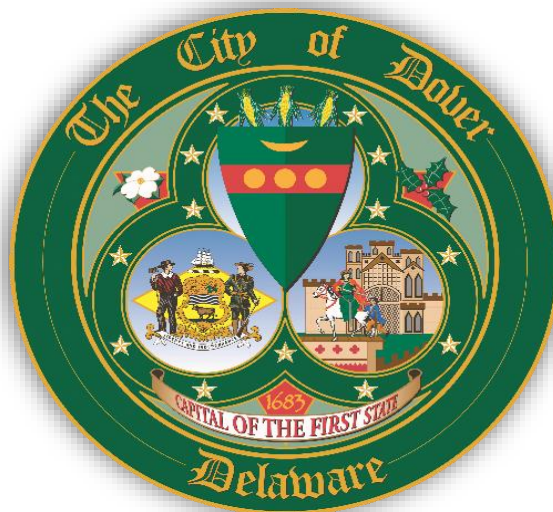


# *City of Dover*



## *Finance Department & Procurement and Inventory*

**MONTHLY REPORT  
FEBRUARY 2019**

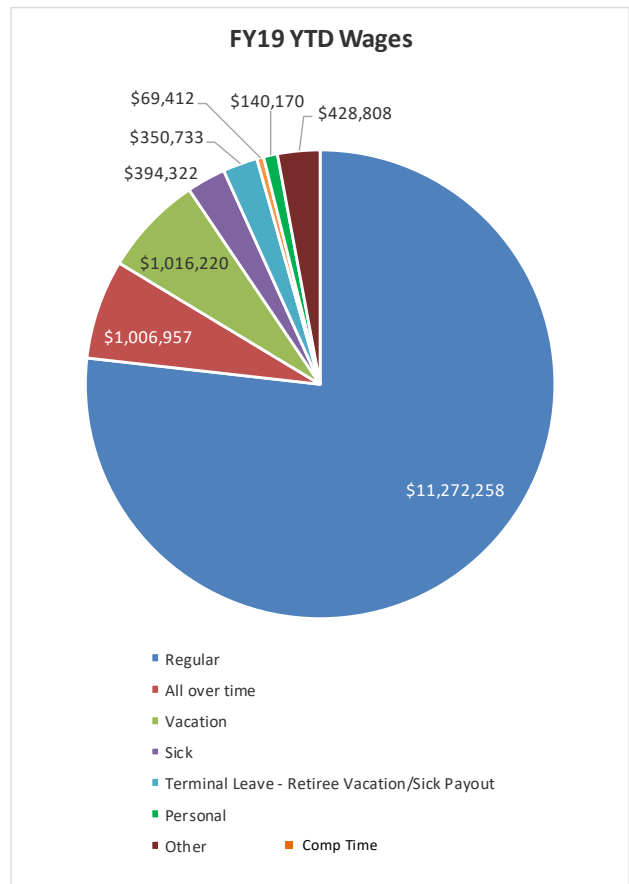
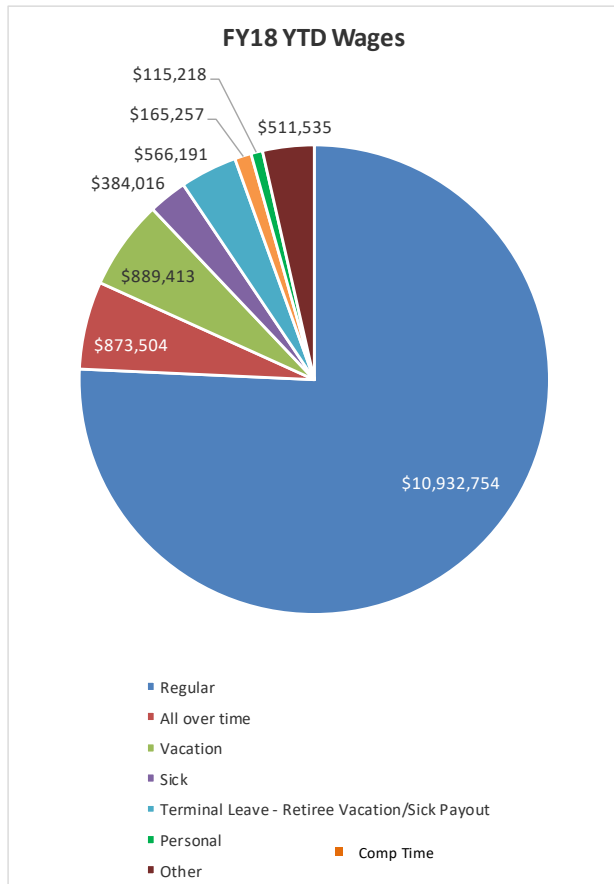
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

## CITY OF DOVER ACTIVITY REPORTS FEBRUARY 2019

### FINANCE DEPARTMENT ACTIVITY LEVELS

|   | FY18 YTD      | FY19 YTD      |
|---|---------------|---------------|
| <b>BANK TRENDS</b>                                  |               |               |
| Number of Deposits Made (Hand, ACH & Wire, Lockbox) | 4,483         | 4,632         |
| Total Amount of All Deposits                        | \$ 90,794,271 | \$ 91,945,918 |
| <b>Other Activity</b>                               |               |               |
| Number of Pay Periods                               | 17            | 17            |
| Number of Payroll Checks & Direct Deposits Issued   | 6,586         | 6,608         |
| Number of Pension Checks Issued                     | 2,041         | 2,065         |
| Total Pension Benefits Paid - Defined Benefit Plan  | \$ 3,646,082  | \$ 3,695,676  |

|                                  | FY18 YTD      | FY19 YTD      |
|----------------------------------|---------------|---------------|
| <b>ACCOUNTS PAYABLE</b>          |               |               |
| Number of Check Vouchers         | 4,268         | 4,098         |
| Number of EFT Vouchers           | 1,722         | 1,843         |
| Vouchers Dollar Amount Disbursed | \$ 50,716,799 | \$ 50,148,305 |



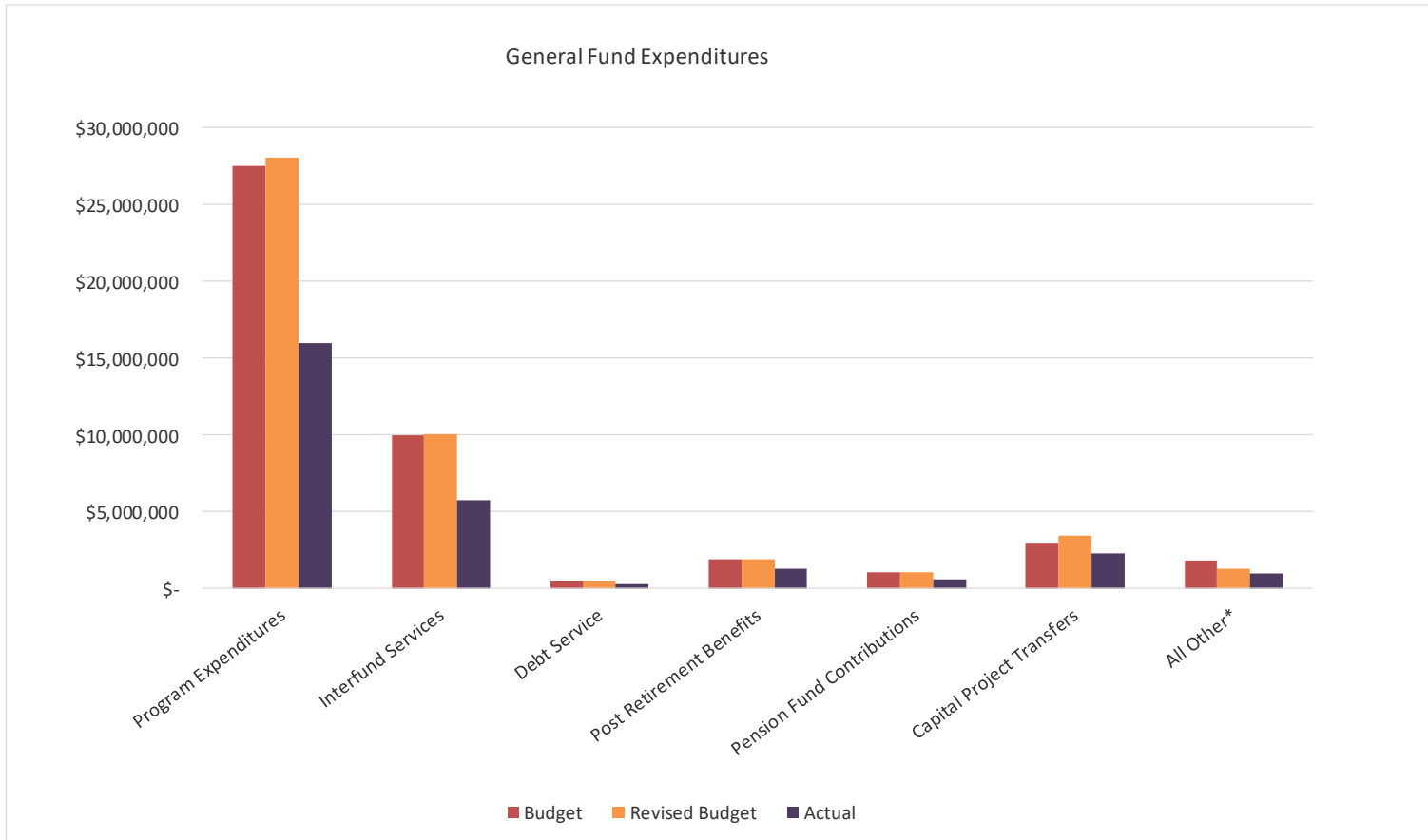
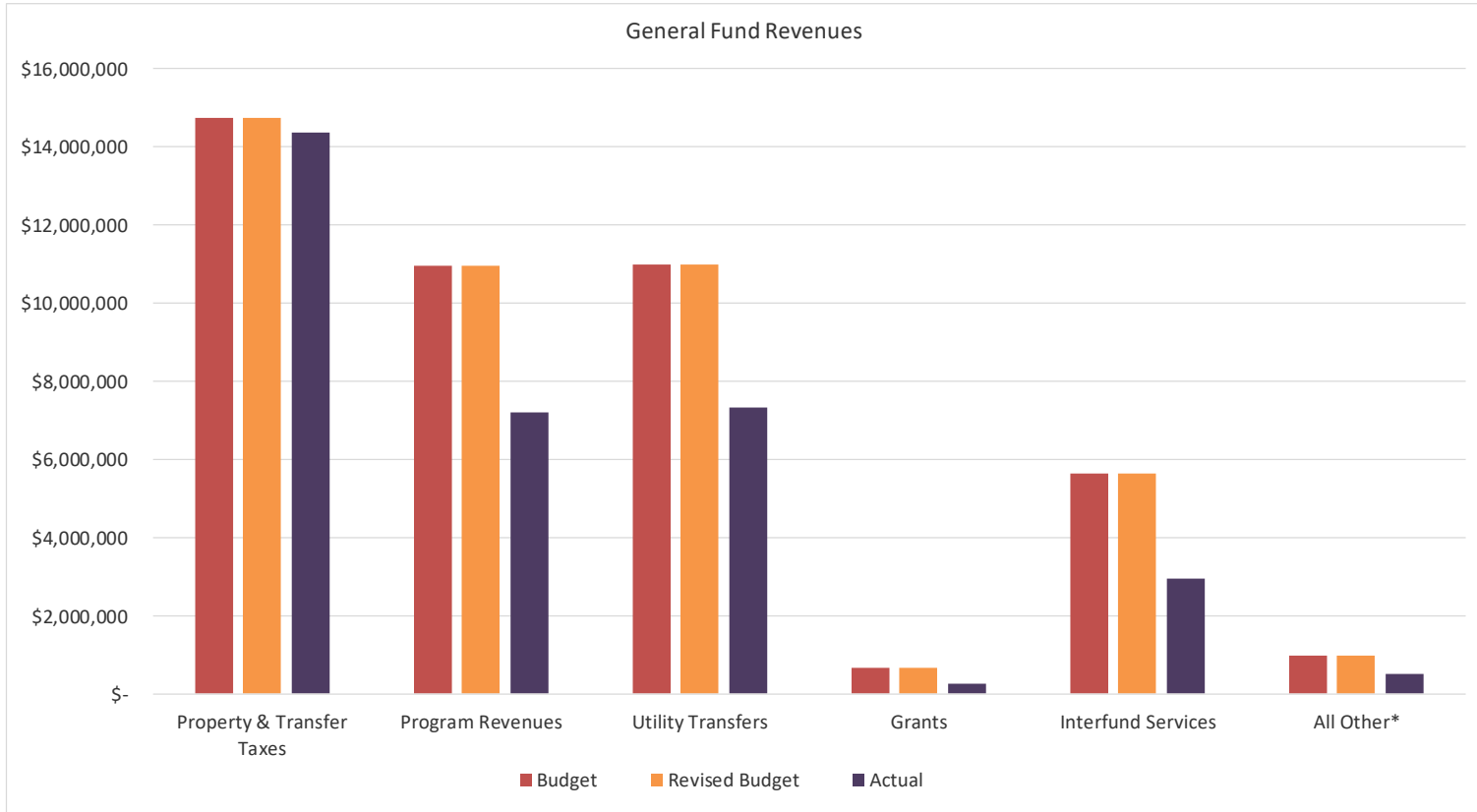
**City of Dover  
General Fund Summary  
Fiscal Year to Date (February 2019)**

| <b>Revenues</b>           |                      |                       |                      |            |
|---------------------------|----------------------|-----------------------|----------------------|------------|
|                           | <u>Budget</u>        | <u>Revised Budget</u> | <u>Actual</u>        | <u>%</u>   |
| Property & Transfer Taxes | \$ 14,733,700        | \$ 14,733,700         | \$ 14,370,656        | 98%        |
| Program Revenues          | 10,947,800           | 10,947,800            | 7,213,479            | 66%        |
| Utility Transfers         | 11,000,000           | 11,000,000            | 7,333,360            | 67%        |
| Grants                    | 679,500              | 679,500               | 262,834              | 39%        |
| Interfund Services        | 5,640,100            | 5,640,100             | 2,945,902            | 52%        |
| All Other*                | 978,400              | 978,400               | 502,004              | 51%        |
|                           | <u>\$ 43,979,500</u> | <u>\$ 43,979,500</u>  | <u>\$ 32,628,235</u> | <u>74%</u> |

\*Includes: Franchise Fees, Miscellaneous Revenues, Garrison Farm Rent, Verizon Grant and Other Reserves

| <b>Expenditures</b>        |                      |                       |                      |            |
|----------------------------|----------------------|-----------------------|----------------------|------------|
|                            | <u>Budget</u>        | <u>Revised Budget</u> | <u>Actual</u>        | <u>%</u>   |
| Program Expenditures       | \$ 27,552,700        | \$ 28,052,700         | \$ 15,984,201        | 57%        |
| Interfund Services         | 9,988,300            | 10,088,300            | 5,780,869            | 57%        |
| Debt Service               | 500,000              | 500,000               | 316,095              | 63%        |
| Post Retirement Benefits   | 1,894,900            | 1,894,900             | 1,263,280            | 67%        |
| Pension Fund Contributions | 1,051,000            | 1,051,000             | 639,251              | 61%        |
| Capital Project Transfers  | 3,013,800            | 3,432,000             | 2,260,350            | 66%        |
| All Other*                 | 1,818,000            | 1,318,000             | 963,512              | 73%        |
|                            | <u>\$ 45,818,700</u> | <u>\$ 46,336,900</u>  | <u>\$ 27,207,558</u> | <u>59%</u> |

\*Includes: DDP Contribution, Misc. Grant Exp., Bank and CC Fees, Street Lights Expense, transfer to Electric I&E, Other Employment Expense & Uncollectibles: Trash and Other.

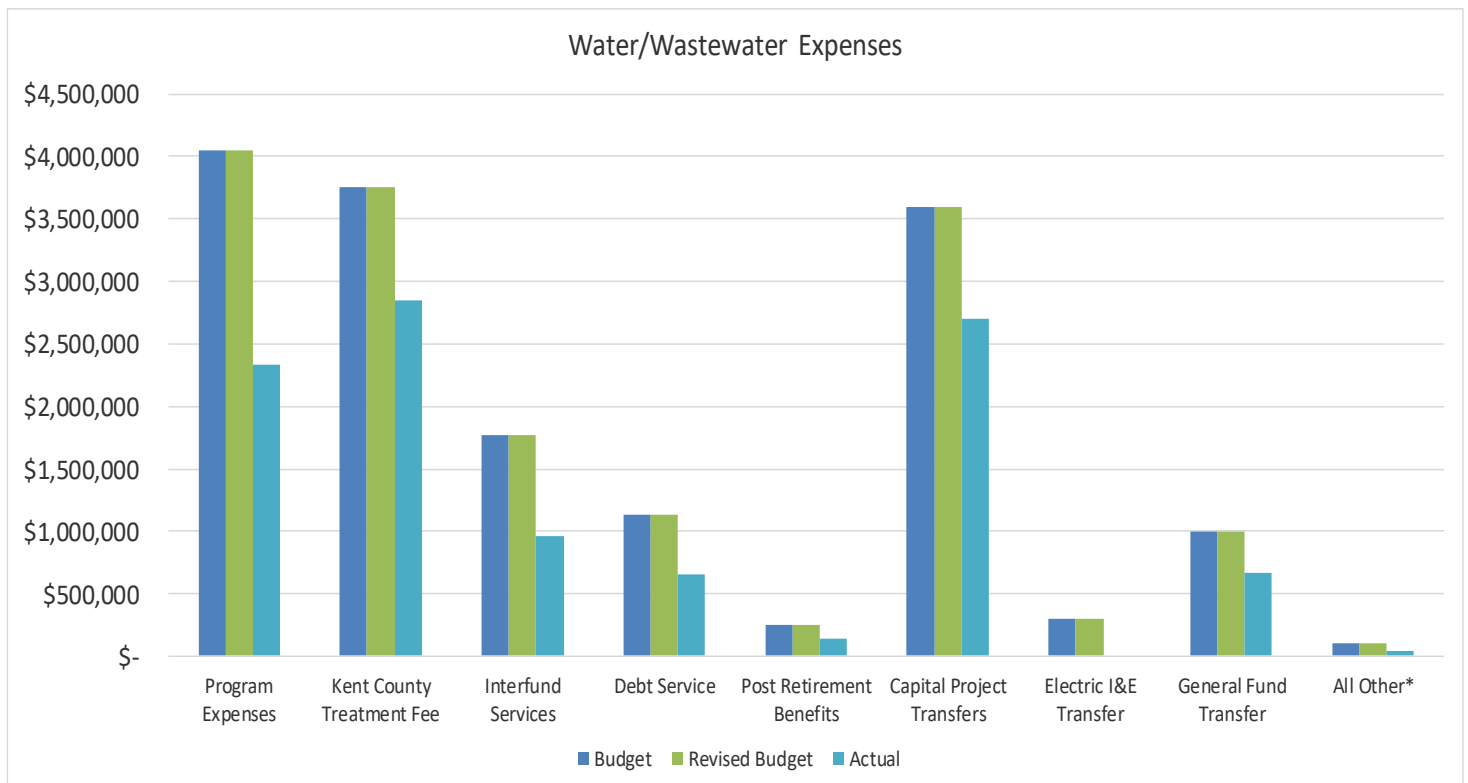
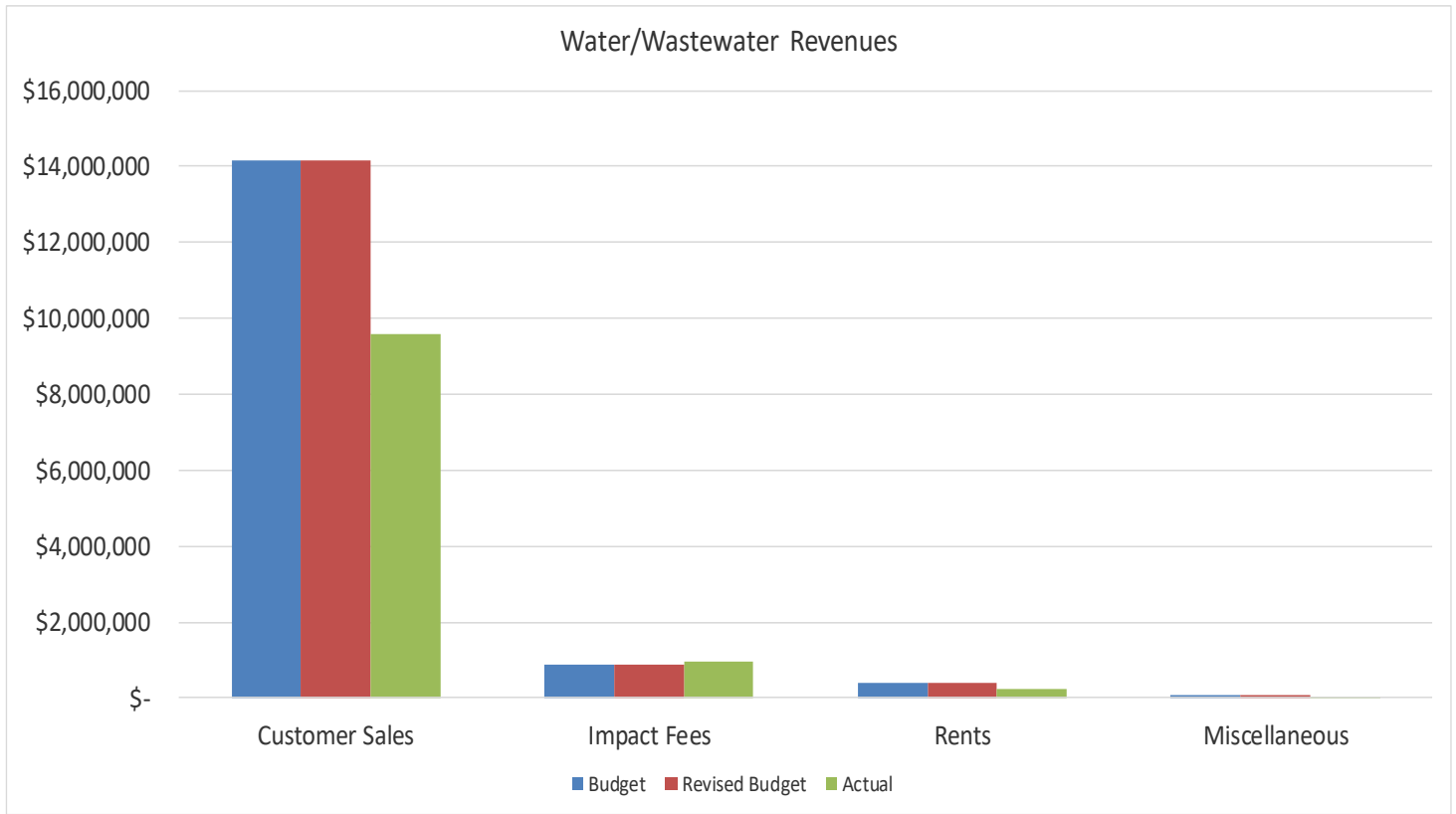


**City of Dover  
Water/Wastewater Fund Summary  
Fiscal Year to Date (February 2019)**

| <b>Revenues</b> |                      |                       |                      |            |
|-----------------|----------------------|-----------------------|----------------------|------------|
|                 | <u>Budget</u>        | <u>Revised Budget</u> | <u>Actual</u>        | <u>%</u>   |
| Customer Sales  | \$ 14,150,400        | \$ 14,150,400         | \$ 9,594,045         | 68%        |
| Impact Fees     | 870,000              | 870,000               | 952,692              | 110%       |
| Rents           | 400,600              | 400,600               | 247,872              | 62%        |
| Miscellaneous   | 69,600               | 69,600                | 51,725               | 74%        |
|                 | <u>\$ 15,490,600</u> | <u>\$ 15,490,600</u>  | <u>\$ 10,846,334</u> | <u>70%</u> |

| <b>Expenditures</b>       |                      |                       |                      |            |
|---------------------------|----------------------|-----------------------|----------------------|------------|
|                           | <u>Budget</u>        | <u>Revised Budget</u> | <u>Actual</u>        | <u>%</u>   |
| Program Expenses          | \$ 4,044,400         | \$ 4,044,400          | \$ 2,335,807         | 58%        |
| Kent County Treatment Fee | 3,750,000            | 3,750,000             | 2,847,150            | 76%        |
| Interfund Services        | 1,764,600            | 1,764,600             | 965,703              | 55%        |
| Debt Service              | 1,131,700            | 1,131,700             | 655,160              | 58%        |
| Post Retirement Benefits  | 256,900              | 256,900               | 143,600              | 56%        |
| Capital Project Transfers | 3,600,000            | 3,600,000             | 2,700,000            | 75%        |
| Electric I&E Transfer     | 298,000              | 298,000               | -                    | 0%         |
| General Fund Transfer     | 1,000,000            | 1,000,000             | 666,720              | 67%        |
| All Other*                | 98,000               | 98,000                | 40,241               | 41%        |
|                           | <u>\$ 15,943,600</u> | <u>\$ 15,943,600</u>  | <u>\$ 10,354,381</u> | <u>65%</u> |

\*Includes: Bank & CC Fees, Bond Issuance Cost, Other Employment Expenses



**City of Dover**  
**Electric Fund Summary**  
**Fiscal Year to Date (February 2019)**

**Revenues**

|                          | <u>Budget</u>        | <u>Revised Budget</u> | <u>Actual</u>        | <u>%</u>   |
|--------------------------|----------------------|-----------------------|----------------------|------------|
| Customer Sales           | \$ 82,491,700        | \$ 82,491,700         | \$ 57,246,823        | 69%        |
| Distribution of Earnings | (2,877,400)          | \$ (2,877,400)        | (1,993,289)          | 69%        |
| All Other*               | 951,200              | 951,200               | 716,627              | 75%        |
|                          | <u>\$ 80,565,500</u> | <u>\$ 80,565,500</u>  | <u>\$ 55,970,161</u> | <u>69%</u> |

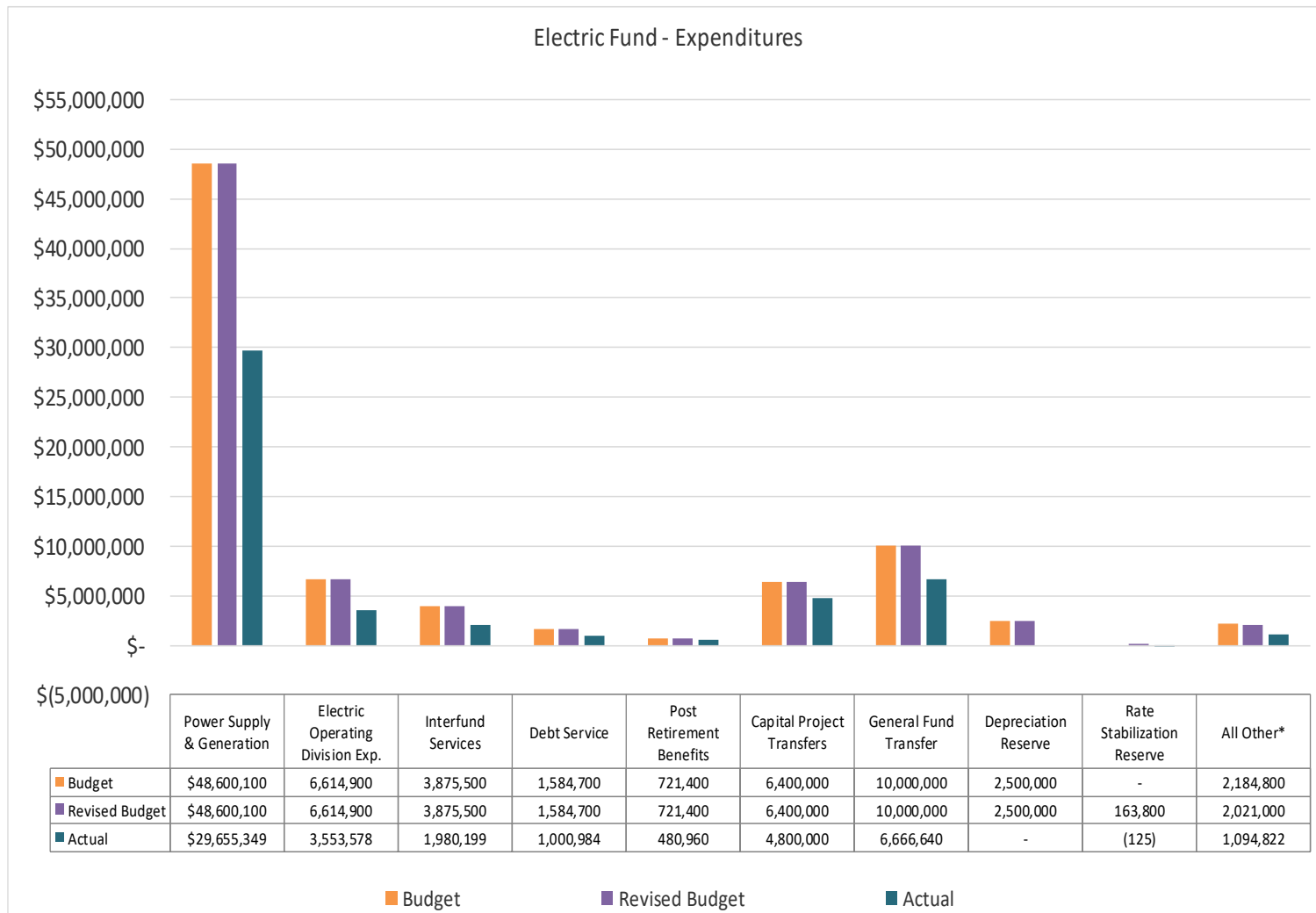
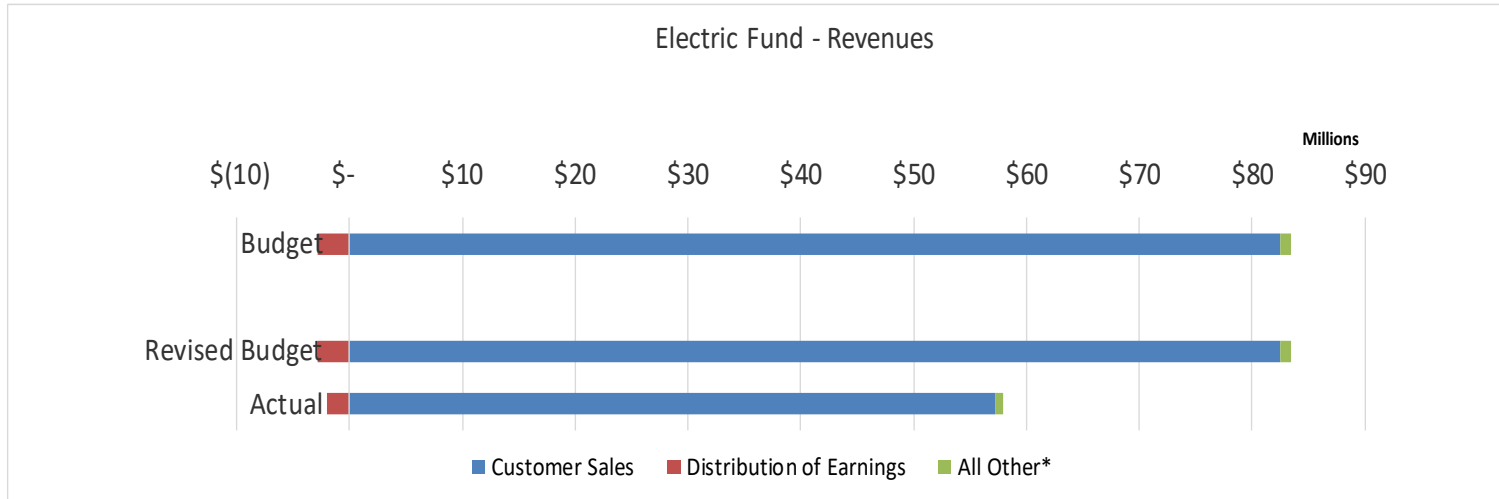
\*Includes: Miscellaneous Revenue, Interest Earnings

**Expenditures**

|                                  | <u>Budget</u>        | <u>Revised Budget</u> | <u>Actual</u>        | <u>%</u>   |
|----------------------------------|----------------------|-----------------------|----------------------|------------|
| Power Supply & Generation        | \$ 48,600,100        | \$ 48,600,100         | \$ 29,655,349        | 61%        |
| Electric Operating Division Exp. | 6,614,900            | 6,614,900             | 3,553,578            | 54%        |
| Interfund Services               | 3,875,500            | 3,875,500             | 1,980,199            | 51%        |
| Debt Service                     | 1,584,700            | 1,584,700             | 1,000,984            | 63%        |
| Post Retirement Benefits         | 721,400              | 721,400               | 480,960              | 67%        |
| Capital Project Transfers        | 6,400,000            | 6,400,000             | 4,800,000            | 75%        |
| General Fund Transfer            | 10,000,000           | 10,000,000            | 6,666,640            | 67%        |
| Depreciation Reserve             | 2,500,000            | 2,500,000             | -                    | 0%         |
| Rate Stabilization Reserve       | -                    | 163,800               | (125)                | 0%         |
| All Other*                       | 2,184,800            | 2,021,000             | 1,094,822            | 54%        |
|                                  | <u>\$ 82,481,400</u> | <u>\$ 82,481,400</u>  | <u>\$ 49,232,407</u> | <u>60%</u> |

\*Includes: Bank & CC Fees, Bond Issuance Costs, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Inventory Reserve, Other Employment Expenses

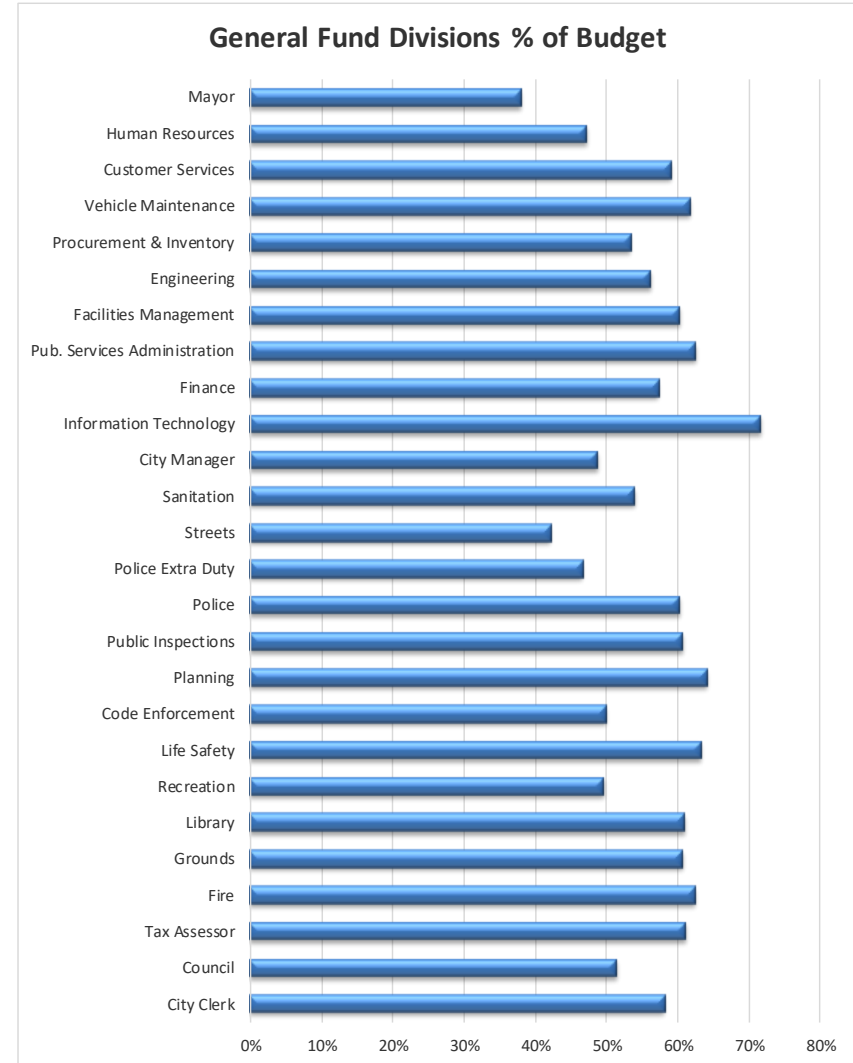
| <u>Megawatt Hours Sold &amp; Purchased</u>      | <u>Budget</u> | <u>Rev. Budget</u> | <u>Actual</u> |
|---|---------------|--------------------|---------------|
| Sales to Customers MWh (excl. Street Light MWh) | 741,430       | 741,430            | 521,534       |
| Sales per MWh                                   | \$105.63      | \$105.63           | \$104.27      |
| Purchased/Generated MWh                         | 772,323       | 772,323            | 541,654       |
| All In MWh Supply & Generation                  | \$62.93       | \$62.93            | \$54.75       |





**City of Dover  
Division Expense Summary (General Fund)  
Fiscal Year to Date (February 2019)**

|                              | <u>Budget</u>        | <u>Revised Budget</u> | <u>Actual</u>        | <u>%</u> |
|------------------------------|----------------------|-----------------------|----------------------|----------|
| City Clerk                   | \$ 442,500           | \$ 442,500            | \$ 257,108           | 58%      |
| Council                      | 144,800              | 144,800               | 74,399               | 51%      |
| Tax Assessor                 | 244,500              | 244,500               | 149,429              | 61%      |
| Fire                         | 789,800              | 789,800               | 492,933              | 62%      |
| Grounds                      | 1,195,000            | 1,195,000             | 725,424              | 61%      |
| Library                      | 1,767,400            | 1,767,400             | 1,075,945            | 61%      |
| Recreation                   | 1,000,600            | 1,000,600             | 496,360              | 50%      |
| Life Safety                  | 504,200              | 504,200               | 319,005              | 63%      |
| Code Enforcement             | 610,500              | 610,500               | 304,334              | 50%      |
| Planning                     | 568,200              | 568,200               | 363,814              | 64%      |
| Public Inspections           | 568,100              | 568,100               | 344,361              | 61%      |
| Police                       | 16,737,500           | 16,737,500            | 10,076,400           | 60%      |
| Police Extra Duty            | 600,000              | 600,000               | 279,468              | 47%      |
| Streets                      | 1,409,100            | 1,409,100             | 592,498              | 42%      |
| Sanitation                   | 2,475,200            | 2,475,200             | 1,333,909            | 54%      |
| City Manager                 | 1,005,200            | 1,005,200             | 489,795              | 49%      |
| Information Technology       | 731,000              | 731,000               | 522,593              | 71%      |
| Finance                      | 946,200              | 946,200               | 541,555              | 57%      |
| Pub. Services Administration | 720,800              | 720,800               | 450,189              | 62%      |
| Facilities Management        | 652,900              | 652,900               | 393,196              | 60%      |
| Engineering                  | 277,600              | 277,600               | 155,745              | 56%      |
| Procurement & Inventory      | 726,000              | 726,000               | 387,582              | 53%      |
| Vehicle Maintenance          | 832,500              | 882,500               | 544,194              | 62%      |
| Customer Services            | 1,197,100            | 1,197,100             | 706,566              | 59%      |
| Human Resources              | 485,600              | 535,600               | 252,533              | 47%      |
| Mayor                        | 173,700              | 173,700               | 65,910               | 38%      |
| <b>Total</b>                 | <b>\$ 36,806,000</b> | <b>\$ 36,906,000</b>  | <b>\$ 21,395,245</b> |          |



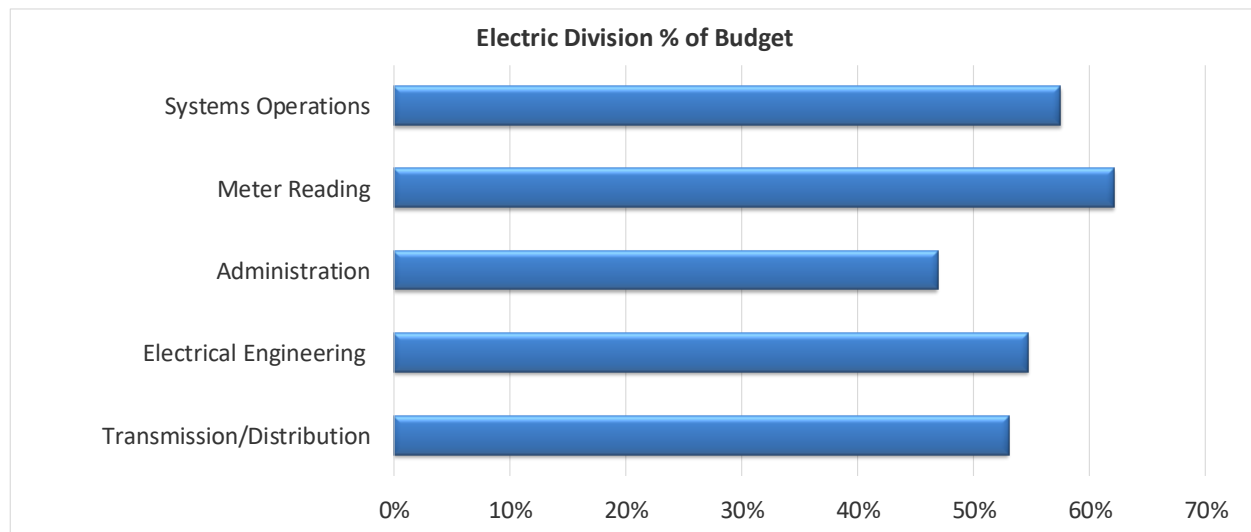
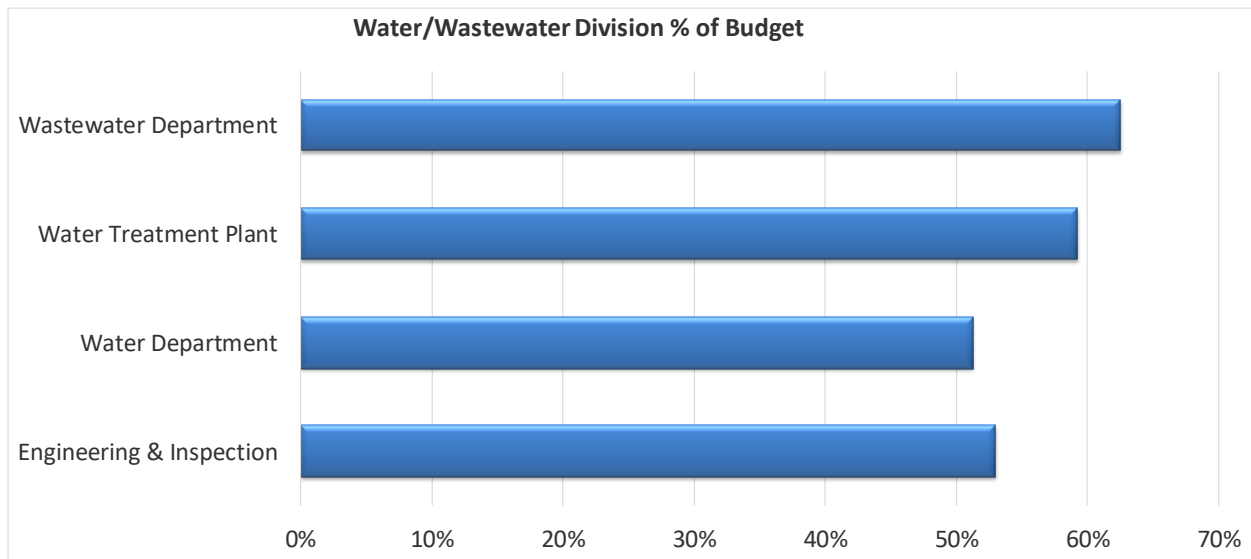
**City of Dover  
Utilities Summary  
Fiscal Year to Date (February 2019)**

**Water/Wastewater Division Expenses**

|                          | <u>Budget</u>       | <u>Revised Budget</u> | <u>Actual</u>       | <u>%</u> |
|--------------------------|---------------------|-----------------------|---------------------|----------|
| Engineering & Inspection | \$ 502,400          | \$ 502,400            | \$ 266,078          | 53%      |
| Water Department         | 750,000             | 750,000               | 384,336             | 51%      |
| Water Treatment Plant    | 1,805,800           | 1,805,800             | 1,069,191           | 59%      |
| Wastewater Department    | 986,200             | 986,200               | 616,202             | 62%      |
|                          | <u>\$ 4,044,400</u> | <u>\$ 4,044,400</u>   | <u>\$ 2,335,807</u> |          |

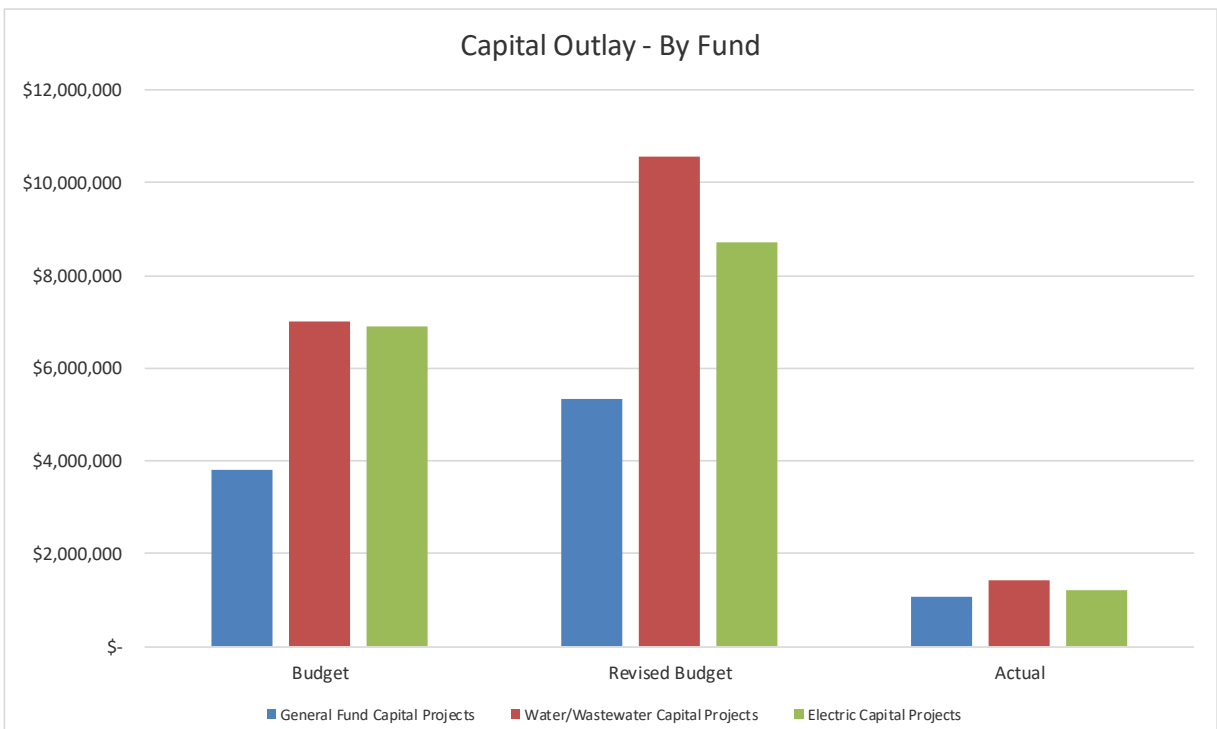
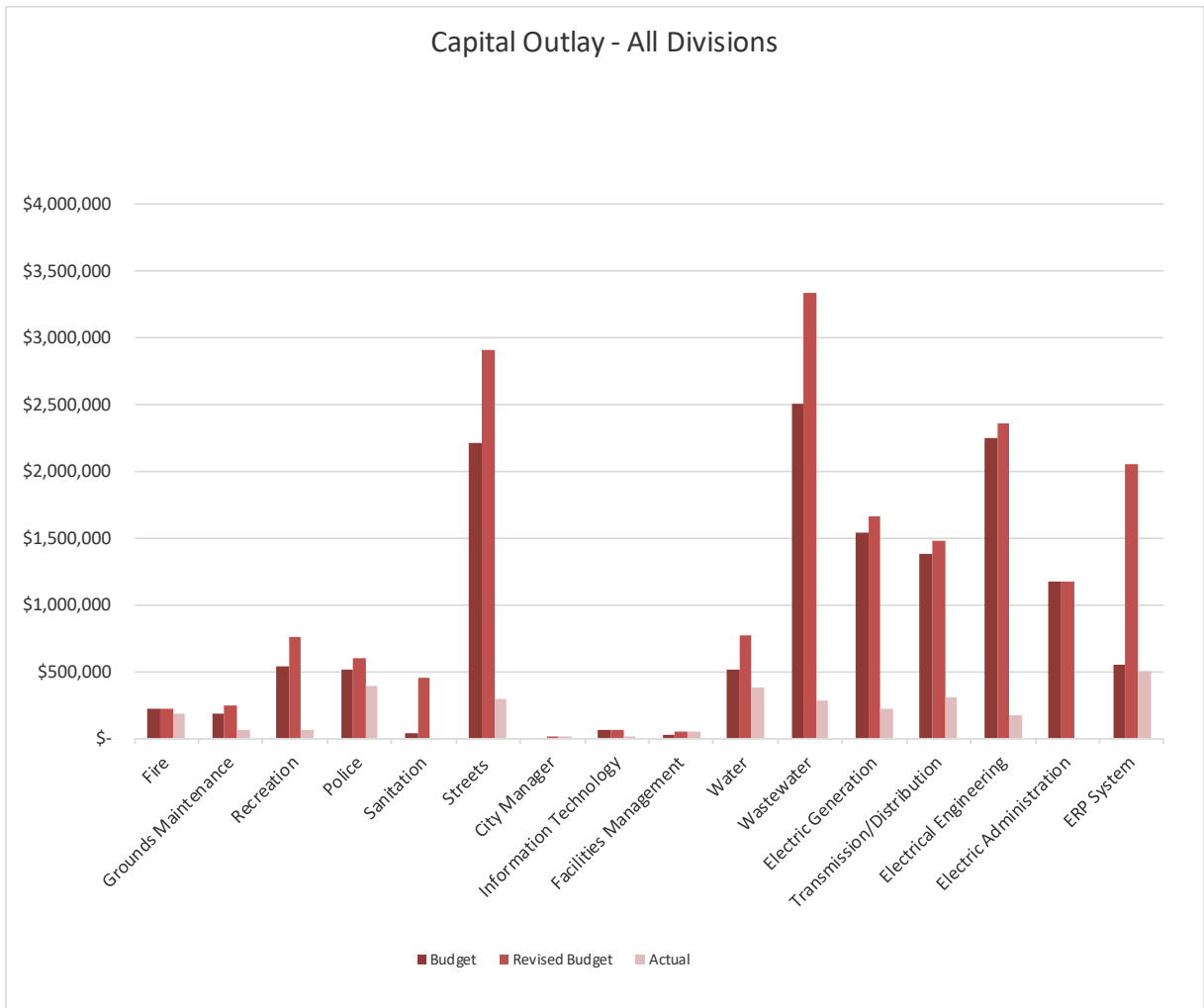
**Electric Division Expenses**

|                           | <u>Budget</u>       | <u>Revised Budget</u> | <u>Actual</u>       | <u>%</u> |
|---------------------------|---------------------|-----------------------|---------------------|----------|
| Transmission/Distribution | \$ 3,673,500        | \$ 3,673,500          | \$ 1,945,720        | 53%      |
| Electrical Engineering    | 1,223,500           | 1,223,500             | 668,583             | 55%      |
| Administration            | 625,400             | 625,400               | 293,069             | 47%      |
| Meter Reading             | 401,800             | 401,800               | 249,392             | 62%      |
| Systems Operations        | 690,700             | 690,700               | 396,814             | 57%      |
|                           | <u>\$ 6,614,900</u> | <u>\$ 6,614,900</u>   | <u>\$ 3,553,578</u> |          |



**City of Dover**  
**Capital Outlay Summary (All Funds)**  
**Fiscal Year to Date (February 2019)**

| <u>General Fund</u>                      | <u>Budget</u>       | <u>Revised Budget</u> | <u>Actual</u>       | <u>%</u>   |
|--|---------------------|-----------------------|---------------------|------------|
| Fire                                     | \$ 222,500          | \$ 222,500            | \$ 190,922          | 86%        |
| Grounds Maintenance                      | 188,000             | 250,500               | 57,849              | 31%        |
| Recreation                               | 536,100             | 755,600               | 65,528              | 12%        |
| Police                                   | 512,000             | 602,300               | 395,551             | 77%        |
| Sanitation                               | 34,400              | 452,600               | -                   | 0%         |
| Streets                                  | 2,215,000           | 2,909,800             | 296,798             | 13%        |
| City Manager                             | -                   | 19,500                | 19,500              | 0%         |
| Information Technology                   | 57,600              | 57,600                | 15,541              | 27%        |
| Facilities Management                    | 28,800              | 53,900                | 47,432              | 165%       |
| <b>General Fund Capital Projects</b>     | <b>\$ 3,794,400</b> | <b>\$ 5,324,300</b>   | <b>\$ 1,089,121</b> | <b>29%</b> |
| <u>Water/Wastewater Fund</u>             |                     |                       |                     |            |
| Water                                    | \$ 515,300          | \$ 766,100            | \$ 378,422          | 73%        |
| Wastewater                               | 2,505,200           | 3,338,100             | 284,918             | 11%        |
| Water Treatment Plant                    | 4,000,000           | 6,468,200             | 783,082             | 20%        |
| <b>Water/Wastewater Capital Projects</b> | <b>\$ 7,020,500</b> | <b>\$ 10,572,400</b>  | <b>\$ 1,446,422</b> | <b>21%</b> |
| <u>Electric Fund</u>                     |                     |                       |                     |            |
| Electric Generation                      | \$ 1,546,000        | \$ 1,658,000          | \$ 223,038          | 14%        |
| Transmission/Distribution                | 1,383,000           | 1,474,900             | 310,210             | 22%        |
| Electrical Engineering                   | 2,245,500           | 2,362,800             | 171,772             | 8%         |
| Electric Administration                  | 1,175,200           | 1,175,200             | -                   | 0%         |
| ERP System                               | 548,000             | 2,057,000             | 506,768             | 92%        |
| <b>Electric Capital Projects</b>         | <b>\$ 6,897,700</b> | <b>\$ 8,727,900</b>   | <b>\$ 1,211,788</b> | <b>18%</b> |



# February 2019 Procurement & Inventory Report

| Measure  | FY 2019  | FY 2018   | DIFFERENCE               |
|--|--|---|--------------------------|
| <i>Issue Effectiveness – How often the warehouse has what the departments need when it's needed.<br/>[issues / (issues + back orders)] * 100</i> | FY 2019 (To date)<br>[2,584/(2,584+101)]*100<br>96.24% | FY 2018 (Total)<br>[4,471/(4,471+168)]*100<br>96.38 % | -0.14%                   |
| <i>Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year)<br/>WITHOUT TRANSFORMERS</i>     | 0.58 Turnovers per year                                | 0.89 Turnovers per year                               | -0.31 Turnovers per year |

## BID STATUS

| COMMODITY   | BID NUMBER | TERM       | REQUESTING DEPARTMENT | STATUS as of March 1, 2019                          |
|---|------------|------------|-----------------------|---|
| Engineering Services for Electric Department              | 19-0013EL  | Three Year | Electric              | Forwarded to Electric on 2/6/2019.                  |
| Directional Boring for Towne Point                        | 19-0014EL  | Two Year   | Electric              | Forwarded to Electric on 2/13/2019                  |
| Downtown Dover Parking Garage & Commercialization Project | 19-0015CM  | One Time   | City Manager          | RFP opening scheduled for May 29, 2019 @ 11:00 a.m. |
| Generator Maintenance                                     | 19-0016COD | Three Year | City Wide             | Bid opening scheduled for March 27, 2019 @ 2:00 pm  |

### FUEL USE

|                | <u>FY 2019 TO DATE</u> | <u>FY 2018 TO DATE</u> |
|----------------|------------------------|------------------------|
| Unleaded:      | 87,609 gallons         | 86,583 gallons         |
| Diesel:        | 47,293 gallons         | 49,649 gallons         |
| Dollars Spent: | \$272,690.20           | \$244,619.82           |

### STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

|               |                      |                       |
|---------------|----------------------|-----------------------|
| Electric:     | \$ 428,317.71        | 314 Line Items        |
| Water:        | \$ 19,431.15         | 44 Line Items         |
| General:      | \$ 41,536.56         | 150 Line Items        |
| <b>Total:</b> | <b>\$ 489,285.42</b> | <b>508 Line Items</b> |

### Purchase Orders for Stock by Fund

|               | <u>FY 2019 TO DATE</u> | <u>FY 2018 TO DATE</u> |
|---------------|------------------------|------------------------|
| Electric:     | \$552,371.54           | \$958,524.94           |
| Water:        | \$113,436.26           | \$ 91,577.10           |
| Wastewater:   | \$ 2,598.77            | N/A                    |
| General:      | \$ 77,164.11           | \$ 84,725.26           |
| <b>Total:</b> | <b>\$745,570.68</b>    | <b>\$1,134,827.30</b>  |

### Issues from Stock by Fund

|                | <u>FY 2019 TO DATE</u> | <u>FY 2018 TO DATE</u> |
|----------------|------------------------|------------------------|
| Electric:      | \$661,637.67           | \$ 1,071,061.65        |
| Water:         | \$ 111,074.10          | \$ 88,924.66           |
| Wastewater:    | \$ 2,204.77            | N/A                    |
| General:       | \$ 73,614.51           | \$ 83,297.07           |
| <b>*Total:</b> | <b>\$848,531.05</b>    | <b>\$1,243,283.38</b>  |

### Warehouse Stock

|                     | <u>FY2019</u>  | <u>FY2018</u>  |
|---------------------|----------------|----------------|
| Total Dollar Value: | \$2,100,540.39 | \$2,077,106.41 |
| Total Line Items:   | 1,293          | 1,301          |

### Money Spent for Postage/Postal Services

| <u>FY 2019 TO DATE</u> | <u>FY2018 TO DATE</u> |
|------------------------|-----------------------|
| \$88,981.77            | \$88,806.44           |

\* Total of Issues from Stock by Fund includes Issues from Sale from Stock (SS) and Electric Returns (ER).