.

Section 5. Section 222-30 of Chapter 220-Water of the Code of the City of Milford, entitled Violations and Penalties, is hereby amended to read as follows, with strikeouts indicating matter stricken and underlined text to be added accordingly:

§ 222-30. - Violations and penalties.

A. Any person or any officer of any firm or corporation violating any of the provisions of this chapter shall, upon conviction thereof before a District Magistrate, be sentenced to pay a fine in accordance with ~~(the Water Fee Schedule.)~~ Water-Miscellaneous Fees section of the City Fee Schedule.

Section 6. Section 222-30(b) of Chapter 220-Water of the Code of the City of Milford, entitled Violations and Penalties, is hereby amended to read as follows with underlined text to be added accordingly:

B. Every violator of this chapter shall be deemed guilty of a separate offense for each and every day a violation shall continue and shall be subject to the penalty imposed by this section for each and every such separate offense up to and including the maximum in accordance with Water- Miscellaneous Fees of the City Fee schedule.

Section 7. In accordance with 16 Del. C. § 4462, State of Delaware, Regulations Governing Public Drinking Water Systems, the City of Milford's Cross Connection Control Program has been created and upon adoption, shall be cited as 'Appendix C- Cross Connection Control Program' to the Code of the City of Milford.

Section 8. Dates.

Council Introduction: 05/22/2023

Council Adoption (Projected): 06/12/2023

Section 9. Effective Date.

This Ordinance will become effective ten days following its adoption by a majority vote of Milford City Council.

Prepared for:

City of Milford

180 Vickers Drive
Milford, DE 19963



**CROSS CONNECTION CONTROL AND BACKFLOW
PREVENTION PLAN**

For

City of Milford

City of Milford Approved: May 22, 2023

Prepared by:

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1. 1. INTRODUCTION

1.1. Purpose

The purpose of this document is to outline the City of Milford's Cross Connection Control (CCC) policies for all residential and commercial facilities having service connections to the public water supply, and is summarized as follows:

- Protect the public water supply from contaminants and pollutants that could backflow through the service connection(s)
- Promote the elimination of actual and/or potential cross connections between the public water supply and non-potable water systems, plumbing fixtures and sources or systems containing substances of unknown or questionable quality
- Promote the elimination of actual and/or potential cross connections between the facility potable water supply and non-potable water systems, plumbing fixtures and sources or systems containing substances of unknown or questionable quality
- Provide guidance for the maintenance of a continuing program for protection from the potential of service line and internal cross connections within the facility

1.2. Legality

In accordance with the Delaware Division of Public Health, 16 Delaware Code, Section 122(3)c (16 Del.C. §122(3)(c), 16 DE Admin. Code 4462 Public Drinking Water Systems section: "7.4.4.8.2 The system must have in place or adopt one or more additional enhancements to the water system barriers to contamination in subsections 7.4.4.8.2.1 through 7.4.4.8.2.5. and 7.4.4.8.2.1 Cross connection control, as approved by the Division." Public Drinking Water Systems, Section: 21.0 Cross-Connection Control.

1.3. Local Ordinance

Legal authority to carry out and enforce the City of Milford Cross Connection Control Program is provided in the City of Milford book of Ordinances, §222-29. A copy of said ordinance can be found in Appendix A of this plan.

2. AUTHORITY

The City of Milford shall be the Authority and the Administrator of the Cross Connection Control (CCC) Program. This CCC Program shall include:

- Establish Authority
- Local Ordinance (See Appendix A)
- Applicable Rules and Regulations
- Inspection Process and Requirements
- Approved Backflow Prevention Devices and Assemblies
- Testing Requirements of Backflow Prevention Assemblies
- Data Management
- Reporting
- Public Education and Awareness

2.1. Designated CCC Program Administrator

As required by Code Delaware Division of Public Health, 16 Delaware Code, Section 122(3)c (16 Del.C. §122(3)(c), 16 DE Admin. Code 4462 Public Drinking Water Systems section: "The cross-connection control program shall include an individual designated by the public water system and appropriately trained and experienced in cross-connection control programs to be responsible for the program." Public Drinking Water Systems, Section: 21.2.1

2.2. Inspector

The City of Milford or Designated Agent (Administrator/Agent) conducting inspections on behalf of the City of Milford must be designated or approved by the City of Milford. The Administrator/Agent must meet the ASSE requirements set forth by Delaware Division of Public Health 16 DE Administrative Code 4462, Section 21.0 Cross Connection Control.

Inspector Certification/Training

Acceptable certification/training may include one- (1) or more of the following:

- Meet American Society of Sanitary Engineer Standards (ASSE) 5020 and completed their Cross Connection Inspector Course (40 hours)

3. INSPECTIONS

3.1. Inspection

Authorized Inspectors, having proper identification, shall be permitted to enter the property and common buildings at any reasonable time for the purpose of inspection for the presence or absence of cross connections, testing, repair, and maintenance of any part of the plumbing system or any cross-connection control device connected to the water system. The Authority shall deny or discontinue water service if there is reason to believe the building/premises pose a potential for danger to the public and/or occupants.

3.2. Responsibility of the Owner

The Owner shall be responsible for the protection of the public water supply from contamination due to backflow through the water service connection. The Authority may require Owner, at their expense, to install, alter, replace, or repair any plumbing connected to the public water system that may pose a threat to public health. Failure, refusal, or the inability on the part of the Owner to correct any deficiency or violation immediately shall be unlawful and the Authority may deny or discontinue water service to the premises. The owner shall be responsible for the elimination of all unprotected cross connections, to include service line protection and any connections downstream of the service line supply to the building(s).

3.3. Service Line Protection Inspection

- a) Existing service line connections shall be reassessed/inspected annually (unless the service line is protected with an approved Reduced Pressure Backflow Prevention Assembly or properly installed air gap for High Hazard or a Double Check Valve for Low Hazard) to determine if the existing backflow preventer/method is appropriate for the level of hazard, or if service line protection is required.
- b) New service line connections shall be assessed *prior* to introduction of new service to determine what method of backflow protection is required.
- c) Existing and/or new service line protection backflow prevention devices/methods shall be determined and required for certain buildings by referencing Delaware Plumbing Code.
- d) Failure to install backflow protection as required by the Authority may precede disciplinary action from the Authority.

3.4. Internal Potable Plumbing System Inspection

- a) Internal plumbing system inspections will be conducted at all common areas using the public water system. The facilities internal water use practices shall be reviewed to determine whether there are actual or potential cross connections to the plumbing system through which contaminants or pollutants could backflow into the public water supply and/or the facilities internal plumbing system.
- b) All openings from which secondary water may be obtained on any premises shall always have a sign prominently posted within two (2) feet of the opening bearing the following warning: WATER UNSAFE FOR DRINKING. Such sign shall be at least eight (8) inches by ten (10) inches in size, prominently lettered in contrasting colors, with no letters less than one (1) inch in height. Signs are to be furnished and maintained by the owner of the secondary supply and must be of material and design acceptable to the Authority.

3.5. Inspection/Survey Forms

An *Inspection/Survey Form* shall be used in every inspection cycle and will be filed in a location as identified in Section 3.7, along with other pertinent information accumulated. This form will be used to record both existing backflow prevention devices discovered, changes in the plumbing system, and any requirements for additional backflow prevention devices at the time of the inspection.

3.6. Inspection Procedures

Cross connection control inspections shall be completed as follows:

- a) Identify building to be inspected and schedule inspection.
- b) Meet on-site with owner.
- c) Explain the Cross Connection Control Program to the owner before inspection of the facility.
- d) Inspect/Evaluate the status of service line protection – complete all inspection forms as required (See line item “e” below).
- e) Inspect the building downstream of the service line if required and complete the Inspection Form(s) as applicable/required with the following information:
 - Visually review all exposed piping and water outlets/uses downstream of the service connection
 - Document all existing backflow prevention assemblies, devices and methods (including make, model#, size, serial # if applicable) that are currently protecting cross connections on the *Inspection/Survey Form*
 - Describe the point of use or equipment supplied for each backflow prevention assembly, device or method on the *Inspection/Survey Form*
 - Use the *Inspection/Survey Form* to provide specific requirements for corrective action
 - Fill out an *Inspection/Survey Form* to document general findings; provide a “Compliance Status” and any follow up action to be taken. If no action is required (*i.e.*, *Compliant*), provide a date of the next inspection due, if applicable. If the facility requires corrective action (*i.e.*, *Non-Compliant*), provide a due date to complete corrective action(s) as designated on form.

- Date all forms with the date of the in-field inspection

3.7. Record Keeping and Data Management Software

All data obtained from the *Inspection Forms*, *Existing Devices Forms* and *Requirements Forms* will be input into a data management system and held for a period of no less than ten- (10) years to facilitate the CCC Program. This information will include:

- Address and location
- Owner name and contact information
- Required re-inspection frequency
- Degree of hazard classification
- List of assemblies
- Location of assemblies
- Make, model, and size of assemblies
- Testing and maintenance of assemblies
- Description of other backflow prevention
 - Air gaps
 - Non-testable devices

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4. BACKFLOW PREVENTION ASSEMBLIES AND DEVICES

4.1. Responsibility

With respect to backflow prevention devices/assemblies or methods the City of Milford shall require the following:

- a) Installation and maintenance of assemblies, devices and/or methods to protect all existing cross connections shall be the responsibility of the Owner.

4.2. Approved Backflow Prevention Assemblies and Devices

- a) The City of Milford accepts backflow prevention devices, assemblies, and methods (downstream of service line protection) as recognized by the DE Plumbing Code and ASSE recommended protection methods for specific hazards.
- b) New installation of Reduced Pressure Backflow Prevention Assemblies and Double Check Valve Assemblies intended for service line protection must conform to AWWA Standards C510 and C511.

4.3. Service Line Backflow Prevention Assembly Protection

With respect to backflow prevention assemblies installed at the service line, the Authority will require the following:

- a) Service line protection shall be required in accordance with the DE Plumbing Code.
- b) Where service line protection is required, the owner shall receive written notification detailing the requirement and instructions pertaining to the need for protection from thermal expansion (see *Containment Notification* located in Appendix C).
- c) The installation of a Reduced Pressure Backflow Prevention Assembly as service line protection shall be required at all facilities where auxiliary water systems exist.
- d) Backflow prevention assemblies, devices or methods installed as service line protection shall be installed immediately downstream of the water meter and prior to the first branch line in the plumbing system.
- e) New Installation of Reduced Pressure Backflow Prevention Assemblies and Double Check Valve Assemblies must conform to AWWA Standards C510 and C511.
- f) Assemblies located at the service line shall be tested upon installation, upon repair, upon responding to a reported backflow incident, and on an annual basis.

4.4. Lawn Irrigation Systems

Lawn irrigation systems which are supplied from a dedicated service line shall be equipped with a Reduced Pressure Backflow Prevention Assembly immediately downstream of the water meter and prior to the first irrigation branch line. Lawn irrigation systems installed in such a manner that the supply originates downstream of the potable service line connection to a building shall be equipped with a Pressure Vacuum Breaker Assembly or Reduced Pressure Backflow Prevention Assembly at the point of origination of the system. These assemblies must be installed in accordance with the DE Building Code and the manufacturers' installation requirements.

4.5. Testing of Backflow Prevention Assemblies

- a) All backflow prevention assemblies located at the service line and downstream shall be tested upon installation, upon repair, upon responding to a reported backflow incident, and on an annual basis. Assemblies must be tested in accordance with applicable standards referenced within the DE Department of Public Health.
- b) Equipment used to field test assemblies must be checked for accuracy annually.
- c) Assembly test form(s) to record test results will be maintained by the Tester and within the database management system of the Utility. Tester will electronically submit all completed test form to the Authority as instructed.
- d) The Owner shall have all assemblies tested annually by a tester having completed the 40 hour DRWA ASSE Backflow Prevention Assembly Tester Training and Certification Course or is currently American Society of Sanitary Engineers certified. All testers must also complete a recertification exam at an interval not to exceed once every three years.
- e) The City of Milford shall reserve the right to direct and administer testing of any backflow prevention assemblies installed as service line protection. All costs associated with testing and any necessary repairs of these assemblies shall be the responsibility of the owner.
- f) Failure to test assemblies and submit appropriate test forms located at the service line may result in termination of water service.

4.6. Assembly and Device Abbreviation List

Device Legend			
A.S.S.E Standard	Legend	Acronym	Testable Device
1001	Atmospheric Type Vacuum Breakers	AVB	No
1002	Anti-siphon Fill Valves (Ballcocks)	ASBC	No
1011	Hose Connection Vacuum Breaker	HBVB	No
1012	Backflow Preventer w/Intermediate Atmospheric Vent	VDCV	No
1013	Reduced Pressure Backflow Prevention Assembly	RPBP	Yes
1015	Double Check Valve Backflow Prevention Assembly	DCV	Yes
1019	Vacuum Breaker Wall Hydrants	HBIVB	No
1020	Pressure Vacuum Breaker Assembly	PVB	Yes
1022	Backflow Preventer for Carbonated Beverage Machine	VMBP	No
1024	Dual Check Valve Type Backflow Preventers	DC	No
1024	Residential Dual Check	RDC	Yes/No
1035	Laboratory Faucet Backflow Preventer	LFVB	No
1037	Pressurized Flushing Devices (Flushometers)	PFD	No
1047	RP Detector Backflow Prevention Assembly	RPDA	Yes
1048	Double Check Detector Backflow Prevention Assembly	DDCV	Yes
1052	Hose Connection Backflow Preventer	HCBP	No
1055	Chemical Dispensing Systems	AG	No
1056	Spill Resistant Vacuum Breaker Assembly	SVB	Yes
1057	Freeze Resistant Yard Hydrant W/Backflow		No
A112.1.2	Air Gap	AG	No
	Single Check Valve	SCV	No

5. NEW SERVICE INSPECTION

5.1. Procedures

All plumbing plans and permits for a proposed building shall be reviewed by the Authority, Plumbing Inspector, Building Inspector and building contractor(s). The Authority's Cross Connection Control Plan and Backflow Prevention requirements will be reviewed with the responsible party.

5.2. Inspections

The Authority/Designated Agent conducting the cross-connection control inspection shall inspect the building for compliance with the Cross Connection Control Program.

5.3. Compliance

Upon completion of the cross-connection control inspection and determination that the building complies and has met any required actions of this plan, a certificate of occupancy and water service may be initiated as applicable.

5.4. Non-Compliance

If the building does not comply with the Cross Connection Control Program the Authority shall enforce this plan as required. The water service and the certificate of occupancy will not be initiated until compliance is achieved and approved.

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6. EMERGENCY RESPONSE PLAN

6.1. Emergency Response Plan Procedures

The City of Milford shall develop and maintain an Emergency Response Plan (ERP) document intended to facilitate in properly responding to a backflow event. The written ERP shall be readily available to designated personnel.

Investigative actions to address an actual or potential backflow event are intended to:

- a) Protect the distribution system from the spread of a contaminant detected in the water supply
- b) Quickly restore the quality of water in the distribution system if a contaminant has entered the system through backflow
- c) Prevent any further contamination of the distribution system

The facilities investigation should include these steps:

- 1) Locate the source of contamination
- 2) Isolate the source to protect the water distribution system from further contamination
- 3) Determine the extent of the spread of contamination through the distribution system and provide timely, appropriate notification to the public and its regulatory agencies as applicable
- 4) Take corrective action to clean the contamination from the distribution system
- 5) Restore water service

6.2. Emergency Scenarios

Common scenarios causing unintended backflow forcing execution of Emergency Response may include the following:

- b) Main water supply pipe break
- c) Internal facility water pipe break
- d) Internal facility – unprotected cross connection allowing contaminant to flow into potable water distribution system
- e) Report of illness due to water supply contamination
- f) Report of discolored water

6.3. Sample Emergency Response Plan

BACKFLOW INCIDENT REPORT FORM

There are many backflow incidents, which occur that are not reported. This is usually because they are of short duration, are not detected, the customer is not aware they should be reported, or it may not be known to whom the incident should be reported. If you have any knowledge regarding incidents, please complete the form below and return it to the Manager at the above address.

Reporting Agency: _____ Report Date: _____
Reported By: _____ Position: _____
Mail Address: _____ City: _____
Province: _____ Postal Code: _____ Telephone: _____
Date of Incident: _____ Time of Occurrence: _____
General Location (Street, etc.): _____

1. Backflow Originated From:

Name of Premise: _____
Street Address: _____ City: _____
Contact Person: _____ Telephone: _____
Type of Business: _____

2. Description of Contaminant(s):
(Attach Chemical Analysis if available)

3. Distribution of Contaminant(s):

Contained within customer's property: Yes: ___ No: ___
Number of persons affected: _____

4. Effect of Contamination:

Illness reported: _____
Physical irritation reported: _____

5. Cross Connection Source of Contaminant:
(boiler, chemical pump, irrigation system, etc.)

Backflow Incident Report Form
Page 2

6. Cause of Backflow:
(main break, fire flow, etc.)

7. Corrective Measures Taken to Restore Water Quality:
(main flushing, disinfection, etc.)

8. Corrective Action Ordered to Eliminate or Protect from Cross Connection:
(type of backflow preventer, location, etc.)

9. Previous Cross Connection Survey of Premise:

Date: _____ By: _____

10. Type(s) of Backflow Preventer Isolating Property:

RP: ___ RPDA: ___ DCVA: ___ DCDA: ___ PVB: ___ SVBA: ___
AVB: ___ Air Gap: ___ None: ___ Other Type: _____

11. Date of Latest Test of Device: _____

12. Notification of Health Department:

Date: _____ Time: _____ Person Notified: _____

Attach sheets containing any additional information, sketches, etc. to the back of this form.

7. EDUCATION AND AWARENESS

The cross-connection control program staff must have a good understanding of the program. The City of Milford shall ensure their cross-connection control staff receives proper in-the-field training as well as classroom education focusing on terminology, backflow prevention devices/assemblies, regulations, and hydraulic concepts. In addition, cross connection control staff will be encouraged to receive continuing education to be made aware of new backflow prevention devices/assemblies, regulation changes (i.e., plumbing code updates), new water use devices that pose cross connection concerns, etc.

Furthermore, attempts to educate the public about cross connections will be made by distributing pamphlets on common residential cross connections, providing onsite education of residents during routine inspections, speaking at association meetings, or posting newsletter announcements.

Cross connection staff shall also be available upon request to provide backflow prevention education to pertinent community officials and City of Milford employees.

Draft for Public/Council Review

APPENDIX A - LOCAL RESOLUTION

§222-29 Cross Connection Control and Backflow Prevention

A. F. Edit as indicated in the document labeled *Transcribed Revisions §222-29 0503231515*.

Beginning with paragraph G, below, add the following paragraphs and language:

G. Manual adopted; compliance required.

The City of Milford adopts by reference the City of Milford "Manual of Cross Connection Control and Backflow Prevention," 2023 version, as may be updated and amended from time to time. A copy of the program document may be obtained by contacting the Milford City Clerk at 302-424-8393. Compliance with the manual and the cross-connection program contained therein is hereby required.

H. Inspections.

The director of public works or his designee shall cause inspections to be made of all properties served by the public potable water supply. The frequency of inspections and reinspections based on potential health hazards involved shall be as established by the "Manual of Cross Connection Control" of the department of public works of the City of Milford and in accordance with Delaware Department of Public Health requirements. Any fees or charges established by the City of Milford pursuant to the regulations or requirements established herein may be changed from time to time by resolution of the city commission.

I. Property access for inspection.

Duly authorized representatives of the City of Milford shall be permitted to enter any building, structure, or property served by a connection to the public potable water supply system of the city for the purpose of inspecting the piping system or systems on such property. Consent to such access shall be obtained from a person of suitable age and discretion therein or in control thereof. The refusal of such information or refusal of access, when requested, shall be deemed evidence of the presence of cross connections.

J. Discontinuance of service.

The City Manager or his designee is hereby authorized and directed to discontinue potable water service to any property, wherein any connection in violation of §222-29 exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public potable water supply system. Water services to such property shall not be restored until the actual or potential cross connection has been eliminated or until an appropriate backflow prevention device has been installed in compliance with the provisions of this division.

K. Protection of public potable water supply; labeling required.

The potable water supply made available on the properties served by the City of Milford shall be protected from present or future possible contamination as specified by this section and by state and local plumbing codes. Any water outlet which could be used for potable or domestic purposes, and which is not supplied by the potable system must be labeled "WATER UNSAFE FOR DRINKING" in a conspicuous manner.

L. Testing.

All testable backflow prevention assemblies shall be tested initially upon installation to be sure

that the assembly is working properly. Subsequent testing of assemblies shall be conducted on an annual basis as required by the City of Milford. Only individuals that are approved by the City of Milford and State of Delaware certified shall be qualified to perform such testing. That individual(s) shall certify the results of his/her testing.

M. Expenses and records, consumer responsibility.

The consumer shall bear all expense of installing, testing, and maintaining the protective devices required by §222-29 to ensure proper operation on a continuing basis. Installation, testing, and maintenance of protective devices shall be conducted by certified personnel approved by the City's Department of Public Works. The tester shall keep records on testing, maintenance, and repair activities related to cross connection control and shall make such records available upon request. Copies of all testing, maintenance, and repair records shall be sent electronically via web based software, to the Delaware Rural Water Association (DRWA) or their designated agent.

N. Other codes and rules.

§222-29 does not supersede the Delaware Plumbing Code, the Delaware State Department of Health Plumbing Rules, or any local plumbing resolution, but is supplementary to them; provided that where conflicts exist, the more restrictive provision shall apply.

O. Violation liability.

Any person or customer found guilty of violating any of the provisions of §222-29 or any written order of the City or pursuant thereof, shall be punishable in accordance with §222-30 – Violations and penalties. In addition, such person or customer shall pay all costs and expenses involved in the case to include attorney's fees. Notice of such violation shall be given by delivering the same to the premises and a copy thereof mailed to the billing address as it appears on the City of Milford billing records. Each day upon which a violation of the provisions of §222-29 shall occur shall be deemed a separate and additional violation. Any person or customer in violation of any of the provisions of §222-29 shall become liable to the City of Milford for any expense, loss, or damage incurred by the City of Milford by reason of such violation to include attorney's fees. In addition to any penalty provided by law for the violation of any of the provisions of §222-29, the City may bring suit in the appropriate court to enjoin, restrain, or otherwise prevent the violation of any of the provisions of this division.

P. Liability public employees.

No provisions of this division designating the duties of any City of Milford officer or employee shall be so construed as to make such officer or employee liable for any fine or penalty for failure to perform such duty.

Q. Cross connection areas embraced.

All territory within the City of Milford served by the City of Milford potable water system, shall be governed by this division to the extent permitted by law.

APPENDIX B - FIELD FORMS

Draft for Public/Council Review

Cross-Connection Control Survey/Inspection Report

Facility Name _____	Survey Date _____
Facility Name 2 _____	Survey By _____
Service Loc/Address _____	
Contact Name _____	Contact Phone _____
Area Name _____	Acct Number _____
Service Type _____	Facility Status _____
Comments	_____

BFP/CC Info

# 1	Location Floor _____	Location Room _____	<input type="checkbox"/> Confinement															
	Equip Location _____		<input type="checkbox"/> UD CB 1															
			<input type="checkbox"/> Freeze Protect															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Type</td><td> </td><td> </td></tr> <tr><td>Mfr</td><td> </td><td> </td></tr> <tr><td>Size</td><td> </td><td> </td></tr> <tr><td>Model</td><td> </td><td> </td></tr> <tr><td>Serial Num</td><td> </td><td> </td></tr> </table>	Type			Mfr			Size			Model			Serial Num			Location ID _____	Map Page _____
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Serial Num																		
		Meter # _____	PT _____															
		Haz. Level _____	Protection Type _____															
		Install Date _____	Status _____															

# 2	Location Floor _____	Location Room _____	<input type="checkbox"/> Confinement															
	Equip Location _____		<input type="checkbox"/> UD CB 1															
			<input type="checkbox"/> Freeze Protect															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Type</td><td> </td><td> </td></tr> <tr><td>Mfr</td><td> </td><td> </td></tr> <tr><td>Size</td><td> </td><td> </td></tr> <tr><td>Model</td><td> </td><td> </td></tr> <tr><td>Serial Num</td><td> </td><td> </td></tr> </table>	Type			Mfr			Size			Model			Serial Num			Location ID _____	Map Page _____
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		Install Date _____	Status _____															

# 3	Location Floor _____	Location Room _____	<input type="checkbox"/> Confinement															
	Equip Location _____		<input type="checkbox"/> UD CB 1															
			<input type="checkbox"/> Freeze Protect															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Type</td><td> </td><td> </td></tr> <tr><td>Mfr</td><td> </td><td> </td></tr> <tr><td>Size</td><td> </td><td> </td></tr> <tr><td>Model</td><td> </td><td> </td></tr> <tr><td>Serial Num</td><td> </td><td> </td></tr> </table>	Type			Mfr			Size			Model			Serial Num			Location ID _____	Map Page _____
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		Haz. Level _____	Protection Type _____															
		Install Date _____	Status _____															

APPENDIX C - NOTICE TEMPLATE

Draft for Public/Council Review

(This is a sample Notice that can be reworded to be used as a Program Introduction or any other notice the Utility may need)

Cross Connection Control Program Inspection Notice

January 1, 2021

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Samples

The Purpose of the **Sample City** Cross Connection Control Program, as defined in the local Resolution 12345, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

The Sample City will be working jointly with inspectors from Hydro Designs Inc. to conduct these inspections. Thank you in advance for your cooperation in this matter.

As part of this program, an inspection of your facility's internal water system is to be completed. Inspectors will be reviewing your water system for connections that could possibly contaminate the water distribution system. The inspection is tentatively scheduled for **[fill in date, time]**. Our inspector will do their best to be on site this day however we may be on site a day or two before or after the scheduled date. The inspection must be completed during normal business hours 8:00 AM to 5:00 PM. If you need a more specific time please call **[Insert Phone Number]** to arrange an appointment.

Any costs associated with the replacement, modification, installation and/or testing of backflow prevention assemblies is the responsibility of the property owner/manager and/or occupant.

You will be notified following the inspection if modification(s) and/or testing of backflow prevention assemblies are necessary. We look forward to working with you in protecting the drinking water supply. If you have any questions or concerns, please contact **[Insert Contact Information]**

APPENDIX D – RESERVE FOR TEST FORM

Draft for Public/Council Review

APPENDIX E - DEFINITIONS

Draft for Public/Council Review

Air Gap: The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water or waste to a tank, plumbing fixture, receptor, or other assembly and the flood level rim of the receptacle. These vertical, physical separations must be at least twice the diameter of the water supply outlet and at no time less than 1 inch.

Approved: Accepted by the authority responsible as meeting an applicable specification stated or cited in this plan or as suitable for the proposed use.

Auxiliary Water System: Any water system on or available to the premises other than the purveyor's approved public water supply.

Backflow: The undesirable reversal of flow in a potable water distribution system as a result of a cross connection.

Backflow Preventer: An assembly, device or method designed to prevent backflow.

Backflow Prevention Assembly: A mechanical backflow preventer used to prevent backward flow of contaminants or pollutants into a potable water distribution system. An assembly has a resilient seated, full flow shut-off valve before and after the backflow preventer making it testable in line.

Backflow Prevention Device: A mechanical backflow preventer without shut-off valves. Typically these devices are not testable in the field.

Backpressure: A pressure, higher than the supply pressure, caused by a pump, elevated tank, boiler, or any other means that may cause backflow.

Backsiphonage: Backflow caused by negative or reduced pressure in the supply piping.

Contaminant: Any foreign substance (liquid, solid or gas) that degrades the quality of water and creates a health hazard.

Cross Connection: A connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances, would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add an odor to the water.

Owner: Person or entity receiving service from the public water distribution system.

Pollutant: Any foreign substance (liquid, solid or gas) that degrades the quality of water as to constitute a non-health hazard or impair the usefulness of the water.

Potable Water: Water that is safe for human consumption as described by the public health official having jurisdiction.

Non-Potable Water: Water that is not safe for human consumption or of questionable quality.

Reclaimed Water: Water that, because of treatment of wastewater, is suitable for a direct beneficial use or a controlled use that would not otherwise occur and is not safe for human consumption.

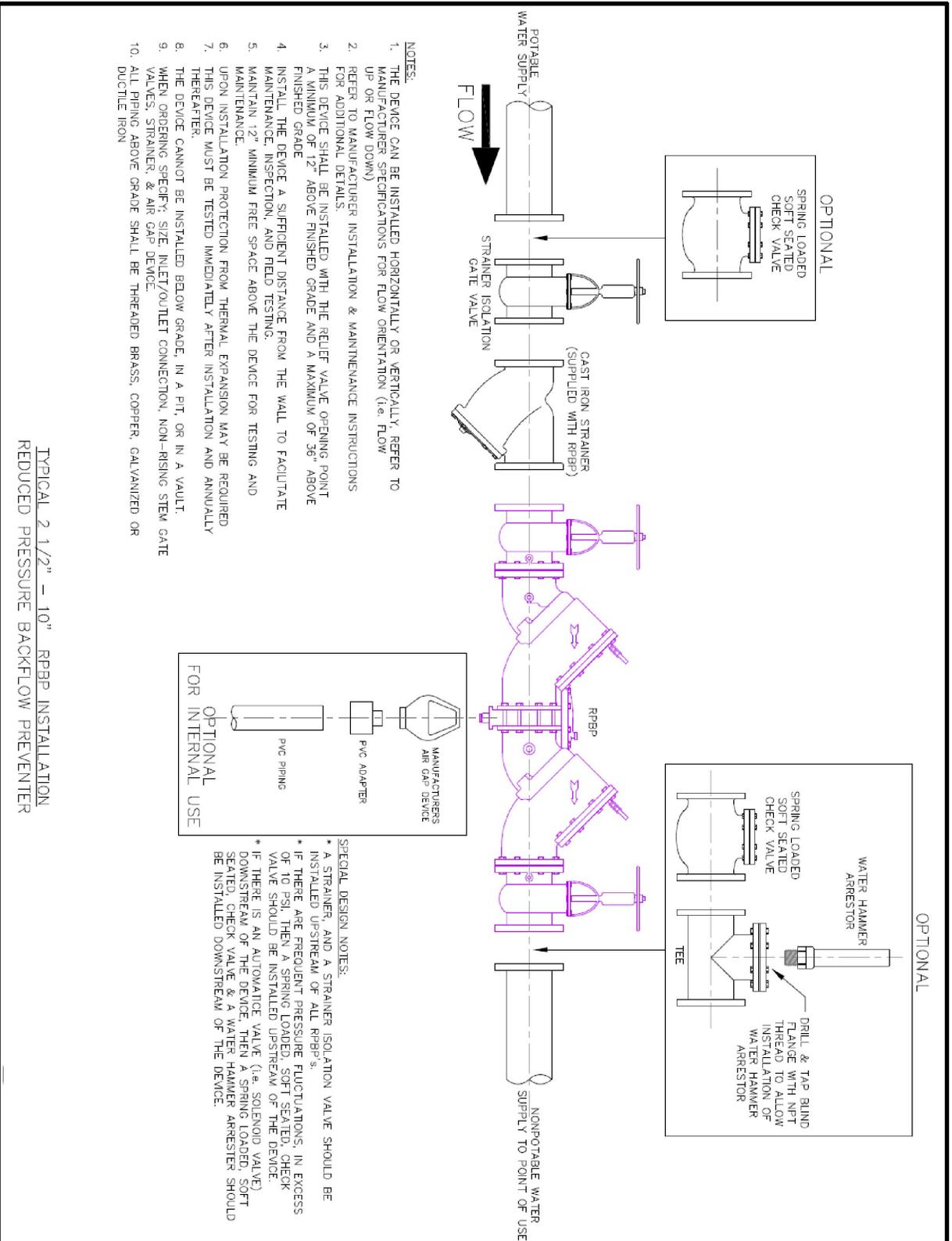
Service Line Protection: Installation of an approved backflow prevention device, assembly, or method at the point of service in order to confine potential contamination caused by a cross connection within the facility where it arises; also referred to as containment.

Draft for Public/Council Review

APPENDIX F – INSTALLATION SCHEMATICS

Drawings contained in this section are only “typical” installations for reference purposes. All new installations must be installed per code and manufacturer specifications

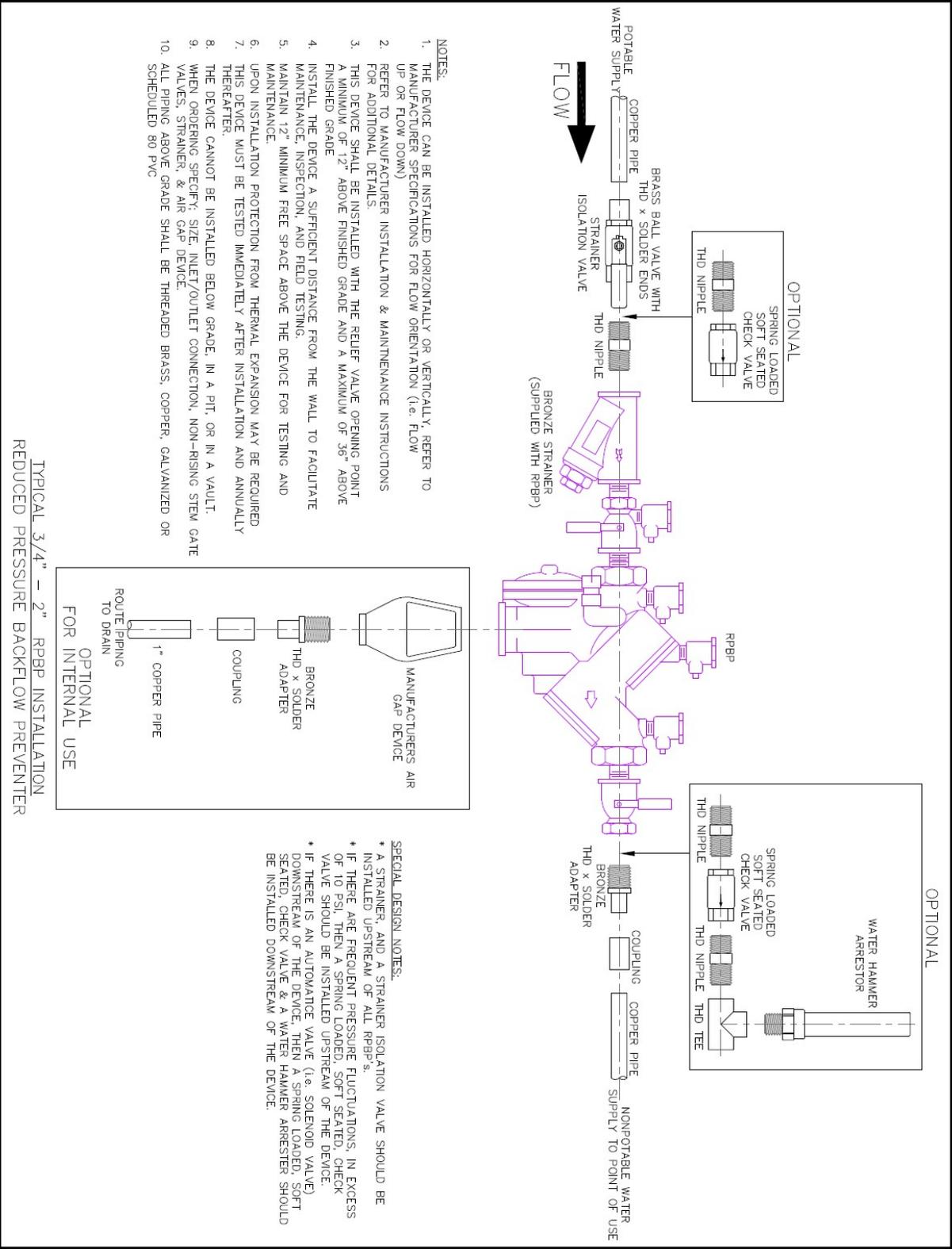
Draft for Public/Council Review



- NOTES:
1. THE DEVICE CAN BE INSTALLED HORIZONTALLY OR VERTICALLY. REFER TO MANUFACTURER SPECIFICATIONS FOR FLOW ORIENTATION (i.e. FLOW UP OR FLOW DOWN)
 2. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
 3. THIS DEVICE SHALL BE INSTALLED WITH THE RELIEF VALVE OPENING POINT A MINIMUM OF 12" ABOVE FINISHED GRADE AND A MAXIMUM OF 36" ABOVE FINISHED GRADE
 4. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
 5. MAINTAIN 12" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
 6. UPON INSTALLATION PROTECTION FROM THERMAL EXPANSION MAY BE REQUIRED
 7. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
 8. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
 9. WHEN ORDERING SPECIFY: SIZE, INLET/OUTLET CONNECTION, NON-RISING STEM GATE VALVES, STRAINER, & AIR GAP DEVICE.
 10. ALL PIPING ABOVE GRADE SHALL BE THREADED BRASS, COPPER, GALVANIZED OR DUCTILE IRON

TYPICAL 2 1/2" - 10" RRPB INSTALLATION
 REDUCED PRESSURE BACKFLOW PREVENTER

- SPECIAL DESIGN NOTES:
- * A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL RRPB's.
 - * IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS, IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE DEVICE.
 - * IF THERE IS AN AUTOMATIC VALVE (i.e. SOLENOID VALVE) DOWNSTREAM OF THE DEVICE, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE & A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE DEVICE.

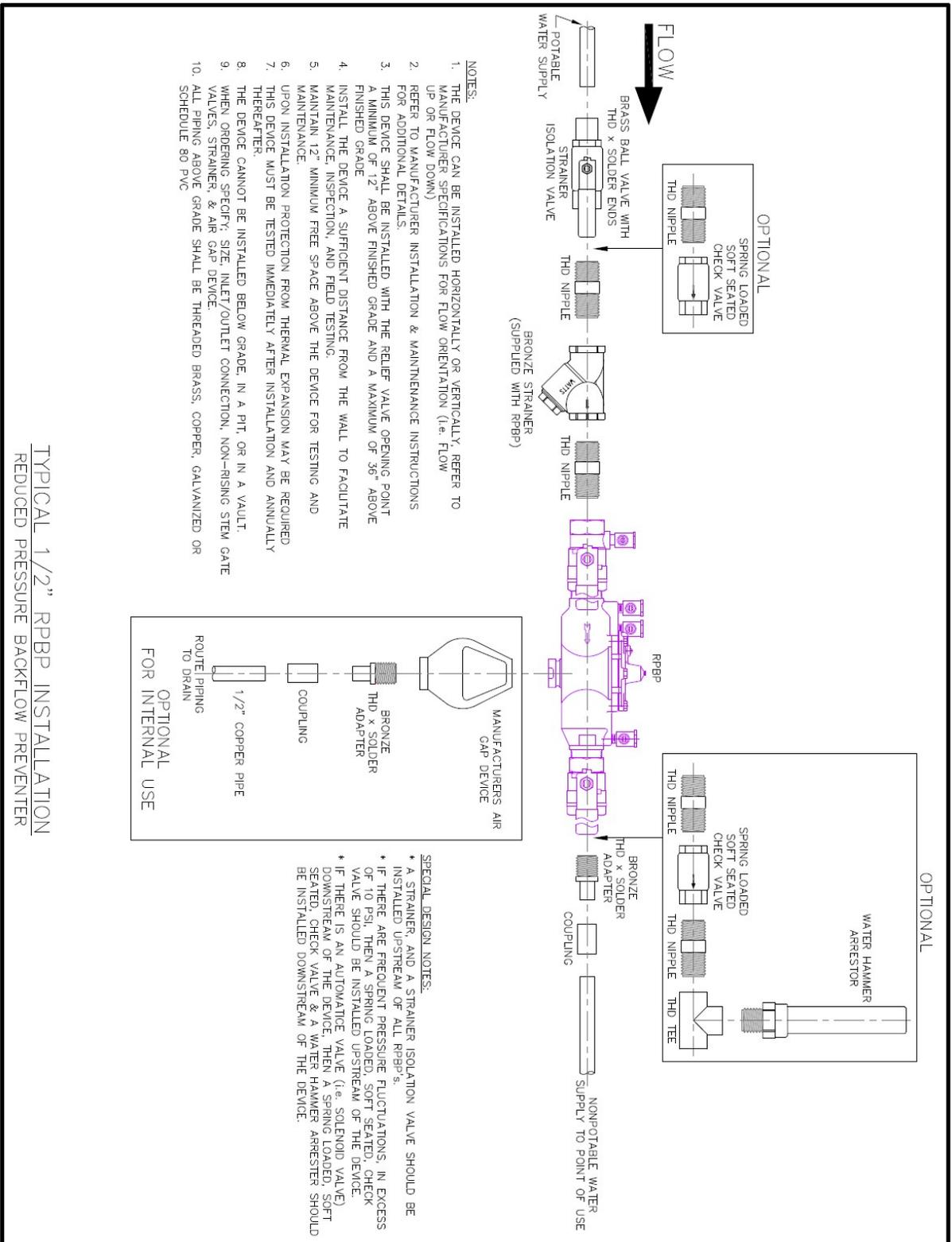


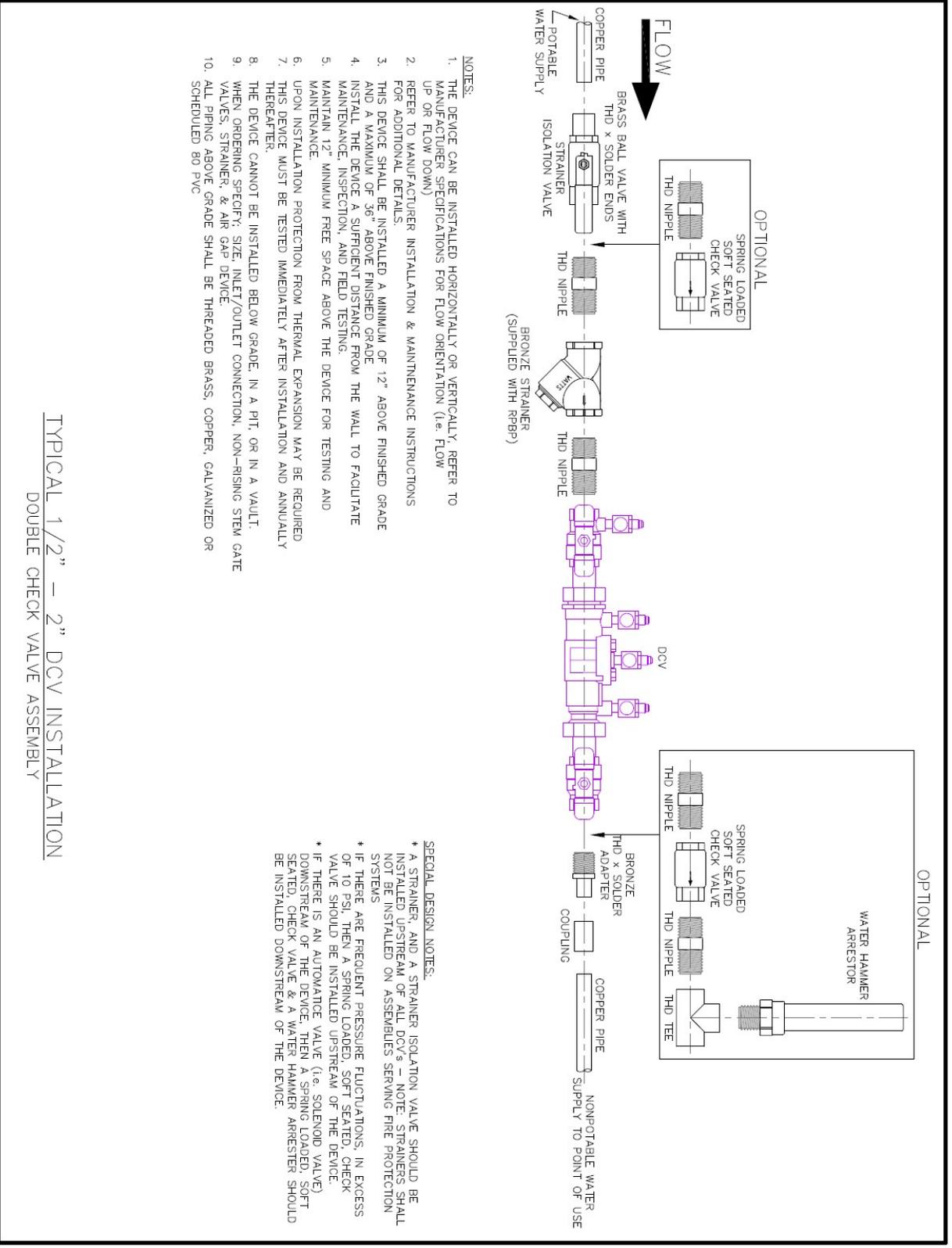
- NOTES:**
1. THE DEVICE CAN BE INSTALLED HORIZONTALLY OR VERTICALLY; REFER TO MANUFACTURER SPECIFICATIONS FOR FLOW ORIENTATION (i.e. FLOW UP OR FLOW DOWN)
 2. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
 3. THIS DEVICE SHALL BE INSTALLED WITH THE RELIEF VALVE OPENING POINT A MINIMUM OF 12" ABOVE FINISHED GRADE AND A MAXIMUM OF 36" ABOVE FINISHED GRADE
 4. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
 5. MAINTAIN 12" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
 6. UPON INSTALLATION PROTECTION FROM THERMAL EXPANSION MAY BE REQUIRED
 7. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
 8. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
 9. WHEN ORDERING SPECIFY: SIZE, INLET/OUTLET CONNECTION, NON-RISING STEM GATE VALVES, STRAINER, & AIR GAP DEVICE
 10. ALL PIPING ABOVE GRADE SHALL BE THREADED BRASS, COPPER, GALVANIZED OR SCHEDULED 80 PVC

TYPICAL 3/4" - 2" RBPB INSTALLATION
 REDUCED PRESSURE BACKFLOW PREVENTER

SPECIAL DESIGN NOTES:

- * A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL RBPB'S.
- * IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS, IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE DEVICE.
- * IF THERE IS AN AUTOMATIC VALVE (i.e. SOLENOID VALVE) DOWNSTREAM OF THE DEVICE, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE & A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE DEVICE.

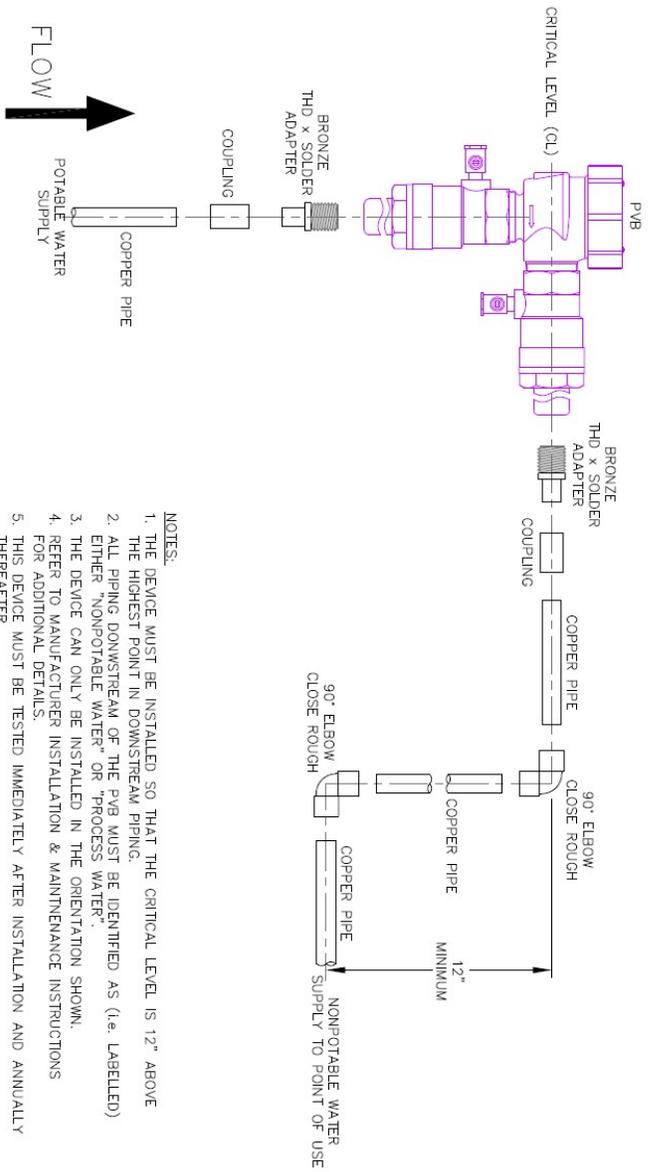




- NOTES:
1. THE DEVICE CAN BE INSTALLED HORIZONTALLY OR VERTICALLY. REFER TO MANUFACTURER SPECIFICATIONS FOR FLOW ORIENTATION (I.E. FLOW UP OR FLOW DOWN).
 2. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
 3. THIS DEVICE SHALL BE INSTALLED A MINIMUM OF 12" ABOVE FINISHED GRADE AND A MAXIMUM OF 36" ABOVE FINISHED GRADE.
 4. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
 5. MAINTAIN 12" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
 6. UPON INSTALLATION PROTECTION FROM THERMAL EXPANSION MAY BE REQUIRED.
 7. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
 8. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
 9. WHEN ORDERING SPECIFY: SIZE, INLET/OUTLET CONNECTION, NON-RISING STEM GATE VALVES, STRAINER, & AIR GAP DEVICE.
 10. ALL PIPING ABOVE GRADE SHALL BE THREADED BRASS, COPPER, GALVANIZED OR SCHEDULED 80 PVC.

- SPECIAL DESIGN NOTES:
- * A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL DCV's. NOTE: STRAINERS SHALL NOT BE INSTALLED ON ASSEMBLIES SERVING FIRE PROTECTION SYSTEMS.
 - * IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS, IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE DEVICE.
 - * IF THERE IS AN AUTOMATIC VALVE (I.E. SOLENOID VALVE) DOWNSTREAM OF THE DEVICE, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE & A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE DEVICE.

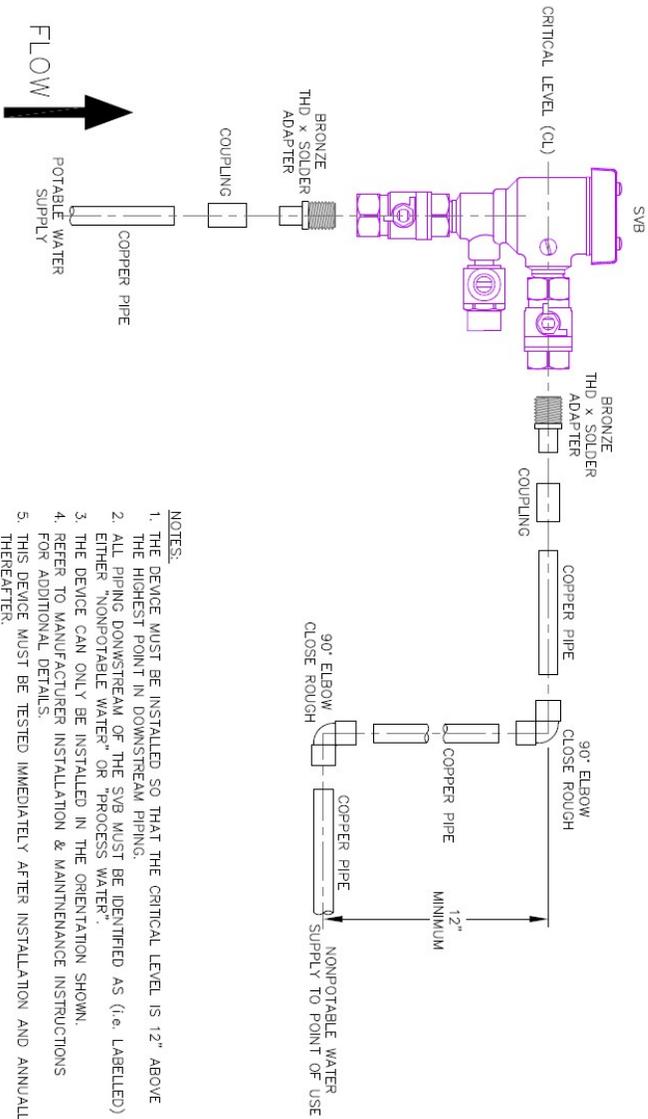
TYPICAL 1/2" – 2" DCV INSTALLATION
DOUBLE CHECK VALVE ASSEMBLY



NOTES:

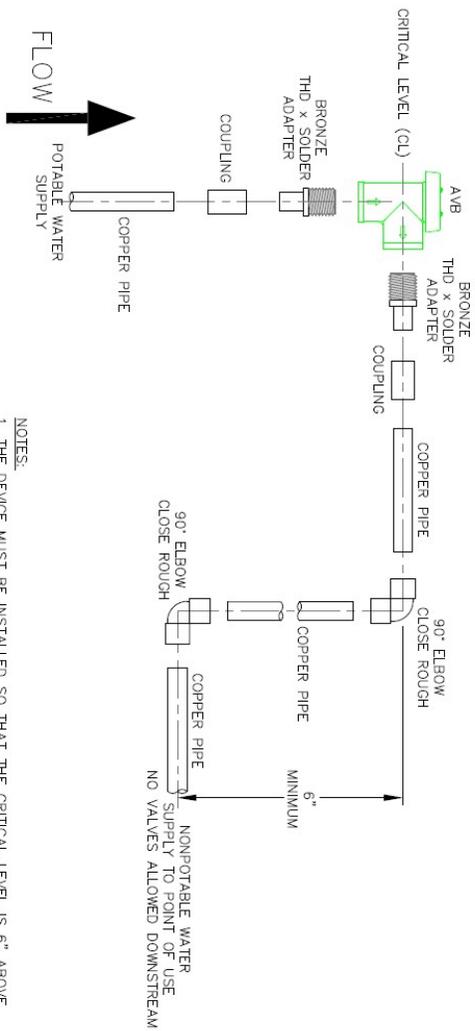
1. THE DEVICE MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 12" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
2. ALL PIPING DOWNSTREAM OF THE PVB MUST BE IDENTIFIED AS (I.e. LABELLED) EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
3. THE DEVICE CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
5. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
6. INSTALL THE DEVICE NO MORE THAN 6' ABOVE GROUND LEVEL (OR MEZZANINE/ PLATFORM LEVEL) TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
7. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
8. MAINTAIN 8" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
9. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
10. WHEN ORDERING SPECIFY: SIZE, INLET/OUTLET CONNECTION, & QUARTER TURN BALL VALVES.

TYPICAL PVB INSTALLATION
PRESSURE VACUUM BREAKER



- NOTES:
1. THE DEVICE MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 12" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
 2. ALL PIPING DOWNSTREAM OF THE SVB MUST BE IDENTIFIED AS (i.e. LABELLED) EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
 3. THE DEVICE CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN.
 4. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
 5. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
 6. INSTALL THE DEVICE NO MORE THAN 6' ABOVE GROUND LEVEL (OR MEZZANINE/PLATFORM LEVEL) TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
 7. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
 8. MAINTAIN 8" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
 9. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
 10. WHEN ORDERING SPECIFY: SIZE, INLET/OUTLET CONNECTION, & QUARTER TURN BALL VALVES.

TYPICAL SVB INSTALLATION
 SPILL PROOF VACUUM BREAKER



- NOTES:**
1. THE DEVICE MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 6" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
 2. NO VALVES ARE ALLOWED DOWNSTREAM OF THE AVB
 3. ALL PIPING DOWNSTREAM OF THE AVB MUST BE IDENTIFIED AS (i.e. LABELLED) EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
 4. THE DEVICE CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN.
 5. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
 6. WHEN ORDERING SPECIFY: SIZE & INLET/OUTLET CONNECTION.

TYPICAL AVB INSTALLATION
ATMOSPHERIC VACUUM BREAKER

APPENDIX G – 2021 DELAWARE CROSS CONNECTION CONTROL REGULATION

220

**TITLE 16 HEALTH AND SAFETY
DELAWARE ADMINISTRATIVE CODE**

(13) Chlorine dioxide	Summary of CT values for each day as described in subsection 20.21.	Within 10 days following the month in which monitoring was conducted, beginning on the applicable treatment compliance date in subsection 20.14.
(14) Ozone	Summary of CT values for each day as described in subsection 20.21	Within 10 days following the month in which monitoring was conducted, beginning on the applicable treatment compliance date in subsection 20.14.
(15) UV	(1) Validation test results demonstrating operating conditions that achieve required UV dose.	No later than the applicable treatment compliance date in subsection 20.14.
	(2) Monthly report summarizing the percentage of water entering the distribution system that was not treated by UV reactors operating within validated conditions for the required dose as specified in subsection 20.21.4.	Within 10 days following the month in which monitoring was conducted, beginning on the applicable treatment compliance date in subsection 20.14.

20.23 Recordkeeping requirements

20.23.1 Systems must keep results from the initial round of source water monitoring under subsection 20.2.1 and the second round of source water monitoring under subsection 20.2.2 until 3 years after bin classification under subsection 20.11 for filtered systems or determination of the mean *Cryptosporidium* level under subsection 20.11 for unfiltered systems for the particular round of monitoring.

20.23.2 Systems must keep any notification to the Division that they will not conduct source water monitoring due to meeting the criteria of subsection 20.2.4 for 3 years.

20.23.3 Systems must keep the results of treatment monitoring associated with microbial toolbox options under subsections 20.17 through 20.21 and with uncovered finished water reservoirs under subsection 20.15, as applicable, for 3 years.

20.24 Requirements to respond to significant deficiencies identified in sanitary surveys performed by the Division.

20.24.1 A sanitary survey is an onsite review of the water source (identifying sources of contamination by using results of source water assessments where available), facilities, equipment, operation, maintenance, and monitoring compliance of a PWS to evaluate the adequacy of the PWS, its sources and operations, and the distribution of safe drinking water.

20.24.2 For the purposes of this section, a significant deficiency includes a defect in design, operation, or maintenance, or a failure or malfunction of the sources, treatment, storage, or distribution system that the Division determines to be causing, or has the potential for causing the introduction of contamination into the water delivered to consumers.

20.24.3 For sanitary surveys performed by the Division, systems must respond in writing to significant deficiencies identified in sanitary survey reports no later than 45 days after receipt of the report, indicating how and on what schedule the system will address significant deficiencies noted in the survey.

20.24.4 Systems must correct significant deficiencies identified in sanitary survey reports according to the schedule approved by the Division, or if there is no approved schedule, according to the schedule reported under subsection 20.24.3 if such deficiencies are within the control of the system.

20 DE Reg. 555 (01/01/17)

20 DE Reg. 808 (04/01/17)

24 DE Reg. 794 (02/01/21)

21.0 Cross-Connection Control ←

21.1 Cross-connection control requirements and prohibitions.

21.1.1 No public water system shall install or maintain a water service connection to any premises where actual or potential cross-connections to a public water system exist unless such actual or potential cross-

**TITLE 16 HEALTH AND SAFETY
DELAWARE ADMINISTRATIVE CODE**

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connections are eliminated or controlled to the satisfaction of the owner of the public water system and the Division.

- 21.1.2 No public water system shall install or maintain any connection whereby water from an auxiliary water system may enter a public water system unless the auxiliary water supply and the method of connection and use of such system has been approved by the owner of the public water system and the Division.
- 21.1.3 In accordance with subsection 1.12.1.4, public water systems shall maintain acceptable water pressure throughout the distribution system so that the risk of backflow is reduced.
- 21.1.4 If a cross-connection exists or backflow occurs at a consumer's water system, the public water system may discontinue service to the consumer and water service shall not be restored until the deficiencies have been corrected.
- 21.2 Cross-connection control programs.
 - 21.2.1 A public water system shall develop a plan for a comprehensive cross-connection control program for the elimination, prevention, and control of cross-connections appropriate to the number of service connections, size of the distribution system, and type of customers. The cross-connection control program shall include an individual designated by the public water system and appropriately trained and experienced in cross-connection control programs to be responsible for the program.
 - 21.2.2 A cross-connection control program shall include an inventory and records of testing, repairs, and maintenance of all backflow prevention assemblies, and backflow elimination methods.
 - 21.2.3 A cross-connection control program shall include appropriate policies to complete assessments of customer premises for potential cross-connections, to establish hazard criteria to classify customer premises consistent with Table 1, and to determine the degree of hazard and adequacy of existing preventive measures.

Table 1 Backflow Prevention Assembly Types Required for Service Line Containment	
Premise - Degree of Hazard	
High Hazard	Low Hazard
Air Gap	Air Gap
Reduced Pressure Principle Backflow Prevention Assembly	Reduced Pressure Principle Backflow Prevention Assembly
-	Double Check Valve Assembly

- 21.2.4 An approved backflow prevention assembly or backflow elimination method shall be installed at premises where the following conditions exist in a location intended to prevent backflow into the distribution system:
 - 21.2.4.1 Premises having an auxiliary water system;
 - 21.2.4.2 Premises types that are deemed by the public water system or the Division to represent a health or high hazard to the public water system, to include but not be limited to:
 - Agricultural facilities (e.g., farms, dairies)

**TITLE 16 HEALTH AND SAFETY
DELAWARE ADMINISTRATIVE CODE**

- Beverage bottling plants
 - Car washes
 - Chemical plants
 - Dry cleaners (on site processing)
 - Film processing plants
 - Food processing plants
 - Laboratories
 - Medical facilities
 - Metal plating industries
 - Mortuaries
 - Petroleum processing or storage plants
 - Piers, marinas, docks and waterfront facilities
 - Radioactive material processing plants
 - Wastewater treatment facilities
- 21.2.4.3 Premises having internal cross-connections that, in the judgment of the public water system, are not correctable or are impractical to determine if cross-connections exist due to intricate plumbing arrangements;
- 21.2.4.4 Premises where because of security requirements or other prohibitions, it is impossible to complete a cross-connection control survey; or
- 21.2.4.5 Premises having a history of cross-connections being established or reestablished.
- 21.2.5 In lieu of assessments and installation of backflow prevention assemblies at customer premises deemed low hazard, a public water system may implement a public education program.
- 21.2.5.1 The public education program shall include, at minimum:
- 21.2.5.1.1 Causes and dangers of backflow and cross-connections, including health effects;
 - 21.2.5.1.2 Information on how to identify actual and potential cross-connections;
 - 21.2.5.1.3 Preventive measures to reduce or eliminate cross-connection and backflow risks; and
 - 21.2.5.1.4 Information on reporting suspected cross-connections to the public water system.
- 21.3 Corrections and protective devices.
- 21.3.1 Backflow prevention assemblies shall conform to the standards of the American Society of Sanitary Engineering (ASSE), the American Water Works Association (AWWA), and the American Society of Mechanical Engineers (ASME).
- 21.4 Cross-connection control records and reporting.
- 21.4.1 All backflow prevention assembly test records which document the test results of assemblies designed to protect the public water system shall be retained on file for a period of no less than 10 years.
- 21.4.2 All cross-connection control survey records which document results from the monitoring of cross-connections shall be retained on file for a period of no less than 10 years.
- 21.5 Violations.
- 21.5.1 The following items shall be deemed to be violations of these regulations:
- 21.5.1.1 Failure to develop and implement a comprehensive cross-connection control program in accordance with subsection 21.2 of this regulation within three years of the effective date of these regulations;
 - 21.5.1.2 Failure to implement the cross-connection control program as prescribed; and
 - 21.5.1.3 Failure to maintain all backflow prevention assembly test records on file for at least 10 years.
- 21.6 Penalty Clause. Any person who neglects or fails to comply with these regulations shall be subject to penalty as provided in 16 **Del.C.** §122(3)c.
- 5 DE Reg. 2121 (05/01/02)**
- 9 DE Reg. 999 (12/01/05)**
- 15 DE Reg. 73 (07/01/12)**
- 17 DE Reg. 439 (10/01/13)**
- 19 DE Reg. 517 (12/01/15)**
- 20 DE Reg. 555 (01/01/17)**
- 20 DE Reg. 808 (04/01/17)**



Sussex County Association of Towns

37 The Circle, Georgetown, Delaware 19947

S.C.A.T. Dinner for Wednesday, June 7, 2023

Town of Bethany Beach

Town of Bethel

Town of Blades

Town of Bridgeville

Town of Dagsboro

Town of Delmar

Town of Dewey Beach

Town of Ellendale

Town of Fenwick Island

Town of Frankford

Town of Georgetown

Town of Greenwood

Town of Henlopen Acres

Town of Laurel

City of Lewes

City of Milford

Town of Millsboro

Town of Millville

Town of Milton

Town of Ocean View

City of Rehoboth Beach

City of Seaford

Town of Selbyville

Town of Slaughter Beach

Town of South Bethany

Sussex County Council

LOCATION: Irish Eyes Pub and Restaurant
The Lewes Room*
213 Anglers Road
Lewes, DE 19958

TIME: 5:30 pm – Cash Bar
6:00 pm – Dinner

HOST: The City of Lewes

SPEAKERS: Fabrice Veron, PhD, Dean
University of Delaware, College of Earth, Ocean and Environment
Arthur Trembanis, PhD, Professor
University of Delaware, School of Marine Science and Policy

COST: \$67.00 per person

MENU: **Buffet Style Dinner**
Chicken Chesapeake
Garlic Mashed Potatoes
Green Beans
Four Cheese Lasagna
Mixed Green Salad
Rolls with Butter
Mini Dessert Bar (Cookies and Cream Puffs)
Coffee, Iced Tea, and Soft Drinks
Cash Bar

**The Lewes Room is located on the second floor overlooking Lewes Harbor. Irish Eyes Management asks that our guests arrive not more than 15 minutes before start time. Large numbers of people can clog the entrance and in doing so presents a danger in case of an emergency.*

RSVP no later than Friday, May 19, 2023 to:

Sue Ann Hennessy

(302) 645-7777 ext. 104

email: shennessy@ci.lewes.de.us

Please let us know if you have any special needs.

Your check should be made payable to City of Lewes and mailed to:

The City of Lewes

Sue Ann Hennessy

City Manager's Office

PO Box 227

Lewes, DE 19958



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: May 22, 2023
Re: Financial Reporting Package – April 2023

The Financial Reporting Package for the FYTD period ended April 30, 2023 is enclosed. The following paragraphs highlight 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. The Police Facility Project spending versus budget report on page 7 remains the only addition during FY23.

The enterprise funds continue to exceed expectations in total against the seasonalized FY23 budget, although both water and solid waste results are lagging due to the impact of debt service and capital on total results, respectively. Adjusted for the capital (the March 2023 collection vehicle replacement), solid waste would trail the budget by \$32k instead of \$458k, and the enterprise funds would exceed budget expectations by \$859k in total. Results through the first ten months this year are behind the same period in FY22, in part due to the solid waste capital, in part due to this year’s increased staffing levels and higher wholesale power costs that began to emerge several months into the fiscal year.

The general fund performance marginally improved since March as compared to the prior period, but increased capital activity and lower attrition / vacancy levels continue to present a headwind with respect to our ability to match the strong FY22 results. While the general fund remains ahead of the YTD seasonalized budget, the positive variance fell for the second month in a row, this time from 16% ahead in March to 11.4% in April.

Cash and investments decreased by \$5.7 million in total this month, \$5 million of which is related to the diversion of RTT funding to support the PD Facility construction process on an interim basis to save on interest costs related to the project financing. Another \$147k represents the application of ARPA funding, while the net outflow of \$0.6 million is attributable to seasonally weak general fund operating revenue. The final two months of the fiscal year will feature an additional \$2.5 million in cash outflows related to PD Facility interest cost avoidance, the use of ARPA and Bond Bill grant proceeds, additional general fund operating cash outflows, and a narrowing of the positive general fund variance to the budget. A general fund surplus of roughly \$200k is expected to roll into FY24 to help relieve cost pressure in the general fund operating budget.

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 April 30, 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 April 30, 2023

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal³

Description	Opening Balance (Mar 31, 2023)	Closing Balance (Apr 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund2	\$ 3,641	↓ \$ 3,025	\$ -	\$ (495)	\$ (1,491)	\$ 1,039
Electric Fund	4,041	→ 3,923	-	(9)	(1,652)	2,262
Water Fund	2,890	→ 3,038	-	(728)	(294)	2,016
Sewer Fund	1,677	→ 1,821	-	(637)	(205)	979
Solid Waste Fund	285	→ 304	-	72	(190)	186
Operating Cash Totals³	\$ 12,533	\$ 12,111	\$ -	\$ (1,798)	\$ (3,831)	\$ 6,482

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

Description	Opening Balance (Mar 31, 2023)	Closing Balance (Apr 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 2,216	↓ \$ 1,893	\$ -	\$ (500)	\$ -	\$ 1,393
Municipal Street Aid (MSA)	578	→ 580	269	(849)	-	-
Realty Transfer Tax (RTT) ²	5,394	↓ 409	4,808	(2,849)	(1,203)	1,164
Economic Development	515	→ 515	89	(419)	-	185
Lodging Tax Fund	569	→ 581	99	(680)	-	-
ARPA Grant Fund	891	↓ 744	-	(744)	-	-
Special Purpose Cash Totals³	\$ 10,162	\$ 4,721	\$ 5,265	\$ (6,041)	\$ (1,203)	\$ 2,742

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Mar 31, 2023)	Closing Balance (Apr 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 1,998	→ \$ 1,978	\$ 2,495	\$ (3,442)	\$ (356)	\$ 675
Water Fund Capital Reserves	2,256	→ 2,185	728	(660)	(2,237)	16
Sewer Fund Capital Reserves	4,748	→ 4,614	637	(479)	(3,437)	1,335
Solid Waste Fund Capital Reserves	259	→ 257	0	(210)	-	47
Electric Fund Capital Reserves	14,801	→ 14,817	9	(6,218)	(4,753)	3,855
Operating Cash Totals³	\$ 24,062	\$ 23,851	\$ 3,870	\$ (11,009)	\$ (10,783)	\$ 5,929

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

Description	Opening Balance (Mar 31, 2023)	Closing Balance (Apr 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 132	↑ \$ 236	\$ 238	\$ (474)	\$ -	\$ -
Carlisle Fire Co Permit Fund	578	→ 617	79	(697)	-	-
Parks & Recreation Facilities	148	→ 148	-	(148)	-	-
Water Impact Fee Reserves	4,966	→ 5,072	211	(5,282)	-	-
Sewer Impact Fee Reserves	2,836	→ 2,892	111	(3,003)	-	-
Electric Impact Fee Reserves	1,164	→ 1,192	56	(1,247)	-	-
Impact Fees & Police/GF Totals³	\$ 9,824	\$ 10,156	\$ 695	\$ (10,851)	\$ -	\$ -

Grand Totals³	\$ 56,581	\$ 50,840	\$ 9,830	\$ (29,699)	\$ (15,818)	\$ 15,153
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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) totaling \$5 million are being temporarily consumed to offset interest costs associated with the PD Facility construction. The recovery of the \$5 million through project financing is reflected in the Projected Cashflows column.

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 April 30, 2023

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Mar 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Apr 30, 2023)
General Fund ²	\$ 3,640,685	\$ 1,054,369	\$ 8,674	\$ (1,679,133) ↓	\$ 3,024,595
Electric Fund	4,040,860	2,600,476	10,815	(2,728,754) →	3,923,397
Water Fund	2,890,084	305,091	13,606	(170,921) →	3,037,860
Sewer Fund	1,676,789	445,992	4,520	(306,129) →	1,821,172
Solid Waste Fund	284,633	129,990	360	(111,273) →	303,710
Operating Cash Totals⁴	\$ 12,533,052	\$ 4,535,918	\$ 37,976	\$ (4,996,211) ●	\$ 12,110,735

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

Description	Opening Balance (Mar 31, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Apr 30, 2023)
General Improvement	\$ 2,215,980	\$ -	\$ 7,478	\$ (330,749) ↓	\$ 1,892,709
Municipal Street Aid (MSA)	577,609	-	2,103	- →	579,713
Realty Transfer Tax (RTT) ²	5,393,675	20,233	19,920	(5,025,000) ↓	408,828
Economic Development	515,247	-	-	- →	515,247
Lodging Tax Fund	568,988	11,803	-	- →	580,791
ARPA Grant Fund ³	890,512	-	-	(146,648) ↓	743,864
Special Purpose Cash Totals⁴	\$ 10,162,012	\$ 32,036	\$ 29,502	\$ (5,502,397) ●	\$ 4,721,152

18 **Reserve Fund Cash Balances**

Description	Opening Balance (Mar 31, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Apr 30, 2023)
General Fund Capital Reserves	\$ 1,997,896	\$ 330,749	\$ 4,760	\$ (355,612) →	\$ 1,977,793
Water Fund Capital Reserves	2,255,945	-	10,621	(81,882) →	2,184,683
Sewer Fund Capital Reserves	4,748,168	-	12,798	(146,699) →	4,614,267
Solid Waste Fund Capital Reserves	259,069	-	328	(2,181) →	257,215
Electric Fund Capital Reserves	14,800,905	-	39,615	(23,072) →	14,817,448
Reserve Fund Cash Totals⁴	\$ 24,061,982	\$ 330,749	\$ 68,121	\$ (609,446) ●	\$ 23,851,407

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

Description	Opening Balance (Mar 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Apr 30, 2023)
Police & General Gov't Facilities ³	\$ 131,749	\$ 118,966	\$ -	\$ (14,816) ↑	\$ 235,900
Carlisle Fire Co Permit Fund	577,707	39,655	-	- →	617,363
Parks & Recreation Facilities	147,700	-	-	- →	147,700
Water Impact Fee Reserves	4,966,344	105,339	-	- →	5,071,683
Sewer Impact Fee Reserves	2,836,455	55,665	-	- →	2,892,121
Electric Impact Fee Reserves	1,163,740	27,900	-	- →	1,191,640
Impact Fees & Police/GF Totals⁴	\$ 9,823,696	\$ 347,526	\$ -	\$ (14,816) ●	\$ 10,156,407

Grand Totals⁴	\$ 56,580,742	\$ 5,246,230	\$ 135,598	\$ (11,122,870) ◆	\$ 50,839,700
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

²General Fund Operating Cash (Row 3) is down as a result of cyclical cash receipts; general fund expenses were below average in April, while April was the lightest revenue month in FY23. Realty Transfer Taxes (RTT) (line 13) totaling \$5 million are temporarily applied to the PD bond to reduce interest costs related to the PD Facility

³\$147k in ARPA funding (Line 16) is entirely in support of PD Vehicles. \$609k disbursed from reserves (lines 20-24) primarily reflects progress on grant-funded parks & rec projects, which are almost completely offset by transfers in from the general improvement fund. Other disbursements reflect capital projects, including the new Sewer

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 April 30, 2023

General Fund Capital Reserves		Amount
Cash/Investment Balance (4/30/23)	\$	1,977,793
Expected Contributions & Interest		495,161
Restricted Funds:		
Vehicle & Equipment Replacement		(199,695)
Street Repair		(675,491)
Parking Enhancements		(320,000)
Parkland, Trails & Recreation		(533,346)
Other Proj, Incl MCC Design		(608,601)
OpEx Support (PD R/M)		(837,986)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ²		-
Equipment Replacement Reserve ²		(355,800)
Uncommitted Reserve Balance	\$	942,036

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (4/30/23)	\$	14,817,448
Expected Contributions & Interest		9,235
Restricted Funds:		
Electric Vehicles & Equipment		(47,306)
Lighting & System Improvements		(584,637)
Traffic Signal Upgrades		(292,211)
Citywide Projects		(1,180,347)
Redeem / Defease Bond ⁷		(4,060,000)
Reserve (MCR) Policy ^{3,6}		(4,693,372)
Equipment Replacement Reserve ³		(60,000)
Uncommitted Reserve Balance	\$	3,908,810

Water Fund Capital Reserves		Amount
Cash/Investment Balance (4/30/23)	\$	2,184,683
Expected Contributions & Interest		728,343
Restricted Funds:		
Vehicle & Equipment Replacement		(136,859)
Streets 2020 Utility Engineering		(201,000)
		-
Milford Business Campus		-
Sum of FY23 Projects		(255,905)
Reserve (MCR) Policy ^{3,6}		(2,099,788)
Equipment Replacement Reserve ³		(145,164)
Uncommitted Reserve Balance	\$	74,311

Solid Waste Reserves		Amount
Cash/Investment Balance (4/30/23)	\$	257,215
Expected Contributions & Interest		174
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(150,760)
Solid Waste Alloc of PW Projects		(86,067)
		-
Reserve (MCR) Policy ^{4,6}		-
Equipment Replacement Reserve ⁴		-
Uncommitted Reserve Balance	\$	20,562

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (4/30/23)	\$	4,614,267
Expected Contributions & Interest		637,316
Restricted Funds:		
Sewer Vehicles & Equipment		(37,112)
Citywide Projects & Engineering		(2,869)
Utility Engineering		-
		-
Sum of FY23 Projects		(413,600)
Reserve (MCR) Policy ^{3,6}		(3,327,474)
Equipment Replacement Reserve ³		(110,000)
Uncommitted Reserve Balance	\$	1,360,529

MSA & RTT Reserves		Amount
RTT Balance (4/30/23)		408,828
MSA Balance (4/30/23)		579,713
MSA & RTT Est Receipts thru FY23:		5,077,186
MSA: Street & Bridge Improvements		(1,190,958)
RTT: Transfer to Police Dept		(50,000)
RTT: Sidewalk Project Funding		(426,170)
MSA & RTT: 2020 Combined St-Util		(31,000)
		-
RTT: Support GF Policies ¹		(2,000,000)
RTT: Reserve Policy ⁵		(1,203,346)
Uncommitted Reserve Balance	\$	1,164,253

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
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended April 30, 2023 vs Prior FYTD & Current Budget (in thousands)

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	\$ 23,551	\$ 2,899	\$ 4,315	\$ 1,295	\$ 32,060	100.0%	100.0%
2 Cost of Revenue ¹	(16,959)	(289)	(2,069)	(283)	(19,600)	-61.1%	-59.7%
3 Gross Margin	6,593	2,610	2,246	1,012	12,460	38.9%	40.3%
4 Operating Expenses							
5 Operations & Maintenance	(2,331)	(942)	(797)	(704)	(4,774)	-14.9%	-13.6%
6 Personnel	(1,307)	(291)	(284)	(257)	(2,138)	-6.7%	-5.8%
7 Total Operating Expenses	(3,638)	(1,233)	(1,081)	(961)	(6,912)	-21.6%	-19.5%
8 Operating Income	\$ 2,955	\$ 1,377	\$ 1,165	\$ 51	\$ 5,548	17.3%	20.8%
9 Non-Operating Revenue (Expense)	427	223	91	9	750	2.3%	0.2%
10 Surplus (Deficit) for debt service & capital	3,382	1,600	1,256	60	6,298	19.6%	21.0%
11 Debt Service - Principal & Interest	(280)	(319)	(338)	(71)	(1,008)	-3.1%	-3.3%
12 Capital Spending / Contributions from (to) Reserves	(541)	(509)	(211)	(447)	(1,708)	-5.3%	-0.8%
13 Surplus (deficit) available for transfers	2,561	773	706	(458)	3,582	11.2%	16.9%
14 Transfers Out	(2,083)	(250)	-	-	(2,333)	-7.3%	-8.0%
15 Net Surplus (Deficit) - FYTD through Apr 2023	\$ 478	\$ 523	\$ 706	\$ (458)	\$ 1,249	3.9%	8.9%
16 Net Surplus (Deficit) - FYTD through Apr 2022	\$ 1,347	\$ 678	\$ 354	\$ 198	\$ 2,577	8.9%	
17 Current vs Prior - Favorable (Unfavorable)²	↓ \$ (870)	↓ \$ (155)	↑ \$ 353	↓ \$ (656)	↓ \$ (1,328)	↓ -5.0%	
18 Net Surplus (Deficit) - Current FYTD Budget	\$ 11	\$ 585	\$ 216	\$ 4	\$ 816	2.6%	
19 Current vs Budget - Favorable (Unfavorable)²	↑ \$ 467	↓ \$ (62)	↑ \$ 490	↓ \$ (461)	↑ \$ 433	↑ 1.3%	

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 April 30, 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	\$ 5,015	\$ -	\$ -	\$ -	\$ 5,015	46.6%	49.4%
Permits, Licensing & Franchise Fees	335	-	-	552	887	8.2%	7.3%
Fines, Fees & Misc Revenue	117	371	-	-	488	4.5%	3.9%
General Revenue Subtotal	5,466	371	0	552	6,389	59.4%	60.6%
Utility Transfers & Cost Allocation	2,583	-	-	-	2,583	24.0%	34.5%
Grant Revenue	96	987	456	-	1,538	14.3%	1.4%
Application of Reserve Balances	-	250	-	-	250	2.3%	3.5%
General Fund Operating Support	2,679	1,237	456	0	4,372	40.6%	39.4%
Total Sources of Funding	\$ 8,146	\$ 1,608	\$ 456	\$ 552	\$ 10,761	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	659	951	377	888	2,875	26.7%	21.9%
Personnel	661	4,380	510	1,469	7,020	65.2%	71.9%
Total Operating Expenses	1,320	5,331	887	2,357	9,895	92.0%	93.8%
Surplus (Deficit) for Debt Svc & Capital	\$ 6,825	\$ (3,723)	\$ (431)	\$ (1,805)	\$ 866	8.0%	6.2%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	77	860	683	103	1,722	16.0%	2.1%
Net Surplus (Deficit) - FYTD through Apr 2023	\$ 6,749	\$ (4,583)	\$ (1,114)	\$ (1,908)	\$ (856)	-8.0%	4.1%
Net Surplus (Deficit) - FYTD through Apr 2022	\$ 6,654	\$ (4,318)	\$ (946)	\$ (1,003)	\$ 387	4.1%	
Current vs Prior - Favorable (Unfavorable)²	\$ 95	\$ (265)	\$ (168)	\$ (905)	\$ (1,243)	-12.0%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 6,978	\$ (5,052)	\$ (2,115)	\$ (1,696)	\$ (1,885)	-19.4%	
Current vs Budget - Favorable (Unfavorable)³	\$ (230)	\$ 469	\$ 1,001	\$ (212)	\$ 1,028	11.4%	

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.

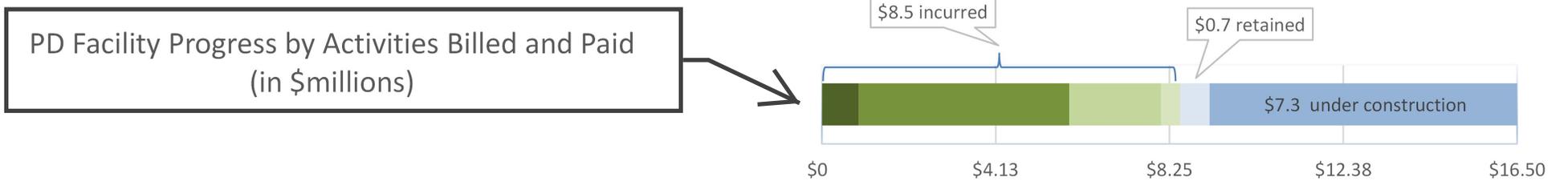
Appendix: Planned Use of Funding vs Spending by Category
American Rescue Plan Act of 2021 ("ARPA")

<i>Actual Spending by Category vs Plan, as Amended</i>						
ARPA Eligibility Categories	Plan (4/10/23)	Actual (3/31/23)	Actual (4/30/23)	Apr 2023 Activity	Remaining	Notes
COVID-19 Health Impact	\$ 1,135,462	\$ 945,965	\$ 1,092,613	\$ 146,648	\$ 42,849	
Operational Facilities	778,000	668,106	814,754	146,648	(36,754)	PD Vehicles, City Hall/IT Upgrades
Administering COVID-19 Response	31,152	24,000	24,000	-	7,152	Pro Rata portion of DE Treasury ARPA Attorney
Behavioral Health Care	180,000	180,000	180,000	-	0.46	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	\$ 851,752	\$ 851,752	\$ -	\$ 2,346	
Assistance to Community (Annual)	322,114	322,114	322,114	-	-	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	20,469	20,469	-	2,346	Signage / Banner Upgrade
Operational Facilities	14,674	14,674	14,674	-	-	City Hall Access Panel Upgrades
Parks & Rec Programming	2,625	2,625	2,625	-	-	Signage cost share with DMI
Infrastructure	\$ 4,329,459	\$ 3,577,390	\$ 3,577,390	\$ -	\$ 752,068	
Water Quality	2,877,074	2,753,060	2,753,060	-	124,014	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	318,744	318,744	-	116,256	Pump Station Upgrades, Spare Pumps & IT Initiatives
Improve Wastewater Treatment	292,858	292,858	292,858	-	-	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	\$ 5,375,378	\$ 5,522,026	\$ 146,648	\$ 811,866	

Appendix: Milford Police Facility Project Spending vs Budget
Project Inception through April 30, 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	\$ 872,033	\$ -	\$ 872,033	\$ -	\$ (842,362)	\$ (29,671)		
Design / Architecture	805,594	842,362	-	842,362	-	(842,362)	-	FY19-FY23	
Referendum / Administrative	29,671	29,671	-	29,671	-	-	(29,671)	FY19-FY22	
Construction Management	\$ 649,392	\$ 363,865	\$ -	\$ 363,865	\$ (319,860)	\$ -	\$ -		
Fixed/On-Stie Construction Mgmt: RYJ	266,260	215,512	-	215,512	(191,566)	-	-	FY23	
Variable Const Mgmt Fees: RYJ	383,132	148,353	-	148,353	(128,294)	-	-	FY23	
Construction: 16 Core Contracts	\$ 13,293,125	\$ 7,502,760	\$ 375,138	\$ 7,127,622	\$ (6,712,705)	\$ -	\$ -		
Sitework: Zack Excavating	1,976,508	1,149,513	57,476	1,092,037	(918,923)	-	-	FY23 / Current	
Concrete: Gullwing	293,000	288,000	14,400	273,600	(273,600)	-	-	FY23 / Current	
Masonry: L. Wilson	790,000	723,000	36,150	686,850	(686,850)	-	-	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	225,966	11,298	214,668	(178,144)	-	-	Sept (FY22) - Current	
Roofing: Quality Exteriors	933,252	721,552	36,078	685,474	(685,474)	-	-	June (FY22) - Current	
Hardware: Precision	232,231	52,694	2,635	50,060	(50,060)	-	-	Jan (FY23) - Current	
Glasswork: Walker & LaBarge	183,600	128,121	6,406	121,715	(121,715)	-	-	Oct (FY22) - Current	
Drywall/Stud: Peninsula	1,317,000	1,025,209	51,260	973,949	(973,949)	-	-	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	(3,024)	-	-	Feb (FY23) - Current	
Casework: Modular Concepts	108,125	-	-	-	-	-	-		
Mechanical: J.F Sobieski	2,081,649	1,268,031	63,402	1,204,629	(999,350)	-	-	June (FY22) - Current	
Fire Sprinkler: Bear Industries	98,780	36,520	1,826	34,694	(34,694)	-	-	FY23 / Current	
Electrical: Filec Services	2,529,530	1,010,480	50,524	959,956	(959,956)	-	-	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	\$ 461,895	\$ 317,804	\$ 144,092	\$ (144,092)	\$ -	\$ -		
Builder's Contingency	520,062	317,804	317,804	-	-	-	-	Jan/Feb (FY23) - Current	
Owner's Contingency ¹	665,635	144,092	-	144,092	(144,092)	-	-	FY22 - Current	
Grand Total	\$ 16,463,479	\$ 9,200,553	\$ 692,942	\$ 8,507,612	\$ (7,176,657)	\$ (842,362)	\$ (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 April 30, 2023

83.3% 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	1,602	6,108	2.3%
Realty Transfer Tax - Police	300,000	25,000	250,000	83.3%
Real Estate Tax	4,941,100	3,163	5,014,664	101.5%
Business License	67,000	4,070	66,665	99.5%
Rental License	110,000	7,100	123,875	112.6%
Building Permits	215,000	51,698	227,577	105.8%
Planning & Zoning	85,100	3,770	120,608	141.7%
Leases and Franchise Fees ¹	428,351	12,521	334,813	78.2%
Grasscutting Revenue	16,000	1,333	13,333	83.3%
Police Revenues	491,250	13,678	371,098	75.5%
Misc. Revenues ¹	19,500	13,770	67,993	348.7%
Transfers In	4,046,909	258,333	2,583,333	63.8%
Total General Fund Revenue	\$ 11,934,467	\$ 396,039	\$ 9,180,068	76.9%
Enterprise Funds:				
Water Fund Revenues	\$ 3,138,348	\$ 311,055	\$ 3,038,962	96.8%
Sewer Fund Revenues	3,117,701	250,523	2,639,315	84.7%
Kent County Sewer	2,036,770	160,158	1,775,027	87.1%
Solid Waste Fund Revenues	1,609,208	130,585	1,304,165	81.0%
Electric Fund Revenues	27,538,891	2,391,140	23,856,528	86.6%
Total Enterprise Fund Revenue	\$ 37,440,918	\$ 3,243,460	\$ 32,613,997	87.1%
Other Enterprise Revenue	\$ -	\$ 5,693	\$ 56,674	
Other Enterprise Expense	-	(4,832)	(46,042)	
Total General & Enterprise Fund Revenue	\$ 49,375,385	\$ 3,640,359	\$ 41,804,697	84.7%

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 April 30, 2023

83.3% 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	\$ 61,721	\$ 637,653	77.5%	\$ 185,191
Operation & Maintenance (O&M)	254,591	15,925	178,278	70.0%	76,313
Capital	226,250	-	-	0.0%	226,250
Subtotal: City Administration	1,303,685	77,646	815,931	62.6%	487,754
Planning & Zoning					
Personnel	592,088	45,750	478,548	80.8%	113,540
O&M	136,943	(51,252)	104,295	76.2%	32,648
Capital	50,000	-	-	0.0%	50,000
Subtotal: Planning & Zoning	779,031	(5,502)	582,843	74.8%	196,188
Council					
Personnel	36,688	2,519	23,441	63.9%	13,247
Legal	29,300	2,460	22,140	75.6%	7,160
City Hall Building Expense	35,810	2,984	29,842	83.3%	5,968
Insurance	14,200	2,882	14,897	104.9%	(697)
Christmas Decorations	5,000	-	2,728	54.6%	2,272
Council Expense	44,000	1,173	21,974	49.9%	22,026
Employee Recognition	28,000	-	28,587	102.1%	(587)
Codification	10,000	-	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	26,750	26,750	100.0%	-
Transcription Service	-	-	-	-	-
Armory Expenses	50,000	1,725	9,780	19.6%	40,220
Community Festivals	70,000	50,000	70,000	100.0%	-
Election - Wages	5,000	-	720	14.4%	4,280
Election - Supplies	2,800	-	253	9.0%	2,547
Other O&M	59,516	-	15,589	26.2%	43,927
Capital	75,000	-	5,000	6.7%	70,000
Subtotal: Council	780,064	90,493	504,203	64.6%	275,861

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended April 30, 2023

83.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance	
33	Finance					
34	Personnel	508,442	39,057	406,540	80.0%	101,902
35	O&M	54,413	4,850	41,140	75.6%	13,273
36	Capital	-	-	-		-
37	Subtotal: Finance	562,855	43,907	447,680	79.5%	115,175
38	Information Technology					
39	Personnel	447,230	27,913	277,122	62.0%	170,108
40	O&M	254,156	115,265	294,695	116.0%	(40,539)
41	Capital	65,837	11,611	71,841	109.1%	(6,004)
42	Subtotal: Information Technology	767,223	154,789	643,658	83.9%	123,565
43	Police Department					
44	Personnel	5,226,663	400,123	4,379,740	83.8%	846,923
45	O&M	958,611	73,870	826,833	86.3%	131,778
46	Capital	-	-	-		-
47	Subtotal: Police Department	6,185,274	473,993	5,206,573	84.2%	978,701
48	Streets & Grounds Division					
49	Personnel	376,673	32,450	306,891	81.5%	69,782
50	O&M	501,469	38,086	379,233	75.6%	122,236
51	Capital	720,000	8,929	102,720	14.3%	617,280
52	Subtotal: Streets & Grounds Division	1,598,142	79,465	788,844	49.4%	809,298
53	Parks & Recreation					
54	Personnel	688,620	49,103	509,779	74.0%	178,841
55	O&M	563,870	35,255	377,411	66.9%	186,459
56	Capital	1,085,443	396,442	682,554	62.9%	402,889
57	Subtotal: Parks & Recreation	2,337,933	480,800	1,569,744	67.1%	768,189
58	Total General Fund Expenditures	\$ 14,314,209	\$ 1,395,592	\$ 10,559,476	73.8%	\$ 3,754,733

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended April 30, 2023

83.3% 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	\$ 31,763	\$ 290,841	78.3%	\$ 80,625
O&M	1,710,659	142,682	1,230,670	71.9%	479,989
Transfer to General Fund	300,000	25,000	250,000	83.3%	50,000
Capital	1,052,900	500	54,851	5.2%	998,049
Debt Service	365,274	-	318,773	87.3%	46,501
Subtotal: Water Division	3,800,299	199,945	2,145,135	56.4%	1,655,164
Sewer Division					
Personnel	360,693	\$ 31,668	283,647	78.6%	77,046
O&M	1,858,390	115,237	1,137,473	61.2%	720,917
Capital	1,037,400	22,739	201,832	19.5%	835,568
Debt Service	412,478	5,226	338,384	82.0%	74,094
Subtotal: Sewer Division (excl. Kent County)	3,668,961	174,870	1,961,336	53.5%	1,707,625
Kent County Sewer	2,036,770	152,054	1,729,262	84.9%	307,509
Subtotal: Sewer Division (Comprehensive)	5,705,731	326,924	3,690,598	64.7%	2,015,134
Solid Waste Division					
Personnel	359,479	28,742	256,822	71.4%	102,657
O&M	1,181,700	82,603	1,058,424	89.6%	123,276
Capital	655,750	-	449,896	68.6%	205,854
Subtotal: Solid Waste Division	2,196,929	111,345	1,765,142	80.3%	431,787
Subtotal: Water, Sewer & Solid Waste	11,702,959	638,214	7,600,875	64.9%	4,102,084
Electric Division					
Personnel	1,598,456	\$ 120,556	1,307,098	81.8%	291,358
O&M	2,983,845	294,021	2,331,042	78.1%	652,803
Transfer to General Fund	2,500,000	208,333	2,083,333	83.3%	416,667
Capital	953,300	2,709	541,249	56.8%	412,051
Debt Service	324,315	-	279,658	86.2%	44,657
Subtotal: Electric Division (excl. Power)	8,359,916	625,619	6,542,380	78.3%	1,817,536
Power Purchased	19,484,755	1,464,070	16,958,783	87.0%	2,525,972
Subtotal: Electric Division (Comprehensive)	27,844,671	2,089,689	23,501,163	84.4%	4,343,508
Total Enterprise Fund Expenditures	\$ 39,547,629	\$ 2,727,903	\$ 31,102,038	78.6%	\$ 8,445,592
Grand Total Operating Budget	\$ 53,861,838	\$ 4,123,495	\$ 41,661,514	77.3%	\$ 12,200,324

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended April 30, 2023

83.3% 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	\$ 12,128	\$ 84,012	62.6%	\$ 50,098
Operation & Maintenance (O&M)	128,475	5,767	82,571	64.3%	45,904
Capital	-	-	-		-
Subtotal: Garage	262,585	17,895	166,583	63.4%	96,002
Public Works					
Personnel	881,630	64,019	639,388	72.5%	242,242
O&M	237,282	19,194	184,755	77.9%	52,527
Capital	-	-	-		-
Subtotal: Public Works	1,118,912	83,213	824,143	73.7%	294,769
Tech Services					
Personnel	294,863	24,072	246,714	83.7%	48,149
O&M	461,599	22,626	327,981	71.1%	133,618
Capital	-	-	-		-
Subtotal: Tech Services	756,462	46,698	574,695	76.0%	181,767
Billing & Collections					
Personnel	760,557	59,729	552,548	72.7%	208,009
O&M	370,235	18,686	267,541	72.3%	102,694
Capital	-	-	-		-
Subtotal: Billing & Collections	1,130,792	78,415	820,089	72.5%	310,703
City Hall Cost Allocation					
O&M	84,875	5,083	71,154	83.8%	13,721
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	84,875	5,083	71,154	83.8%	13,721
Interdepartmental Cost Allocation	\$ (3,353,626)	\$ (231,304)	\$ (2,456,664)	73.3%	\$ (896,962)
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.



RESOLUTION 2023-07

Brookstone Trace Subdivision Final Acceptance Phase 1/Rights of Way and Associated Infrastructure

WHEREAS, Chapter 200 provides that public roads and public utilities shall be accepted into the City of Milford's street system and public utility system by Resolution of City Council; and

WHEREAS, the Public Works Director and City Engineer have determined the water, sewer and stormwater systems included in Phase 1 of the Brookstone Trace Subdivision have been completed in accordance with City standards and requirements; and

WHEREAS, the portion of Phase 1 to be accepted includes the utilities within the Right-of-Way ("ROW") and public utilities within associated open spaces adjacent to, but within the phase, as depicted on the phasing plan sealed and dated August 2, 2018 and recorded with the Sussex County Recorder of Deeds on Book 266, Page 59; and

WHEREAS, the phase to be accepted is phase 2 which encompass lots 1 through 45 and 90 through 104; and

WHEREAS, the utilities within the following rights-of-way are to be included: Pebblebrook Drive from Fieldstone Avenue to South DuPont Boulevard and Fieldstone Avenue from Pebblebrook Drive to Old Shawnee Road; and

WHEREAS, this Resolution includes acceptance of the sidewalks and public streets within these phases; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State agencies; and

WHEREAS, the maintenance bond for the completed utilities is to be relinquished to the developer in an amount equivalent to that withheld for maintenance of the accepted utilities; and

WHEREAS, said developer has provided as-built drawings of the utilities to the City of Milford.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on the 22nd day of May, 2023, by a favorable majority vote, accepts the water, stormwater, sewer systems and rights of way in the Brookstone Trace Subdivision, Phase 1, that are being dedicated for public use into the City of Milford's public utility system.

AND BE IT FURTHER RESOLVED, that the City of Milford shall assume responsibility for the future maintenance and repair of the water, stormwater piping and sewer systems in Brookstone Trace Subdivision, Phase 1, as noted in this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 22nd day of May 2023.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson



RESOLUTION 2023-08

Final Acceptance of Walnut Village Subdivision - Phase 3 Rights of Way and Associated Infrastructure

WHEREAS, Chapter 200 provides that public roads and public utilities shall be accepted into the City of Milford's street system and public utility system by Resolution of City Council; and

WHEREAS, the Public Works Director and City Engineer have determined the water, sewer and stormwater systems included in Phase 3 of the Walnut Village Subdivision have been completed in accordance with City standards and requirements; and

WHEREAS, the portion of Phase 3 to be accepted includes the utilities within the Right-of-Way ("ROW") and public utilities within associated open spaces adjacent to, but within the phase, as depicted on the phasing plan sealed and dated September 18, 2006 and recorded with the Sussex County Recorder of Deeds on Book 108, Page 145; and

WHEREAS, the phase to be accepted is phase 3 which encompass lots 16 through 29 and 61 through 69; and

WHEREAS, the utilities within the following rights-of-way are to be included: Eleanor Lane from Lot 16 to Lot 29; and

WHEREAS, this Resolution includes acceptance of the sidewalks and public streets within these phases; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State agencies; and

WHEREAS, the maintenance bond for the completed utilities is to be relinquished to the developer in an amount equivalent to that withheld for maintenance of the accepted utilities; and

WHEREAS, said developer has provided as-built drawings of the utilities to the City of Milford.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on the 22nd day of May, 2023, by a favorable majority vote, accepts the water, stormwater, sewer systems and rights of way in the Walnut Village Subdivision, Phase 3, that are being dedicated for public use into the City of Milford's public utility system.

AND BE IT FURTHER RESOLVED, that the City of Milford shall assume responsibility for the future maintenance and repair of the water, stormwater piping and sewer systems in Walnut Village Subdivision-Phase 3, as noted in this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 22nd day of May, 2023.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

City of Milford
Notice of Council Review of Ordinance
ORDINANCE 2023-21

An Ordinance of the City of Milford Granting to Petroleum Equipment Incorporated, Its Successors and Assigns, the Nonexclusive Right, Privilege, Authority and Franchise to Distribute Propane Gas and to Construct, Operate and Maintain in, along, and upon Public Places, Associated Mains, Valves, Manholes, Meters, and Connections for Purposes of Distributing Propane to the Inhabitants of the Cypress Hall Phase I Subdivision, in the City of Milford, Delaware, in Accordance with the Terms and Conditions of the Franchise Agreement, Executed by All Parties and made effective on June 22, 2023.

WHEREAS, the City of Milford, Delaware (hereinafter referred to as “City of Milford”) has granted a Franchise to Petroleum Equipment Incorporated through the adoption of Ordinance 2023-21 approved by the majority vote of the City of Milford City Council on June 12, 2023 and effective June 22, 2023; and

WHEREAS, having afforded the public adequate notice and opportunity for comment, the City of Milford desires to enter into this agreement with Petroleum Equipment Incorporated for the nonexclusive right, privilege, and Franchise for a term of thirty (30) years, from the effective date of this ordinance; and

WHEREAS, this ordinance shall allow Petroleum Equipment Incorporated to carry on in the City of Milford, and specifically within the Cypress Hall Phase I Subdivision, the business of distributing propane gas and to construct, operate and maintain in public places propane gas mains, valves, manholes, meters, and service connections to distribute propane gas to customers, subject to the terms and conditions of its local laws and regulations on the terms set forth herein; and

WHEREAS, in reaching an agreement on the terms and conditions of the new Franchise, the City of Milford and Petroleum Equipment Incorporated have complied with all Federal and State-mandated procedural and substantive requirements pertinent to this franchise award, and explicitly 26 Del. C. Public Utilities, including the provisions of the Underground Utility Damage Prevention and Safety Act; and

WHEREAS, it is hereby found and determined by the City Council of the City of Milford that it is in the best interests of this City that a Franchise to use the public rights-of-way to conduct the delivery of a propane gas business and for such other business purposes as the company may desire from time to time be granted, subject to the terms and conditions described in this ordinance and franchise agreement.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY OF MILFORD:

SECTION 1.
AGREEMENT

THIS AGREEMENT (“Agreement”) is entered into as of the 22nd day of June 2023, between the City of Milford (“City of Milford”), an incorporated municipality located in the State of Delaware and Petroleum Equipment, Inc. (“Company”), a corporation organized under the laws of the State of Delaware.

WHEREAS, the Company agrees to provide propane gas supply and distribution services in the City of Milford, specifically the Cypress Hall Phase I Subdivision, as recorded with the Sussex County Recorder of Deeds under PB 385 PG 19, entitled “Phase I Record Plan”, and the City of Milford is desirous to have these services provided within said location.

WHEREAS, the Company agrees to comply with provisions of 26 Del.C., Public Utilities. This includes the Underground Utility Damage Prevention and Safety Act.

NOW THEREFORE, in consideration of these premises and the mutual promises set forth herein, the Company and the City of Milford (“the Parties”, or individually “Party”), each intending to be legally bound, hereby agree to the following:

1. Franchise: The nonexclusive right, privilege and franchise is hereby granted for a term of thirty (30) years, from the effective date hereof to the Company, its successors, and assigns, to carry on in the City of Milford, specifically Cypress Hall Phase I Subdivision, the business of distributing propane gas (“gas”) for heat, power, and other purposes. The nonexclusive right, privilege and franchise hereby granted shall be deemed to include the right to construct, operate and maintain in, along and upon the streets, alleys, bridges, public highways and other public places in Milford, gas mains, valves, manholes, meters, and service connections for the purpose of distributing gas for heat, power, and other purposes to the inhabitants of the Cypress Hall Phase I Subdivision. In addition to the other rights and privileges granted to the Company in this Agreement, the Company shall also have the nonexclusive right to sell gas to customers in the City of Milford, subject to the terms and conditions of its Gas Tariff.
2. Indemnification: The Company, for itself, successors or assigns, covenants and agrees to indemnify and hold harmless the City of Milford, its elective officials, directors, officers, agents, employees or designees, of and from any and all damage, injury, claim, penalty, judgement, costs, charges, expenses (including reasonable attorney’s fees) or other liability of any nature to the extent said claim arises directly or indirectly from the exercise of Company’s right, privileges, and franchise granted herein, including but no limited to, any liability by reason of the distribution of gas set forth herein, and in connection therewith, the operation or use of the public streets, avenues, roads, alleys, lands, parks, and other public places and ways in the City of Milford by Company. Notwithstanding the foregoing, Company shall not be obligated to indemnify the City of Milford, its elected officials, directors, officers, agents, employees, or designees for any claim or liability to the extent said claim arises directly or indirectly out of the negligence of the City of Milford, its elected officials, directors, officers, agents, employees, or designees. It is expressly understood and agreed that Company is and shall be deemed to be an independent contractor for the purposes set forth herein and shall therefore be solely responsible to all parties for its respective acts and/or omissions. This indemnification shall survive the termination of this franchise.
3. Permits: Before any street, alley, bridge, public highway or other public place is opened, obstructed or in any manner interfered with for the purpose of altering, installing or making additions to any of the gas mains, valves, manholes, meters or service connections for any other

purpose, written application shall be made the Manager of the City of Milford or such other person as the City Manager from time-to-time designate, setting forth in general terms the nature, location and extent of openings or obstructions desired and a permit from said City Manager or such other designated person shall be obtained and all specifications set forth in said permit as to the minimum or maximum area or depth or both for opening or other matters, shall be strictly observed by the Company. Emergency construction actions shall be exempt from prior permitting but shall be noticed to the Manager of the City of Milford or such other person as the City Manager shall from time-to-time designate within 24 hours or as reasonably accomplished.

4. Restoration: The repairing and restoring of all openings and obstructions to the condition of the adjacent roadbed shall be completed by the Company or by a firm or person employed by it as soon as practical and shall be completed in accordance with reasonable and customary standards of road construction at the sole expense of the Company. Provided, however, that upon the failure of the Company to make such repairs and restorations within a reasonable time, the City of Milford shall have the right to make such repairs and restoration or to employ a person or firm to make such repairs and restorations and charge the Company for all reasonable costs of such repairs and restorations of all said openings. Any work on State highways shall conform to DelDOT standards.
5. Rates: The determination of the Company's rates shall be subject solely to the rules and regulations of such State or Federal authority which shall have jurisdiction over this type of industry to enterprise.
6. Fees: In consideration of the granting of this franchise and pursuant to 26 Del. C. § 1301, the Company shall pay Milford a volumetric franchise fee in the amount of \$0.010 per 100 cubic feet (CCF) of gas delivered to customers through the Company's distribution system within the limits of the City of Milford. The Company is authorized, subject to any necessary approvals from any State or Federal regulatory body having jurisdiction over the Company, to collect said \$0.0010 per CCF franchise fee from the Company's customers within the City of Milford, by way of a surcharge on the customers' bill. The volumetric franchise fee otherwise payable hereunder shall not apply to any gas delivered to any customer of the Company from whom the Company is prohibited by law from collecting said surcharge. The \$0.010 per CCF franchise fee payable hereunder shall be paid annually to the City of Milford based upon gas delivered to the customers during the period January 1, through December 31. Payment shall be due prior to March 1 of the following year.
7. Financial Information: During the term of this Agreement, the Company shall submit a written annual report to the City of Milford, upon request, within three (3) months of the end of the Company's fiscal year and in a form approved by the City of Milford including the following information:
 - 7.1 Summary of the previous year's activities in the development of the propane gas system and total number of customers.
 - 7.2 Gross and net book values of the facilities used to distribute propane gas in Milford.
 - 7.3 Fiscal and financial data sufficient to accurately document franchise fees payable.
 - 7.4 Details sufficient to allow the City of Milford to ascertain that the standards prescribed by the Agreement are achieved and maintained.

7.5 A list of the Company's local managers.

All such information shall be deemed confidential proprietary information of the Company and shall not be disclosed to any third parties by the City of Milford unless the City of Milford is required to provide this information under the State or Federal laws.

8. Taxes: All property of the Company within the corporate limits of said City of Milford shall at all times be subject to taxation in accordance with any law now or hereafter enacted, provided however, the Company shall have the right to terminate this Agreement if the City of Milford hereafter enacts a tax on the Company's property or profits or otherwise levies a tax on the Company which does not apply on the effective date of the Agreement and does not apply to all businesses selling products or services within the City of Milford, including but not limited to other energy providers such as propane dealers and distributors, oil dealers and distributors, and electric distribution other than Milford's municipal system.

9. Receivership: The City of Milford shall have the right to cancel this Agreement one hundred twenty (120) days after the appointment of a receiver or trustee to take over and conduct the business of the Company, whether in receivership, reorganization, bankruptcy or other action or proceeding unless such receivership or trusteeship shall have been vacated prior to the expiration of said one hundred twenty (120) days or unless:

9.1 Within one hundred twenty (120) days after the election or appointment, such receiver or trustee shall have fully complied with all the provisions of this Agreement and remedied all defaults thereunder, and

9.2 Such receiver or trustee, within said one hundred twenty (120) days, shall have executed an agreement, duly approved by the Court having jurisdiction in the premises, whereby such reliever or trustee assumes and agrees to be bound by each and every provision of this Agreement.

10. Definitions: For the purpose of this Agreement, the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, works in the plural number include the singular number and words in the singular number include the plural number. The word "shall" be mandatory and "may" is permissive. Words not defined shall be given their common and ordinary meaning.

11. Financial Risk: During the term of this Agreement, the Company intends to construct certain gas distribution facilities within the City of Milford. For any such investments in gas distribution facilities made by the Company, the City of Milford will not bear the financial risk associated with the Company's investment in such distribution facilities.

12. Default by the Company:

12.1 If the Company fails to pay the fees described in Paragraph 6 of this Agreement by the due date, an interest charge shall be added which will be computed at the prevailing prime interest rate for the period between the due date and the date when the payment is made by the Company.

12.2 In the event the Company does not pay the fees prescribed in Paragraph 6 of this Agreement for a period of twelve (12) months after the due date, the Company shall pay the City a penalty charge equal to ten thousand dollars (\$10,000). In the event the Company fails to pay the franchise fee and the \$10,000 penalty charge within twenty-four (24) months after the original due date of the franchise fee, the City of Milford shall have the right to cancel this Agreement, purchase the gas distribution facilities in Milford, and take over operation of the gas distribution system in Milford, or seek other legal actions. If the City of Milford elects to exercise the right to purchase the gas distribution facilities, such facilities will be purchased from the Company at 300% (three hundred percent) of the net book value of the distribution assets less the unpaid franchise fee and less the \$10,000 penalty charge.

13. Agreement Assignment: Either Party may assign and transfer its rights and obligations hereunder to an affiliate or subsidiary provided that such affiliate or subsidiary has the legal ability to perform its obligations hereunder. Neither Party may assign or transfer its rights hereunder to a non-affiliate or non-subsiary without prior written consent of the other Party. All the terms and conditions of this Agreement shall be binding upon all successors and assignees of this Agreement.
14. Force and Effect: This Agreement shall become effective and shall constitute a binding contract between the City of Milford and the Company on the latter of (a) the date when the same shall have been duly adopted by a majority vote of the Council of the City of Milford in any regular or special meeting wherein action is taken in compliance it the City of Milford Charter; or (b) the date when the provisions hereof shall have been accepted by the Company as signified by the Company's execution. This Agreement is also enacted pursuant to and in the manner provided for in 26 Del. C. § 1301. Performance of the terms of this Agreement shall commence on the effective date of this Agreement.
15. Rules and Regulations: The Company shall have the right to adopt reasonable rules and regulations governing its business relationship with its customers.
16. This Agreement shall constitute the entire agreement and understanding between the Parties, superseding any and all previous contracts, agreements, and understanding, oral or written, pertaining to the subject matter contained herein.
17. No failure or delay by either Party to insist upon the strict performance of any term or condition of this Agreement, or to exercise any right, power or remedy permitted in this Agreement shall constitute a waiver of any such term or condition of this Agreement, or preclude any Party from exercising such right, power or remedy at any later time.
18. This Agreement has been executed and entered in the State of Delaware, and this Agreement and its formation, operation and performance shall be governed, construed, performed, and enforced in accordance with the substantive laws of Delaware without regards to conflicts of law. Any dispute arising out of this Agreement shall be litigated in a court in the State of Delaware.
19. Non-Discrimination Provision: The Company will not discriminate against any employee or customer because of race, creed, color, religion, gender, age, national origin, ancestry, disability, sexual orientation, gender identity or expression, marital status, pregnancy, military veteran

status, political beliefs or affiliation, genetic history, or other characteristics protected by law. These protections apply to all areas of employment, including recruitment, hiring, training and development, transfer, dismissal, layoff, compensation, benefits, social and recreational programs and to all aspects of the provision / extension of services covered by this agreement.

20. Arbitration:

- 20.1 Any dispute between the Parties with respect to this Agreement may be submitted to arbitration upon the request of either Party pursuant to the following procedures: Each Party shall within thirty (30) days choose one arbitrator who shall sit on a three-member arbitration panel. The two arbitrators so chosen shall within twenty (20) days select a third arbitrator to chair the arbitration panel. Arbitrators shall be knowledgeable in propane gas utility matters and shall not have any current or past substantial business or financial relationships with any Party to the arbitration. The arbitrators shall provide each of the Parties an opportunity to be heard and the Parties shall provide the arbitrators any requested information within fifteen (15) days of the request, and except as otherwise provided herein, the arbitrators shall generally conduct the arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Unless otherwise agreed, the arbitrators shall render a decision within ninety (90) days of appointment and shall notify the Parties in writing of such decisions and the reasons, therefore. The direct cost of the arbitration panel shall be divided equally between the parties; all other costs shall be borne by the Party which incurs them.
- 20.2 The decision of the arbitrators shall be final and binding upon the Parties, and judgement may be entered in any court having jurisdiction. The decision of the arbitrators may be appealed solely on the grounds that the conduct of the arbitrators, or the decision itself, violated the standards set forth in the Federal Arbitration Act and/or the Administrative Dispute Resolution Act. The final decision of the arbitrators must also be filed with the Delaware Public Service Commission, or any other regulatory authority having jurisdiction, if it affects jurisdiction rules or facilities.

Section 2. Legislative Action Dates.
Council Introduction: May 22, 2023
Council Adoption: June 12, 2023
Effective Date: June 22, 2023

SIGNATURE PAGE TO FOLLOW

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Ordinance 2023-21 adopted with the concurrence of a majority of all Members of the Council of the City of Milford, Delaware, during a regular meeting on the 12th day of June 2023.

Signed, sealed, and delivered in the presence of:

PETROLEUM EQUIPMENT, INC.

Attest _____ (SEAL)

By: _____
Printed Name/Title

Sworn to and subscribed before me this ____ day of _____, 2023.

Notary Public

Date Commission Expires

CITY OF MILFORD

Attest/City Clerk

By: Mayor Arthur J. Campbell (SEAL)

Sworn to and subscribed before me this ____ day of _____, 2023.

Notary Public

Date Commission Expires



OFFICE OF THE CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and Council
From: Mark Whitfield, City Manager
Subject: 2023-2024 City of Milford Operating Budget
Date: May 18, 2023

We are pleased to present you with the recommended 2024 Operating Budget for the City of Milford that covers the general fund and the various enterprise funds for July 1, 2023 through June 30, 2024 totaling \$59,505,286. The Fiscal Year 2024 budget was prepared in conjunction with department and division heads from all departments. A special thanks to Accountant Sandra Peck for compiling all the information and Finance Director Lou Vitola for finalizing the budget.

The budget provides the citizens of Milford with information regarding the operations of the City government and details on how public funds will be utilized throughout the community. The budget also serves as a roadmap for the City Council and City Manager to achieve the City's priorities for both now and in the future. As staff prepared this year's budget, priorities and requests were aligned with the 2018-2023 Strategic Plan.

The annual budget is used as a managerial tool by the City Manager, Police Chief, City Clerk and the City's department heads/division supervisors. The annual spending plan serves as a monitoring tool of revenues and expenses for the various departments and divisions and is also a means of evaluation to ensure public resources are used in the most effective and efficient manner.

Background and Summary

As we prepare to start the new fiscal year, changes are in large part driven by requirements of the organization related to growth, associated demands on staff and operations, inflation, and recruiting challenges experienced over the past three years. As agreed upon by Council with the adoption of the FY2022 budget, a \$0.01 real estate assessment tax increase is included in this year's budget. In conjunction with the increase, use of Real Estate Transfer Tax for operating expenses will be reduced to \$200,000 for 2024, which is down \$100,000 each year for the last three years from \$500,000 in FY2021. This will help achieve the goal of using Real Estate Transfer Taxes (RTT) exclusively for Capital Improvement Project funding only by FY2026 and thereafter. Additionally, as per the voter referendum, the first \$8.5 million in USDA funded bonds will close this year, requiring the City to phase in the first half of the property tax increase required to support the debt service associated with the new police facility. The debt service equates to approximately \$0.03725, bringing the FY2024 property tax rate to \$0.546 per \$100 of assessed value. The overall tax increase of \$0.04725 results in a 9.5% real estate tax increase for 2024.

Based on staff's projection, the City will underspend the FY2023 general fund budget by about \$200,000, which staff recommends rolling forward in support of Capital Projects. The \$200,000 along with \$1.0 million in surplus funding from FY2021 and FY2022 will combine to balance the FY2024 budget. Staff also recommends using the residual amount of \$21,245 of ARPA funds to offset operating costs as originally intended in all drafts of the ARPA spending plan.

Staff and Council made significant changes in FY2022 to help strengthen the City's financial position. An Equipment Replacement Reserve (ERR) was established with ongoing funding through an annual depreciation schedule. Capital expenditures were consolidated into a single budget with identified funding sources. A Reserve Fund policy was established to ensure adequate operating cash and reserves were maintained in each utility and the general fund. Council's approval of the annual \$0.01 real estate tax increase with offsetting realty transfer tax reduction represented a meaningful step toward structural balance in the City's operating budget, which is a specific goal in the strategic plan. An annual contribution of \$300,000 from the Water Fund was established to help fund General Fund expenses in FY2022, which further supports structural balance. In 2024, staff recommends the same \$300,000 transfer be contributed to the general fund from the sewer fund. Staff also recommends changing the transfer from the electric fund from a flat \$2.5 million per year to a maximum transfer amount of 12.5% of gross electric revenue. For FY2024, a transfer of 11.3% of gross electric revenue is recommended for the general fund. The increase would leave the City's relative position among peers unchanged with respect to general fund transfers as a percentage of revenue and average residential rates.

The American Rescue Plan Act (ARPA) was used primarily to defray existing capital project commitments, thereby preserving millions in utility reserves. At the same time, ARPA funds indirectly made new projects possible, such as the Milford Corporate Center, or directly assisted in funding specialized programs and projects, such as the assigned police vehicle program. The ARPA funding represented the City's largest known single grant award to date, but staff did not remain satisfied, as additional millions in supplementary grant solicitations were written in support of dozens of projects in various stages of approval throughout the City's Capital Improvement Plan. A \$0.5 million grant from Sussex County was secured to augment the cost of assigned police vehicles. Delaware Bond Bill funding in excess of \$1.7 million was leveraged for parks & recreation, streets, sidewalks and open space development, while \$1.1 million in infrastructure funding and \$2.7 million in traffic infrastructure funding were secured for the benefit of Milford Corporate Center. Grants through DNREC's ORPT Program provided \$0.2 million in recreational funding, while DelDOT committed nearly \$2.8 million for two bridge projects in the City and assumed responsibility for about \$0.7 million in projects listed in the CIP. Along with the \$1.0 million USDA sewer grants received in FY2022 and FY2023, the City's combined grant revenue and grant awards exceed \$17 million over the last three years.

Revenue Overview

The FY2024 revenue budget totals \$59.5 million, representing an increase of \$5.6 million, or 10.5% over the FY2023 budget. Operating budgets (excluding debt service and capital) constitute an increase of \$4.65 million or 9.9% over the prior fiscal year. The proposed budget represents the third consecutive year with ambitious capital investments, particularly in parks, streets, water and sewer. Current revenue in FY2024 exceeds that of FY2023 by \$4.8 million, representing a healthy proportion – 85% – of the total revenue increase. In other words, nonrecurring funding constitutes only 15% of this year's increased revenue requirements. From FY2022 to FY2023, about half of the increase in total revenue was met through one-time funding sources.

No portion of the property tax increase is unscheduled or emerging suddenly from the inflationary operating cost environment. Rather, the proposed movement in the property tax rate from \$0.49275 to \$0.546 per \$100 of assessed value is rooted in City Council's push for a structurally balanced budget as outlined in the strategic plan along with the voter-approved referendum to construct the new police facility. In FY2024, the first half of the debt service will phase in, with the second half anticipated in FY2025. For the average Milford home with an assessed value of \$147,600, the increase is \$5.81 more per month, or just under \$70 annually.

Staff recommends introducing an annual contribution from the sewer fund to the general fund akin to the existing transfers from the water and electric funds. Often referred to as franchise fees or PILOTs (payment in lieu of taxes), the water and sewer transfers are recommended at \$300,000 each, the same as the existing water transfer, while electric is recommended to increase from 10% to 11.3%, with a cap not to exceed 12.5% going forward. For 2024, the transfers total \$3.85 million, with \$0.6 million split between water and sewer and \$3.25 million from electric funds.

Electric, water and sewer enterprise revenues continue to post strong, stable results driven by a healthy combination of small, programmed rate adjustments and growth in the City's customer base. After completing an in-depth Cost of Services Study for electric, water, sewer, and solid waste in 2020, rate increases for water, sewer and solid waste were recommended and approved through FY2026, while electric rates were approved through FY2023.

For FY 2024, water rates will increase 4.0% in accordance with the studies, while the City component of the sewer rates will increase 4.9%. Kent County plans to increase sewer treatment rates by \$0.258 per 1,000 gallons, or 10%, for FY2024. The average household using 3,800 gallons of water a month will see a monthly increase of \$0.53 for water and \$2.00 for sewer (about \$1.18 of which is attributable to Kent County Sewer Treatment).

Early in 2023, an update to our electric rate study was completed, and in April, Council adopted updated electric rates for the next three years (FY2024, FY2025, & FY2026). Based on the adopted rates, the customer charge for electric service will increase \$0.25 in July 2023, and the kilowatt hour charge will increase by \$0.00124 per kwh. The average home using 975 kwh per month will see a monthly increase of \$1.21, or about 1%, in their electric bill.

After a year of uncertainty following energy market spikes and unexpected regulatory costs, the energy markets have stabilized over the past six months, primarily due to declining natural gas prices. Staff expects a stable Power Cost Adjustment (PCA) until the end of the calendar year, possibly followed by a decrease early in 2024, depending upon whether the decreases in natural gas translate into a meaningful decrease in wholesale energy costs. Despite the currently hopeful outlook, the non-energy components of power supply to the Delmarva peninsula continue to add upward price pressure and are likely to lead to higher energy costs in the future.

As part of the utility rate study done in 2020, solid waste rates were also established for five years based on historical data. The recent inflation environment was not predicted as part of the rate study and combined with a near \$0 fund balance in 2020, solid waste fees set in 2020 are not providing enough revenue to maintain the fund. The rate study recommended a \$1.20 monthly increase for July 1, 2023, however the projected revenue falls well short of the projected expenses in 2023. For this reason, staff is recommending a \$2.20/month increase in solid waste fees, which will raise the monthly fee from \$29.30 to \$31.50. A quick survey of private haulers within our area revealed rates between \$30.50 to \$34.00 per month, so while the rate increase is significant, it appears to be in line with other providers.

The City is making strides to achieve utility rates that provide full cost recovery in total, by cost classification (i.e. fixed vs variable costs), and by user classification (to avoid cross-subsidization of ratepayers). At the same time, staff recognize the challenge in meeting all full cost recovery and rate restructuring all at once. For that reason, we embraced a multiyear phase-in of utility rate adjustments to gradually arrive at responsible rates while reducing the impact to all Milford residents and business operators.

Budget Overview / Highlights

The individual fund changes, excluding capital and debt service, are as follows:

	FY2023-24 Budget	Change from FY2022-23	Percent Change
General Fund	\$ 13,548,974	\$ 1,457,296	12.1%
Water Fund	2,496,917	114,792	4.8%
Sewer Fund	5,161,881	906,028	21.3%
Solid Waste Fund	1,710,494	169,315	11.0%
Electric Fund	<u>28,571,078</u>	<u>2,004,022</u>	<u>7.5%</u>
	\$ 51,489,343	\$ 4,651,452	9.9%

For the third year in a row, the general fund will benefit from accumulated prior-year surplus funding generated as a result of staffing challenges and strong internal spending control. However, despite over \$1 million being reserved and carried into FY2024, the general fund required the scheduled property tax rate increase, more than \$1 million in new utility fund transfers, and heavy grant funding in support of general governmental capital needs. Further, this year's general fund budget continues to utilize a transfer from the RTT Fund to support public safety (\$200,000), while Economic Development funding budgeted in FY2023 (\$105,860) will carry into FY2024 to help defray contributions to Downtown Milford, Inc (DMI) and community festivals. Milford Museum, DMI, Milford Public Library and Community Festivals are budgeted with slight increases based on the groups' presentations to City Council in April.

Personnel

The recommended FY2024 budget includes: An overall 2.5% increase in base pay for non-union employees and additional funds for merit pay increases based on performance evaluations. Employees may earn a one-step increase in pay based on performance. There is a 3% pay increase between each step. We will also continue to expand employee recognition initiatives, including the Safety Incentive program, wellness program and recognition of Special Performance of individuals or teams. In accordance with the Police Teamsters Agreement, police officers will receive a 4% increase on July 1, 2023 and a 1.5% increase on their anniversary date. Electric employees covered under the IBEW Agreement will receive a 6% increase on the first of July. The Dispatcher Teamsters contract expires on July 1, 2023 and contract negotiations remain ongoing.

Healthcare premiums will increase 9.4% on July 1, 2023, which is the second annual increase following six years of stability.

In 2023, the City had 131.3 full-time equivalent (FTE) employees; for 2024, with staff proposed personnel changes, there will be 138.2 FTEs. Additional positions having prior approval from Council include: 1 FTE in Finance (Accountant) and 1 FTE in Electric (Engineering Tech). Recommended new positions include 1 FTE in Planning (Code Enforcement Officer) and 1 FTE in Parks and Recreation (Horticulturist). The City Clerk is requesting 1 additional FTE be added (Deputy Clerk). The remaining FTEs consist of positions added in 2023 for a partial year that will now be full-year positions in 2024.

Capital Expenditures

The following is a partial list of capital equipment and projects. Please review the CIP sections of the budget document for line-item detail of the capital purchases and projects recommended for funding in this year's capital program as part of the broader FY2024 operating budget. The CIP document also features various summary-level presentations of the initiatives on the horizon aimed at improving the City of Milford now and for generations to come.

General Fund: Police – new police facility; 6 car replacements; new cameras in interview rooms, and design of new maintenance facility. Streets – replace pick up with plow and salt spreader, Washington Street bridge painting, various street rehab, walnut street bridge pedestrian crossing, sidewalk connectivity, traffic calming, North Washington Street and NE Front Street streetscape project, Park Ave/Denny Row Streetscape project, SW Front Street Streetscape, Franklin and Columbia Street Streetscape, replace Maple Street bridge, various bike path construction, street construction in industrial park, various transportation studies. Customer Service – Installation of security glass and noise reduction panels, in-house bill printing, exterior curb repair, payment kiosk, and fencing, Public Works – new GPS survey unit, HVAC automation, repair roof drain and air infiltration, electric pole building, design of building expansion; Planning: new pickup truck; Parking – Rehab N Walnut/NE Front Lot; Rehab Park Ave Lot; City Hall – create public plaza in front of building, fence installation Parks and Recreation – replace 2 gators, , replace van, replace 2 standup mowers, new brush cutter attachment, new water truck, new pickup truck (Arborist), various improvements to parks maintenance facility, various new trees,, rehab Marshall pond bank,, master plan for greenway pathway, gateway signage/improvements, open space land acquisition, Sharp parcel development, installation of downtown public restrooms.

Capital Expenses for Enterprise and Interdepartmental Service Funds: Electric –replace 2 pick-up trucks, bucket truck for Arborist, replace 2 trailers; Sewer – pump station upgrades, replace Kubota tractor with plow, ROVER Inspection equipment; Solid Waste – Replace rear load truck; new crane grappler truck for bulk collection; Public Works – expanded parking lot & storm water pond. IT – various network replacements, replace ERP, PC & Hardware refresh, dedicated internet fiber, ceiling cable upgrades, new firewall boxes, Riverwalk Wi-Fi, cloud migration, various security projects.

Capital Improvements Projects/Repairs: Electric – DELDOT traffic signals, fiber optic cable loop, EV charging station, LED street light replacements; physical security, power flow software, office space for Arborist, GIS Mapping, pole inspection, service to corporate center. Water – additional blow-off valves, various street rehab projects, lead service line replacements, asbestos pipe removal, valve and hydrant replacement, water service to industrial park, North Shore water extension, Westwood main extension; NW Front Street waterline replacement; Sewer – various street rehab projects, asbestos pipe remove/replacement, replace SE 2nd Street pump station, SE regional pump station, abandon BAC PS with gravity line, service to corporate center, 4th Street flood mitigation.

Budget Considerations

In moving forward in the next fiscal year, Council needs to be aware of the following on-going budget issues that need to be addressed:

1. The budget is balanced using additional transfers from utility accounts. While the transfers are defensible, continuing to rely on utility accounts may result in increases in

- utility rates, making it financially less attractive to reside or maintain a business in the City. Council should consider setting limits on the transfer amounts.
2. No General Fund money is used to fund the Customer Service Department. Approximately 13% of Customer Service expenses are attributed to tax collection services. Allocating these costs to the General Fund has been delayed due to inadequate General Fund monies.
 3. Utilizing Real Estate Transfer Tax to fund the general police expenses is not sustainable. Staff recommends Council continue the course of increasing the real estate tax assessment by \$0.01 per year, while reducing the use of RTT by \$100,000 each year over five years.
 4. Interdepartmental transfers from water, sewer, electric and solid waste are rational and standardized to the best ability of City staff. However, the allocation process has not been reviewed or established by an independent professional consultant. An Allocation Study is being completed this year in order to justify the transfers. This most likely will put additional pressure on the General Fund.
 5. The budget uses Real Estate Transfer Tax revenue and Municipal Street Aid for funding street improvements. The present level of income from those sources is not sufficient to fund the needed improvements in the future, given the other funding pressures being relieved by Real Estate Transfer Taxes.
 6. The full payment on the bonds for the Police Facility will be realized in FY2025, which will equate to an additional \$0.03725 tax increase next year.
 7. Inflation is presently running at about 5.5% annually, which will have an impact on personnel costs as well as the cost of goods and services during the upcoming year.

Conclusion

The real estate tax increase, and increases in water, sewer, electric and trash rates will result in a monthly increase for the average resident of \$11.75/month or \$141/year. Almost half of the \$141 is attributed to payments on the bond for the police building. Without the \$3.85 million transfer of utility funds to the general fund, real estate taxes would need to increase by more than two-thirds – by about \$0.37 per \$100 of AV – just to operate through June 30, 2024. The City is fortunate for its diversity of operations and multiple income streams in order to keep real estate taxes at an attractive rate for businesses and residents, while providing competitive rates for utilities and services.

The current fiscal condition of the City is stable, and the proposed budget is balanced. The water and electric reserve funds are healthy and building permit revenues are growing. The proposed tax increase will enable the City to make bond payments on the police station and reduce reliance on RTT to fund operating costs of the Police Department, preserving RTT income for capital projects now and in the future.

In the past two years, the Council adopted policies for fund balances, which has put the City in a better financial position for the future. Staying the course on the proposed tax increase, as well as the codified utility increases will go a long way in maintaining the City's financial stability.

Milford is a great place to live, work and play. Keeping Milford a great place means adequately funding public safety, infrastructure, parks, recreation opportunities, and reliable public services. Just as our forefathers and foremothers left us this great City, today, it is our opportunity impact the future of the City for the better.



FY24 Budget Draft

City Council Budget Hearing – Monday, May 22, 2023

FY24 Budget Draft Overview

- FY22 & FY23 Budget Processes Repeated & Refined
 - Built budget from “bottom-up” for all revenue & expense
 - New meaning to *inflationary environment* in FY23
 - FTE¹ growth requirements include FY23 approvals and FY24 needs
 - General Fund deficit gap-closing measures repeated and expanded
 - No change in water transfer (\$300,000)
 - Sewer transfer of \$300,000 added to match water fund transfer
 - Electric transfer of \$3.25 million (11.3%) recommended (\$2.5mm/10%)
 - Property Tax increase requirements
 - \$0.01: Year 3 of 5 with offsetting reduction in RTT-funded operating expenses
 - \$0.03725: Phase in first half of PD Facility Debt Service Referendum
 - Realistic budgeting based on projections & cost-drivers, not legacy

¹Measure of staffing count equal to the equivalent of one full-time employee



FY24 Budget Draft

Revenue Projections

FY23 Budget Draft – Revenue Projections

- Revenue Budgets Drafted from “Bottom Up”

- Determination of Rate Drivers

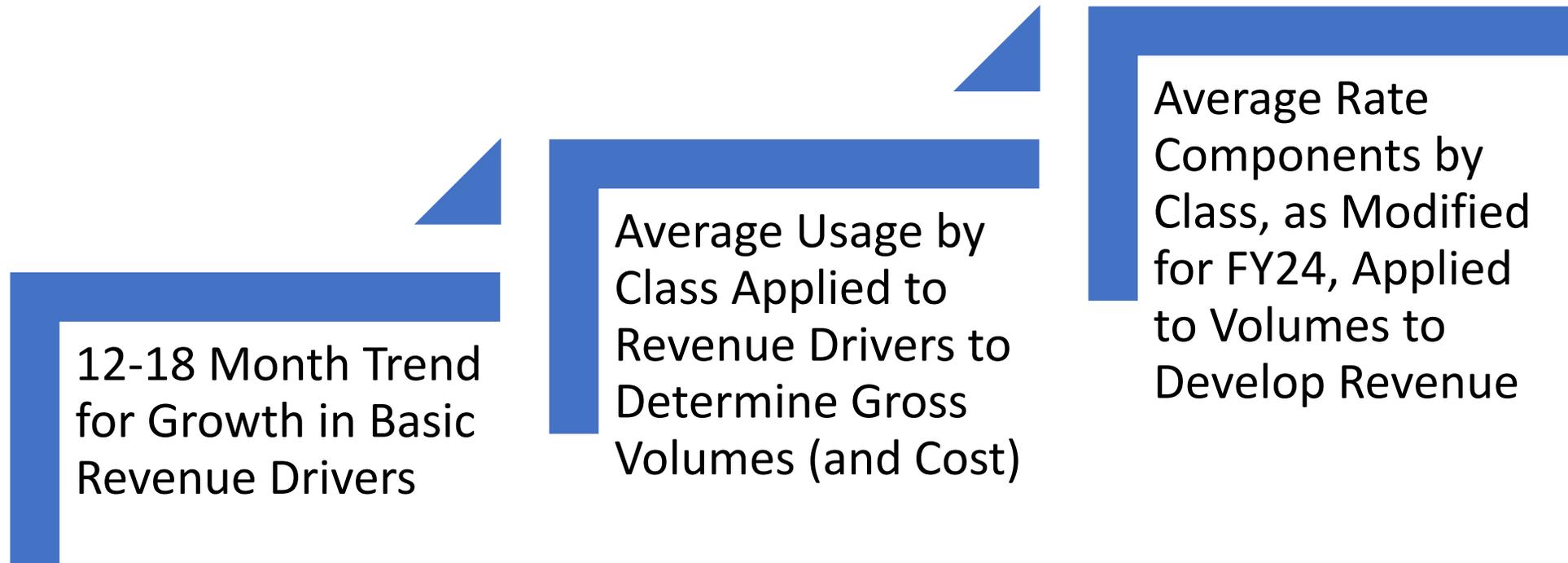
- Improved Parcels & Taxable AV
- Electric Meter Count by Class
- Water Meter Count by Class
- Service Count

Property Tax Revenue

Electric Revenue

Water & Sewer Revenue

Solid Waste Revenue



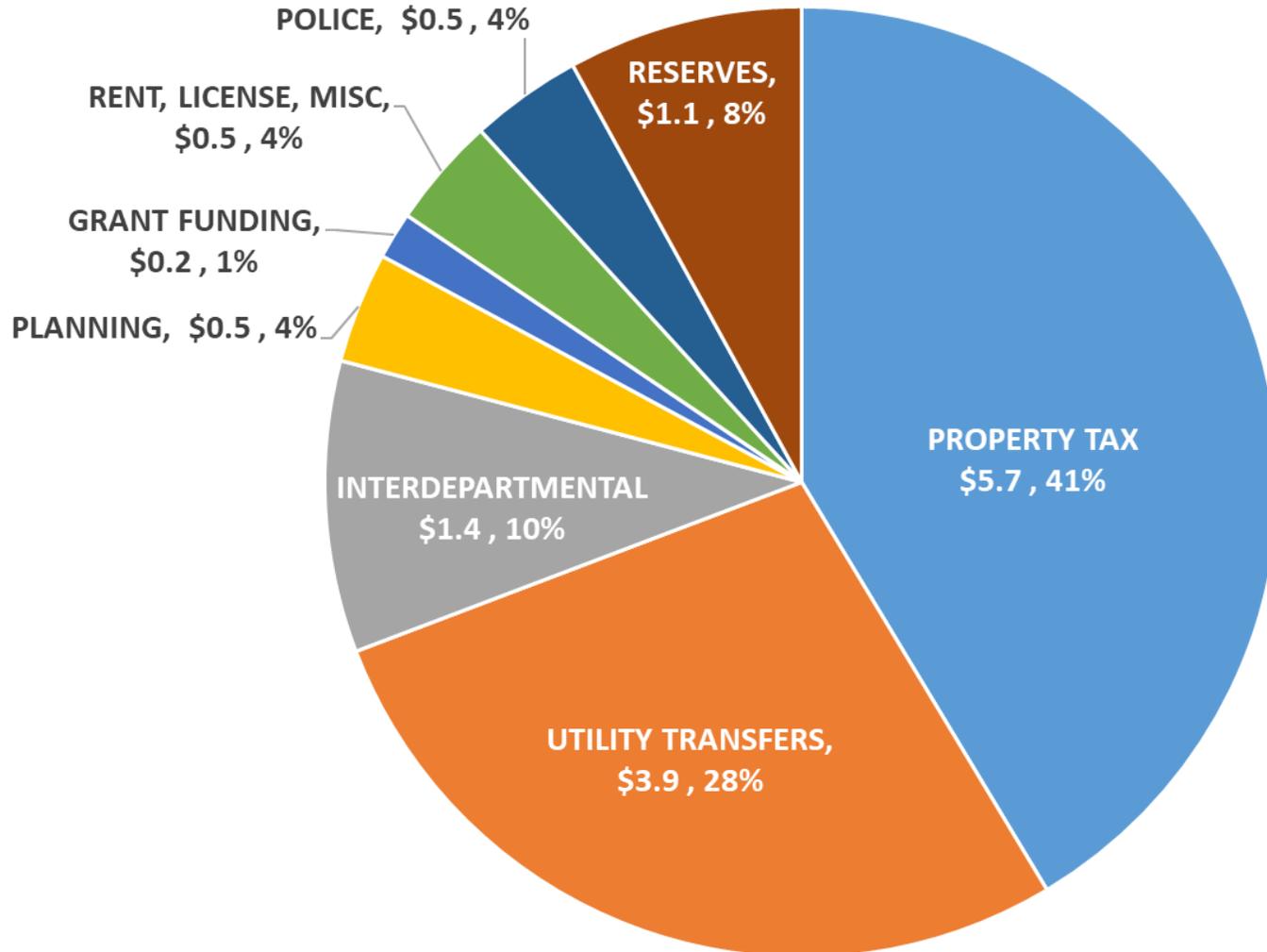
FY24 Budget Draft – Revenue Projections

- Enterprise Fund Revenue
 - Water, Sewer and Solid Waste
 - Implementation of 2020 Rate Studies’ Staggered Rate Adjustments
 - Solid Waste – Recommended acceleration of rate increase
 - \$1.20 per rate study + \$1.00 to meet unforeseen cost escalation
 - Sewer – Kent County Treatment Cost Increase of \$0.26 per 1,000 gallons
 - Electric
 - Implementation of 2023 Rate Study FY24 Rate Adjustment as Approved by Council

ENTERPRISE REVENUE	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
Electric	\$ 24,909,338	\$ 24,947,564	\$ 25,526,751	\$ 28,122,245	\$ 28,893,293	2.7%
Water	2,923,486	3,070,512	3,147,851	3,600,079	3,601,227	0.0%
Sewer	4,298,036	4,700,390	4,823,459	5,328,114	5,805,785	9.0%
Solid Waste	1,740,473	1,374,572	1,541,545	1,564,357	1,710,494	9.3%
TOTAL	\$ 33,871,333	\$ 34,093,038	\$ 35,039,606	\$ 38,614,795	\$ 40,010,799	3.6%
<i>% Change, All Enterprise Funds</i>		<i>0.7%</i>	<i>2.8%</i>	<i>10.2%</i>	<i>3.6%</i>	

FY24 Budget Draft – Revenue Projections

FY24 PROPOSED BUDGET: GENERAL FUND REVENUE by SOURCE



General Fund Revenue by Source

- in \$millions
- as % of \$13.8 million total



FY24 Budget Draft

Finance & Customer Service Departments

FY24 Budget Draft – Finance Department

- FY24 Operating Expense totals \$0.7 million
 - 33% increase vs FY23 Projection
 - Increased personnel costs are primary driver (91% of total increase)
 - FTE count from 4.04 in FY23 (pro-rated) to 5.0 in FY24 for Accountant addition
 - Of 91% Personnel cost increase, 61% reflects new staff; 30% existing staff
- FY24 Focus Areas
 - Stronger assistance and more timely production of annual report is critical need
 - Conversion and implementation of new ERP system (go-live July 3, 2023)
 - Cross-training critical functions and evaluating staffing / third-party needs
 - Cost allocation study impact on structural balance; FY24 strategic plan impact on finance

Expense Category	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
Personnel	422,458	547,459	427,875	506,397	481,376	643,646	33.7%
Operating Expenses	78,880	45,330	41,946	57,433	50,443	66,640	32.1%
OpEx - Veh & Equip Repl	-	-	1,500	1,500	1,500	-	-100.0%
Total Finance Dept	501,338	592,789	471,321	565,330	533,320	710,286	33.2%

FY24 Budget Draft – Customer Service Department

- FY24 Operating Expense totals \$1.12 million
 - 20% increase vs FY23 Projection
 - FY24 OpEx increases driven primarily by personnel
 - Increased personnel cost increases for all existing staff offset by minor FTE drop
 - FTE reduction from 10.4 in FY23 (reflecting Temp / Intern) to 10.0 in FY24
 - Remainder of increase driven by cost escalation & tech-related operating needs
- FY24 Focus Areas
 - Focus on “Whole House” Training and development of all staff
 - Conversion and implementation of new ERP system and other tech expansion
 - Kiosks, IVR, alternate bill-print / bill-presentment solutions
 - Continued improvement in past due collection management

Expense Category	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
Personnel	681,859	587,116	581,786	756,812	656,980	805,512	22.6%
Operating Expenses	221,161	218,343	267,846	340,480	326,377	385,190	18.0%
OpEx - Veh & Equip Repl	-	-	1,500	1,500	1,500	900	-40.0%
Capital	14,205	26,450	-	-	-	-	
Tax Assessment	-	28,000	7,000	32,000	32,000	32,000	0%
Total Customer Service	917,225	859,909	858,132	1,130,792	1,016,857	1,223,602	20.3%



FY24 Budget Draft

Information Technology (IT) Department

FY24 Budget Draft – IT Department

- FY24 General Expense totals \$1.0 million
 - FTE count fractional increase for interns – FY23 4.0 (pro-rated) to FY24 4.3
 - Centralization of IT driving OpEx budget increase
 - PD support personnel moved to IT Personnel budget
 - Software and hardware maintenance largely consolidated into IT Dept
- FY24 Focus Areas / CIP Highlights
 - Cybersecurity / Securing our infrastructure and data
 - Network infrastructure upgrades
 - Virtualization of existing servers
 - Improved support and security for Operational Technology
 - Driving adoption and use of new technologies

Expense Category	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
Personnel	165,855	187,863	319,288	372,838	324,103	482,466	48.9%
Operating Expenses	225,885	327,067	216,821	323,548	300,935	533,281	77.2%
OpEx - Veh & Equip Repl	-	-	5,000	5,000	5,000	2,700	-46.0%
Total IT Dept	391,740	514,930	541,109	701,386	630,038	1,018,447	61.6%



FY24 Budget Draft

Planning Department

FY24 Budget Draft – Planning Department

- FY24 General Expense totals \$0.8 million
 - 20.5% increase vs FY23 Projection
 - Even distribution of operating cost increases as a percentage
 - In terms of the dollar increase, 76% of the total increase driven by personnel cost increases
 - FTE Count from 6.0 in FY23 (full year) to 6.8 in FY24 (pro-rated) to support code enforcement
- FY24 Focus Areas Carry from FY23 Initiatives
 - Bike Path Design and Permitting Expanded
 - Streetscape Planning Gaining Momentum
 - Traffic Calming / Intersection Studies
 - Milford Corporate Center Traffic and Infrastructure Planning
 - Maximizing Grant Revenue to Reduce City Funding Hurdles

Expense Category	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
Personnel	426,774	419,627	508,023	592,088	568,672	676,431	18.9%
Operating Expenses	100,277	151,787	137,974	143,443	118,851	142,773	20.1%
OpEx - Veh & Equip Repl	-	-	1,500	1,500	1,500	11,200	646.7%
Capital	30,320	28,542	-	-	-	-	
Total Planning	557,371	599,956	647,497	737,031	689,022	830,404	20.5%



Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

Budget Summary

General Fund

Enterprise Funds

Interservice Funds

Capital Budget and Capital Improvement Plan (CIP)

Supplementary Materials

CITY OF MILFORD
 FISCAL YEAR 2023-24
 CONSOLIDATED BUDGET RECOMMENDATION

FY24 BUDGET SUMMARY - DRAFT v1 WORKING (5/17/2023)

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	11,426,148	1,428,696	12,854,844	758,781	-	254,800	1,013,581
PLANNING	522,000	50,000	572,000	830,404	-	50,000	880,404
FINANCE	-	-	-	710,286	-	-	710,286
INFORMATION TECHNOLOGY	-	494,429	494,429	1,018,447	-	494,429	1,512,876
POLICE	523,680	644,422	1,168,102	6,583,723	296,750	444,422	7,324,895
STREETS	-	835,750	835,750	989,775	-	835,750	1,825,525
PARKS & RECREATION	-	538,200	538,200	1,491,387	-	538,200	2,029,587
CITY CLERKS	-	-	-	405,472	-	-	405,472
COUNCIL	-	-	-	760,701	-	-	760,701
TOTAL GENERAL FUND	\$ 12,471,828	\$ 3,991,497	\$ 16,463,325	\$ 13,548,974	\$ 296,750	\$ 2,617,601	\$ 16,463,325
WATER	3,601,227	414,888	4,016,115	2,496,917	365,275	1,153,924	4,016,115
SEWER	5,805,785	1,053,998	6,859,783	5,161,881	408,478	1,289,424	6,859,783
SOLID WASTE	1,710,494	32,049	1,742,542	1,710,494	-	32,049	1,742,542
ELECTRIC	28,893,293	1,529,564	30,422,858	28,571,078	322,215	1,529,564	30,422,857
TOTAL BUDGET	\$ 52,482,627	\$ 7,021,996	\$ 59,504,623	\$ 51,489,343	\$ 1,392,718	\$ 6,622,562	\$ 59,504,623

CITY OF MILFORD
 FISCAL YEAR 2022-23
 BUDGET SUMMARY ANALYSIS

FY23 BUDGET SUMMARY - FINAL AS APPROVED

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	\$ 9,706,271	\$ 1,452,308	\$ 11,158,579	\$ 744,489	\$ -	\$ 226,250	\$ 970,739
PLANNING	493,100	-	493,100	729,031	-	50,000	779,031
FINANCE	-	-	-	562,855	-	-	562,855
INFORMATION TECHNOLOGY	-	65,837	65,837	701,386	-	65,837	767,223
POLICE	491,250	300,000	791,250	6,185,274	-	-	6,185,274
STREETS	-	720,000	720,000	878,142	-	720,000	1,598,142
PARKS & RECREATION	-	1,085,443	1,085,443	1,252,490	-	1,085,443	2,337,933
CITY CLERKS	-	-	-	332,946	-	-	332,946
COUNCIL	-	-	-	705,064	-	75,000	780,064
TOTAL GENERAL FUND	\$ 10,690,621	\$ 3,623,588	\$ 14,314,209	\$ 12,091,679	\$ -	\$ 2,222,530	\$ 14,314,209
WATER	3,406,664	393,635	3,800,299	2,382,125	365,274	1,052,900	3,800,299
SEWER	4,998,431	707,301	5,705,732	4,255,853	412,478	1,037,400	5,705,732
SOLID WASTE	1,556,467	640,462	2,196,929	1,541,179	-	655,750	2,196,929
ELECTRIC	27,012,887	831,784	27,844,671	26,567,056	324,315	953,300	27,844,671
TOTAL BUDGET	\$ 47,665,070	\$ 6,196,769	\$ 53,861,840	\$ 46,837,892	\$ 1,102,067	\$ 5,921,880	\$ 53,861,840

CITY OF MILFORD
 FISCAL YEAR 2023 vs 2024
 BUDGET SUMMARY ANALYSIS

CHANGE: FY24 RECOMMENDATION vs
 FY23 APPROVED BUDGET

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	\$ 1,719,877	\$ (23,612)	\$ 1,696,265	\$ 14,291	\$ -	\$ 28,550	\$ 42,841
PLANNING	28,900	50,000	78,900	101,373	-	-	101,373
FINANCE	-	-	-	147,431	-	-	147,431
INFORMATION TECHNOLOGY	-	428,592	428,592	317,061	-	428,592	745,652
POLICE	32,430	344,422	376,852	398,449	296,750	444,422	1,139,621
STREETS	-	115,750	115,750	111,632	-	115,750	227,382
PARKS & RECREATION	-	(547,243)	(547,243)	238,896	-	(547,243)	(308,347)
CITY CLERKS	-	-	-	72,526	-	-	72,526
COUNCIL	-	-	-	55,637	-	(75,000)	(19,363)
TOTAL GENERAL FUND	\$ 1,781,207	\$ 367,909	\$ 2,149,116	\$ 1,457,296	\$ 296,750	\$ 395,071	\$ 2,149,116
WATER	194,563	21,253	215,816	114,792	1	101,024	215,816
SEWER	807,354	346,697	1,154,051	906,028	(4,001)	252,024	1,154,051
SOLID WASTE	154,026	(608,413)	(454,387)	169,315	-	(623,702)	(454,387)
ELECTRIC	1,880,406	697,781	2,578,187	2,004,022	(2,100)	576,264	2,578,186
TOTAL BUDGET	\$ 4,817,556	\$ 825,226	\$ 5,642,783	\$ 4,651,452	\$ 290,650	\$ 700,681	\$ 5,642,783

CITY OF MILFORD
FISCAL YEAR 2022-23
BUDGET SUMMARY ANALYSIS

**% CHANGE: FY24 RECOMMENDATION vs
FY23 APPROVED BUDGET**

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	18%	-2%	15%	2%	0%	13%	4%
PLANNING	6%	0%	16%	14%	0%	0%	13%
FINANCE	0%	0%	0%	26%	0%	0%	26%
INFORMATION TECHNOLOGY	0%	651%	651%	45%	0%	651%	97%
POLICE	7%	115%	48%	6%	0%	0%	18%
STREETS	0%	16%	16%	13%	0%	16%	14%
PARKS & RECREATION	0%	-50%	-50%	19%	0%	-50%	-13%
CITY CLERKS	0%	0%	0%	22%	0%	0%	22%
COUNCIL	0%	0%	0%	8%	0%	-100%	-2%
TOTAL GENERAL FUND	16.7%	10.2%	15.0%	12.1%	0%	17.8%	15.0%
WATER	6%	5%	6%	5%	0%	10%	6%
SEWER	16%	49%	20%	21%	-1%	24%	20%
SOLID WASTE	10%	-95%	-21%	11%	0%	-95%	-21%
ELECTRIC	7%	84%	9%	8%	-1%	60%	9%
TOTAL BUDGET	10.1%	13.3%	10.5%	9.9%	26.4%	11.8%	10.5%
TOTAL UTILITIES	8.2%	17.8%	8.8%	9.2%	-0.6%	8.3%	8.8%

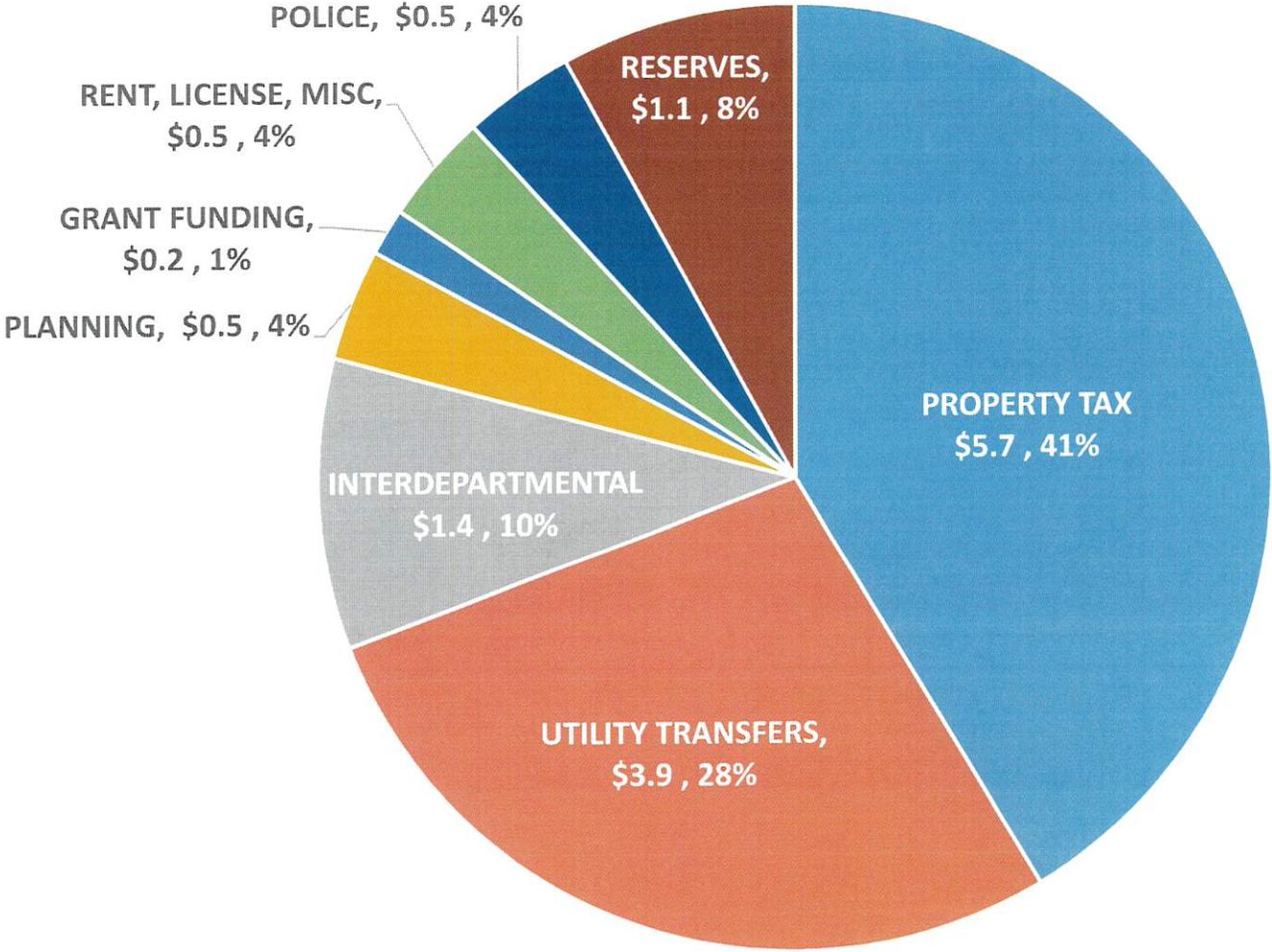


Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

General Fund Revenue & Operating Expenses by Department

Administration	City Clerks	Planning	Finance	IT
Police	Parks & Recreation	Streets & Grounds	City Council	

FY24 PROPOSED BUDGET: GENERAL FUND REVENUE by FUNCTION



CITY OF MILFORD
 FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
 REVENUE

GENERAL FUND

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-0000	GENERAL FUND REVENUE							
390-10-10	GENERAL FUND CAPITAL RESERVES	330,605	260,095	-	837,986	-	998,036	
390-10-17	GENERAL FUND RESERVES: 5 OFFICERS	415,117		-	-	-	-	
390-10-20	ECONOMIC DEVELOPMENT FUNDS	132,703	70,860	-	105,860	-	105,860	
390-10-XX	STORMWATER MAINTENANCE (new FY24)	-	-	-	-	-	70,000	
	REAL ESTATE TAX							
311-10-10	PROPERTY TAXES: CURRENT LEVY	4,171,242	4,301,784	4,719,085	4,912,100	5,032,692	5,707,358	13.4%
311-10-30	PROPERTY TAXES: PENALTIES	24,742	38,454	29,897	29,000	22,925	25,000	9.1%
319-20-15	REAL ESTATE TRANSFER FEE-POLICE	723,000	500,000	400,000	300,000	300,000	200,000	-33.3%
	TOTAL REAL ESTATE TAXES	4,918,984	4,840,238	5,148,982	5,241,100	5,355,617	5,932,358	10.8%
	LICENSES & PERMITS							
321-10-10	CONTRACTOR/BUSINESS LICENSE	58,645	74,605	67,490	67,000	71,735	67,000	-6.6%
321-10-20	RENTAL LICENSE	92,350	-	122,150	110,000	128,750	120,000	-6.8%
322-10-00	BUILDING PERMIT FEES	301,637	387,487	130,993	215,000	255,893	250,000	-2.3%
322-15-00	PLANNING & ZONING FEES	64,866	63,988	119,517	85,100	120,568	65,000	-46.1%
328-10-30	GRASSCUTTING REVENUE	16,000	-	-	16,000	16,000	20,000	25.0%
321-20-21	ARPA - OPERATING SUPPORT	16,000	113,600	271	-	-	-	
	TOTAL LICENSES & PERMITS	549,498	639,680	440,421	493,100	592,945	522,000	-12.0%
	POLICE DEPARTMENT							
342-10-10	FINES	88,416	53,247	72,349	80,000	69,473	70,000	0.8%
342-10-60	MISCELLANEOUS REVENUE	4,569	400	4,050	2,250	6,750	3,000	-55.6%
342-10-70	STATE POLICE PENSION	179,111	201,618	232,531	214,000	251,789	270,180	7.3%
342-10-90	ACCIDENT COPIES	14,745	14,095	22,182	15,000	17,105	15,000	-12.3%
342-10-92	SALE OF VEHICLES & EQUIPMENT	7,280	4,069	750	2,000	413	3,000	626%
342-10-98	SPECIAL DUTY OVERHEAD	9,810	4,574	8,330	5,000	10,902	5,000	-54.1%
342-10-99	SCHOOL RESOURCE OFFICERS FUNDING	200,000	214,367	125,000	173,000	150,000	157,500	5.0%
342-21-21	ARPA - OPERATING SUPPORT	-	9,288	89,746	-	-	-	
	TOTAL POLICE DEPARTMENT	503,931	501,658	554,938	491,250	506,432	523,680	3.4%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
REVENUE**

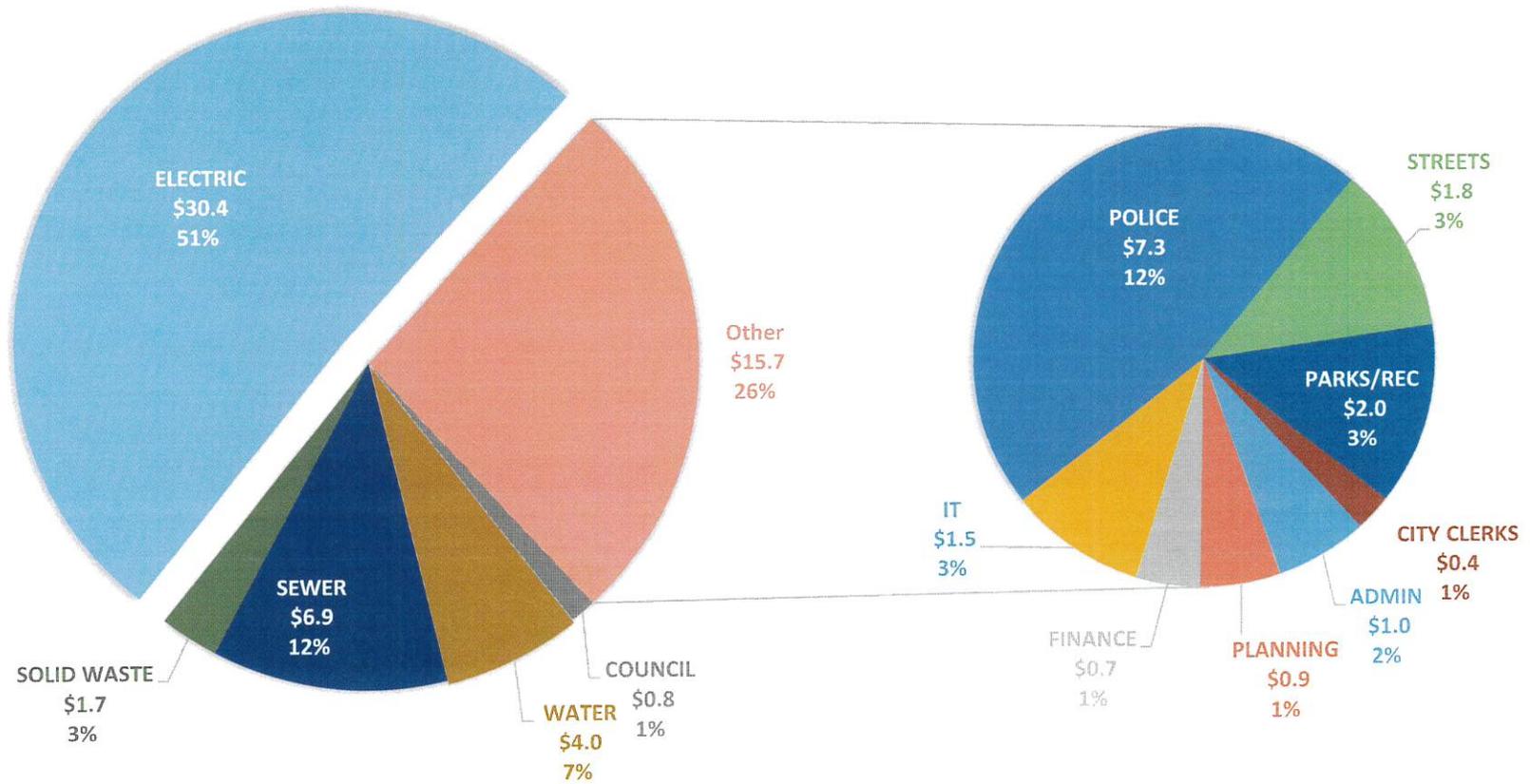
GENERAL FUND

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-0000	GENERAL FUND REVENUE							
	LEASE, RENTAL & OTHER REVENUE							
359-10-20	SPRINT TOWER RENTAL	17,307	17,667	18,172	18,715	18,171	18,170	0.0%
359-10-25	VERIZON TOWER RENTAL	25,590	25,589	27,381	28,660	28,660	28,660	0.0%
359-10-30	AT&T TOWER RENTAL	16,800	16,800	16,800	16,800	16,800	16,800	0.0%
359-10-35	VERIZON SE TOWER RENTAL	25,400	26,161	26,947	27,755	27,755	28,590	3.0%
359-10-38	VERIZON 10th ST TOWER RENTAL	26,400	29,328	29,915	30,510	30,513	31,130	2.0%
359-10-39	AT&T S. WASHINGTON TOWER RENTAL	19,377	26,417	27,210	28,025	28,026	28,870	3.0%
359-10-40	CHESAPEAKE GAS	44,282	42,292	46,620	46,650	46,750	46,750	0.0%
359-10-50	CATV FRANCHISE FEES	162,635	170,093	185,785	185,800	186,043	185,000	-0.6%
359-10-55	CABLE POLE AGREEMENTS	6,839	6,838	6,839	6,839	7,539	7,500	-0.5%
359-10-60	FIBER OPTIC RENTAL	38,599	38,599	38,599	38,599	38,599	38,599	0.0%
359-10-99	MISCELLANEOUS REVENUE	12,309	37,987	21,085	10,000	10,640	10,000	-6.0%
359-21-21	ARPA - OPERATING SUPPORT	-	500	15,070	272,886	272,886	21,245	-92%
359-21-22	ARPA - COMMUNITY SUPPORT	-	-	648,479	-	-	-	
361-10-00	EARNINGS ON INVESTMENTS	41,866	16,431	7,923	9,500	101,254	10,500	-89.6%
	TOTAL LEASE, RENTAL & OTHER REVENUE	437,404	454,702	1,116,825	720,739	813,637	471,814	-42.0%
391-10-10	OTHER - INTERDEPARTMENTAL	896,843	986,525	1,164,127	1,193,696	1,193,696	1,313,066	10.0%
391-10-50	ELECTRIC DIVISION	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	3,250,000	30.0%
391-10-51	WATER DIVISION	-	-	300,000	300,000	300,000	300,000	0.0%
391-10-5X	SEWER DIVISION	-	-	-	-	-	300,000	
391-10-52	INTERSERVICE BILLING-ELEC MRG ELIM	-	-	-	42,320	42,320	47,360	11.9%
391-10-53	INTERSERVICE BILLING-W/S MRG ELIM	-	-	-	10,890	10,890	11,550	6.1%
	(TO)FROM RESERVES or FUND BALANCE				-	-	-	
	TOTAL TRANSFERS- GENERAL FUND	3,396,843	3,486,525	3,964,127	4,046,906	4,046,906	5,221,976	29.0%
	TOTAL GENERAL FUND REVENUES	10,685,085	10,253,758	11,225,293	11,936,941	11,315,537	13,845,724	22.4%

CITY OF MILFORD

FY24 PROPOSED BUDGET

Expenditures by Fund & Department (\$ million)



**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

CITY ADMINISTRATION*

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1010	CITY ADMINISTRATION							
413-10-10	SALARIES & WAGES	311,262	253,574	360,763	411,530	438,635	454,620	3.6%
413-10-40	SALARIES & WAGES-SICK/VAC	25,537	7,152	-	-	-	-	
413-30-10	CONTRACT SERVICES	17,371	15,448	35,686	35,690	31,782	13,500	-57.5%
413-30-12	CONTRACT SERVICES-COMP. S	-	11,250	5,625	-	-	-	
413-30-14	CONTRACT SERVICES-STAFFIN	17,309	-	-	-	-	-	
413-30-16	TUITION REIMBURSEMENT (nev	-	-	5,421	10,000	10,000	5,250	-47.5%
413-30-20	LEGAL SERVICE	10,799	14,340	23,832	18,900	12,214	13,480	10.4%
413-30-30	AUDITING SERVICE	645	645	610	1,371	1,371	1,690	23%
413-50-20	INSURANCE & BONDING	4,600	4,916	7,558	8,718	8,718	5,800	-33.5%
413-50-30	TELEPHONE	1,167	1,311	1,123	1,250	1,763	2,900	64.5%
413-50-41	MARKETING	-	349	17,525	17,760	17,760	22,000	23.9%
413-50-60	SOFTWARE MAINTENANCE	-	-	635	8,721	8,721	7,000	-20%
413-50-61	WEBSITE MAINTENANCE	3,829	4,020	4,496	-	-	-	
413-50-90	TRAINING	6,128	7,774	9,574	12,000	13,451	16,000	18.9%
413-60-10	MATERIALS & SUPPLIES	1,097	1,265	1,716	1,875	1,888	2,000	5.9%
413-60-11	GENERAL EXPENSE	2,560	4,721	2,997	5,133	5,544	5,750	3.7%
413-60-12	COMPUTER	1,968	4,168	1,493	2,050	2,050	4,090	99.5%
413-60-15	POSTAGE	136	133	(48)	100	98	100	1.9%
413-67-11	DISCRETIONARY FUNDS	8,499	187	5,700	8,740	6,702	7,500	11.9%
411-68-14	EMPLOYEE RECOGNITION	20,167	15,607	26,225	28,600	28,600	28,000	-2.1%
413-69-20	OFFICE FURNITURE	-	-	-	5,660	8,928	1,500	-83.2%
413-69-80	VEHICLE & EQUIP REPLACEME	-	-	1,500	1,500	1,500	-	-100.0%
413-90-80	COST ALLOCATION: CITY HALL	17,520	29,274	21,756	35,810	17,969	19,481	8.4%
	TOTAL GENERAL EXPENSE	450,593	376,132	534,185	615,408	617,693	610,661	-1.1%

*FY24 Budget presented exclusively of new City Clerks department / budget center. FY23 Budget, Projection & all prior years reasonably adjusted to promote comparability.

CITY ADMINISTRATION*

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1010	CITY ADMINISTRATION EMPLOYEE BENEFITS							
413-20-10	MEDICAL	40,362	29,059	36,905	53,691	50,545	47,490	-6.0%
413-20-20	SOCIAL SECURITY	24,166	21,006	28,096	33,159	33,556	36,150	7.7%
413-20-30	RETIREMENT	32,333	30,813	39,503	43,311	40,731	49,050	20.4%
413-20-50	UNEMPLOYMENT COMPENSAT	851	1,262	1,623	2,462	1,008	540	-46.4%
413-20-60	WORKERS' COMPENSATION	1,344	886	1,245	1,452	1,399	1,450	3.7%
413-20-70	GROUP LIFE INSURANCE	2,754	2,381	3,096	2,751	1,931	3,050	57.9%
413-20-75	VISION	144	123	185	237	211	250	18.5%
413-20-80	RETIREE MEDICAL BENEFITS	8,574	8,176	7,423	9,267	8,799	10,140	15.2%
	TOTAL EMPLOYEE BENEFITS	110,528	93,706	118,076	146,329	138,179	148,120	7.2%
	TOTAL ADMINISTRATION - O & M	561,121	469,838	652,261	761,738	755,872	758,781	0.4%
	TOTAL ADMINISTRATION GENERAL GOV'T	561,121	469,838	652,261	761,738	755,872	758,781	0.4%

*FY24 Budget presented exclusively of new City Clerks department / budget center. FY23 Budget, Projection & all prior years reasonably adjusted to promote comparability.

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

CITY CLERKS*

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1010A	CITY CLERKS							
413-10-10	SALARIES & WAGES	158,119	156,594	161,689	178,356	178,356	226,849	27.2%
413-10-11	SALARIES & WAGES-VACATION	2,048	2,151	2,261	2,398	2,362	2,458	4.0%
413-10-20	SALARIES & WAGES - TEMPOR	-	3,047	5,187	5,100	6,515	-	-100.0%
413-10-30	SALARIES & WAGES-OVERTIME	13,354	4,609	4,535	5,264	5,261	-	-100.0%
413-30-20	LEGAL SERVICE						8,480	
413-30-30	AUDITING SERVICE	355	355	335	754	754	930	23%
413-30-60	RECORDS RETENTION				1,500		1,500	
413-50-20	INSURANCE & BONDING						2,900	
413-50-30	TELEPHONE	1,167	1,311	1,123	1,250	1,763	1,260	-28.5%
413-50-40	ADVERTISING & PRINTING	16,301	9,094	19,272	22,267	25,527	25,600	0.3%
413-50-60	SOFTWARE MAINTENANCE						2,550	
413-50-90	TRAINING	2,043	2,591	3,191	4,000	4,484	12,500	178.8%
413-60-10	MATERIALS & SUPPLIES	1,097	1,265	1,716	1,875	1,888	2,500	32.4%
413-60-11	GENERAL EXPENSE	2,560	4,721	2,997	2,567	2,772	2,500	-9.8%
413-60-12	COMPUTER	1,968	4,168	1,493	2,050	2,050	1,030	-49.8%
413-60-15	POSTAGE	546	531	-	400	392	400	1.9%
413-90-80	COST ALLOCATION: CITY HALL	17,520	29,274	21,756	35,810	17,969	19,481	8.4%
	TOTAL GENERAL EXPENSE	217,077	219,710	225,554	263,591	250,095	310,937	24.3%
	EMPLOYEE BENEFITS							
413-20-10	MEDICAL	32,614	31,495	31,495	33,467	33,467	48,820	45.9%
413-20-20	SOCIAL SECURITY	13,274	12,730	13,286	14,621	14,726	18,220	23.7%
413-20-30	RETIREMENT	21,634	20,830	21,495	18,990	21,294	24,605	15.6%
413-20-50	UNEMPLOYMENT COMPENSAT	560	560	560	550	468	630	34.8%
413-20-60	WORKERS' COMPENSATION	288	249	249	227	259	310	19.6%
413-20-70	GROUP LIFE INSURANCE	406	498	498	1,376	1,933	1,770	-8.4%
413-20-75	VISION	124	124	124	124	124	180	45.2%
	TOTAL EMPLOYEE BENEFITS	68,900	66,486	67,707	69,355	72,270	94,535	30.8%
	TOTAL CITY CLERKS GENERAL GOV'T	285,977	286,196	293,261	332,946	322,365	405,472	25.8%

*FY24 Budget carves out new City Clerks department / budget center. FY23 Budget, Projection & all prior years reasonably adjusted to promote comparability.

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

PLANNING DEPARTMENT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1045	PLANNING DEPARTMENT							
429-10-10	SALARIES & WAGES	298,401	288,408	348,652	408,203	388,335	471,931	21.5%
429-10-20	SALARIES & WAGES-TEMPORARY	-	7,398	1,430	-	-	-	
429-10-30	SALARIES & WAGES-OVERTIME	1,840	3,074	4,590	2,500	1,763	2,500	41.8%
429-10-40	SALARIES & WAGES-SICK/VACATION	-	819	-	-	-	-	
426-30-10	CONTRACT SERVICES	14,215	69,098	26,517	20,000	12,000	15,000	25.0%
429-30-20	LEGAL SERVICE	31,820	28,523	24,783	31,200	27,760	30,600	10.2%
429-30-30	AUDITING SERVICE	2,000	2,000	945	2,075	2,075	1,850	-11%
429-30-50	ENGINEERING	-	-	-	1,000	-	1,000	
429-40-29	MAINT. & REPAIR - VEHICLE LABOR	2,790	2,565	938	1,500	1,360	1,800	32%
429-40-30	MAINT. & REPAIR - VEHICLES	1,086	709	3,968	1,000	202	1,200	494%
429-50-20	INSURANCE & BONDING	2,994	4,175	3,785	4,300	3,987	4,420	10.9%
429-50-30	TELEPHONE	714	715	682	948	1,384	3,000	116.8%
429-50-31	CELLPHONE	1,500	1,462	1,455	2,650	1,453	4,500	209.8%
429-50-60	SOFTWARE MAINTENANCE	3,334	3,305	3,149	8,284	7,009	12,370	76%
429-50-90	TRAINING	2,275	3,645	4,858	7,500	5,730	7,500	30.9%
429-60-10	MATERIALS & SUPPLIES	2,649	1,927	3,025	4,000	3,049	4,000	31.2%
429-60-11	GENERAL EXPENSE	4,513	3,704	2,626	2,240	1,533	5,000	226%
429-60-12	COMPUTER	1,996	2,854	2,666	4,802	4,802	3,070	-36.1%
429-60-13	COPIER	2,339	2,405	2,506	2,500	2,731	2,730	0.0%
429-60-15	POSTAGE	3,132	5,911	7,603	7,500	7,565	7,500	-0.9%
429-60-17	GASOLINE & OIL	2,059	1,850	1,964	2,200	2,133	2,500	17.2%
429-60-18	UNIFORMS	1,591	628	986	1,000	987	1,000	1%
429-68-10	DEMOLITIONS	-	-	19,500	-	-	-	
429-68-20	PROPERTY MAINTENANCE	11,046	7,060	15,343	26,500	21,982	20,000	-9.0%
429-69-30	CREDIT CARD FEES	-	-	31	1,260	1,260	2,100	66.7%
429-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	1,500	1,500	1,500	11,200	646.7%
429-90-81	COST ALLOCATION: PUBLIC WORKS	8,224	9,251	10,644	10,984	9,850	11,646	18.2%
	TOTAL GENERAL EXPENSE	400,518	451,486	494,146	555,646	510,449	628,417	23.1%

PLANNING DEPARTMENT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1045	PLANNING DEPARTMENT EMPLOYEE BENEFITS							
429-20-10	MEDICAL	68,435	60,452	80,883	104,926	105,804	116,120	9.8%
429-20-20	SOCIAL SECURITY	22,548	22,108	27,361	30,838	29,843	35,760	19.8%
429-20-30	RETIREMENT	30,670	31,974	38,471	38,752	36,400	43,110	18.4%
429-20-50	UNEMPLOYMENT COMPENSATION	1,345	1,461	2,127	1,650	1,338	1,010	-24.5%
429-20-60	WORKMAN'S COMPENSATION	1,322	1,208	1,395	1,580	1,612	1,780	10.4%
429-20-70	GROUP LIFE INSURANCE	1,904	2,427	2,784	3,268	3,206	3,790	18.2%
429-20-75	VISION	309	298	330	371	371	430	15.9%
	TOTAL EMPLOYEE BENEFITS	126,533	119,928	153,351	181,385	178,573	202,000	13.1%
	TOTAL PLANNING - O & M	527,051	571,414	647,497	737,031	689,022	830,417	20.5%
429-70-42	CAPITAL-VEHICLE	30,320	28,542	-	-	-	-	
	TOTAL PLANNING - CAPITAL	30,320	28,542	-	-	-	-	
	TOTAL PLANNING GENERAL GOV'T	557,371	599,956	647,497	737,031	689,022	830,417	20.5%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

FINANCE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1310	FINANCE							
415-10-10	SALARIES & WAGES	310,371	381,570	316,014	372,979	353,853	474,616	34.1%
415-10-11	SALARIES & WAGES-VACATIO	1,083	1,115	1,195	1,306	1,286	1,380	7.3%
415-10-30	SALARIES & WAGES-OVERTIME		-	1,291	1,500	643	3,500	
415-10-40	SALARIES & WAGES-SICK/VAC	-	39,725	-	-	-	-	
415-30-10	CONTRACT SERVICES	8,703	6,918	8,929	13,466	12,640	14,410	14.0%
415-30-11	CONTRACT SERVICES - TAX A	17,500	-	-	-	-	-	
415-30-15	CLEANING SERVICES	8,117	4,344	4,659	5,465	4,651	6,500	39.8%
415-30-30	AUDITING SERVICE	1,000	1,000	945	2,075	2,075	1,850	-11%
415-50-20	INSURANCE & BONDING	1,129	702	1,079	1,245	1,246	1,400	12.4%
415-50-30	TELEPHONE	1,147	1,163	1,110	1,150	1,638	2,970	81.3%
415-50-31	CELLPHONE	999	967	89	500	480	900	87%
415-50-60	SOFTWARE MAINTENANCE	7,605	-		3,672	3,672	3,820	4.0%
415-50-90	TRAINING	4,959	2,363	3,758	2,200	1,407	4,500	219.9%
415-60-10	MATERIALS & SUPPLIES	6,092	5,911	5,256	5,800	5,800	5,200	-10.3%
415-60-11	GENERAL EXPENSE	583	777	414	585	585	1,200	105.1%
415-60-12	COMPUTER	5,409	4,631	2,469	750	-	2,560	
415-60-13	COPIER	1,300	1,439	1,554	4,200	1,970	3,380	72%
415-60-15	POSTAGE	2,694	2,717	2,989	2,700	2,861	2,700	-5.6%
415-60-17	GAS & OIL	664	-	-	-	-	-	
415-69-20	OFFICE FURNITURE	-	-	2,269	3,500	3,500	3,900	11.4%
415-69-80	VEHICLE & EQUIP REPLACEM	-	-	1,500	1,500	1,500	-	-100.0%
	TOTAL GENERAL EXPENSE	379,355	455,342	355,520	424,593	399,807	534,786	33.8%

FINANCE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1310	FINANCE							
	EMPLOYEE BENEFITS							
415-20-10	MEDICAL	44,336	44,744	41,237	50,304	53,240	74,210	39.4%
415-20-20	SOCIAL SECURITY	24,664	33,125	25,405	30,033	27,168	37,330	37.4%
415-20-30	RETIREMENT	38,489	41,653	38,424	45,565	40,520	47,350	16.9%
415-20-50	UNEMPLOYMENT COMPENSA	1,412	1,843	1,249	1,122	1,060	760	-28.3%
415-20-60	WORKMAN'S COMPENSATION	490	548	405	559	602	660	9.6%
415-20-70	GROUP LIFE INSURANCE	1,399	2,869	2,439	2,779	2,755	3,530	28.1%
415-20-75	VISION	214	267	216	250	249	310	24.5%
	TOTAL EMPLOYEE BENEFITS	111,004	125,049	109,375	130,612	125,594	164,150	30.7%
	FINANCE BUILDING							
415-40-31	MAINTENANCE & REPAIRS	5,772	7,728	2,479	4,275	4,275	5,500	28.7%
415-60-22	ELECTRIC	4,988	4,083	3,004	4,750	3,010	4,750	57.8%
415-60-23	WATER/SEWER	219	587	943	1,100	633	1,100	73.7%
	TOTAL MUNICIPAL BUILDING EXPENSE	10,979	12,398	6,426	10,125	7,918	11,350	43.3%
	TOTAL FINANCE - O & M	501,338	592,789	471,321	565,330	533,320	710,286	33.2%
	TOTAL FINANCE GENERAL GOV'T	501,338	592,789	471,321	565,330	533,320	710,286	33.2%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

INFORMATION TECHNOLOGY

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1510	INFORMATION TECHNOLOGY							
418-10-10	SALARIES & WAGES	122,249	133,220	247,800	255,309	231,567	357,646	54%
418-10-11	SALARIES & WAGES-VACATION SELLBACK	1,716	-	-	-	-	-	
418-10-30	SALARIES & WAGES-OVERTIME	-	-	127	5,698	6,569	7,500	
418-10-40	SALARIES & WAGES-SICK/VACATION PAYOFF	-	21,535	2,259	-	8,925	-	-100%
418-30-09	CONTRACT SERVICE - ERP	-	70,249	-	-	-	-	
418-30-10	CONTRACT SERVICES	1,291	984	3,852	65,466	65,466	47,170	-28%
418-30-30	AUDITING	1,000	1,000	945	1,375	1,375	1,850	35%
418-40-29	MAINT. & REPAIR-VEHICLE LABOR	2,430	1,425	375	1,000	-	1,000	
418-40-30	MAINT. & REPAIR-VEHICLE	600	455	200	855	-	900	
418-50-20	INSURANCE & BONDING	716	1,395	1,189	1,300	616	1,240	101%
418-50-30	TELEPHONE	520	1,231	508	800	737	1,600	117%
418-50-31	CELLPHONE	1,000	886	-	1,000	858	2,360	175%
418-50-60	SOFTWARE MAINTENANCE/INTERNET/CLOUD	130,928	144,084	149,789	183,748	183,748	235,600	28%
418-50-61	WEBSITE MAINTENANCE	-	-	5,772	11,550	11,048	15,300	
418-50-65	SECURITY/DISASTER RECOVERY	-	-	2,376	10,980	-	94,100	
418-50-66	HARDWARE MAINTENANCE	-	-	-	7,295	-	22,500	
418-50-90	TRAINING	-	5,769	3,014	6,500	5,822	39,600	580%
418-60-10	MATERIALS & SUPPLIES	5,755	9,105	4,737	3,340	3,032	3,900	29%
418-60-11	GENERAL EXPENSE	205	199	185	-	-	10,000	
418-60-12	COMPUTER	28,818	23,425	36,108	15,500	15,500	42,260	173%
418-60-17	GASOLINE & OIL	291	133	92	200	48	150	211%
418-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	5,000	5,000	5,000	2,700	-46%
418-90-80	COST ALLOCATION: CITY HALL BUILDING	6,535	10,332	7,679	12,639	12,684	13,751	8.4%
	TOTAL GENERAL EXPENSE	304,054	425,427	472,007	589,555	552,996	901,127	63%

INFORMATION TECHNOLOGY

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1510	INFORMATION TECHNOLOGY							
	EMPLOYEE BENEFITS							
418-20-10	MEDICAL	18,715	10,805	26,216	51,128	37,280	50,160	35%
418-20-20	SOCIAL SECURITY	9,728	11,912	19,027	25,941	18,398	28,530	55%
418-20-30	RETIREMENT	11,893	8,345	19,719	30,569	17,881	34,530	93%
418-20-50	UNEMPLOYMENT COMPENSATION	566	1,154	1,700	906	906	640	-29%
418-20-60	WORKMAN'S COMPENSATION	196	201	318	427	420	480	14%
418-20-70	GROUP LIFE INSURANCE	730	640	1,937	2,613	1,928	2,730	42%
418-20-75	VISION	62	51	185	247	230	250	8.9%
	TOTAL EMPLOYEE BENEFITS	41,890	33,108	69,102	111,831	77,042	117,320	52.3%
	TOTAL IT O&M	345,944	458,535	541,109	701,386	630,038	1,018,447	62%
418-70-40	CAPITAL-EQUIPMENT	45,796	28,999	-	-	-	-	
418-70-42	CAPITAL-VEHICLE	-	27,396	-	-	-	-	
	TOTAL IT CAPITAL	45,796	56,395	-	-	-	-	
	TOTAL INFORMATION TECHNOLOGY	391,740	514,930	541,109	701,386	630,038	1,018,447	62%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION
(DRAFT) EXPENDITURES**

POLICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1610								
421-10-10	SALARIES & WAGES-SWORN OFFICERS	2,406,619	2,401,120	2,559,718	2,582,894	2,373,293	2,724,157	14.8%
421-10-11	SALARIES & WAGES-VACATION SELLBACK	16,189	13,904	14,595	14,369	14,369	10,900	-24.1%
421-10-12	SALARIES & WAGES - HOLIDAY SELLBACK	3,605	1,892	1,996	-	-	-	
421-10-13	SALARIES & WAGES - HOLIDAY (2) PAYOFF	8,643	22,769	27,090	47,871	47,870	34,500	-27.9%
421-10-30	SALARIES & WAGES-OFFICERS OVERTIME	122,171	113,678	138,625	153,713	171,437	148,000	-13.7%
421-10-35	SALARIES & WAGES-OFFICERS COURT STANDBY	16,043	2,194	7,155	20,261	16,135	32,000	98%
421-10-40	SALARIES & WAGES - SICK & VACATION PAYOUT	46,409	31,172	129,334	39,300	-	-	
421-10-50	SALARIES & WAGES-OFFICERS ON CALL	63,048	37,489	35,453	38,000	34,856	37,800	8.4%
421-10-55	SALARIES & WAGES-SHIFT DIFFERENTIAL.	20,428	19,623	17,844	20,300	17,197	19,200	11.6%
421-11-10	SALARIES & WAGES-CIVILIAN	492,208	526,737	602,213	666,711	671,783	732,620	9.1%
421-11-11	SALARIES & WAGES-VACATION SELLBACK	2,925	3,076	3,249	3,475	3,435	2,520	-26.6%
421-11-13	SALARIES & WAGES - HOLIDAY (2) PAYOFF	1,533	4,356	4,206	7,135	7,135	5,800	-18.7%
421-11-30	SALARIES & WAGES-CIVILIAN OVERTIME	43,767	54,678	54,903	56,674	64,989	64,000	-1.5%
421-11-40	SALARIES & WAGES - SICK & VACATION PAYOUT	3,256	-	6,247	-	29,156	-	-100%
421-11-55	SALARIES & WAGES-SHIFT DIFFERENTIAL	7,048	6,452	6,461	6,900	5,872	6,900	17.5%
421-12-10	SALARIES & WAGES-CROSS. GUARDS	3,831	2,350	8,573	9,510	10,224	11,066	8.2%
421-30-10	CONTRACT SERVICES	57,180	59,380	113,062	274,100	247,960	127,000	-48.8%
421-30-12	BEHAVIORAL HEALTH UNIT	-	11,959	47,771	50,000	50,000	50,000	0.0%
413-30-16	TUITION REIMBURSEMENT (new FY24)	-	-	-	-	-	10,500	
421-30-20	LEGAL EXPENSE	43,791	74,658	93,296	37,500	24,693	67,200	172.1%
421-30-30	AUDITING	5,000	5,000	4,725	11,125	11,125	9,970	-10%
421-50-20	INSURANCE	41,240	45,341	46,632	51,289	51,289	56,040	9.3%
421-50-30	TELEPHONE	8,302	8,109	10,232	13,400	9,192	15,000	63.2%
421-50-31	CELLPHONE	11,159	10,844	11,754	20,200	13,003	20,200	55.4%
421-50-40	ADVERTISING & PRINTING	2,117	1,765	4,541	6,700	6,003	8,000	33.3%
421-50-60	SOFTWARE MAINTENANCE	-	-	-	-	-	20,480	
421-50-90	TRAINING	35,452	24,572	52,658	51,000	51,000	40,000	-21.6%
421-xx-xx	AMMUNITION & Related Supplies (new FY24; previousl.	-	-	-	-	-	41,600	
421-60-10	MATERIALS & SUPPLIES	14,330	14,061	16,550	19,000	17,670	19,000	7.5%
421-60-11	GENERAL EXPENSE	4,788	5,270	7,725	14,829	15,652	7,500	-52.1%
421-60-18	UNIFORMS & EQUIPMENT	36,068	42,155	45,660	42,300	38,483	46,800	21.6%
421-65-11	SENIOR PATROL	292	60	706	-	-	-	
421-65-13	CRIMINAL INVESTIGATION FUND	395	470	355	2,500	2,500	2,000	-20%
421-65-14	COMMUNITY POLICING	4,144	1,421	4,752	5,000	915	7,000	664.6%
421-65-16	K-9 UNIT EXPENSE	5,088	4,623	20,567	8,214	8,536	5,600	-34.4%
421-65-17	SPECIAL OPS GROUP EXPENSE	709	3,000	3,000	3,000	2,524	8,000	217.0%
	TOTAL GENERAL SERVICE EXPENSE	3,527,778	3,554,178	4,101,648	4,277,270	4,018,296	4,391,353	9.3%

POLICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1610	POLICE DEPARTMENT EMPLOYEE BENEFITS							
421-20-10	MEDICAL	566,901	537,400	546,098	620,127	626,948	717,900	14.5%
421-20-20	SOCIAL SECURITY	264,072	258,214	296,835	281,197	265,283	292,400	10.2%
421-20-30	RETIREMENT	560,333	559,709	576,620	468,159	454,803	515,660	13.4%
421-20-50	UNEMPLOYMENT COMPENSATION	14,668	14,939	16,607	15,752	11,528	7,090	-38.5%
421-20-60	WORKMAN'S COMPENSATION	125,001	106,813	113,875	109,484	100,665	110,030	9.3%
421-20-70	GROUP LIFE INSURANCE	18,882	23,657	24,091	26,952	24,767	27,610	11.5%
421-20-75	VISION	2,870	2,873	2,714	3,028	2,808	3,060	9.0%
421-20-80	RETIREE MEDICAL BENEFITS	-	-	-	7,333	8,503	10,140	19.3%
	TOTAL EMPLOYEE BENEFITS	1,552,727	1,503,605	1,576,840	1,532,032	1,495,305	1,683,890	12.6%
	VEHICLE EXPENSE							
421-40-29	MAINTENANCE-GARAGE LABOR	64,441	63,487	56,173	60,000	73,327	74,000	0.9%
421-40-30	MAINTENANCE-PARTS & REPAIRS	23,148	42,682	43,066	65,000	53,511	65,000	21.5%
421-50-21	INSURANCE	27,679	47,557	32,584	36,300	32,793	43,390	32.3%
421-60-17	GASOLINE & OIL	56,495	56,118	80,301	80,000	80,324	85,000	5.8%
421-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	54,050	54,050	54,050	146,600	171.2%
	TOTAL VEHICLE EXPENSE	171,763	209,844	266,174	295,350	294,005	413,990	40.8%
	HEADQUARTERS EXPENSE							
421-40-31	MAINTENANCE & REPAIR BUILDING	5,204	15,498	8,319	13,500	4,890	15,000	206.7%
421-40-32	MAINTENANCE & REPAIR OF EQUIPMENT	5,969	15,910	4,615	12,486	9,319	20,900	124%
421-60-12	COMPUTERS	7,583	9,022	8,164	11,836	10,732	520	-95.2%
421-60-13	COPIERS	4,037	4,131	5,075	3,506,000	6,385	7,000	9.6%
421-60-15	POSTAGE	928	1,957	1,668	2,550	1,577	2,900	83.9%
421-60-21	NATURAL GAS	-	-	-	-	-	2,020	
421-60-22	ELECTRIC	19,758	18,127	18,553	20,000	19,067	35,750	87.5%
421-60-23	WATER/SEWER	2,538	2,663	3,225	3,400	2,907	4,600	58.2%
421-60-24	FUEL OIL	2,582	2,769	-	-	7,726	5,800	
	TOTAL HEADQUARTERS EXPENSE	48,599	70,077	49,619	3,569,772	62,603	94,490	50.9%
	TOTAL POLICE DEPARTMENT- O & M	5,300,867	5,337,704	5,994,281	9,674,424	5,870,210	6,583,723	12.2%
	DEBT SERVICE							
421-60-6X	USDA - PD Facility Principal (Phase I)						74,271	
421-60-6X	USDA - PD Facility Interest (Phase I)						222,479	
	TOTAL POLICE DEPARTMENT DEBT SERVICE						296,750	
	CAPITAL OUTLAY							
421-70-40/42	CAPITAL-EQUIPMENT & VEHICLES	103,026	93,987	-	-	-	-	
	TOTAL POLICE DEPARTMENT CAPITAL	103,026	93,987	-	-	-	-	
	TOTAL POLICE GENERAL GOVT	5,403,893	5,431,691	5,994,281	9,674,424	5,870,210	6,880,472	17.2%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

PARKS & RECREATION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1910	PARKS & RECREATION							
451-10-10	SALARIES & WAGES	327,141	308,595	393,667	470,021	423,831	543,458	28.2%
451-10-11	SALARIES & WAGES-VACATION SELLBA	1,042	1,073	3,263	1,240	1,232	3,630	194.5%
451-10-15	SALARIES-SUMMER PLAYGROUND	11,562	-	-	14,000	5,000	24,575	392%
451-10-20/30	SALARIES-TEMPORARY WAGES & OT	1,324	2,700	6,499	7,641	5,584	7,660	37.2%
451-10-40	SALARIES-SICK & VACATION PAYOUT	-	12,734	-	-	5,001	-	-100.0%
451-30-10	CONTRACT SERVICES	146,740	152,902	175,345	238,150	238,150	373,000	56.6%
451-30-11	BOYS AND GIRLS CLUB RENTAL	18,750	18,750	18,750	18,750	18,750	18,750	0.0%
451-30-15	CLEANING	-	-	6,841	9,000	7,059	15,500	119.6%
451-30-20	LEGAL	493	1,132	105	200	70	200	185.7%
451-30-30	AUDITING	3,000	3,000	2,835	6,225	6,225	5,530	-11%
451-30-50	ENGINEERING	1,490	79	-	2,000	-	2,000	
451-40-29	MAINT & REPAIR-VEHICLES LABOR	14,610	18,613	21,154	23,350	23,120	18,000	-22.1%
451-40-30	MAINT & REPAIR-VEHICLES	8,815	10,775	5,144	10,500	8,948	10,000	12%
451-40-31	MAINT & REPAIR-BUILDING	11,837	6,738	49,817	2,000	2,626	18,000	585.5%
451-40-34	MAINT & REPAIR-PARKLAND	75,518	75,276	64,539	85,000	61,976	85,000	37.1%
451-50-20	INSURANCE	13,890	15,926	19,127	20,600	18,825	22,550	19.8%
451-50-30	TELEPHONE	1,508	1,533	1,451	1,700	1,815	3,000	65.3%
451-50-31	CELLPHONE	960	960	960	2,000	962	1,400	46%
451-50-40	ADVERTISING & PRINTING	1,776	548	1,041	2,000	2,000	2,000	0.0%
451-50-60	SOFTWARE MAINTENANCE	3,260	3,457	4,058	10,808	10,311	12,540	22%
451-50-90	TRAINING	1,265	1,284	1,391	5,600	4,420	5,000	13%
451-60-10	MATERIALS & SUPPLIES	2,952	3,690	2,819	4,000	3,449	4,000	16.0%
451-60-11	GENERAL EXPENSES	262	589	755	1,000	736	1,000	36%
451-60-12	COMPUTER	2,789	1,866	2,747	15,000	-	3,580	
451-60-13	COPIER	3,626	3,776	3,907	4,100	3,220	2,730	-15.2%
451-60-15	POSTAGE	25	-	16	100	3	100	2807%
451-60-17	GASOLINE & OIL	9,685	10,931	17,412	17,000	15,451	17,500	13.3%
451-60-18	UNIFORMS	2,243	1,534	2,495	5,000	4,080	5,000	22.5%
451-60-22	ELECTRIC	12,659	9,641	10,417	12,500	11,796	12,500	6.0%
451-60-23	WATER/SEWER	12,792	14,500	12,154	15,300	11,913	15,300	28.4%
451-60-24	FUEL OIL	1,913	3,289	8,251	9,900	3,890	9,900	154.5%
451-69-20	OFFICE FURNITURE	-	-	529	1,000	1,322	2,000	51.3%
451-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	46,287	46,287	46,287	34,500	-25.5%
	TOTAL GENERAL EXPENSE	693,927	685,891	883,776	1,061,972	948,052	1,279,903	35.0%

PARKS & RECREATION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1910	PARKS & RECREATION							
	EMPLOYEE - BENEFITS							
451-20-10	MEDICAL	57,800	46,049	57,794	82,252	74,031	95,110	28.5%
451-20-20	SOCIAL SECURITY	26,552	24,760	31,652	38,341	33,282	44,510	33.7%
451-20-30	RETIREMENT	38,205	33,495	42,224	48,549	41,906	49,830	18.9%
451-20-50	UNEMPLOYMENT COMPENSATION	1,924	1,578	2,627	2,705	2,001	1,534	-23.4%
451-20-60	WORKMAN'S COMPENSATION	11,138	9,347	11,480	14,404	11,643	15,650	34.4%
451-20-70	GROUP LIFE INSURANCE	2,930	2,386	3,172	3,808	3,132	4,340	38.6%
451-20-75	VISION	340	314	402	459	382	510	33.5%
	TOTAL EMPLOYEE BENEFITS	138,889	117,929	149,351	190,518	166,377	211,484	27.1%
	TOTAL PARKS & RECREATION - O & M	832,816	803,820	1,033,127	1,252,490	1,114,429	1,491,387	33.8%
	CAPITAL OUTLAY							
451-70-20	CAPITAL-BUILDING	-	-	-	-	-	-	
451-70-40	CAPITAL-EQUIPMENT	7,800	20,954	-	-	-	-	
451-70-42	CAPITAL-VEHICLES	-	28,542	-	-	-	-	
451-70-50	CAPITAL-PARKS	-	137,581	-	-	-	-	
	TOTAL PARKS & RECREATION - CAPITAL	7,800	187,077	-	-	-	-	
201-7010	PARKS & RECREATION ENTERPRISE FUND							
451-10-10	SALARIES & WAGES	10,257	11,853	28,623	27,932	26,670	30,000	12.5%
451-various	SOCIAL SECURITY/UNEMPLOYMENT/WC	1,355	1,856	3,698	3,868	3,412	3,620	6.1%
451-69-10	EXPENDITURES	33,274	12,587	31,917	51,200	24,865	36,380	46.3%
347-10-10	ENTERPRISE PROGRAM REVENUES	(40,885)	(33,680)	(66,240)	(83,000)	(67,975)	(70,000)	3.0%
	ARPA - OPERATING SUPPORT	-	-	-	-	-	-	
	TOTAL P&R ENTERPRISE EXPENSE	4,001	(7,384)	(2,002)	-	(13,029)	-	-100%
	TOTAL PARKS & RECREATION BUDGET	844,617	983,513	1,031,125	1,252,490	1,101,400	1,491,387	35.4%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

STREETS & GROUNDS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1810	STREETS & GROUNDS DIVISION							
431-10-10	SALARIES & WAGES	203,100	207,720	188,967	237,431	227,753	269,651	18.4%
431-10-11	SALARIES & WAGES-VACATION SEI	871	2,968	6,772	1,071	1,070	-	-100%
431-10-30	SALARIES & WAGES-OVERTIME	4,760	5,679	17,560	6,500	4,020	5,500	36.8%
431-10-50	SALARIES & WAGES-ON CALL	12,519	12,611	10,890	12,960	7,086	10,800	52.4%
431-30-10	CONTRACT SERVICES	2,712	5,548	3,617	2,500	2,173	10,000	360%
431-30-20	LEGAL	-	750	1,538	1,000	880	990	12.5%
431-30-30	AUDITING	3,000	3,000	2,835	6,225	6,225	5,530	-11%
431-30-50	ENGINEERING SERVICES	820	1,064	-	1,500	-	-	
431-40-29	MAINT. & REPAIR-VEHICLE LABOR	13,854	17,406	16,942	16,500	20,400	20,000	-2.0%
431-40-30	MAINT. & REPAIR-VEHICLES	11,000	16,587	22,585	33,000	31,410	35,000	11.4%
431-50-13	ENVIRONMENTAL COMPLIANCE	3,060	-	1,800	5,500	5,500	14,000	155%
431-50-20	INSURANCE	13,687	14,766	18,507	20,400	20,099	22,160	10.3%
431-50-30	TELEPHONE	373	376	350	450	372	550	47.8%
431-50-31	CELLPHONE	1,285	1,826	2,386	2,850	2,728	2,850	4.5%
431-50-40	ADVERTISING & PRINTING	619	1,013	505	1,200	1,200	1,200	0.0%
431-50-60	SOFTWARE MAINTENANCE	-	189	135	3,818	3,755	3,180	-15%
431-50-90	TRAINING	1,059	582	5,206	7,200	733	6,000	718%
431-60-10	MATERIALS & SUPPLIES	946	1,366	1,419	2,000	1,974	2,000	1.3%
431-60-11	GENERAL EXPENSE	230	764	171	750	893	750	-16%
431-60-12	COMPUTER	2,864	-	-	3,000	-	2,560	
431-60-17	GASOLINE & OIL	11,518	12,030	16,748	17,500	17,568	18,000	2.5%
431-60-18	UNIFORMS & EQUIPMENT	3,148	2,190	2,038	4,000	1,854	4,000	116%
431-60-19	RADIO	-	3,304	-	500	-	1,500	
432-60-21	NATURAL GAS	-	-	904	1,200	624	1,200	92%
431-60-70	STREET SIGNS & MARKERS	25,746	20,524	17,261	23,000	20,183	23,000	14.0%
431-60-71	STREET & ROAD MATERIALS	24,181	8,621	3,086	15,000	5,804	15,000	158%
431-60-72	SNOW & ICE REMOVAL	2,037	7,172	19,838	10,000	780	10,000	1183%
431-60-73	STORM SEWERS & DRAINS	7,261	8,151	48	10,000	29	80,000	NM
431-60-75	SIDEWALKS & CURBS	46,129	12,262	456	25,000	7,320	20,000	173%
431-60-76	STREET LIGHTS	91,827	92,486	92,118	95,000	93,486	95,000	1.6%
431-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	93,518	93,518	93,518	65,300	-30.2%
431-90-80	COST ALLOCATION: PUBLIC WORK	68,639	76,947	95,794	98,858	88,650	104,818	18.2%
	TOTAL GENERAL EXPENSE	557,245	537,902	643,994	759,431	668,089	850,539	27.3%

STREETS & GROUNDS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs. 23 PROJ
101-1810	STREETS & GROUNDS DIVISION							
	EMPLOYEE BENEFITS							
431-20-10	MEDICAL	59,384	54,662	48,313	66,969	70,252	84,910	20.9%
431-20-20	SOCIAL SECURITY	17,147	17,306	17,734	19,349	18,355	20,750	13.1%
431-20-30	RETIREMENT	23,072	22,952	23,188	19,971	21,382	22,120	3.5%
431-20-50	UNEMPLOYMENT COMPENSATION	1,336	1,362	1,186	1,511	1,686	610	-63.8%
431-20-60	WORKERS' COMPENSATION	8,764	8,040	7,488	8,707	7,817	8,900	13.9%
431-20-70	GROUP LIFE INSURANCE	1,128	1,665	1,590	1,935	2,033	1,890	-7.0%
431-20-75	VISION	272	261	214	269	284	180	-36.6%
	TOTAL EMPLOYEE BENEFITS	111,103	106,248	99,713	118,711	121,809	139,360	14.4%
	BUILDING EXPENSES							
431-60-23	WATER	66	-	-	-	-	-	
	TOTAL BUILDING EXPENSE	66	-	-	-	-	-	
	TOTAL STREETS & GROUNDS - O & M	668,414	644,150	743,707	878,142	789,898	989,899	25.3%
	CAPITAL OUTLAY							
431-70-40	CAPITAL-EQUIPMENT	32,223	-	-	-	-	-	
	TOTAL STREETS & GROUNDS CAPITAL & DEBT	32,223	-	-	-	-	-	
	TOTAL STREETS & GROUNDS GENERAL GOV'T	700,637	644,150	743,707	878,142	789,898	989,899	25.3%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

CITY COUNCIL

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
GENERAL GOVERNMENT								
101-1110	CITY COUNCIL							
411-10-10	SALARIES & WAGES	24,050	31,260	29,180	34,080	23,280	51,080	119.4%
411-20-20	SOCIAL SECURITY	1,840	2,391	2,233	2,608	1,781	3,910	119.5%
411-30-11	ADA TRANSITION PLAN	200	49,700	-	-	-	-	
411-30-20	LEGAL	39,119	19,665	27,679	29,300	25,303	30,150	19.2%
481-30-30	AUDITING SERVICES	1,000	1,000	945	2,075	2,075	1,850	-11%
481-50-30	TELEPHONE	-	-	-	-	-	1,030	
411-50-60	SOFTWARE MAINTENANCE	-	-	-	5,508	5,508	5,730	4%
411-60-12	COMPUTER EXPENSE	8,245	-	2,248	-	-	4,600	
411-68-11	PUBLIC OFFICIALS & LIABILITY INS	18,235	21,858	12,681	14,897	14,897	17,650	18.5%
411-68-12	CHRISTMAS DECORATIONS	-	-	4,236	3,703	2,728	3,500	28.3%
411-68-13	COUNCIL EXPENSE	18,335	14,712	23,759	44,000	26,370	40,000	51.7%
411-68-15	CODIFICATION	15,070	7,003	5,123	10,000	10,000	18,000	80.0%
411-68-16	CARLISLE FIRE COMPANY	140,000	140,000	140,000	205,000	205,000	205,000	0.0%
411-68-17	MUSEUM	30,000	30,000	30,000	35,500	35,500	40,000	12.7%
411-68-18	CFC INCENTIVE	-	-	-	12,508	12,508	12,500	-0.1%
411-68-19	DOWNTOWN MILFORD INC.	45,860	45,860	45,860	47,500	47,500	50,000	5.3%
411-68-20	MILFORD PUBLIC LIBRARY	25,000	25,000	25,000	26,750	26,750	28,000	4.7%
411-68-34	ECONOMIC DEVELOPMENT	1,843	206	-	-	-	-	
411-68-37	ARMORY EXPENSE	6,659	5,501	22,065	50,000	9,755	25,000	156%
411-68-39	RESIDENT SURVEY	-	-	17,300	-	-	-	
411-68-40	STRATEGIC PLAN	-	-	-	24,208	16,100	-	-100.0%
411-68-41	KENT ECONOMIC PARTNERSHIP	30,000	-	-	-	-	-	
411-68-44	POLICE FACILITY PROMOTIONS	7,000	-	-	-	-	-	
411-68-45	COMMUNITY FESTIVALS	-	30,000	60,000	70,000	70,000	70,000	0.0%
411-68-48	EMERGENCY OPS PLAN	-	56,630	-	-	-	-	
411-XX-XX	BUS CONTINUITY PLAN (New FY24)	-	-	-	-	-	50,000	
411-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	1,500	1,500	1,500	-	-100.0%
411-90-80	COST ALLOCATION: CITY HALL BLD	17,520	29,274	21,756	35,810	35,939	38,961	8.4%
413-90-81	XFER TO CUSTOMER SVC (TAX)	-	-	10,136	43,800	-	50,240	

CITY COUNCIL

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1210	ELECTIONS							
414-10-10	SALARIES-ELECTIONS	1,467	337	2,727	5,000	-	5,500	
414-50-40	ADVERTISING & PRINTING (New FY23)	-	-	-	5,000	2,411	5,000	
414-60-12	SUPPLIES-ELECTIONS	2,022	810	2,901	2,800	-	3,000	
	TOTAL COUNCIL AND ELECTION	433,465	534,134	517,919	711,547	574,905	760,701	32.3%
411-70-40	CAPITAL - EQUIPMENT	13,010	-	-	-	-	-	
	TOTAL COUNCIL AND ELECTIONS BUDGET	446,475	534,134	517,919	711,547	574,905	760,701	32.3%
	TOTAL GENERAL FUND BUDGET	9,689,168	9,731,538	10,001,888	15,615,034	11,267,030	13,845,724	22.9%



Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

Interservice Funds

City Hall
Tech Services

Tax & Utility Billing
Public Works & Garage

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

CITY HALL

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
225-6320	CITY HALL COST ALLOCATION							
481-10-10	SALARIES & WAGES	-	-	-	2,412	2,092	1,246	
481-20-10	MEDICAL	-	-	-	536	88	230	
481-20-20	SOCIAL SECURITY	-	-	-	172	133	100	
481-20-30	RETIREMENT	-	-	-	206	103	110	
481-20-50	UNEMPLOYMENT COMPENSATIC	-	-	-	22	2	10	
481-20-60	WORKMAN'S COMPENSATION	-	-	-	80	59	40	
481-20-70	GROUP LIFE INSURANCE	-	-	-	20	19	20	
481-20-75	VISION	-	-	-	2	3		
481-30-10	CONTRACT SERVICES	13,514	13,422	15,942	11,800	9,714	4,000	-58.8%
481-30-15	CLEANING SERVICE	5,942	6,180	10,955	14,500	12,360	16,000	29.4%
481-40-31	BUILDING MAINT. & REPAIRS	10,445	3,344	7,483	36,775	33,005	41,500	26%
481-50-31	CELLPHONE (New FY24)	-	-	-	-	-	400	
481-50-60	SOFTWARE MAINTENANCE	-	-	-	-	-	6,603	
481-60-10	MATERIALS & SUPPLIES	-	1,457	318	1,200	1,435	1,300	-9%
413-60-13	COPIER (from City Admin)	3,704	3,908	4,127	5,000	3,751	3,380	-100%
481-60-14	POSTAGE MACHINE	968	968	-	-	-	-	
481-60-22	ELECTRIC	10,256	8,962	9,770	10,300	11,057	10,300	-6.8%
481-60-23	WATER/SEWER	1,190	1,199	1,252	1,400	1,277	1,400	9.6%
481-60-24	FUEL OIL	5,827	5,528	7,866	9,600	9,464	9,100	-3.8%
481-95-75-77	IT/RESTRM/BSMT/STAIR REPAIR	125,811	114,731	174,324	-	-	-	
225-0000	CITY HALL BUILDING EXPENSES	177,657	159,699	232,037	94,025	84,562	95,739	13.2%
331-10-01	LESS INTERSERVICE BILLING-CI	(8,760)	(14,637)	(10,878)	(17,905)	(17,969)	(19,481)	8.4%
331-10-xx	LESS INTERSERVICE BILLING-CL	(8,760)	(14,637)	(10,878)	(17,905)	(17,969)	(19,481)	8.4%
331-10-02	LESS INTERSERVICE BILLING-CI	(17,520)	(29,274)	(21,756)	(35,810)	(35,939)	(38,961)	8.4%
331-10-04	LESS INTERSERVICE BILLING-IT	(6,535)	(10,332)	(7,679)	(12,639)	(12,684)	(13,751)	8.4%
331-10-52	LESS INTERSERVICE BILLING-EL	-	-	-	(3,296)	-	(3,296)	
331-10-53	LESS INTERSERVICE BILLING-W/	-	-	-	(770)	-	(770)	
359-21-21	ARPA - OPERATING SUPPORT	-	-	-	(2,775)	-	-	
370-70-70	ARPA - PUBLIC HEALTH	-	-	(2,796)	-	-	-	
390-10-10	TRANSFER FROM CAPITAL RESEI	(209,177)	-	-	-	-	-	
	NET CITY HALL COST	(73,095)	90,819	178,050	2,925	-	-	

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

TAX & UTILITY BILLING / CUSTOMER SERVICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
224-1410	GENERAL EXPENSE							
416-10-10	SALARIES & WAGES	435,071	383,164	387,075	516,705	436,615	534,702	22.5%
416-10-11	SALARIES & WAGES-VACATION	832	868	-	2,779	996	1,050	5.5%
416-10-20	SALARIES & WAGES - TEMPOR	262	8,225	6,326	-	-	-	
416-10-30	SALARIES & WAGES-OVERTIME	9,398	4,154	5,706	5,000	4,385	5,000	14.0%
416-10-40	SALARIES & WAGES-SICK & VA	11,546	5,531	55	-	-	-	
416-30-10	CONTRACT SERVICES	20,464	15,483	7,913	5,300	7,324	5,000	-31.7%
416-30-11	TAX ASSESSOR SERVICES	-	28,000	7,000	32,000	32,000	32,000	0.0%
416-30-12	CONTRACT SERVICES-BILL PR	59,955	52,433	55,278	72,880	58,154	66,000	13.5%
416-30-15	CLEANING	-	-	5,856	6,750	6,021	7,000	16.3%
416-30-16	TUITION REIMBURSEMENT	-	-	-	-	-	5,250	
416-30-20	LEGAL-COLLECTION LAWYER	6,263	4,601	24,006	5,000	5,000	5,000	0.0%
416-30-30	AUDITING SERVICE	3,000	3,000	2,835	6,225	6,225	5,530	-11%
416-30-60	COLLECTION EXPENSE	2,648	2,536	1,371	4,000	1,088	2,000	84%
416-40-29	MAINT.&REPAIR-VEHICLE LABO	450	380	-	1,000	-	1,000	
416-40-30	MAINT.&REPAIR-VEHICLES	39	29	-	900	-	900	
416-40-31	BUILDING MAINTENANCE	2,510	370	3,644	1,960	1,133	3,000	164.8%
416-50-20	INSURANCE	3,856	4,368	5,708	6,300	6,460	7,160	10.8%
416-50-30	TELEPHONE	2,753	2,255	2,205	2,350	4,838	9,250	91.2%
416-50-31	CELLPHONE (New FY24)	-	-	-	-	-	400	
416-50-40/41	PRINTING, ADVERT/MKT	-	-	-	18,000	15,084	20,600	36.6%
416-50-60	SOFTWARE MAINTENANCE	-	-	-	25,205	25,205	31,490	24.9%
416-50-61	PITNEY BOWES EQUIPMENT	3,404	2,940	2,622	4,000	3,324	3,200	-3.7%
416-50-62	CAMA TAX SOFTWARE (CLT)	-	7,980	8,380	8,800	8,800	9,240	5.0%
416-50-90	TRAINING	704	400	412	1,700	648	1,600	147%
416-60-10	MATERIALS & SUPPLIES	9,400	5,671	5,978	10,000	4,889	7,500	53.4%
416-60-11	GENERAL EXPENSE	948	791	643	1,350	1,464	1,500	2.4%
416-60-12	COMPUTER	5,454	2,316	15,593	15,000	-	5,110	
416-60-13	COPIER	4,439	3,395	3,873	8,860	5,501	5,920	8%
416-60-15	POSTAGE	10,496	9,090	11,949	15,000	8,955	15,000	67.5%
416-60-17	GAS & OIL	153	269	63	200	80	200	150%
416-60-19	TAX EXPENSE	-	2,662	1,966	6,400	7,711	9,000	16.7%

TAX & UTILITY BILLING / CUSTOMER SERVICECELLING / CUSTOMER SERVICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
224-1410	GENERAL EXPENSE, CONTINUED							
416-60-22	ELECTRIC	9,717	9,089	9,539	10,200	11,513	11,990	4.1%
416-60-23	WATER/SEWER	271	301	542	600	660	600	-9.1%
416-69-20	OFFICE EQUIPMENT	-	-	2,327	2,500	1,808	-	-100.0%
416-69-30	BANK CHARGES-CREDIT CARC	74,237	87,984	95,143	100,000	134,491	150,000	11.5%
416-69-80	VEHICLE & EQUIP REPLACEME	-	-	1,500	1,500	1,500	900	-40.0%
	TOTAL BILLING & C/S GEN. EXPENSE	678,270	648,285	675,508	898,464	801,872	964,092	20.2%
	EMPLOYEE BENEFITS							
416-20-10	MEDICAL	134,255	107,148	102,084	133,098	129,900	154,980	19.3%
416-20-20	SOCIAL SECURITY	33,263	29,259	29,913	39,139	33,813	40,910	21.0%
416-20-30	RETIREMENT	49,717	42,073	43,569	50,757	44,075	56,530	28.3%
416-20-50	UNEMPLOYMENT COMPENSAT	2,831	2,612	2,893	3,872	2,150	1,390	-35.3%
416-20-60	WORKMAN'S COMPENSATION	714	522	500	752	759	740	-2.5%
416-20-70	GROUP LIFE INSURANCE	3,403	3,087	3,176	4,100	3,735	4,340	16.2%
416-20-75	VISION	567	473	489	610	553	620	12.1%
	TOTAL EMPLOYEE BENEFITS	224,750	185,174	182,624	232,328	214,984	259,510	20.7%
	TOTAL BILLING & C/S - O & M	903,020	833,459	858,132	1,130,792	1,016,857	1,223,602	20.3%
416-70-20	CAPITAL-BUILDING	-	26,450	-	-	-	-	
416-70-40	CAPITAL-EQUIPMENT	14,205	-	-	-	-	-	
	TOTAL BILLING & C/S EXP	917,225	859,909	858,132	1,130,792	1,016,857	1,223,602	20.3%
224-0000	LESS INTERSERVICE BILLING							
331-10-11	INTERSERVICE-GENERAL	-	-	(10,136)	(43,800)	(43,800)	(50,240)	14.7%
331-10-20	INTERSERVICE-WATER	(137,584)	(128,124)	(122,945)	(162,675)	(145,958)	(175,544)	20.3%
331-10-30	INTERSERVICE-SEWER	(137,584)	(128,124)	(122,945)	(162,675)	(145,958)	(175,544)	20.3%
331-10-40	INTERSERVICE-SOLID WASTE	(137,584)	(128,124)	(122,874)	(162,510)	(145,958)	(175,379)	20.2%
331-10-50	INTERSERVICE-ELECTRIC	(504,474)	(469,789)	(453,011)	(599,133)	(535,181)	(646,894)	20.9%
	TOTAL INTERSERVICE BILLING	(917,225)	(854,161)	(831,911)	(1,130,792)	(1,016,857)	(1,223,602)	20.3%
	NET INTERSERVICE ACTIVITY	-	5,748	26,221	-	-	-	

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
CONSOLIDATED BUDGET RECOMMENDATION**

TECH SERVICES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
223-6220	TECH SERVICES - INTERSERVICE FUND							
436-10-10	SALARIES & WAGES	156,459	172,603	200,304	198,928	198,743	226,764	14.1%
436-10-11	VACATION SELL BACK	986	-	1,196	1,269	1,268	1,380	8.8%
436-10-30	SALARIES & WAGES-OVERTIM	3,119	3,390	4,252	3,700	3,112	3,700	18.9%
436-10-50	SALARIES & WAGES-ON CALL	7,116	9,059	9,402	10,100	8,656	9,600	10.9%
436-30-10	CONTRACT SERVICES	2,185	2,482	2,013	4,051	1,533	3,000	96%
436-30-30	AUDITING SERVICE	-	1,000	945	2,075	2,075	1,850	-11%
436-40-10	METERS	91,098	148,546	84,268	105,000	71,548	154,000	115.2%
436-40-29	MAINT.&REPAIR-VEHICLES LA	2,520	2,375	3,375	3,900	2,607	3,900	49.6%
436-40-30	MAINT.&REPAIR-VEHICLES	1,526	290	5,893	1,500	1,477	1,800	22%
436-50-17	FIBER MAINTENANCE	11,414	854	10,734	24,767	-	10,000	
436-50-19	SCADA MAINTENANCE	5,369	8,489	17,579	25,449	25,448	25,000	-1.8%
436-50-20	INSURANCE	1,686	3,228	2,868	3,200	2,930	3,150	7.5%
436-50-30	TELEPHONE	-	-	-	200	190	550	
436-50-31	CELLPHONE	-	1,511	1,976	2,100	1,991	2,050	2.9%
436-50-60	SOFTWARE MAINTENANCE	129,514	170,580	163,719	182,233	175,342	184,320	5.1%
436-50-90	TRAINING	150	616	2,600	4,000	3,799	4,000	5.3%
436-60-10	MATERIALS & SUPPLIES	482	156	267	500	629	1,000	58.9%
436-60-17	GAS & OIL	2,322	2,637	3,532	4,200	3,477	4,200	20.8%
436-60-18	UNIFORMS & SAFETY GEAR	1,441	3,126	-	3,500	330	6,000	1718%
436-60-19	RADIO	200	-	-	1,000	-	-	
436-60-25	SMALL TOOLS	24	93	144	1,000	85	1,000	1070%
436-60-90	COMPUTERS	-	3,381	29	-	-	1,540	
436-69-80	VEHICLE & EQUIP REPLACEMI	-	-	5,250	5,250	5,250	8,800	68%
436-90-81	COST ALLOCATION: PUBLIC V	65,836	68,398	85,150	87,874	78,800	93,171	18.2%
TOTAL TECH SVCS GEN. EXPENSE		483,447	602,814	605,496	675,796	589,293	750,775	27.4%

TECH SERVICES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
223-6220	TECH SERVICES - INTERSERVICE FUND							
	EMPLOYEE BENEFITS							
436-20-10	MEDICAL	31,125	29,396	29,608	31,938	32,204	34,940	8.5%
436-20-20	SOCIAL SECURITY	13,300	14,587	16,880	16,982	16,201	19,110	18.0%
436-30-30	RETIREMENT	20,351	22,088	23,955	22,213	21,980	23,497	6.9%
436-20-50	UNEMPLOYMENT COMPENSA	828	938	938	825	808	480	-41%
436-20-60	WORKMAN'S COMPENSATION	6,533	6,499	6,606	7,011	6,289	7,090	12.7%
436-20-70	GROUP LIFE INSURANCE	1,186	1,314	1,488	1,512	1,569	1,600	2.0%
436-20-75	VISION	185	185	185	185	185	190	2.5%
	TOTAL EMPLOYEE BENEFIT	73,508	75,007	79,660	80,666	79,236	86,907	9.7%
	TOTAL TECH SERVICES - O	556,955	677,821	685,156	756,462	668,529	837,683	25.3%
416-70-42	CAPITAL-VEHICLES	63,088	-	-	-	-	-	
	TOTAL TECH SERVICES	620,043	677,821	685,156	756,462	668,529	837,683	25.3%
223-0000	LESS INTERSERVICE BILLING							
331-10-20	INTERSERVICE-WATER	(155,011)	(165,384)	(177,254)	(189,116)	(167,132)	(209,421)	25.3%
331-10-30	INTERSERVICE-SEWER	(155,011)	(165,384)	(177,254)	(189,116)	(167,132)	(209,421)	25.3%
331-10-50	INTERSERVICE-ELECTRIC	(310,022)	(330,768)	(354,507)	(378,231)	(334,264)	(418,841)	25.3%
	TOTAL INTERSERVICE BILLING	(620,043)	(661,536)	(709,015)	(756,463)	(668,529)	(837,683)	25.3%
	NET INTERSERVICE ACTIVITY	-	16,285	(23,859)	(1)	-	-	

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

GARAGE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
221-6010	GARAGE - INTERSERVICE FUND							
434-10-10	SALARIES & WAGES	55,698	57,354	61,638	93,229	63,510	127,216	100.3%
434-10-30	SALARIES & WAGES-OVERTIME	140	492	91	500	501	500	0%
434-30-10	CONTRACT SERVICES	260	413	293	600	461	600	30.1%
434-30-30	AUDITING	2,000	2,000	1,890	4,150	4,150	3,690	-11%
434-40-29	MAINT. & REPAIR-GARAGE LABOR	900	-	-	-	-	-	
434-40-30	MAINT. & REPAIR-VEHICLES	1,771	997	24	2,000	329	1,500	356%
434-40-31	MAINT. & REPAIR-BUILDING	9,207	2,888	2,979	7,000	4,351	20,300	366.6%
434-40-34	FACILITY MAINT. & REPAIR - GAS T	5,698	6,234	365	3,200	3,200	3,000	-6%
434-50-20	INSURANCE	1,268	3,102	3,249	3,600	3,516	3,850	9.5%
434-50-30	TELEPHONE	187	188	175	200	91	550	504.4%
434-50-31	CELLPHONE	591	487	485	1,100	604	1,030	71%
434-50-60	SOFTWARE MAINTENANCE	12,954	14,323	13,885	15,512	15,054	16,810	11.7%
443-50-90	TRAINING	198	-	1,181	3,500	155	3,700	2288%
434-60-10	MATERIALS & SUPPLIES	2,152	3,005	2,955	4,000	1,716	4,000	133.1%
434-60-12	COMPUTER	-	-	-	1,500	347	1,030	196.8%
434-60-17	GASOLINE & OIL	865	739	1,247	1,500	1,184	1,500	26.7%
434-60-18	UNIFORMS & EQUIPMENT	1,280	1,118	1,567	4,500	1,485	4,500	203%
434-60-60	GARAGE EXPENSE	6,126	6,008	6,746	6,000	5,552	6,000	8.1%
434-60-70	LOAN PAYBACK ELECTRIC RESERV	10,000	10,000	-	11,859	11,859	-	-100.0%
434-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	3,333	3,333	3,333	3,200	-4.0%
434-90-80	COST ALLOCATION: PUBLIC WORK	41,142	42,748	53,219	54,921	49,250	58,232	18.2%
	TOTAL GARAGE GENERAL EXPENSE	152,437	152,096	155,322	222,204	170,648	261,208	53.1%
	EMPLOYEE BENEFITS							
434-20-10	MEDICAL	23,388	14,628	13,230	20,964	16,780	25,750	53.5%
434-20-20	SOCIAL SECURITY	4,645	4,877	5,743	7,005	4,897	9,600	96.0%
434-20-30	RETIREMENT	6,732	6,850	7,568	7,881	7,710	9,980	29.4%
434-20-50	UNEMPLOYMENT COMPENSATION	284	312	313	550	424	260	-38.7%
434-20-60	WORKMEN'S COMPENSATION	2,407	2,265	2,448	3,124	2,815	3,920	39.3%
434-20-70	GROUP LIFE INSURANCE	183	469	503	764	596	1,040	74.5%
434-20-75	VISION	62	61	62	93	73	130	78.1%
	TOTAL EMPLOYEE BENEFITS	37,701	29,462	29,867	40,381	33,295	50,680	52.2%
	TOTAL GARAGE	190,138	181,558	185,189	262,585	203,943	311,888	52.9%
331-10-10	LESS INTERSERVICE BILLING	(190,138)	(182,902)	(180,406)	(262,585)	(203,943)	(311,888)	52.9%
	NET INTERSERVICE ACTIVITY	-	(1,344)	4,783	-	-	-	

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

PUBLIC WORKS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
222-6120	PW COST ALLOCATION							
435-10-10	SALARIES & WAGES	440,391	495,369	548,007	657,525	546,623	686,762	25.6%
435-10-20	SALARIES & WAGES-TEMP W/	-	162	-	-	-	-	
435-10-30	SALARIES & WAGES-OVERTIM	405	12,429	2,504	3,300	2,926	2,000	-31.7%
435-10-40	SALARIES & WAGES-SICK & V.	934	-	1,077	-	1,922	-	-100%
435-30-10	CONTRACT SERVICES	9,061	7,033	6,163	12,950	12,950	7,500	-42%
435-30-15	CLEANING	30,319	32,622	36,606	38,026	38,114	38,000	-0.3%
435-30-20	LEGAL	743	-	760	200	200	-	-100.0%
435-30-30	AUDITING	4,000	4,000	3,780	8,300	8,300	7,370	-11%
435-30-50	ENGINEERING	39	-	-	174	-	-	
435-40-29	MAINT. & REPAIR-GARAGE LA	-	285	2,125	1,780	1,587	3,000	89.1%
435-40-30	MAINT. & REPAIR-VEHICLES	-	351	750	1,570	1,698	3,000	76.6%
435-40-31	MAINT. & REPAIR-BUILDING	13,736	20,563	26,984	22,550	17,518	35,000	99.8%
435-40-34	FACILITY MAINTENANCE	4,607	11,000	36,522	-	-	-	
435-50-20	INSURANCE	774	2,097	3,077	3,500	3,295	3,640	10.5%
435-50-30	TELEPHONE	1,189	1,209	1,167	1,350	1,771	2,970	67.7%
435-50-31	CELLPHONE	1,610	1,860	1,930	2,050	1,929	2,400	24.4%
435-50-40	ADVERTISING	949	332	721	800	800	500	-38%
435-50-60	SOFTWARE MAINTENANCE	60	1,306	1,665	8,282	8,282	11,510	39%
435-50-90	TRAINING	4,508	2,309	10,321	18,000	18,000	23,400	30%
435-60-10	MATERIALS & SUPPLIES	7,561	6,044	5,950	10,325	10,138	10,550	4.1%
435-60-11	GENERAL EXPENSE	1,633	913	1,462	2,500	2,530	3,000	18.6%
435-60-13	COPIER	3,577	3,577	3,577	3,600	3,490	3,380	-3.1%
435-60-15	POSTAGE	2,598	2,599	2,477	2,000	2,526	2,000	-20.8%
435-60-17	GASOLINE & OIL	-	1,051	3,440	3,400	2,653	3,400	28.1%
435-60-18	UNIFORMS	722	1,048	912	1,225	1,225	1,200	-2.0%
435-60-19	RADIO	279	-	-	1,200	-	500	
435-60-21	NATURAL GAS	17,015	20,396	20,923	25,700	22,315	25,700	15.2%
435-60-22	ELECTRIC	51,355	47,811	52,334	55,600	57,152	59,920	4.8%
435-60-23	WATER/SEWER	4,627	4,694	4,588	4,900	4,762	4,900	2.9%
435-60-90	COMPUTERS	3,006	2,374	-	4,000	-	5,620	
435-69-20	OFFICE EQUIPMENT	-	147	-	500	3,853	500	-87.0%
435-69-80	VEHICLE & EQUIP REPLACEM	-	-	1,500	1,500	1,500	4,800	220.0%
TOTAL PUBLIC WORKS COST ALLOCATION		605,698	683,581	781,322	896,807	778,061	952,522	22.4%

PUBLIC WORKS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
222-6120	PW COST ALLOCATION EMPLOYEE BENEFITS							
435-20-10	MEDICAL	78,196	78,599	79,311	104,336	103,899	112,490	8.3%
435-20-20	SOCIAL SECURITY	33,848	37,208	42,826	49,562	42,188	52,350	24.1%
435-20-30	RETIREMENT	42,016	40,129	48,974	49,914	49,313	52,149	5.8%
435-20-50	UNEMPLOYMENT COMPENSA	3,090	3,309	2,574	3,083	3,083	1,370	-55.6%
435-20-60	WORKMEN'S COMPENSATION	4,094	5,320	5,190	9,730	3,951	8,660	119.2%
435-20-70	GROUP LIFE INSURANCE	3,955	3,850	4,256	4,927	4,093	5,060	23.6%
435-20-75	VISION	375	427	438	553	407	530	30.2%
	TOTAL EMPLOYEE BENEFITS	165,574	168,842	183,569	222,105	206,934	232,609	12.4%
222-0000	TOTAL PUBLIC WORKS COS	771,272	852,423	964,891	1,118,912	984,995	1,185,131	20.3%
331-10-10	INTERSERVICE-GARAGE	(41,142)	(42,748)	(53,219)	(54,921)	(49,250)	(58,163)	18.1%
331-10-20	INTERSERVICE-WATER	(129,652)	(145,346)	(181,584)	(188,080)	(167,449)	(199,102)	18.9%
331-10-30	INTERSERVICE-SEWER	(129,652)	(145,346)	(181,584)	(188,080)	(167,449)	(199,102)	18.9%
331-10-40	INTERSERVICE-SOLID WASTE	(76,269)	(85,498)	(106,438)	(109,842)	(98,499)	(116,326)	18.1%
331-10-50	INTERSERVICE-ELECTRIC	(251,858)	(283,134)	(367,009)	(380,272)	(325,048)	(403,051)	24.0%
331-10-60	INTERSERVICE-STREETS	(68,639)	(76,947)	(95,794)	(98,858)	(88,650)	(104,694)	18.1%
331-10-92	INTERSERVICE-PLANNING	(8,224)	(8,269)	(10,644)	(10,984)	(9,850)	(11,633)	18.1%
331-10-95	INTERSERVICE-TECH SERVIC	(65,836)	(68,398)	(85,150)	(87,874)	(78,800)	(93,061)	18.1%
	TOTAL INTERSERVICE BILLINGS	(771,272)	(855,686)	(1,081,422)	(1,118,912)	(984,995)	(1,185,131)	20.3%
	NET INTERSERVICE ACTIVITY	-	(3,263)	(116,531)	-	-	-	



Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

Enterprise Funds

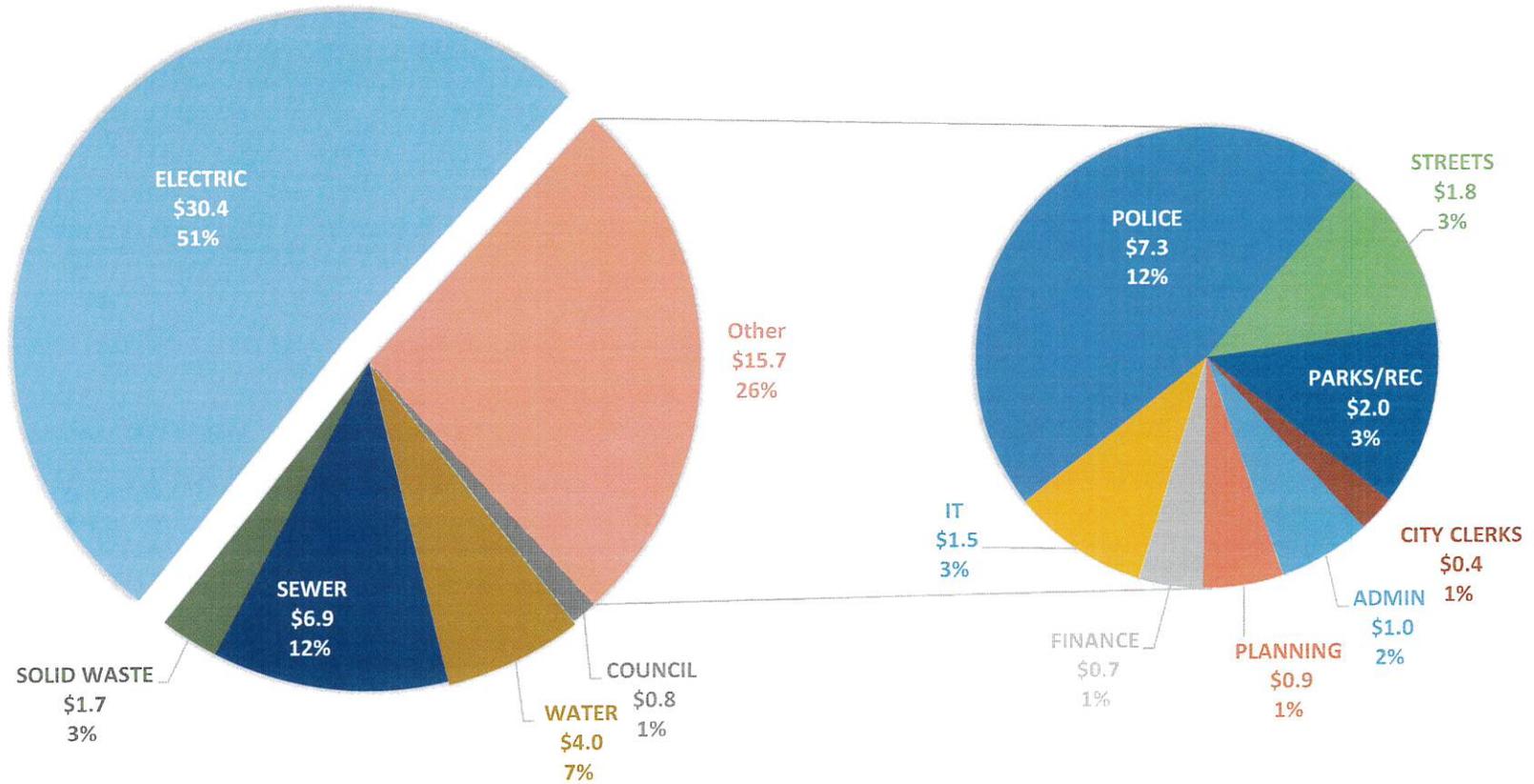
Water Fund
Electric Fund

Sewer Fund
Solid Waste Fund

CITY OF MILFORD

FY24 PROPOSED BUDGET

Expenditures by Fund & Department (\$ million)



CITY OF MILFORD
 FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
 REVENUES

WATER & WASTEWATER DIVISIONS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
202-0000	WATER DIVISION							
344-10-10	SERVICE BILLINGS	2,843,818	2,972,221	3,106,330	3,365,029	3,418,956	3,484,073	1.9%
344-10-20	LATE PENALTIES	2,375	1,023	2,870	2,300	8,710	4,900	-44%
344-10-40	CONNECT AND RECONNECT FEES	20,300	35,685	5,070	10,800	26,088	25,000	-4.2%
344-10-45	NEW METER FEE	32,000	38,150	11,800	21,200	9,067	12,300	36%
359-10-99	MISCELLANEOUS	18,268	463	7,575	2,000	-	1,750	
361-10-00	EARNINGS ON INVESTMENTS	6,725	12,050	14,206	5,335	137,258	73,204	-47%
390-20-10	TRANSFER FROM CAPITAL RESERVES	-	10,920			-	-	
	TOTAL WATER REVENUES	2,923,486	3,070,512	3,147,851	3,406,664	3,600,079	3,601,227	0.0%
203-0000	WASTEWATER DIVISION							
344-10-09	KENT COUNTY COST ADJUSTMENTS	1,859,037	2,032,659	2,043,311	2,036,770	2,153,159	2,533,811	17.7%
344-10-10	SERVICE BILLINGS	2,429,587	2,632,358	2,768,309	2,950,034	3,061,227	3,142,269	2.6%
344-10-20	LATE PENALTIES	4,143	1,672	4,738	3,800	14,155	10,100	-28.6%
359-10-99	MISCELLANEOUS	13,897	450	1,140	500	8,209	5,400	-34.2%
361-10-00	EARNINGS ON INVESTMENTS	6,372	5,651	5,961	7,327	91,364	114,205	25.0%
390-20-10	TRANSFER FROM CAPITAL RESERVES	(15,000)	27,600			-	-	
	TOTAL WASTEWATER REVENUES	4,298,036	4,700,390	4,823,459	4,998,431	5,328,114	5,805,785	9.0%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

WATER DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
202-2020	WATER DIVISION							
432-10-10	SALARIES WAGES	176,668	199,606	215,034	241,690	215,397	268,271	24.5%
432-10-30	SALARIES WAGES-OVERTIME	13,981	14,715	14,810	15,200	14,363	15,500	7.9%
432-10-40	SALARIES WAGES - VACATION/SICK	936	1,406	2,198	-	-	-	
432-10-50	SALARIES WAGES-ON CALL	10,684	10,615	12,343	13,499	15,570	13,600	-12.7%
432-30-10	CONTRACT SERVICES	50,450	31,730	49,431	59,000	31,216	59,000	89.0%
432-30-15	SURFACE RESTORATION	22,457	20,309	-	60,000	-	60,000	
432-30-20	LEGAL EXPENSES	2,483	2,489	543	3,000	2,970	2,970	0.0%
432-30-30	AUDITING	6,000	6,000	5,670	15,150	15,150	13,800	-8.9%
432-30-50	ENGINEERING	9,252	1,513	-	4,000	514	4,000	678.6%
432-40-10	WATER METERS	14,992	962	7,156	10,000	-	10,000	
432-40-11	WELLS	93,105	31,949	5,622	85,000	10,736	85,000	691.7%
432-40-12	MAINS	9,538	15,925	13,883	25,000	21,371	25,000	17.0%
432-40-13	CHEMICALS	112,801	106,415	106,532	120,000	120,000	132,000	10.0%
432-40-14	SERVICE CONNECTIONS	2,208	1,159	5,803	10,000	13,797	15,000	8.7%
432-40-15	PUMPING - POWER PURCHASED	227,803	220,900	211,739	222,500	234,524	222,500	-5.1%
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	9,090	8,889	9,830	12,000	10,838	12,000	10.7%
432-40-30	MAINT. & REPAIR-VEHICLES	6,679	5,032	2,388	12,000	15,237	18,000	18.1%
432-40-31	MAINT. & REPAIR-BUILDING	7,763	6,846	2,125	10,000	3,987	10,000	150.8%
432-40-34	MAINT. & REPAIR-WATER TOWERS	65,070	68,004	72,023	79,000	79,000	86,900	10.0%
432-50-20	INSURANCE	14,373	20,663	27,380	30,800	29,408	33,910	15.3%
432-50-30	TELEPHONE	333	339	330	400	434	700	61.3%
432-50-31	CELLPHONE	1,918	1,909	2,063	2,025	2,117	2,500	18.1%
432-50-40	ADVERTISING & PRINTING	361	861	1,000	1,000	391	1,000	155.5%
432-50-60	SOFTWARE MAINTENANCE	-	1,198	1,060	2,648	2,636	8,840	235.3%
432-50-90	TRAINING	563	1,310	1,923	2,800	2,320	2,800	20.7%
432-60-10	MATERIALS & SUPPLIES	3,352	3,200	1,440	4,000	3,291	4,000	21.6%
432-60-11	GENERAL EXPENSE	1,059	739	629	2,000	898	2,000	122.7%
432-60-12	COMPUTERS	802	-	1,942	-	-	1,790	
432-60-15	POSTAGE	982	750	31	100	11	100	817.0%
432-60-17	GASOLINE & OIL	6,821	8,100	11,689	13,000	13,556	13,500	-0.4%
432-60-18	UNIFORMS	2,265	2,716	1,718	3,500	750	3,500	366.6%
432-60-19	RADIO	-	1,680	-	500	-	500	
432-60-21	NATURAL GAS	-	-	904	1,400	624	1,400	124.5%
432-60-23	WATER	1,298	1,400	740	1,425	923	1,430	54.9%
432-60-75	SIDEWALKS	26,975	-	-	40,000	-	40,000	
432-69-80	VEHICLE & EQUIPMENT REPLACEM	-	-	74,938	74,938	74,938	33,600	-55.2%
	TOTAL WATER GENERAL EXPENSE	903,062	799,329	864,917	1,177,575	936,968	1,205,111	28.6%

WATER DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
202-2020	WATER DIVISION							
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	38,353	37,168	42,151	47,231	46,018	57,430	24.8%
432-20-20	SOCIAL SECURITY	14,755	16,488	19,009	20,420	18,768	22,370	19.2%
432-20-30	RETIREMENT	20,090	21,814	22,925	22,898	22,017	23,020	4.6%
432-20-50	UNEMPLOYMENT COMPENSATION	1,015	1,175	1,374	1,233	979	640	-34.6%
432-20-60	WORKMEN'S COMPENSATION	7,486	8,547	8,020	7,087	7,038	9,350	32.9%
432-20-70	GROUP LIFE INSURANCE	1,524	1,629	1,801	1,960	1,881	2,180	15.9%
432-20-71	VISION	199	222	252	246	245	280	14.1%
	TOTAL EMPLOYEE BENEFITS	83,422	87,043	95,532	101,075	96,946	115,270	18.9%
432-90-20	TRANSFER TO GENERAL FUND	-	-	300,000	300,000	300,000	300,000	0.0%
432-90-30	COST ALLOCATION: GENERAL INTE	190,916	212,103	238,364	262,090	262,090	290,984	11.0%
432-90-70	COST ALLOCATION: TECH SERVICE	163,915	165,384	177,254	189,116	167,132	209,393	25.3%
432-90-80	COST ALLOCATION: PUBLIC WORK	129,652	145,346	181,583	189,427	167,449	200,449	19.7%
432-90-82	COST ALLOCATION: CUSTOMER SE	138,357	128,124	122,945	162,840	145,958	175,709	20.4%
	TOTAL WATER O&M EXPENSES	1,609,324	1,537,329	1,980,595	2,382,123	2,076,544	2,496,917	20.2%
	DEBT SERVICE							
432-80-02	2012 WASHINGTON ST. LOAN - PRIN	155,520	157,079	158,653	159,845	159,845	161,124	0.8%
432-80-03	2012 WASHINGTON ST. LOAN - INTE	23,754	22,195	20,620	19,430	19,430	18,151	-6.6%
432-80-23	2012 USDA LOAN - PRINCIPAL	95,549	97,596	99,686	101,823	101,823	103,961	2.1%
432-80-24	2012 USDA LOAN - INTEREST	90,451	88,404	86,314	84,177	84,177	82,039	-2.5%
	TOTAL WATER DIVISION DEBT	1,666,695	365,274	365,273	365,275	365,275	365,275	0.0%
	CAPITAL OUTLAY							
	PRIOR YEARS CAPITAL W/ LIFE	-	1,495,400	-	-	-	-	
	RESERVE TRANSFER-CAPITAL W/ L	-	(1,495,400)	-	-	-	-	
432-70-42	CAPITAL OUTLAY-VEHICLE	177,652	-	-	-	-	-	
432-70-44	CAPITAL OUTLAY-INFRASTRUCTUR	50,000	-	-	-	-	-	
	TO(FROM) RESERVES or FUND BALA	721,236	1,020,883		659,266	-	739,035	
	TOTAL WATER DIVISION	2,923,486	2,923,486	2,345,868	3,406,664	2,441,819	3,601,227	47.5%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

SEWER DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
203-3030	SEWER DIVISION							
432-10-10	SALARIES & WAGES	176,391	199,549	215,026	237,690	214,471	268,271	25.1%
432-10-30	SALARIES & WAGES-OVERTIME	4,225	8,442	4,507	9,000	6,388	6,800	6.5%
432-10-40	SALARIES & WAGES-SICK & VA	936	1,406	2,198	-	-	-	
432-10-50	SALARIES & WAGES-ON CALL	10,744	10,584	12,341	16,500	15,229	13,500	-11.4%
432-30-10	CONTRACT SERVICES	31,579	36,059	39,380	40,000	19,839	40,000	102%
432-30-15	SURFACE RESTORATION	-	-	-	15,000	-	15,000	
432-30-20	LEGAL EXPENSE	749	6,841	3,310	2,700	2,400	2,700	12.5%
432-30-30	AUDITING	6,000	12,500	5,670	14,250	14,250	12,900	-9.5%
432-30-50	ENGINEERING EXPENSE	40,562	6,000	12,619	4,000	2,500	4,000	60.0%
432-30-51	I&I STUDY	-	-	150,370	200,000	93,834	200,000	113%
432-40-12	MAINS	9,862	9,657	95	10,000	6,105	10,000	64%
432-40-13	CHEMICALS	7,485	5,346	2,958	17,500	17,500	17,500	0.0%
432-40-14	SERVICE CONNECTIONS	1,988	972	2,520	3,000	432	3,000	594%
432-40-15	PUMPING - POWER PURCHASE	31,021	35,178	35,247	36,300	43,064	36,300	-15.7%
432-40-17	LIFT STATIONS	108,139	79,914	75,192	70,000	50,681	70,000	38.1%
432-40-18	FACILITIES	3,428	4,824	530	5,000	753	5,000	564%
432-40-19	WASTEWATER TREATMENT	1,859,037	2,032,266	2,043,094	2,036,770	2,102,944	2,533,811	20.5%
432-40-20	WASTEWATER TREATMENT-I &	675,333	940,987	416,459	559,994	369,208	478,219	29.5%
432-40-29	MAINT. & REPAIRS-VEHICLES L	9,090	8,959	9,859	12,000	9,633	12,000	24.6%
432-40-30	MAINT. & REPAIRS-VEHICLES	4,101	3,493	3,774	5,500	4,952	6,500	31.3%
432-40-32	MAINT. & REPAIRS-EQUIPMENT	3,066	3,488	2,954	5,000	5,198	5,000	-3.8%
432-50-20	INSURANCE	7,817	12,181	13,253	14,600	13,865	15,440	11.4%
432-50-30	TELEPHONE	279	281	262	350	326	550	69%
432-50-40	ADVERTISING & PRINTING	-	569	946	1,000	1,000	1,000	0.0%
432-50-60	SOFTWARE MAINT	802	750	-	2,448	2,448	2,230	-8.9%
432-50-90	TRAINING	358	270	583	1,500	1,128	1,500	33%
432-60-10	MATERIALS & SUPPLIES	3,269	1,403	821	4,000	580	4,000	590%
432-60-11	GENERAL EXPENSES	105	2,713	130	1,500	324	1,500	363%
432-60-12	COMPUTERS	-	-	1,942	-	-	1,790	
432-60-17	GASOLINE & OIL	6,821	8,100	11,689	13,000	12,050	13,500	12.0%
432-60-18	UNIFORMS	1,730	1,725	1,320	3,500	668	3,500	424%
432-60-21	NATURAL GAS	-	-	904	1,400	623	1,400	125%
432-60-75	SIDEWALKS	650	-	-	1,000	-	1,000	
432-69-30	BOND DEBT SERVICE EXPENSI	375	7,797	375	375	375	375	0.0%
432-69-80	VEHICLE & EQUIP REPLACEME	-	-	10,000	10,000	10,000	83,300	733%
TOTAL SEWER GENERAL EXPENSE		3,005,942	3,442,254	3,080,328	3,354,877	3,022,769	3,871,586	28.1%

SEWER DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
203-3030	SEWER DIVISION EMPLOYEE BENEFITS							
432-20-10	MEDICAL	38,348	37,168	42,146	47,231	46,017	57,430	24.8%
432-20-20	SOCIAL SECURITY	14,754	16,486	19,007	19,716	18,061	21,690	20.1%
432-20-30	RETIREMENT	20,089	21,813	22,924	19,388	22,030	22,530	2.3%
432-20-50	UNEMPLOYMENT COMPENSAT	1,014	1,174	1,373	1,233	979	640	-34.6%
432-20-60	WORKERS' COMPENSATION	7,485	8,546	8,020	7,729	7,134	9,010	26.3%
432-20-70	GROUP LIFE INSURANCE	1,523	1,628	1,800	1,960	1,880	2,180	16.0%
432-20-75	VISION	198	221	251	246	244	280	14.6%
	TOTAL EMPLOYEE BENEFITS	83,411	87,036	95,521	97,503	96,345	113,760	18.1%
432.XX.XX	TRANSFER TO GENERAL FUND						300,000	
432-90-40	COST ALLOCATION: GENERAL	190,916	212,103	238,364	262,090	262,090	290,984	11.0%
432-90-70	COST ALLOCATION: TECH SEF	163,915	165,384	177,254	189,116	189,116	209,393	10.7%
432-90-80	COST ALLOCATION: PUBLIC W	129,652	145,346	181,583	189,427	189,427	200,449	5.8%
432-90-82	COST ALLOCATION: CUSTOME	138,357	128,124	122,945	162,840	162,840	175,709	7.9%
	TOTAL SEWER O&M EXPENSES:	3,712,193	3,968,144	3,657,631	4,255,853	3,922,586	5,161,881	31.6%
	DEBT SERVICE							
432-80-04	2016 BOND ISSUE-PRINCIPAL	185,000	190,000	195,000	200,000	200,000	200,000	0.0%
432-80-05	2016 BOND ISSUE-INTEREST	54,638	50,054	47,037	43,088	43,088	39,088	-9.3%
432-80-06	2012 STATE REV. FUND LOAN-F	53,049	26,923	82,395	55,755	55,755	56,876	2.0%
432-80-07	2012 STATE REV. FUND LOAN-I	12,653	11,587	10,499	9,948	9,948	8,827	-11.3%
432-80-08	2012 KENT COUNTY BYPASS-P	25,339	25,914	26,502	27,103	27,103	27,719	2.3%
432-80-09	2012 KENT COUNTY BYPASS-IR	25,602	25,027	24,439	23,838	23,838	23,223	-2.6%
432-80-25	2015 (19/20) USDA LOAN-PRINC	5,228	20,267	30,303	30,739	30,739	31,119	1.2%
432-80-26	2015 (19/20) USDA LOAN-INTER	5,224	16,557	22,441	22,007	22,007	21,626	-1.7%
	TOTAL SEWER DEBT	366,733	366,329	438,616	412,478	412,478	408,478	-1.0%
	CAPITAL OUTLAY							
432-70-40	CAPITAL OUTLAY-EQUIPMENT	15,000	-	-	-	-	-	
432-70-42	CAPITAL OUTLAY-VEHICLE	68,260	-	-	-	-	-	
	TO(FROM) RESERVES or FUND E	135,850	-	-	330,100	-	235,426	
	TOTAL SEWER DIVISION	4,298,036	4,334,473	4,096,247	4,998,431	4,335,064	5,805,785	33.9%

CITY OF MILFORD
 FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
 REVENUE

ELECTRIC DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
205-0000	ELECTRIC DIVISION REVENUE							
344-10-10	SERVICE BILLING	24,418,095	22,489,503	22,933,710	23,327,085	24,861,877	25,423,965	2.3%
344-10-16	FACILITY CHARGE	177,504	2,162,567	2,359,004	3,462,727	2,615,244	2,727,595	4.3%
344-10-20	LATE PENALTIES	37,180	15,323	33,961	25,000	66,135	51,500	-22.1%
344-10-30	RETURNED CHECKS FEES	5,350	5,050	8,450	5,113	8,050	7,900	-1.9%
344-10-40	CONNECTION FEES	114,629	131,505	97,295	100,464	238,192	192,200	-19.3%
344-10-41	UNDERGROUND FEES	57,000	69,500	34,600	46,060	17,000	35,500	109%
344-10-96	SALE OF EQUIPMENT/SCRAP	37,397	40,049	28,734	15,000	-	12,700	
359-10-99	MISCELLANEOUS	796	9,055	5,771	-	2,130	4,000	88%
361-10-00	EARNINGS ON INVESTMENTS	61,387	25,012	25,226	31,439	313,616	437,933	39.6%
390-10-10	TRANSFER FROM RESERVES	-	-	-	-	-	-	
	TOTAL ELECTRIC DIVISION REVENUE	24,909,338	24,947,564	25,526,751	27,012,887	28,122,245	28,893,293	2.7%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

ELECTRIC DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
205-5050	ELECTRIC DIVISION							
	POWER PURCHASED							
432-50-16	DEMEC	16,194,126	16,789,672	17,773,466	19,484,755	20,279,074	20,492,823	1.1%
	TOTAL ELECTRIC O&M EXPENSES	22,161,439	22,506,371	23,906,967	26,626,425	25,995,773	28,571,078	9.9%
	DEBT SERVICE							
432-80-21	2011 BOND DEBT-PRINCIPAL	220,000	225,000	230,000	235,000	235,000	240,000	2.1%
432-80-22	2011 BOND DEBT-INTEREST	100,615	95,141	91,615	89,315	86,965	82,215	-5.5%
	TOTAL BOND DEBT	320,615	320,141	321,615	324,315	321,965	322,215	0.1%
	CAPITAL OUTLAY							
432-70-40	EQUIPMENT	133,827			-	-	-	
432-70-42	VEHICLES	452,845			-	-	-	
432-70-44	PROJECTS/INRASTRUCTURE	75,000			-	-	-	
432-90-10	TRANSFER TO RESERVES		3,000,000		121,518	-	-	
	TOTAL ELECTRIC FUND CAPITAL	661,672	3,000,000	-	121,518	-	-	
	TO(FROM) RESERVES or FUND BALANCE	1,765,612	(917,174)	(917,174)	-	-	-	
	TOTAL ELECTRIC FUND EXPENDITURES	24,909,338	24,909,338	23,311,408	27,072,258	26,317,738	28,893,293	9.8%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

ELECTRIC DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
205-5050	ELECTRIC DIVISION							
432-10-10	SALARIES & WAGES	724,770	676,454	790,901	1,078,974	1,016,093	1,225,527	20.6%
432-10-11	SALARIES & WAGES-VACATION SELLBACK	1,920	3,246	2,246	4,616	4,616	4,780	4%
432-10-30	SALARIES & WAGES-OVERTIME	32,009	30,735	49,154	53,500	51,363	46,400	-9.7%
432-10-40	SALARIES & WAGES-SICK/VACATION PAY	11,177	11,359	37,926	-	23,294	-	-100%
432-10-50	SALARIES & WAGES-ON CALL	37,079	40,802	45,244	47,500	54,448	49,600	-8.9%
432-30-10	CONTRACT SERVICES	48,703	33,916	36,387	39,508	20,571	25,008	21.6%
432-30-12	SMARTMETERING	108,982	-	-	-	-	-	
432-30-20	LEGAL SERVICE	3,793	1,526	1,795	1,300	1,643	21,440	1205%
432-30-30	AUDITING	6,454	6,000	5,670	12,450	12,450	11,050	-11.2%
432-30-50	ENGINEERING SERVICE	6,321	4,941	137	15,000	2,770	5,000	81%
432-40-10	METERS	140	-	-	-	-	-	
432-40-29	MAINT. & REPAIRS-VEHICLE LABOR	22,680	20,384	26,392	30,000	21,080	31,500	49.4%
432-40-30	MAINT. & REPAIRS-VEHICLES	24,124	18,169	19,530	48,500	44,053	38,850	-12%
432-44-20	RENTAL OF EQUIPMENT	-	-	-	2,500	-	-	
432-50-09	TREE PLANTING	-	-	-	20,000	-	-	
432-50-10	TRAFFIC SIGNALS	-	1,573	-	33,500	-	10,000	
432-50-11	SUB-STATIONS	3,421	3,942	5,883	119,000	101,810	25,000	-75%
432-50-12	DISTRIBUTION LINES	303,075	256,988	232,864	276,085	154,202	200,000	29.7%
432-50-13	ENVIRONMENTAL COMPLIANCE	40,892	29,860	34,585	40,000	25,110	40,000	59.3%
432-50-14	VEGETATION CONTROL	95,102	92,239	1,987	15,000	15,000	40,000	167%
432-50-15	WAREHOUSE EXPENSE	2,694	5,177	264	2,000	214	3,500	1538%
432-50-20	INSURANCE	73,803	81,218	119,628	135,420	135,420	150,380	11.0%
432-50-30	TELEPHONE	2,879	2,801	2,705	4,000	2,385	2,000	-16.1%
432-50-31	CELLPHONE	4,279	3,006	2,514	3,000	2,523	2,650	5.0%
432-50-40	ADVERTISING & PRINTING	2,407	1,698	2,153	2,500	2,500	2,500	0.0%
432-50-60	SOFTWARE MAINTENANCE	-	3,769	4,088	6,300	6,215	7,640	22.9%
432-50-90	TRAINING	20,830	8,940	21,174	20,000	14,730	20,000	35.8%
432-58-40	INVENTORY EXPENSE	-	-	2,918	-	-	-	
432-60-10	MATERIALS & SUPPLIES	274	2,450	1,414	3,500	1,619	2,500	54%
432-60-11	GENERAL EXPENSE	780	5,303	129	2,000	31	-	-100%
	ELECTRIC GENERAL CONTINUED	1,578,588	1,346,496	1,447,688	2,016,153	1,714,142	1,965,325	14.7%

ACCOUNT CODE	DESCRIPTION	ELECTRIC DIVISION				ELECTRIC DIVISION		% CHANGE vs 23 PROJ
		ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 23-24	PROJECTED FY 22-23	BUDGET FY 23-24	
205-5050	ELECTRIC GENERAL CONTINUED							
432-60-15	POSTAGE	-	3,000	-	-	-	-	
432-60-17	GASOLINE & OIL	17,033	14,343	24,193	25,000	29,168	30,500	4.6%
432-60-18	UNIFORMS & SAFETY GEAR	23,762	19,836	9,063	36,000	22,850	30,000	31%
432-60-19	RADIO	3,003	1,624	-	2,000	-	1,500	
432-60-23	WATER	2,217	2,111	2,168	2,300	2,269	2,300	1.4%
432-60-25	SMALL TOOLS	6,265	5,089	10,661	16,500	16,500	8,000	-52%
432-60-75	SIDEWALKS	11,700	-	-	10,000	-	-	
432-60-90	COMPUTER	-	1,442	-	2,000	-	6,130	
432-69-20	OFFICE EQUIPMENT	1,096	174	-	-	-	-	
432-69-30	BANK CHARGES-BOND ISSUE	375	375	375	375	375	375	0.0%
432-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	150,000	150,000	150,000	163,100	8.7%
432-80-30	METER DEPOSIT INTEREST EXPENSE	749	743	695	700	682	700	2.7%
	TOTAL ELECTRIC GENERAL EXPENSE	1,644,788	1,395,233	1,644,843	2,261,028	1,935,985	2,207,930	14.0%
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	135,611	111,506	93,079	169,222	173,289	217,670	25.6%
432-20-20	SOCIAL SECURITY	62,580	60,498	71,173	91,476	87,961	101,820	15.8%
432-20-30	RETIREMENT	88,758	83,156	80,397	114,181	87,413	114,700	31.2%
432-20-50	UNEMPLOYMENT COMPENSATION	3,883	3,335	5,470	4,010	3,082	2,210	-28.3%
432-20-60	WORKMEN'S COMPENSATION	34,534	29,351	28,519	37,496	35,872	41,460	15.6%
432-20-70	GROUP LIFE INSURANCE	3,844	5,490	5,799	8,568	8,074	9,680	19.9%
432-20-75	VISION	525	503	484	777	743	840	13.1%
	TOTAL EMPLOYEE BENEFITS	329,735	293,839	284,921	425,730	396,434	488,380	23.2%
	TRANSFERS TO OTHER FUNDS							
432-90-20	TRANSFER TO GENERAL FUND	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	3,250,000	30.0%
432-90-60	COST ALLOCATION: GENERAL INTERDEF	405,738	443,936	529,210	579,483	579,483	644,040	11.1%
432-90-70	COST ALLOCATION: TECH SERVICES	327,819	330,768	354,507	378,231	378,231	418,786	10.7%
432-90-80	COST ALLOCATION: PUBLIC WORKS	251,858	283,134	367,009	398,064	398,064	422,225	6.1%
432-90-82	COST ALLOCATION: CUSTOMER SERVICE	507,375	469,789	453,011	599,133	599,133	646,894	8.0%
	TOTAL TRANSFERS	3,992,790	4,027,627	4,203,737	4,454,912	4,454,911	5,381,945	20.8%
	TOTAL ELECTRIC O&M EXPENSE:	5,967,313	5,716,699	6,133,501	7,141,670	6,787,330	8,078,255	19.0%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
REVENUE**

SOLID WASTE DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
204-0000	SOLID WASTE DIVISION							
344-10-70	SERVICE BILLINGS-COMMERCIAL	53,064	62,277	69,537	71,910	71,266	77,876	9.3%
344-10-71	SERVICE BILLINGS-RESIDENTIAL	1,179,864	1,282,830	1,395,166	1,479,185	1,475,805	1,620,068	9.8%
344-10-72	SERVICE BILLINGS-BULK TRASH	500	650	650	600	900	900	0.0%
344-10-73	CONTAINER REPLACEMENT FEE	350	485	350	350	350	400	14.3%
344-10-20	LATE PENALTIES	3,035	1,262	2,808	2,400	4,332	4,000	-7.7%
344-10-96	SALE OF EQUIPMENT/SCRAP	-	25,340		-	-	1,000	
390-20-10	TRANSFER FROM CAPITAL RESERVES			71,430	-	-	-	
359-10-99	MISCELLANEOUS		800	731	-	-	-	
361-10-00	EARNINGS ON INVESTMENTS	3,660	928	873	2,022	11,704	6,250	-47%
	LOAN FROM WATER RESERVES	500,000	-			-		
	TOTAL SOLID WASTE REVENUE:	1,740,473	1,374,572	1,541,545	1,556,466	1,564,357	1,710,494	9.3%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

SOLID WASTE DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
204-4040	SOLID WASTE DIVISION							
432-10-10	SALARIES & WAGES	197,081	168,517	152,091	212,036	190,075	263,052	38.4%
432-10-13	SALARIES & WAGES - HOLIDAY BANK	84	-	-	-	-	-	
432-10-20	SALARIES & WAGES-TEMPORARY	12,156	-	-	-	-	-	
432-10-30	SALARIES & WAGES-OVERTIME	11,284	11,171	16,630	21,915	22,172	17,600	-20.6%
432-10-31	SALARIES & WAGES-SICK/VAC PAY	18,208	2,450	8,969	-	2,053	-	-100.0%
432-30-10	CONTRACT SERVICE	25,361	35,955	77,448	76,970	76,970	7,138	-90.7%
432-30-20	LEGAL SERVICE	-	-	-	105	105	-	
432-30-30	AUDITING	6,000	6,000	5,670	12,450	12,450	11,050	-11.2%
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	37,600	38,132	33,242	36,810	49,073	45,000	-8.3%
432-40-30	MAINT. & REPAIR-VEHICLE	53,764	65,613	114,580	129,995	163,907	160,000	-2.4%
432-42-10	LANDFILL FEES	273,900	303,780	297,206	300,000	302,828	320,000	5.7%
432-42-xx	YARD WASTE FEES <i>(Previously in Contract Services)</i>	-	-	-	-	-	22,000	
432-50-20	INSURANCE	6,882	10,322	11,574	13,552	13,552	14,000	3.3%
432-50-31	CELL PHONE	1,786	1,949	1,268	500	485	500	3.1%
432-50-40	ADVERTISING AND PRINTING	685	3,344	1,634	5,000	5,000	5,000	0.0%
432-50-60	SOFTWARE MAINTENANCE	9,200	6,032	5,639	6,748	3,832	7,320	91.0%
432-50-90	TRAINING	367	1,007	3,895	5,010	3,682	3,900	5.9%
432-60-10	MATERIALS & SUPPLIES	2,102	1,522	758	2,200	1,619	2,200	35.9%
432-60-11	GENERAL EXPENSES	545	699	778	1,000	198	1,000	405.4%
432-60-12	COMPUTERS	-	-	-	-	-	2,560	
432-60-15	POSTAGE	24	552	14	150	11	500	4255.4%
432-60-17	GASOLINE & OIL	31,015	31,649	56,736	57,825	68,330	73,000	6.8%
432-60-18	UNIFORMS	4,018	2,435	1,116	2,140	984	1,150	16.8%
432-60-21	NATURAL GAS	1,420	3,911	-	-	-	-	
432-60-71	VEHICLE LOAN PAYBACK	-	-	142,860	71,430	71,430	71,430	0.0%
432-61-10	TRASH & RECYCLING CONTAINERS	34,887	43,057	24,013	32,440	32,438	45,000	38.7%
432-61-11	YARD WASTE CONTAINERS	-	-	10,568	13,600	13,597	18,500	36.1%
432-61-12	YARD WASTE DUMPSTERS	-	-	-	-	-	4,000	
432-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	30,000	30,000	30,000	54,070	80.2%
	TOTAL SOLID WASTE GENERAL EXP	728,369	738,097	996,689	1,031,876	1,064,793	1,149,970	8.0%

SOLID WASTE DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
204-4040	SOLID WASTE DIVISION							
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	58,175	40,526	33,136	56,575	51,113	68,760	34.5%
432-20-20	SOCIAL SECURITY	17,358	13,527	11,835	18,558	16,394	20,960	27.9%
432-20-30	RETIREMENT	22,678	18,692	14,138	17,838	12,715	21,010	65.2%
432-20-50	UNEMPLOYMENT COMPENSATION	1,803	1,373	934	1,540	1,365	930	-31.9%
432-20-60	WORKMEN'S COMPENSATION	8,807	6,306	5,085	8,268	6,318	8,741	38.3%
432-20-70	GROUP LIFE INSURANCE	1,656	1,367	1,104	1,908	1,575	2,150	36.5%
432-20-75	VISION	257	200	164	284	188	300	59.6%
	TOTAL EMPLOYEE BENEFITS	110,734	81,991	66,396	104,971	89,668	122,851	37.0%
432-90-50	COST ALLOCATION: GENERAL INTERDEPAR	109,273	189,813	130,221	143,244	143,244	145,968	1.9%
432-90-80	COST ALLOCATION: PUBLIC WORKS	76,269	85,498	106,438	109,842	109,842	116,326	5.9%
432-90-82	COST ALLOCATION: CUSTOMER SERVICE	138,357	128,124	122,874	162,510	162,510	175,379	7.9%
	TOTAL SOLID WASTE O&M EXPENSES:	1,163,002	1,223,523	1,422,618	1,552,443	1,570,057	1,710,494	8.9%
	CAPITAL OUTLAY							
432-70-42	CAPITAL-VEHICLE	355,763	-	-	-	-	-	
432-90-10	TRANSFER TO RESERVES		-	-	15,289	-	-	
	TOTAL SOLID WASTE CAPITAL	355,763	-	-	15,289	-	-	
	TO(FROM) RESERVES or FUND BALANCE	221,708						
	TOTAL SOLID WASTE EXPENSES	1,740,473	1,223,523	1,422,618	1,567,732	1,570,057	1,710,494	8.9%



Capital Improvement Plan (CIP)
For the Five Fiscal Years Ending June 30, 2024 through 2028

Final Draft
Presented to City Council May 18, 2023



Capital Improvement Plan (CIP)
For the Five Years Ending June 30, 2024 through 2028

Presented to City Council May 18, 2023

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FY24 CAPITAL BUDGET PROPOSAL with FUNDING RECOMMENDATION										
FUND TYPE & FUNDING DIV	Reserves	Grant Hopeful (Reserves)	ERR	Impact Fees	Grant Hopeful (Impact Fees)	Grant Confirmed	Grant Hopeful (or Delay)	Debt Confirmed	Debt Recommended	Grand Total (FY24 Plan)
ENTERPRISE										
ELECTRIC	1,517,564		12,000			40,000				1,569,564
WATER	903,924	250,000		100,000					2,500,000	3,753,924
SEWER	1,289,424		-		1,170,000					2,459,424
SOLID WASTE	32,049									32,049
GENERAL										
STREETS	530,000	195,000	85,000	587,432		3,756,800				5,154,232
GARAGE	7,000									7,000
PUBLIC WORKS	18,750									18,750
CITY HALL	4,800	250,000								254,800
IT	494,429									494,429
PLANNING	50,000									50,000
POLICE	444,422							406,361		850,783
PARKS & REC	506,600		31,600				1,300,000			1,838,200
Grand Total (FY24 Plan)	\$5,798,962	\$695,000	\$128,600	\$687,432	\$1,170,000	\$3,796,800	\$1,300,000	\$406,361	\$2,500,000	\$16,483,155

CAPITAL IMPROVEMENT PLANNING (CIP) EXECUTIVE SUMMARY: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE & OPS DEPT	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
ENTERPRISE								
ELECTRIC	1,522,428	(681,569)	840,859	1,130,000	741,000	1,553,000	915,000	1,140,000
WATER	13,548,143	(8,775,488)	4,772,655	3,690,500	6,085,500	3,545,500	1,220,500	460,000
SEWER	2,174,235	(594,823)	1,579,412	2,396,000	3,165,000	4,890,000	5,960,000	250,000
SOLID WASTE	575,071	(575,071)	-	-	-	500,000	650,000	-
INTERSERVICE								
PUBLIC WORKS	1,697,310	(986,552)	710,758	150,000	2,200,000	-	-	-
GARAGE	-	-	-	7,000	-	85,000	-	-
CUSTOMER SERVICE	-	-	-	301,900	160,000	-	-	-
TECH SERVICES	80,000	-	80,000	50,000	-	-	-	-
GENERAL								
STREETS	7,450,000	(2,566,586)	4,883,414	5,654,232	10,611,500	7,813,500	5,722,500	1,615,000
PARKING	320,000	-	320,000	-	300,000	-	-	-
CITY HALL	105,000	(75,000)	30,000	254,800	-	-	-	-
IT	1,450,837	(796,410)	654,427	609,740	182,313	205,300	65,000	69,500
PLANNING	-	-	-	50,000	-	-	50,000	-
POLICE	17,201,739	(9,608,100)	7,593,639	850,783	2,018,645	334,346	350,823	282,579
PARKS & REC	3,254,787	(1,266,648)	1,988,139	1,838,200	1,693,000	3,680,000	946,000	987,000
Grand Total	\$ 49,379,550	\$ (25,926,248)	\$ 23,453,302	\$ 16,983,155	\$ 27,156,958	\$ 22,606,646	\$ 15,879,823	\$ 4,804,079

APRIL 19

EXCERPT FROM CIP SUMMARY: FY2024-28 AS PRESENTED TO COUNCIL APRIL 19, 2023

Grand Total (4/19/23)	\$48,650,616	\$(15,585,179)	\$33,065,437	\$22,946,735	\$25,899,735	\$22,043,063	\$14,898,361	\$4,804,080
Sum of Updates ^{1,2}	\$728,934	\$(10,341,069)	\$(9,612,135)	\$(5,963,580)	\$1,257,223	\$563,583	\$981,462	\$(0)

CIP BREAKDOWN OF FY24 PLAN YEAR ADJUSTMENTS

Description of Adjustment / Project Information	FY24 (Plan) Subtotal	FY24 (Plan) Line Total
Impact of Project Deferrals / Timing Reassessment:	\$ (4,021,110)	67.4%
PD Maint Building		\$ (1,700,000)
PW Building Expansion		(1,350,000)
SW Front Street Bridge Replacement (City 20% share of DeIDOT Construction Est)		(320,000)
Milford Corp Center (Water Component - Reallocation)		(100,000)
Bike Path - Route 113 (Mullet Run Crossing)		(50,000)
Bike Path - Wickersham to Cedar Creek Road		(50,000)
ERP Reallocation		(150,000)
PD Replacement Vehicles (Driven by Veh Repl Res Balance)		(211,110)
Streetscape Projects		(90,000)
Impact of Rollover Availability:	(1,351,513)	22.7%
Milford Corp Center (Sewer Component - Rollover Availability)		(330,000)
Advanced Electric Relocation		(100,000)
Marshall Pond Riverbank Development		(100,000)
City-wide Valve & Hydrant Replacement/Improvements		(150,000)
Install Automated Blow-off Valves		(50,000)
Street Rehab - Sewer Component		(305,000)
Open Space Development		(250,000)
Network Infrastructure Rollover / Scope		(66,513)
Impact of Grant or Alternative Funding:	(789,868)	13.2%
Milford Corp Center (Street Component - TAP Project Surplus)		(370,068)
Bike Paths (DeIDOT Ownership of NE 10th St)		(315,000)
LED Streetlight Replacement		(51,830)
Walnut St Pedestrian Crossing		(25,000)
Consolidated Riverwalk Improvements		(27,970)
Corrections:	(12,200)	0.2%
Components of P&R Building Maint Captured in O&M Budget		(12,200)
Adjustments to FY24 Plan from April 19, 2023 Workshop to May 8, 2023 Council Meeting	\$(6,174,691)	103.5%
Impact of Project Deferrals / Timing Reassessment:	\$ 211,110	-3.5%
PD Replacement Vehicles		211,110
Cumulative Adjustments to FY24 Plan through May 18, 2023	\$(5,963,581)	100%

CIP ALIGNMENT WITH STRATEGIC PLAN: FY2024-28 FINAL DRAFT - MAY 18, 2023

Strategic Plan Priority Areas and Goals	FY20-FY23 (Approved)	FY20-23 Project Count	FY24 (Plan)	FY24 Project Count	FY20-23 (as %)¹	FY24 (as %)
Economic Health & Development						
Foster the Establishment of New Businesses	\$ 10,437,590	5	\$ 4,824,232	5	31.3%	28.4%
Enable Growth of Existing Businesses	20,000	1	50,000	2	0.1%	0.3%
Meet Commercial Needs of All	182,428	1	20,000	1	0.5%	0.1%
Fiscal Responsibility & Community Engagement						
Operate Efficiently & Responsibly	4,306,794	45	1,225,842	27	12.9%	7.2%
Mobility & Infrastructure						
Enable Growth w/Proactive Infrastructure Improvements	2,176,750	8	2,865,000	5	6.5%	16.9%
Proactively Maintain Utility Infrastructure	4,027,962	24	1,932,000	22	12.1%	11.4%
Proactively Maintain Streets	4,163,000	14	1,631,000	10	12.5%	9.6%
Develop Citywide, Multi-Modal, Pedestrian-Friendly Framework	3,163,000	15	850,000	9	9.5%	5.0%
Improve Citywide Traffic Mgmt	350,000	1	676,000	3	1.0%	4.0%
Promote Mobile, Pedestrian Friendly City	-		120,000	1	0.0%	0.7%
Proactively Invest in Infrastructurestructure to Support Growth			100,000	1	0.0%	0.6%
Neighborhoods & Community Service						
Promote Healthy Community with Recreational Activities	2,308,287	13	1,450,500	9	6.9%	8.5%
Preserve and Enhance the Property Values and Quality of Neighborhoods	452,000	5	300,000	2	1.4%	1.8%
Bring More Tourism to Milford	590,000	4	210,000	4	1.8%	1.2%
Public Safety & Preparedness						
Utilize PD Resources Efficiently	17,201,739	2	728,581	2	3.5%	4.3%
Grand Total	\$ 49,379,550	138	\$ 16,983,155	103	100%	100%

¹Excludes \$17 million PD Facility to retain comparability across time periods

CIP CATEGORY SUMMARY: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE & OPS DEPT	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
ENTERPRISE								
ELECTRIC								
EQUIPMENT	\$ 15,000	\$ (1,834)	\$ 13,166	\$ 62,000	\$ 66,000	\$ 43,000	\$ 40,000	\$ -
INFRASTRUCTURE	1,417,428	(679,736)	737,692	756,000	675,000	1,250,000	875,000	1,140,000
VEHICLES	90,000	-	90,000	312,000	-	260,000	-	-
WATER								
EQUIPMENT	7,500	(917)	6,583	-	-	-	-	-
INFRASTRUCTURE	13,419,643	(8,725,605)	4,694,038	3,690,500	6,025,500	3,545,500	1,220,500	400,000
VEHICLES	121,000	(48,966)	72,034	-	60,000	-	-	60,000
SEWER								
EQUIPMENT	507,500	(463,917)	43,583	236,000	325,000	250,000	350,000	150,000
INFRASTRUCTURE	1,591,735	(205,538)	1,386,197	2,160,000	2,840,000	4,640,000	5,510,000	100,000
VEHICLES	75,000	74,632	149,632	-	-	-	100,000	-
SOLID WASTE								
VEHICLES	575,071	(575,071)	-	-	-	500,000	650,000	-
INTERSERVICE								
CUSTOMER SERVICE								
BUILDING	-	-	-	151,900	160,000	-	-	-
EQUIPMENT	-	-	-	150,000	-	-	-	-
GARAGE								
EQUIPMENT	-	-	-	7,000	-	-	-	-
VEHICLES	-	-	-	-	-	85,000	-	-
TECH SERVICES								
EQUIPMENT	80,000	-	80,000	50,000	-	-	-	-
PUBLIC WORKS								
BUILDING	1,633,758	(938,000)	695,758	150,000	2,200,000	-	-	-
EQUIPMENT	30,500	(15,500)	15,000	-	-	-	-	-
VEHICLES	33,052	(33,052)	-	-	-	-	-	-
GENERAL								
STREETS								
EQUIPMENT	27,000	(27,000)	-	-	185,000	-	-	-
INFRASTRUCTURE	7,423,000	(2,539,586)	4,883,414	5,569,232	10,426,500	7,813,500	5,722,500	1,515,000
VEHICLES	-	-	-	85,000	-	-	-	100,000
PARKING								
INFRASTRUCTURE	320,000	-	320,000	-	300,000	-	-	-
CITY HALL								
BUILDING	105,000	(75,000)	30,000	254,800	-	-	-	-
IT								
BUILDING	-	-	-	25,000	-	-	-	-
HARDWARE	580,837	(496,824)	84,013	303,487	20,000	20,000	20,000	22,000
PARKS	-	-	-	45,000	-	-	-	-
SOFTWARE	870,000	(299,586)	570,414	236,253	162,313	185,300	45,000	47,500
PLANNING								
EQUIPMENT	-	-	-	-	-	-	50,000	-
VEHICLES	-	-	-	50,000	-	-	-	-
POLICE								
BUILDING	16,093,639	(8,500,000)	7,593,639	406,361	1,700,000	-	-	-
EQUIPMENT	-	-	-	22,202	23,091	24,014	24,975	25,974
VEHICLES	1,108,100	(1,108,100)	-	422,220	295,554	310,332	325,848	256,606
PARKS & REC								
BUILDING	349,000	(66,000)	283,000	280,600	-	-	-	-
EQUIPMENT	113,000	(23,000)	90,000	141,000	63,000	25,000	66,000	27,000
PARKS	2,652,787	(1,121,105)	1,531,682	1,300,000	1,630,000	3,655,000	880,000	870,000
VEHICLES	140,000	(56,543)	83,457	116,600	-	-	-	90,000
Grand Total	\$49,379,550	\$(25,926,248)	\$23,453,302	\$16,983,155	\$27,156,958	\$22,606,646	\$15,879,823	\$4,804,079



Capital Improvement Plan (CIP)
For the Five Years Ending June 30, 2024 through 2028

CIP FY2024-28 Line Item Detail

Enterprise Funds - Electric	Page 1
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General Fund	Page 4-7
Interservice Funds	Page 8

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
1 ENTERPRISE								
2 ELECTRIC								
3 EQUIPMENT								
4 Bobcat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
5 Equipment - Hetra Lifts	-	-	-	-	-	-	-	-
6 NOAA Reference Station	15,000	(1,834)	13,166	-	-	-	-	-
7 Portable Light Towers (2)	-	-	-	35,000	-	-	-	-
8 Snow Blowers	-	-	-	-	4,000	-	-	-
9 Trailer (R: 1994 Saub E-119)	-	-	-	15,000	-	-	-	-
10 Trailer (R: 1996 Butler E-123)	-	-	-	12,000	-	-	-	-
11 Trailer (R: 1999 Homemade E-127)	-	-	-	-	12,000	-	-	-
12 Trailer, Cable Reel (R: 2007 Butler E-129)	-	-	-	-	-	15,000	-	-
13 Utility Trailer (R: 1992 Krueger E-121)	-	-	-	-	25,000	-	-	-
14 Utility Trailer (R: 2005 Butler E-132)	-	-	-	-	-	10,000	-	-
15 Utility Trailer (R: 2005 Towmaster E-131)	-	-	-	-	-	18,000	-	-
16 Utility Trailer (R:2002 Towmaster E-126)	-	-	-	-	25,000	-	-	-
17 VEHICLES								
18 Internation Digger Derrick Truck (R: 2015 E-107)	-	-	-	-	-	260,000	-	-
19 Pick up Truck	55,000	-	55,000	10,000	-	-	-	-
20 Ram QuadCab Pick-up (R: 2017 E-101)	35,000	-	35,000	2,000	-	-	-	-
21 Trex Bucket with chipper body (Arborist) E-116	-	-	-	300,000	-	-	-	-
22 INFRASTRUCTURE								
23 Advanced Relocation	100,000	-	100,000	-	100,000	100,000	100,000	100,000
24 Arborist Office - P&R Facility	20,000	-	20,000	-	-	-	-	-
25 DelDOT Traffic Signals	350,000	(83,822)	266,178	151,000	-	-	-	-
26 Delivery #1 Circuit Addition	-	-	-	-	-	-	100,000	850,000
27 Delivery #2 Circuit Additions	-	-	-	-	100,000	850,000	-	100,000
28 Delivery 1 Electrical Testing	-	-	-	-	-	-	-	65,000
29 Delivery 2 Electrical Testing	-	-	-	65,000	-	-	-	-
30 EV Charging Stations Downtown	182,428	(125,914)	56,514	20,000	-	-	-	-
31 Feeder extention and tie - Hospital Loop (110 & 150)	-	-	-	-	-	-	250,000	-
32 Fiber Network Mapping	-	-	-	-	25,000	-	-	-
33 Fiber Optic Backup to PW	20,000	(20,000)	-	40,000	100,000	-	-	-
34 GIS/Mapping - Smart Metering	300,000	(150,000)	150,000	-	-	-	-	-
35 Horseshoe Dr Distribution	-	-	-	-	-	-	200,000	-
36 LED Streetlight Replacements	150,000	(150,000)	-	20,000	-	-	-	-
37 Milford Corporate Center	120,000	-	120,000	200,000	200,000	200,000	200,000	-
38 Physical Security	-	-	-	125,000	125,000	75,000	-	-
39 Pole Inspection	25,000	-	25,000	25,000	25,000	25,000	25,000	25,000
40 Power Flow Analysis Software	-	-	-	110,000	-	-	-	-
41 Parks & Rec Consolidation	150,000	(150,000)	-	-	-	-	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
42 WATER								
43 EQUIPMENT								
44 NOAA Continuous Operating Reference Station	7,500	(917)	6,583	-	-	-	-	-
45 VEHICLES								
46 Dodge Cargo Van (R: 2006 W-29)	-	-	-	-	60,000	-	-	-
47 Ford F350 (R: W-15)	49,000	(48,966)	34	-	-	-	-	-
48 Ford F450 (R: W-8)	72,000	-	72,000	-	-	-	-	-
49 Ford Transit Van (R: W-028)	-	-	-	-	-	-	-	60,000
50 INFRASTRUCTURE								
51 Milford Corporate Center	8,737,590	(6,685,094)	2,052,496	100,000	250,000	250,000	250,000	-
52 Street Rehab	810,000	(102,866)	707,134	405,000	405,000	405,000	405,000	-
53 10" Water Main - Holly Hill Rd to Westwood Subdivision	-	-	-	45,000	300,000	-	-	-
54 Asbestos Pipe Removal	115,500	-	115,500	115,500	115,500	115,500	115,500	-
55 City-wide Valve & Hydrant Replacement/Improvements	500,000	(250,000)	250,000	100,000	250,000	250,000	250,000	250,000
56 Install Automated Blow-off Valves	198,628	(98,628)	100,000	-	50,000	50,000	50,000	-
57 Lead Service Line Removal	250,000	-	250,000	250,000	1,300,000	-	-	-
58 NE Front Street Waterline Replacement	1,351,175	(1,352,268)	(1,093)	-	-	-	-	-
59 New NW City Area Tower/Wells/Treatment	300,000	-	300,000	2,500,000	2,500,000	-	-	-
60 North Shore Drive Water Extension	-	-	-	25,000	150,000	-	-	-
61 NW Front Street Water Lines	-	-	-	-	375,000	1,125,000	-	-
62 SE Regional Water Infrastructure - East of Route 1	920,000	-	920,000	-	-	-	-	-
63 SE Regional Water Infrastructure - South of Johnson Road	-	-	-	-	150,000	1,000,000	-	-
64 SE Regional Water Quality Study	36,750	(36,750)	-	-	-	-	-	-
65 Shawnee Acres Water Extension	-	-	-	-	30,000	200,000	-	-
66 Treatment Plant Upgrades	200,000	(200,000)	-	150,000	150,000	150,000	150,000	150,000

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
SEWER								
EQUIPMENT								
Compressor, Ingersol Rand (R)	-	-	-	-	50,000	-	-	-
Equipment Trailer (R: Currahee)	-	-	-	10,000	-	-	-	-
FN150 Pump & MGS GLG Trailer (R: 2013 SE-27)	-	-	-	-	-	50,000	-	-
John Deere 524K Loader (R: 2018 SE-7)	-	-	-	-	-	-	200,000	-
Kubota Excavator (R: SE26)	-	-	-	-	75,000	-	-	-
Kubota F3060 Mower w/ plow & blower (R: 2011 SE-10)	40,000	-	40,000	1,000	-	-	-	-
Kubota Mower w/ Blower (R: 2015 SE25)	-	-	-	-	50,000	-	-	-
Kubota Mower w/ Plow (R: 2016 SE24)	-	-	-	-	-	50,000	-	-
NOAA Continuous Operating Reference Station	7,500	(917)	6,583	-	-	-	-	-
PS Upgrades (grinders, spares, design)	300,000	(300,000)	(0)	150,000	150,000	150,000	150,000	150,000
Pump Stations	40,000	(40,000)	-	-	-	-	-	-
ROVER Mainline Sewer Inspection System	120,000	(123,000)	(3,000)	-	-	-	-	-
Stationary Generator Fork Landing Pump Station	-	-	-	75,000	-	-	-	-
VEHICLES								
Ford F250 Pickup (R: SE-2)	75,000	74,632	149,632	-	-	-	-	-
Ford F350 Super Cab (R: 2016 SE-3)	-	-	-	-	-	-	100,000	-
INFRASTRUCTURE								
Milford Corporate Center	330,000	-	330,000	1,170,000	300,000	200,000	200,000	-
Abandon BAC PS & install grav ext. frm Hickory Glen	20,000	-	20,000	20,000	-	150,000	-	-
Abandon USCS PS & install grav ext fm Williamsville Rd	-	-	-	-	20,000	250,000	-	-
Asbestos Removal	50,000	-	50,000	50,000	50,000	50,000	50,000	-
DDD (4th St) Flood Mitigation	100,000	(39,000)	61,000	-	-	-	-	-
I&I Engineering Study	156,735	(156,735)	-	-	-	-	-	-
NE Front St Sewer Ext & Silicato PS Abandmt	-	-	-	-	-	90,000	600,000	-
North Shore Dr Sewer Ext	-	-	-	45,000	300,000	-	-	-
SE 2nd Street Pump Station Replacement	225,000	-	225,000	575,000	1,500,000	-	-	-
SE Reg Pump St/Force Mn: S of Jonsn/FM-NE Front St	-	-	-	-	525,000	3,500,000	-	-
SE Reg Pump Stn & Force Main - East of SR1	500,000	-	500,000	-	-	-	4,560,000	-
SE Reg WW Study FY22	10,000	(9,104)	896	-	-	-	-	-
Shawnee Acres Sewer Extension	-	-	-	-	45,000	300,000	-	-
Street Rehab	200,000	(700)	199,301	100,000	100,000	100,000	100,000	100,000
Washington St Pump Stn Environ Cond & Control Relo	-	-	-	200,000	-	-	-	-
SOLID WASTE								
VEHICLES								
Automated Side Loader Truck (R: SW11)	-	-	-	-	-	500,000	-	-
Automated Side Loader Truck (R: SW28)	-	-	-	-	-	-	650,000	-
Vehicle - Solid Waste	430,571	(430,571)	-	-	-	-	-	-
Vehicle - Solid Waste Crane/Body	144,500	(144,500)	-	-	-	-	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
GENERAL								
STREETS								
EQUIPMENT								
Backhoe (R: John Deere S-6)	-	-	-	-	185,000	-	-	-
Salt Spreader	27,000	(27,000)	-	-	-	-	-	-
VEHICLES								
Ford F250 w/Plow & Salt Spr (R: 2012 S-2)	-	-	-	85,000	-	-	-	-
Ford F450 Pick Up (S-023)	-	-	-	-	-	-	-	100,000
INFRASTRUCTURE								
Milford Corporate Center	1,250,000	370,068	1,620,068	3,354,232	957,500	957,500	957,500	-
DDD (4th St) Flood Mitigation	500,000	-	500,000	-	-	-	-	-
10th Street Intersection	-	-	-	500,000	1,500,000	-	-	-
2020 Streets / Utilities	705,000	(705,000)	-	-	-	-	-	-
ADA Plan & Improvements	310,000	(159,501)	150,499	150,000	150,000	150,000	150,000	150,000
Annual Street Rehab	1,805,000	(900,087)	904,913	840,000	840,000	840,000	840,000	840,000
Bike Path - 113 (Community Cemetery)	60,000	20,000	80,000	-	300,000	-	-	-
Bike Path - 113 (Milford Plaza to Mullet Run)	73,000	-	73,000	-	150,000	-	-	-
Bike Path - 113 (Mullet Run Crossing)	-	85,000	85,000	-	200,000	-	-	-
Bike Path - 113 (Seabury Water Plant)	-	-	-	30,000	200,000	-	-	-
Bike Path - Airport Rd (113 to Indep Comm)	-	-	-	-	213,000	1,925,000	-	-
Bike Path - Golf Course	-	70,000	70,000	-	-	1,000,000	-	-
Bike Path - MHS to Baneker Elementary	-	-	-	-	50,000	-	450,000	-
Bike Path - Milford High School Perimeter	-	-	-	-	-	75,000	1,750,000	-
Bike Path - NE 10th St (MHS to Silicato)	444,000	(444,000)	-	-	-	-	-	-
Bike Path - Watergate to Golf Course	-	40,000	40,000	-	600,000	-	-	-
Bike Path - Wickersham to Cedar Creek Road	-	-	-	-	50,000	-	450,000	-
Columbia Street Streetscape	-	-	-	-	11,000	70,000	-	-
Franklin Street Streetscape	-	-	-	-	15,000	100,000	-	-
Maple Street Bridge Replacement	-	-	-	-	-	501,000	-	-
N. Washington Street Streetscape	200,000	-	200,000	45,000	200,000	-	-	-
Park Avenue/Denny Row Streetscape	345,000	-	345,000	-	500,000	-	-	-
S Walnut St & Sidewalk (McCoy to Maple)	-	-	-	150,000	3,400,000	-	-	-
Sidewalk Connectivity Initiative	250,000	(100,000)	150,000	350,000	350,000	450,000	450,000	450,000
SW Front Street Bridge Replacement	-	-	-	-	-	480,000	-	-
SW Front Street Streetscape	45,000	-	45,000	-	600,000	-	-	-
Traffic Calming	-	-	-	25,000	25,000	25,000	25,000	25,000
Transportation Studies	125,000	(43,953)	81,047	50,000	50,000	50,000	50,000	50,000
Walnut St Pedestrian Crossing	425,000	(46,648)	378,352	-	-	-	-	-
Washington Street Bridge Painting	-	-	-	75,000	-	-	-	-
NW Front St Streetscape (TAP Proj) Ph I & II	-	-	-	-	-	90,000	600,000	-
Bike Path - Marshall St Striping (SE 2nd - Watergate)	86,000	74,536	160,536	-	-	-	-	-
NE Front St Streetscape Ph I & II	800,000	(800,000)	-	-	65,000	1,100,000	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

	FUND TYPE, OPS DEPT & PROJ CATEGORY	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
149	CITY HALL								
150	BUILDING								
151	City Hall Parking Lot Enhancements	30,000	-	30,000	-	-	-	-	-
152	City Hall Public Plaza	75,000	(75,000)	-	250,000	-	-	-	-
153	Fence installs (2) per PMA	-	-	-	4,800	-	-	-	-
154	IT								
155	HARDWARE								
156	Cabling Upgrades	75,000	(75,000)	-	-	-	-	-	-
157	Integration - Virt. GIS AX640 Server / Failover	50,000	-	50,000	20,000	-	-	-	-
158	IT Security	301,837	(301,837)	-	-	-	-	-	-
159	Network Infrastructure Upgrades	154,000	(119,987)	34,013	283,487	20,000	20,000	20,000	22,000
160	PARKS								
161	Riverwalk Public Free Wifi	-	-	-	45,000	-	-	-	-
162	SOFTWARE								
163	Naviline & IBM iSeries Cloud Migration	-	-	-	110,000	40,000	42,500	45,000	47,500
164	Tyler ERP System Implementation	870,000	(299,586)	570,414	126,253	122,313	142,800	-	-
165	BUILDING								
166	Badge Access IT area (3 doors)	-	-	-	25,000	-	-	-	-
167	PARKING								
168	INFRASTRUCTURE								
169	N Walnut St/NE Front St Lot Enhancements	200,000	-	200,000	-	-	-	-	-
170	Park Ave Lot Enhancements	120,000	-	120,000	-	-	-	-	-
171	SW Front St Lot Enhancements	-	-	-	-	300,000	-	-	-
172	PLANNING								
173	EQUIPMENT								
174	2028 Comprehensive Plan Update	-	-	-	-	-	-	50,000	-
175	VEHICLES								
176	Ford F150 (expansion)	-	-	-	50,000	-	-	-	-
177	POLICE								
178	EQUIPMENT								
179	Axon Cameras - Interview Rooms in New PD Bld	-	-	-	22,202	23,091	24,014	24,975	25,974
180	VEHICLES								
181	Police Vehicles	1,108,100	(1,108,100)	-	422,220	295,554	310,332	325,848	256,606
182	BUILDING								
183	Maintance Bldg - New Police Facility Location	-	-	-	100,000	1,700,000	-	-	-
184	Police Facility; FY20-23 acct 140-1110-413.70-80	16,093,639	(8,500,000)	7,593,639	306,361	-	-	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY		FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
185	PARKS & REC								
186	EQUIPMENT								
187	Brush cutter attachment		-	-	15,000	-	-	-	-
188	Kubota Tractor w/Snow Blade (2011 PR-035 & 036)		-	-	-	-	-	40,000	-
189	Kubota Zero Turn Mower (PR-8, 11, 20, 52)	35,463	(15,463)	20,000	21,000	23,000	25,000	26,000	27,000
190	Replacement 4x2 Gator (FY22 PR-010;PR-13 & PR-29)	40,000	-	40,000	20,000	-	-	-	-
191	Stand-up Mower, John Deere (PR-50 & 51)	-	-	-	-	40,000	-	-	-
192	Tractor, New Holland w/ Cab (PR-30) w/ mower deck (PR-33)	-	-	-	85,000	-	-	-	-
193	Trailer	7,537	(7,537)	-	-	-	-	-	-
194	Ventrac Tractor with Mulching Mower	30,000	-	30,000	-	-	-	-	-
195	VEHICLES								
196	Dodge Ram 1500 Pick up (R: PR-015)		-	-	-	-	-	-	90,000
197	Econoline Van (R: PR-6)	33,457	-	33,457	16,600	-	-	-	-
198	F350 Pickup Truck (Expansion)		-	-	85,000	-	-	-	-
199	Vehicle - Parks & Rec	56,543	(56,543)	-	-	-	-	-	-
200	Water Truck (R: PR-41)	50,000	-	50,000	15,000	-	-	-	-
201	PARKS								
202	Memorial Park I - Playground & Pickleball Ct	755,781	(316,978)	438,803	60,000	-	-	-	-
203	Riverwalk Upgrades	525,000	(280,315)	244,685	-	-	-	-	-
204	Sharp Property - Open Space Development/Greenway	250,000	(9,850)	240,150	250,000	250,000	250,000	250,000	250,000
205	Public Restrooms	300,000	(17,500)	282,500	-	-	350,000	-	-
206	Gateway signage and improvements	20,000	-	20,000	50,000	20,000	20,000	20,000	20,000
207	Open Space Acquisition	320,000	(313,895)	6,105	500,000	500,000	500,000	500,000	500,000
208	Additional Recreational Court	-	-	-	-	-	75,000	-	-
209	Bsktball Court Rehab	112,443	(72,443)	40,000	-	-	-	-	-
210	Construct Rec/Community Ctr@Marvel Sq	-	-	-	-	-	2,000,000	-	-
211	Construction of beach volleyball court	15,000	-	15,000	-	-	-	-	-
212	Construction of courts @ TSM	-	-	-	-	200,000	-	-	-
213	Frisbee golf course	-	-	-	-	150,000	-	-	-
214	Goat Island Bridge	36,000	(36,000)	-	-	-	-	-	-
215	Irrigation wells at TSM	20,000	-	20,000	-	-	-	-	-
216	Marshall Pond Riverbank Development	150,000	(24,649)	125,351	-	100,000	100,000	100,000	100,000
217	Marvel Sq Redevel/outdoor skating track	-	-	-	-	100,000	-	-	-
218	Memorial Park II - Pavilion	75,000	-	75,000	-	-	-	-	-
219	Memorial Park II - Shade/Walks/Bench	-	-	-	30,000	-	-	-	-
220	Redevelopment of Bicentennial Park	-	-	-	250,000	-	-	-	-
221	Riverwalk Ext/Bulkhead Const	-	-	-	150,000	200,000	-	-	-
222	Splash Pad	-	-	-	-	100,000	-	-	-
223	Tree Planting	30,000	(5,913)	24,087	10,000	10,000	10,000	10,000	-
224	Parks & Rec Consolidation	43,563	(43,563)	-	-	-	-	-	-
225	Riverwalk Upgrades Phase II						350,000		

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY		FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
226	BUILDING								
227	Access control at P&R Building	18,000	-	18,000	-	-	-	-	-
228	Armory Improvements	-	-	-	150,000	-	-	-	-
229	Building - Parks & Rec	66,000	(66,000)	-	-	-	-	-	-
230	Convert Heating Sys at P&R Bld to NG	-	-	-	50,000	-	-	-	-
231	Demo of existing huts	60,000	-	60,000	-	-	-	-	-
232	Fiber Optic at P&R Bld	20,000	-	20,000	-	-	-	-	-
233	P&R Building Improvements	-	-	-	20,600	-	-	-	-
234	P&R Lot Paving	10,000	-	10,000	60,000	-	-	-	-
235	Pole Bld Storage at P&R Bld	175,000	-	175,000	-	-	-	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
236 INTERSERVICE								
237 CUSTOMER SERVICE								
238 EQUIPMENT								
239 In House Bill Print Equipment	-	-	-	150,000	-	-	-	-
240 BUILDING								
241 Kiosk Const & Install	-	-	-	120,000	-	-	-	-
242 Security Glass & Panel Ph I: A/E Design	-	-	-	20,000	-	-	-	-
243 Security Glass & Panel Ph II: Const/CM	-	-	-	-	160,000	-	-	-
244 Drivethrough Curb	-	-	-	5,000	-	-	-	-
245 Noise reduction panels	-	-	-	5,000	-	-	-	-
246 Fencing	-	-	-	1,900	-	-	-	-
247 GARAGE								
248 EQUIPMENT								
249 Compressor	-	-	-	7,000	-	-	-	-
250 VEHICLES								
251 Ford F250 Garage Service Truck (G01)	-	-	-	-	-	85,000	-	-
252 PUBLIC WORKS								
253 EQUIPMENT								
254 GPS Survey Field Unit	15,000	-	15,000	-	-	-	-	-
255 Interior Forklift-Warehouse	15,500	(15,500)	-	-	-	-	-	-
256 VEHICLES								
257 Vehicle - Public Works	33,052	(33,052)	-	-	-	-	-	-
258 BUILDING								
259 Air Infiltration Proj & Roof Drain Repl	165,000	-	165,000	-	-	-	-	-
260 Building - Public Works	88,000	(88,000)	-	-	-	-	-	-
261 Electric Dept. Rack/Reel Pole Building	475,000	-	475,000	-	-	-	-	-
262 HVAC Automation Sys - Bld 200 & 300	55,758	-	55,758	-	-	-	-	-
263 Installation of Stormwater Pond	200,000	(200,000)	-	-	200,000	-	-	-
264 Public Works Building Expansion Project	-	-	-	150,000	1,350,000	-	-	-
265 Public Works Parking Lot Paving	650,000	(650,000)	-	-	650,000	-	-	-
266 TECH SERVICES								
267 EQUIPMENT								
268 SCADA Replacement System	80,000	-	80,000	20,000	-	-	-	-
269 Sea Watch Upgrade Metering Cluster	-	-	-	30,000	-	-	-	-
Grand Total	\$ 49,379,550	\$ (25,926,248)	\$ 23,453,302	\$16,983,155	\$27,156,958	\$22,606,646	\$15,879,823	\$4,804,079



The governing body has recessed to Executive Session. The regular meeting will resume shortly.

CITY COUNCIL MEETING



Executive Session
has concluded.
Council has returned to
Open Session