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To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: November 6, 2023
Re: Financial Reporting Package – September 2023

The Financial Reporting Package for the FYTD period ended September 30, 2023 is enclosed. The executive summary below highlights this month’s notable developments. The “Quick Reference” section of this memo recaps key financial highlights and changes planned in FY24 to help shorten the executive summaries.

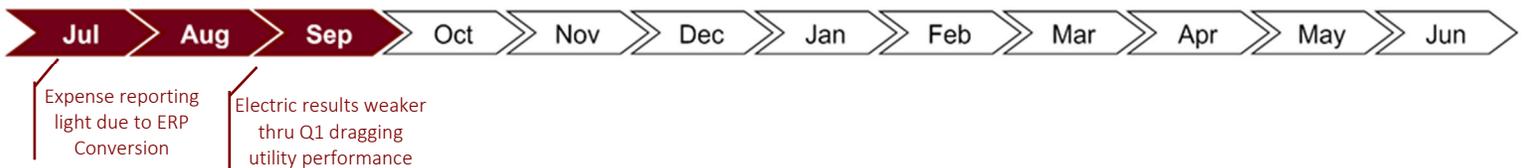
Operating cash balances rebounded as expected, driven by property tax receipts in the general fund coinciding with the September 29, 2023 due date for the FY24 tax billing. Capital spending from the reserve accounts totaled \$178k, but cash outflows were nearly offset with strong investment returns. Special purpose and permit/fee related cash balances were higher in September than August on receipts that exceeded funding needs.

The utility funds are mixed versus the FY24 seasonalized budget and lagging the first quarter of FY23. Electric revenue was seasonally weak on milder weather versus summer 2022, resulting in the shortfall versus the FYTD budget as well as a \$0.4 million variance compared to the first quarter results last fiscal year. Further, O&M was unseasonably low last year, exacerbating the comparison between FY23 and FY24, while payroll expenses are naturally higher in FY24. Typically, when the summer season kicks off the fiscal year with light results, the variance persists throughout the fiscal year, but we are hopeful that continued growth will help offset weather-driven results.

The general fund is ahead of the Q1 seasonalized FY24 budget but behind FY23 results for the same period. Capital spending is far greater in the first quarter this year than last, while personnel expenses are contributing to the variance, as staffing levels hadn’t quite normalized completely by Q1 FY23. Higher revenue from permits and fees as well as a higher transfer from utilities helped to partially offset the shortfall. And despite the negative variance versus FY23, the results versus the seasonalized budget through the first quarter are promising for the general fund.

Quick Reference for FY24 Financial Developments and Report Upgrades

Recap FY24 Financial Highlights



Summary of Planned Reporting Changes

- Addition of consolidated balance sheet
- Frequency of ARPA Appendix to quarterly after the September report



Financial Reporting Package

As of and For the Period Ended September 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 September 30, 2023

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal³

Description	Opening Balance (Aug 31, 2023)	Closing Balance (Sep 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	\$ 2,252 ↑	\$ 4,709	\$ 65	\$ (487)	\$ (1,509)	\$ 2,778
Electric Fund	3,853 →	3,784	126	(1,303)	(1,652)	955
Water Fund	3,620 →	3,813	90	(2,205)	(294)	1,404
Sewer Fund	2,264 →	2,442	54	(1,637)	(205)	654
Solid Waste Fund	407 →	428	9	(132)	(190)	115
Operating Cash Totals³	\$ 12,396 ●	\$ 15,175	\$ 344	\$ (5,764)	\$ (3,849)	\$ 5,906

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

Description	Opening Balance (Aug 31, 2023)	Closing Balance (Sep 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 1,398 →	\$ 1,403	\$ -	\$ (1,403)	\$ -	\$ -
Municipal Street Aid (MSA)	656 →	660	-	(660)	-	-
Realty Transfer Tax (RTT)	704 →	754	5,653	(4,184)	(1,280)	943
Economic Development	515 →	515	89	(419)	-	185
Lodging Tax Fund	639 →	645	99	(744)	-	-
ARPA Grant Fund	443 →	441	-	(441)	-	-
Special Purpose Cash Totals³	\$ 4,356 ●	\$ 4,417	\$ 5,841	\$ (7,850)	\$ (1,280)	\$ 1,128

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Aug 31, 2023)	Closing Balance (Sep 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 2,016 →	\$ 2,022	\$ 2,941	\$ (4,686)	\$ (249)	\$ 28
Water Fund Capital Reserves	2,058 →	2,030	2,205	(1,381)	(2,758)	96
Sewer Fund Capital Reserves	4,504 →	4,459	1,637	(1,791)	(3,887)	418
Solid Waste Fund Capital Reserves	126 →	127	141	(227)	(40)	1
Electric Fund Capital Reserves ²	12,280 →	12,309	3,803	(7,650)	(7,018)	1,443
Operating Cash Totals³	\$ 20,985 ●	\$ 20,947	\$ 10,727	\$ (15,735)	\$ (13,952)	\$ 1,987

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

Description	Opening Balance (Aug 31, 2023)	Closing Balance (Sep 30, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 508 →	\$ 516	\$ 207	\$ (723)	\$ -	\$ -
Carlisle Fire Co Permit Fund	713 →	721	69	(790)	-	-
Parks & Recreation Facilities	151 →	152	4	(155)	-	-
Water Impact Fee Reserves	5,520 →	5,526	404	(5,931)	-	-
Sewer Impact Fee Reserves	3,129 →	3,144	214	(3,357)	-	-
Electric Impact Fee Reserves	1,233 →	1,240	65	(1,305)	-	-
Impact Fees & Police/GF Totals³	\$ 11,255 ●	\$ 11,299	\$ 962	\$ (12,261)	\$ -	\$ -

Grand Totals³	\$ 48,992 ●	\$ 51,838	\$ 17,874	\$ (41,610)	\$ (19,081)	\$ 9,021
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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) and Electric Fund Reserves totaling \$7.5 million are being temporarily consumed to offset interest costs associated with the PD Facility construction. The recovery of the funds through project financing is reflected in the Projected Cashflows columns for RTT and Electric (\$5 million and \$2.5 million, respectively).

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 September 30, 2023

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Aug 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Sep 30, 2023)
General Fund ²	\$ 2,252,457	\$ 3,466,093	\$ 12,854	\$ (1,022,512) ↑	\$ 4,708,892
Electric Fund	3,852,582	2,845,601	21,986	(2,936,098) →	3,784,071
Water Fund	3,619,661	307,597	20,656	(135,364) →	3,812,550
Sewer Fund	2,264,149	470,366	12,921	(305,629) →	2,441,807
Solid Waste Fund	407,338	137,559	2,325	(119,703) →	427,519
Operating Cash Totals⁴	\$ 12,396,187	\$ 7,227,217	\$ 70,741	\$ (4,519,305) □	\$ 15,174,840

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

Description	Opening Balance (Aug 31, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Sep 30, 2023)
General Improvement	\$ 1,398,163	\$ -	\$ 7,979	\$ (3,210) →	\$ 1,402,932
Municipal Street Aid (MSA)	656,012	-	3,744	- →	659,756
Realty Transfer Tax (RTT)	704,254	62,083	4,019	(16,667) →	753,690
Economic Development	515,247	-	-	- →	515,247
Lodging Tax Fund	638,884	5,892	-	- →	644,776
ARPA Grant Fund ³	443,299	-	-	(2,700) →	440,599
Special Purpose Cash Totals⁴	\$ 4,355,859	\$ 67,976	\$ 15,741	\$ (22,577) □	\$ 4,416,999

18 **Reserve Fund Cash Balances**

Description	Opening Balance (Aug 31, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Sep 30, 2023)
General Fund Capital Reserves	\$ 2,016,307	\$ -	\$ 13,493	\$ (7,937) ↑	\$ 2,021,863
Water Fund Capital Reserves	2,058,281	-	13,774	(41,987) →	2,030,069
Sewer Fund Capital Reserves	4,504,414	-	30,143	(75,098) →	4,459,459
Solid Waste Fund Capital Reserves	126,132	-	844	- →	126,977
Electric Fund Capital Reserves ²	12,279,596	-	82,175	(53,159) →	12,308,612
Reserve Fund Cash Totals⁴	\$ 20,984,731	\$ -	\$ 140,429	\$ (178,181) □	\$ 20,946,980

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

Description	Opening Balance (Aug 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Sep 30, 2023)
Police & General Gov't Facilities ³	\$ 508,205	\$ 22,953	\$ -	\$ (14,725) →	\$ 516,432
Carlisle Fire Co Permit Fund	713,137	7,651	-	- →	720,788
Parks & Recreation Facilities	151,300	400	-	- →	151,700
Water Impact Fee Reserves	5,520,216	44,928	-	(38,953) →	5,526,191
Sewer Impact Fee Reserves	3,129,113	23,738	-	(9,188) →	3,143,663
Electric Impact Fee Reserves	1,232,790	7,200	-	- →	1,239,990
Impact Fees & Police/GF Totals⁴	\$ 11,254,762	\$ 106,870	\$ -	\$ (62,866) □	\$ 11,298,765

Grand Totals⁴	\$ 48,991,539	\$ 7,402,062	\$ 226,911	\$ (4,782,928) ✓	\$ 51,837,585
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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) rebounded with tax receipts as expected. Significant receipts were also posted the first week of October.

³\$3k in ARPA funding (Line 16) is related to FY23 security/data projects. \$178k disbursed from reserves (lines 20-24) is attributable to the ERP project and budgeted equipment purchases. Lines 31 & 32 reflect design & engineering expenditures related to the Milford Corporate Center development.

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 September 30, 2023

General Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/23)	\$	2,021,863
Expected Contributions & Interest		940,913
Restricted Funds:		
Vehicle & Equipment Replacement		(640,677)
Street Repair		(1,115,364)
Parking Enhancements		(320,000)
Parkland, Trails & Recreation		(943,612)
Other Proj, Incl MCC Design		(668,196)
OpEx Support (PD R/M)		(998,036)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ⁶		-
Equipment Replacement Reserve ²		(248,870)
Uncommitted Reserve Balance	\$	28,021

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/23)	\$	12,308,612
Expected Contributions & Interest		3,803,489
Restricted Funds:		
Electric Vehicles & Equipment		(359,306)
Lighting & System Improvements		(584,637)
Traffic Signal Upgrades		(289,464)
Citywide Projects		(2,357,015)
Investment Policy/Rate Stability ⁷		(4,060,000)
Reserve (MCR) Policy ^{3,6}		(6,623,223)
Equipment Replacement Reserve ³		(395,237)
Uncommitted Reserve Balance	\$	1,443,221

Water Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/23)	\$	2,030,069
Expected Contributions & Interest		2,204,753
Restricted Funds:		
Vehicle & Equipment Replacement		(136,859)
Street-Utility Engineering/Infra		(606,000)
		-
Milford Business Campus		-
Reserve-Funded Projects		(637,859)
		-
Reserve (MCR) Policy ^{3,6}		(2,607,752)
Equipment Replacement Reserve ³		(150,545)
Uncommitted Reserve Balance	\$	95,806

Solid Waste Reserves		Amount
Cash/Investment Balance (9/30/23)	\$	126,977
Expected Contributions & Interest		140,924
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(150,760)
Solid Waste Alloc of PW Projects		(76,063)
		-
Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(39,582)
Uncommitted Reserve Balance	\$	1,496

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/23)	\$	4,459,459
Expected Contributions & Interest		1,637,122
Restricted Funds:		
Sewer Vehicles & Equipment		(48,112)
Citywide Projects & Engineering		(2,869)
Utility Engineering		-
		-
Reserve-Funded Projects		(1,740,192)
		-
Reserve (MCR) Policy ^{3,6}		(3,834,077)
Equipment Replacement Reserve ³		(52,923)
Uncommitted Reserve Balance	\$	418,408

MSA & RTT Reserves		Amount
RTT Balance (9/30/23)		753,690
MSA Balance (9/30/23)		659,756
MSA & RTT Est Receipts thru FY24:		5,653,437
MSA: Street & Bridge Improvements		(1,190,958)
RTT: Transfer to Police Dept		(150,000)
RTT: Sidewalk Project Funding		(632,170)
MSA & RTT: 2020 Combined St-Util		(871,000)
		-
RTT: Support GF Policies ¹		(2,000,000)
RTT: Reserve Policy ⁵		(1,280,031)
Uncommitted Reserve Balance	\$	942,724

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. Funds accumulated through FY23 used for collection equipment; 100% being reserved in FY24+.

⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts; FY24 increase related to strong FY23 vs FY20, 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

⁷This funding has been deployed pursuant to the City's Investment Policy to achieve rate stability and structured returns. Interest rate increases and land investments prompted a revised strategy to benefit both the electric and sewer funds over a 13-year investment horizon.

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

	350	320	330	340			
Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY24 Total (as % of Rev)	FY23 Total (as % of Rev)
1 Operating Revenue	\$ 7,221	\$ 927	\$ 1,410	\$ 401	\$ 9,960	100.0%	100.0%
2 Cost of Revenue ¹	(5,836)	(98)	(709)	(118)	(6,762)	-67.9%	-61.5%
3 Gross Margin	1,385	829	701	283	3,198	32.1%	38.5%
4 Operating Expenses							
5 Operations & Maintenance	(540)	(263)	(335)	(241)	(1,378)	-13.8%	-3.3%
6 Personnel	(350)	(80)	(78)	(91)	(599)	-6.0%	-5.8%
7 Total Operating Expenses	(889)	(343)	(413)	(332)	(1,976)	-19.8%	-9.1%
8 Operating Income	\$ 496	\$ 486	\$ 288	\$ (49)	\$ 1,221	12.3%	29.4%
9 Non-Operating Revenue (Expense)	19	-	0	-	20	0.2%	0.1%
10 Surplus (Deficit) for debt service & capital	516	486	288	(49)	1,241	12.5%	29.5%
11 Debt Service - Principal & Interest	-	-	(13)	-	(13)	-0.1%	-1.6%
12 Capital Spending / Contributions from (to) Reserves	(0)	(66)	(105)	-	(171)	-1.7%	0.0%
13 Surplus (deficit) available for transfers	515	420	170	(49)	1,057	10.6%	27.9%
14 Transfers Out	(813)	(75)	(75)	-	(963)	-9.7%	-6.9%
15 Net Surplus (Deficit) - FYTD through Sep 2023	\$ (297)	\$ 345	\$ 95	\$ (49)	\$ 95	0.9%	14.7%
16 Net Surplus (Deficit) - FYTD through Sep 2022	\$ 290	\$ 317	\$ 402	\$ 96	\$ 1,106	14.7%	
17 Current vs Prior - Favorable (Unfavorable)²	↓ \$ (587)	↑ \$ 28	↓ \$ (307)	↓ \$ (145)	↓ \$ (1,011)	↓ -13.8%	
18 Net Surplus (Deficit) - Current FYTD Budget	\$ (306)	\$ (63)	\$ 423	\$ 80	\$ 133	1.3%	
19 Current vs Budget - Favorable (Unfavorable)²	→ \$ 9	↑ \$ 409	↓ \$ (328)	↓ \$ (129)	↓ \$ (39)	↓ -0.3%	

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 September 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	FY24 Total <i>(as % of Rev)</i>	FY23 Total ² <i>(as % of Rev)</i>
Sources of Funding:							
Real Estate (Property) Taxes	\$ 5,675	\$ -	\$ -	\$ -	\$ 5,675	78.0%	95.8%
Permits, Licensing & Franchise Fees	59	-	-	93	152	2.1%	1.7%
Fines, Fees & Misc Revenue	11	222	-	-	233	3.2%	0.6%
General Revenue Subtotal	5,745	222	0	93	6,060	83.3%	98.2%
Utility Transfers & Cost Allocation	963	-	-	-	963	13.2%	0.8%
Grant Revenue	-	-	-	-	-	0.0%	0.0%
Application of Reserve Balances	203	50	-	-	253	3.5%	1.0%
General Fund Operating Support	1,166	50	0	0	1,216	16.7%	1.8%
Total Sources of Funding	\$ 6,911	\$ 272	\$ -	\$ 93	\$ 7,276	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	61	247	148	144	601	8.3%	11.2%
Personnel	225	1,172	170	459	2,026	27.8%	14.6%
Total Operating Expenses	287	1,418	318	603	2,626	36.1%	25.8%
Surplus (Deficit) for Debt Svc & Capital	\$ 6,624	\$ (1,146)	\$ (318)	\$ (510)	\$ 4,650	63.9%	74.2%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	73	725	223	89	1,109	15.2%	1.9%
Net Surplus (Deficit) - FYTD through Sep 2023	\$ 6,551	\$ (1,871)	\$ (540)	\$ (599)	\$ 3,541	48.7%	72.2%
Net Surplus (Deficit) - FYTD through Sep 2022	\$ 5,117	\$ (826)	\$ (164)	\$ (262)	\$ 3,864	72.2%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 1,435	↓ \$ (1,045)	↓ \$ (376)	↓ \$ (337)	↓ \$ (323)	↓ -23.6%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 5,369	\$ (2,734)	\$ (652)	\$ (558)	\$ 1,424	24.6%	
Current vs Budget - Favorable (Unfavorable)³	↑ \$ 1,183	↑ \$ 863	↑ \$ 112	↓ \$ (40)	↑ \$ 2,117	↑ 24.1%	

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 (4/30/23) ¹	Actual (8/31/23)	Actual (9/30/23)	Sep 2023 Activity ²	Remaining	Notes
COVID-19 Health Impact	\$ 1,133,567	\$ 1,056,369	\$ 1,056,369	\$ -	\$ 77,198	
Operational Facilities	778,000	778,000	778,000	-	-	PD Vehicles, City Hall/IT Upgrades
Administering COVID-19 Response	29,258	24,510	24,510	-	4,748	Pro Rata portion of DE Treasury ARPA Attorney
Behavioral Health Care	180,000	180,000	180,000	-	-	Primarily Personnel Costs
Air Quality & Ventilation	145,712	73,262	73,262	-	72,450	HVAC Repair in Finc & P&R Offices; PW Areas
COVID-19 Mitigation	598	598	598	-	-	Vaccination Incentive; COVID test kits
COVID-19 Economic Impact	\$ 855,992	\$ 855,992	\$ 855,992	\$ -	\$ -	
Assistance to Community (Annual)	322,114	322,114	322,114	-	-	DMI, Armory, Museum, CFC
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	24,709	24,709	24,709	-	-	Signage / Banner Upgrade, Parks & Planning Rev
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	\$ 3,707,607	\$ 3,710,307	\$ 2,700	\$ 619,152	
Water Quality	2,877,074	2,827,074	2,827,074	-	50,000	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	374,946	377,646	2,700	57,354	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	\$ 14,874	\$ 14,874	\$ -	\$ -	
Parks & Rec Programming	7,112	7,112	7,112	-	-	
Economic Development	7,762	7,762	7,762	-	-	
Public Safety Operations	-	-	-	-	-	Public Safety Revenue Recovery diverted to Vehicles
Grand Total	\$ 6,333,892	\$ 5,634,841	\$ 5,637,541	\$ 2,700	\$ 696,350	

¹Adjusted to reflect funding available through the CARES act, Sussex County RTT funds and Council approval of additional vehicle funding

²This ARPA Spending Update will be generated quarterly following the September 2023 Financial Report

Appendix: Milford Police Facility Project Spending vs Budget Project Inception through September 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	\$ 738,892	\$ -	\$ 738,892	\$ -	\$ (709,221)	\$ (29,671)		
Design / Architecture ³	805,594	709,221	-	709,221	-	(709,221)	-	FY19-FY23	
Referendum / Administrative	29,671	29,671	-	29,671	-	-	(29,671)	FY19-FY22	
Construction Management	\$ 649,392	\$ 448,010	\$ -	\$ 448,010	\$ (363,865)	\$ -	\$ -		
Fixed/On-Stie Construction Mgmt: RYJ	266,260	263,403	-	263,403	(215,512)	-	-	FY23	
Variable Const Mgmt Fees: RYJ	383,132	184,607	-	184,607	(148,353)	-	-	FY23	
Construction: 16 Core Contracts	\$ 13,314,149	\$ 12,110,059	\$ 605,503	\$ 11,504,556	\$ (10,650,023)	\$ -	\$ -		
Sitework: Zack Excavating	1,976,508	1,394,048	69,702	1,324,345	(1,235,119)	-	-	FY23 / Current	
Concrete: Gullwing	293,000	293,000	14,650	278,350	(278,350)	-	-	FY23 / Current	
Masonry: L. Wilson	790,000	788,500	39,425	749,075	(749,075)	-	-	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	1,013,334	50,667	962,667	(879,108)	-	-	Sept (FY22) - Current	
Roofing: Quality Exteriors	933,252	923,252	46,163	877,089	(877,089)	-	-	June (FY22) - Current	
Hardware: Precision	232,231	224,367	11,218	213,149	(125,953)	-	-	Jan (FY23) - Current	
Glasswork: Walker & LaBarge	183,600	172,500	8,625	163,875	(163,875)	-	-	Oct (FY22) - Current	
Drywall/Stud: Peninsula	1,317,000	1,317,000	65,850	1,251,150	(1,206,398)	-	-	FY23 / Current	
Acoustical: Master Interiors	259,080	235,522	11,776	223,746	(142,728)	-	-	June (FY22) - Current	
Floor Covering: Tri-State	492,124	490,624	24,531	466,093	(355,418)	-	-	June (FY22) - Current	
Caulk & Paint: M&S Painting	66,570	49,119	2,456	46,663	(40,298)	-	-	Feb (FY23) - Current	
Casework: Modular Concepts	116,465	113,873	5,694	108,179	-	-	-	Sept (FY23)	
Mechanical: J.F Sobieski	2,081,649	1,960,686	98,034	1,862,651	(1,767,837)	-	-	June (FY22) - Current	
Fire Sprinkler: Bear Industries	98,780	88,780	4,439	84,341	(84,341)	-	-	FY23 / Current	
Electrical: Filec Services	2,529,530	2,189,373	109,469	2,079,904	(1,931,156)	-	-	FY23 / Current	
Construction: Other Activity	\$ 600,000	\$ 93,837	\$ -	\$ 93,837	\$ (23,837)	\$ -	\$ (23,837)		
Technology	150,000	-	-	-	-	-	-	FY23 - Orders Placed	
Furniture, Fixtures & Equip	450,000	93,837	-	93,837	(23,837)	-	(23,837)	FY23 / Current	
Post-Construction / Contingencies	\$ 1,101,194	\$ 526,123	\$ 450,715	\$ 185,403	\$ (185,403)	\$ -	\$ -		
Builder's Contingency ¹	520,062	340,720	340,720	-	-	-	-	Jan/Feb (FY23) - Current	
Owner's Contingency ²	581,132	185,403	109,995	185,403	(185,403)	-	-	FY22 - Current	
Grand Total	\$ 16,500,000	\$ 13,916,920	\$ 1,056,218	\$ 12,970,697	\$ (11,223,128)	\$ (709,221)	\$ (53,508)		

^{1,2}Builder's and Owner's Contingency were established to account for anticipated but unknown project expenditures arising at the site as construction unfolded (Builder's) and a mix of known and unknown project expenditures related to project financing, permitting and administration. About \$270k of Builder's Contingency arose from Jan-Feb 2023 and was presented to Council February 27, 2023.

¹About \$270k of Builder's Contingency was related to the facility's electric service emerging in Jan-Feb 2023 and was presented to Council February 27, 2023.

²\$160k of Owner's Contingency consists primarily of interest on temporary financing and is paid monthly with loan proceeds, while about \$330k is the estimated cost of the communications upgrade.

³BMG Contract Reconciliation reflects amounts billed against architectural contract - full design services tasks 6 & 9 only.



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

25.0% of Year Elapsed

Account / Function	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund ¹	\$ 105,860	\$ 8,822	\$ 17,643	16.7%
General Fund Reserves	1,114,525	92,877	185,754	16.7%
ARPA Funding - Operating Support	21,245	-	-	0.0%
Realty Transfer Tax - Police	200,000	16,667	50,000	25.0%
Real Estate Tax	5,732,358	1,980	5,675,281	99.0%
Business License	67,000	585	4,200	6.3%
Rental License	120,000	1,425	2,800	2.3%
Building Permits	250,000	29,215	64,870	25.9%
Planning & Zoning	65,000	9,605	17,249	26.5%
Leases and Franchise Fees ¹	430,069	9,049	58,870	13.7%
Grasscutting Revenue	20,000	1,333	4,000	20.0%
Police Revenues	523,680	170,162	222,074	42.4%
Misc. Revenues ¹	20,500	10,666	11,136	54.3%
Transfers In	5,221,976	320,833	962,500	18.4%
Total General Fund Revenue	\$ 13,892,213	\$ 673,219	\$ 7,276,378	52.4%
Enterprise Funds:				
Water Fund Revenues	3,601,227	339,786	927,026	25.7%
Sewer Fund Revenues	3,271,974	288,187	811,296	24.8%
Kent County Sewer	2,533,811	188,065	599,067	23.6%
Solid Waste Fund Revenues	1,710,494	120,402	400,739	23.4%
Electric Fund Revenues	28,893,293	1,944,170	7,223,794	25.0%
Total Enterprise Fund Revenue	\$ 40,010,799	\$ 2,880,610	\$ 9,961,921	24.9%
Other Enterprise Revenue	-	-	1,005	
Other Enterprise Expense	-	3,973	24,329	
Total General & Enterprise Fund Revenue	\$ 53,903,012	\$ 3,557,803	\$ 17,263,633	32.0%

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 September 30, 2023

		<i>25.0% of Year Elapsed</i>				
Fund / Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance	
General Fund						
City Administration						
Personnel	\$ 621,570	\$ 49,853	\$ 155,081	24.9%	\$ 466,489	
Operation & Maintenance (O&M)	137,511	5,223	15,693	11.4%	121,818	
Capital	-	-	-		-	
Subtotal: City Administration	759,081	55,075	170,774	22.5%	588,307	
City Clerks						
Personnel	337,869	10,282	62,481	18.5%	\$ 275,388	
Operation & Maintenance (O&M)	81,851	13,838	16,675	20.4%	65,175	
Capital	-	-	-		-	
Subtotal: City Clerks	419,720	24,120	79,156	18.9%	340,563	
Planning & Zoning						
Personnel	\$ 676,580	46,189	132,019	19.5%	544,561	
O&M	154,432	13,997	30,807	19.9%	123,625	
Capital	70,000	-	-	0.0%	70,000	
Subtotal: Planning & Zoning	901,012	60,187	162,826	18.1%	738,186	
Council						
Personnel	54,990	4,683	7,826	14.2%	47,164	
Legal	30,150	2,513	7,538	25.0%	22,613	
City Hall Building Expense	38,961	(0)	3,247	8.3%	35,714	
Insurance	17,650	-	444	2.5%	17,206	
Council Expense	40,000	6,237	7,825	19.6%	32,175	
Codification	18,000	-	3,618	20.1%	14,382	
Carlisle Fire Company	205,000	-	-	0.0%	205,000	
Museum	40,000	-	-	0.0%	40,000	
Downtown Milford, Inc.	50,000	-	-	0.0%	50,000	
Milford Public Library	28,000	-	-	0.0%	28,000	
Armory Expenses	25,000	-	1,154	4.6%	23,846	
Community Festivals	70,000	-	-	0.0%	70,000	
Election Expense	3,000	-	-	0.0%	3,000	
Other O&M	76,390	79	5,238	6.9%	71,152	
Emergency Operations	50,000	-	-	0.0%	50,000	
Subtotal: Council	747,141	13,511	36,889	4.9%	710,252	

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

				<i>25.0% of Year Elapsed</i>	
Fund / Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
29	Finance				
30	Personnel	643,770	49,661	\$ 127,690	19.8%
31	O&M	35,080	2,291	10,797	30.8%
32	Capital	-	-	-	-
33	Subtotal: Finance	678,850	51,952	138,487	20.4%
34	Information Technology				
35	Personnel	482,545	36,658	102,133	21.2%
36	O&M	524,445	23,261	50,444	9.6%
37	Capital	973,743	-	72,957	7.5%
38	Subtotal: Information Technology	1,980,733	59,919	225,534	11.4%
39	Police Department				
40	Personnel	5,530,716	421,562	1,171,799	21.2%
41	O&M	1,388,456	105,447	246,696	17.8%
42	Capital	-	270,039	725,023	(725,023)
43	Subtotal: Police Department	6,919,172	797,048	2,143,518	31.0%
44	Streets & Grounds Division				
45	Personnel	425,400	34,859	96,695	22.7%
46	O&M	565,968	15,903	52,406	9.3%
47	Capital	182,330	54,965	88,634	48.6%
48	Subtotal: Streets & Grounds Division	1,173,699	105,727	237,734	20.3%
49	Parks & Recreation				
50	Personnel	790,970	53,760	170,100	21.5%
51	O&M	701,910	70,572	148,016	21.1%
52	Capital	1,034,676	2,175	222,821	21.5%
53	Subtotal: Parks & Recreation	2,527,556	126,507	540,938	21.4%
54	Total General Fund Expenditures	\$ 15,687,243	\$ 1,269,925	\$ 3,735,857	23.8%
				\$ 11,951,386	

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

		<i>25.0% of Year Elapsed</i>			
Fund / Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 412,740	\$ 13,269	\$ 80,006	19.4%	\$ 332,734
O&M	1,787,676	146,699	262,853	14.7%	1,524,824
Transfer to General Fund	300,000	25,000	75,000	25.0%	225,000
Capital	735,536	58,783	65,683	8.9%	669,853
Debt Service	365,275	-	-	0.0%	365,275
Subtotal: Water Division	3,601,227	243,751	483,541	13.4%	3,117,686
Sewer Division					
Personnel	\$ 402,430	12,856	78,420	19.5%	324,010
O&M	1,928,765	186,537	334,544	17.3%	1,594,221
Transfer to General Fund	300,000	25,000	75,000	25.0%	225,000
Capital	231,927	99,971	105,269	45.4%	126,658
Debt Service	408,853	-	12,735	3.1%	396,117
Subtotal: Sewer Division (excl. Kent County)	3,271,974	324,365	605,968	18.5%	2,666,006
Kent County Sewer	2,533,811	187,341	599,126	23.6%	1,934,685
Subtotal: Sewer Division (Comprehensive)	5,805,785	511,706	1,205,094	20.8%	4,600,691
Solid Waste Division					
Personnel	403,570	21,486	90,939	22.5%	312,631
O&M	1,306,924	159,993	240,583	18.4%	1,066,341
Capital	-	-	-	-	-
Subtotal: Solid Waste Division	1,710,494	181,478	331,522	19.4%	1,378,972
Subtotal: Water, Sewer & Solid Waste	11,117,506	936,935	2,020,158	18.2%	9,097,348
Electric Division					
Personnel	\$ 1,803,070	63,720	349,628	19.4%	1,453,442
O&M	3,018,229	408,681	539,526	17.9%	2,478,703
Transfer to General Fund	3,250,000	270,833	812,500	25.0%	2,437,500
Capital	993,014	466	466	0.0%	992,548
Debt Service	322,590	-	-	0.0%	322,590
Subtotal: Electric Division (excl. Power)	9,386,904	743,700	1,702,120	18.1%	7,684,783
Power Purchased	20,492,823	1,710,643	5,836,055	28.5%	14,656,768
Subtotal: Electric Division (Comprehensive)	29,879,727	2,454,343	7,538,176	25.2%	22,341,551
Total Enterprise Fund Expenditures	\$ 40,997,232	\$ 3,391,278	\$ 9,558,333	23.3%	\$ 31,438,900
Grand Total Operating Budget	\$ 56,684,475	\$ 4,661,203	\$ 13,294,190	23.5%	\$ 43,390,285

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

25.0% of Year Elapsed

Account / Divisional Groupings	FY24 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 178,430	\$ 13,930	\$ 39,169	22.0%	\$ 139,261
Operation & Maintenance (O&M)	134,410	453	14,664	10.9%	119,746
Capital	-	-	-		-
Subtotal: Garage	312,840	14,383	53,833	17.2%	259,007
Public Works					
Personnel	921,530	69,860	208,770	22.7%	712,760
O&M	265,540	15,606	50,528	19.0%	215,012
Capital	-	-	-		-
Subtotal: Public Works	1,187,070	85,466	259,298	21.8%	927,772
Tech Services					
Personnel	304,930	23,141	67,696	22.2%	237,234
O&M	509,816	21,126	57,578	11.3%	452,238
Capital	-	-	-		-
Subtotal: Tech Services	814,746	44,266	125,274	15.4%	689,472
Billing & Collections					
Personnel	800,480	59,524	166,168	20.8%	634,313
O&M	451,020	16,831	48,745	10.8%	402,275
Capital	-	-	-		-
Subtotal: Billing & Collections	1,251,500	76,356	214,912	17.2%	1,036,588
City Hall Cost Allocation					
O&M	83,600	103	12,209	14.6%	71,391
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,600	103	12,209	14.6%	71,391
Interdepartmental Cost Allocation	\$ (3,649,757)	\$ (220,574)	\$ (665,526)	18.2%	\$ (2,984,231)
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.