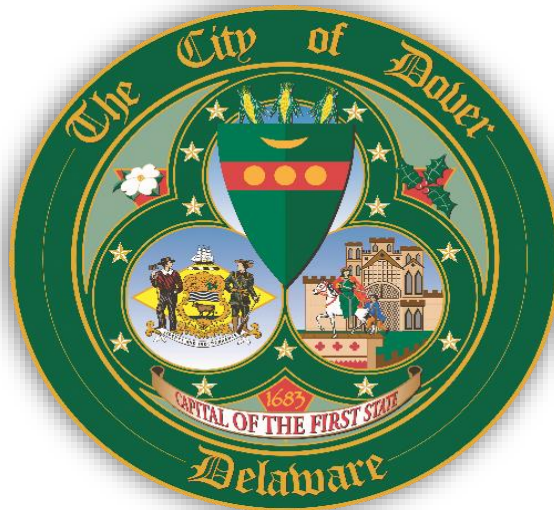


CITY OF DOVER



*Finance Department
&
Procurement and Inventory*

*MONTHLY REPORT
MARCH 2019*

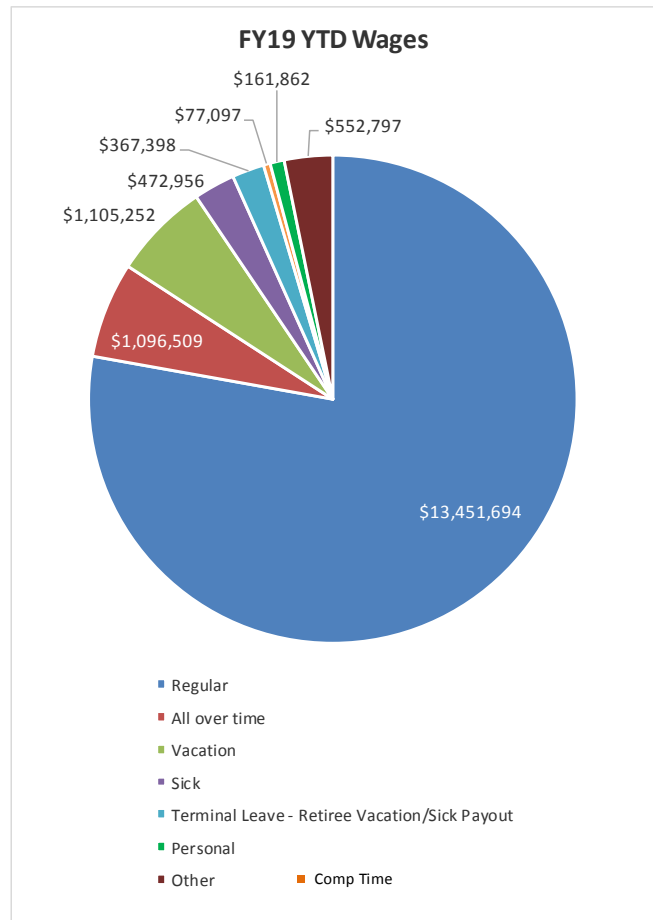
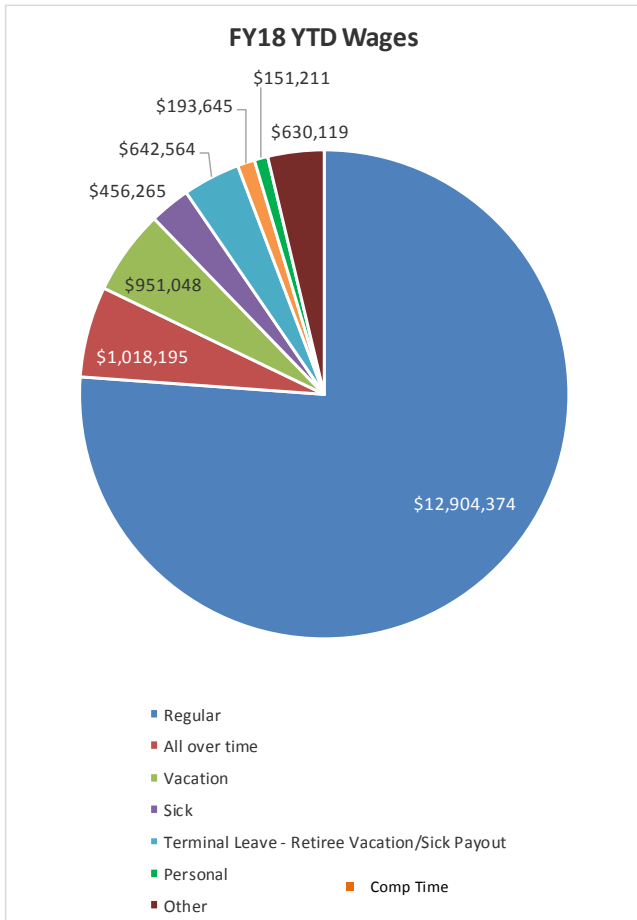
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER ACTIVITY REPORTS MARCH 2019

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,092	5,247
Total Amount of All Deposits	\$ 99,146,199	\$ 101,456,994
Other Activity		
Number of Pay Periods	20	20
Number of Payroll Checks & Direct Deposits Issued	7,748	7,762
Number of Pension Checks Issued	2,297	2,319
Total Pension Benefits Paid - Defined Benefit Plan	\$ 4,104,736	\$ 4,157,070

	FY18 YTD	FY19 YTD
ACCOUNTS PAYABLE		
Number of Check Vouchers	4,760	4,670
Number of EFT Vouchers	1,950	2,067
Vouchers Dollar Amount Disbursed	\$ 56,306,732	\$ 56,060,135



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

Revenues

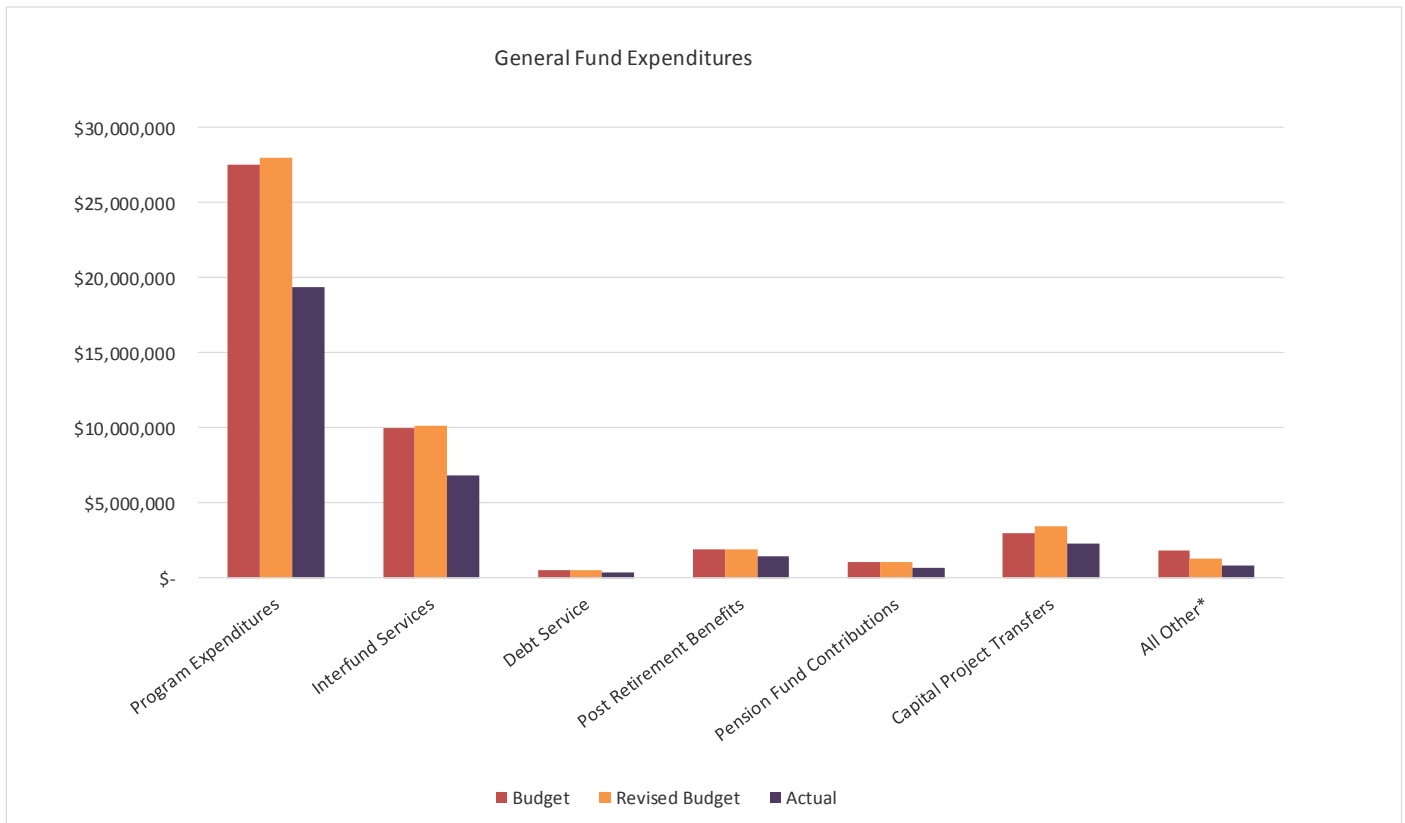
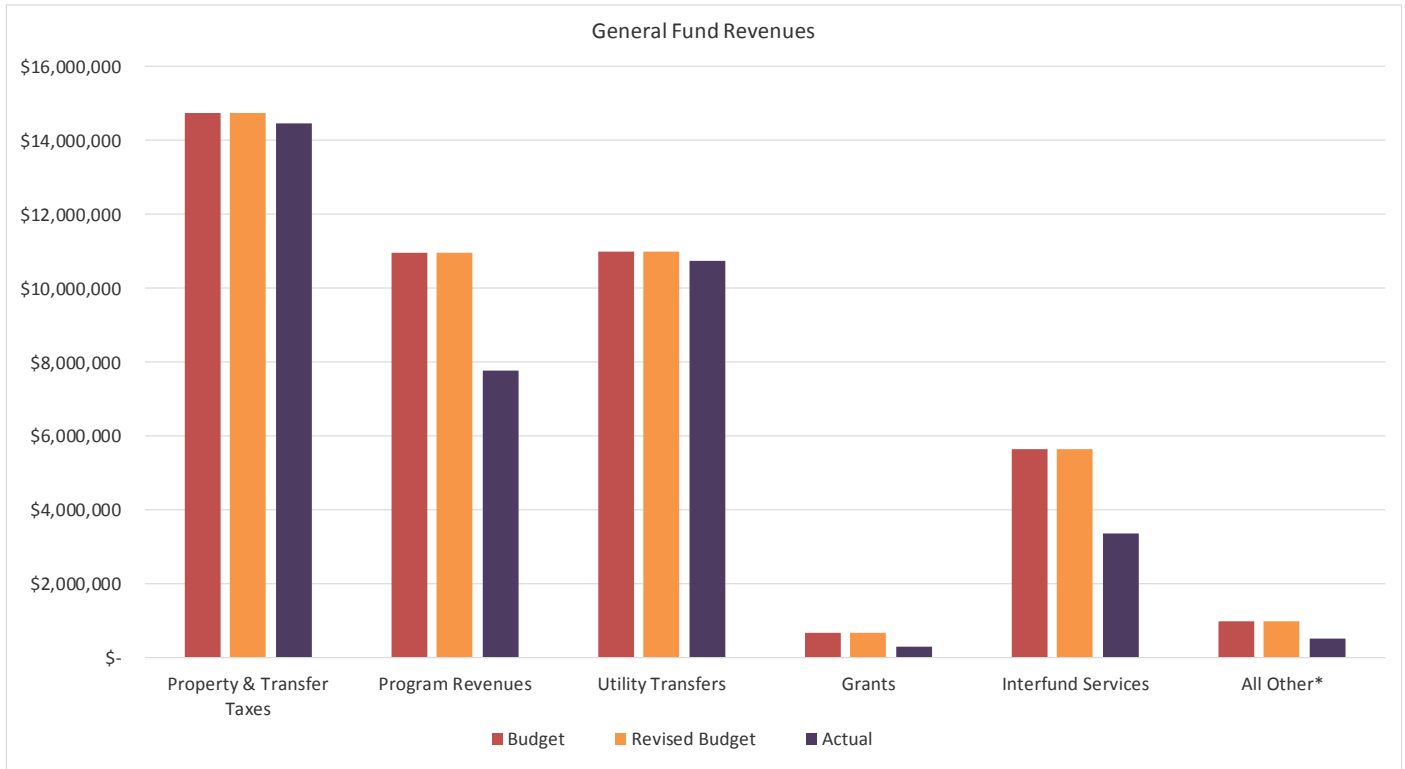
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 14,733,700	\$ 14,465,618	98%
Program Revenues	10,947,800	10,947,800	7,766,376	71%
Utility Transfers	11,000,000	11,000,000	10,750,020	98%
Grants	679,500	679,500	278,018	41%
Interfund Services	5,640,100	5,640,100	3,364,297	60%
All Other*	978,400	978,400	520,044	53%
	<u>\$ 43,979,500</u>	<u>\$ 43,979,500</u>	<u>\$ 37,144,373</u>	<u>84%</u>

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

Expenditures

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenditures	\$ 27,552,700	\$ 28,001,000	\$ 19,351,007	69%
Interfund Services	9,988,300	10,140,000	6,798,424	67%
Debt Service	500,000	500,000	355,331	71%
Post Retirement Benefits	1,894,900	1,894,900	1,421,190	75%
Pension Fund Contributions	1,051,000	1,051,000	688,001	65%
Capital Project Transfers	3,013,800	3,432,000	2,260,350	66%
All Other*	1,818,000	1,318,000	816,081	62%
	<u>\$ 45,818,700</u>	<u>\$ 46,336,900</u>	<u>\$ 31,690,384</u>	<u>68%</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.

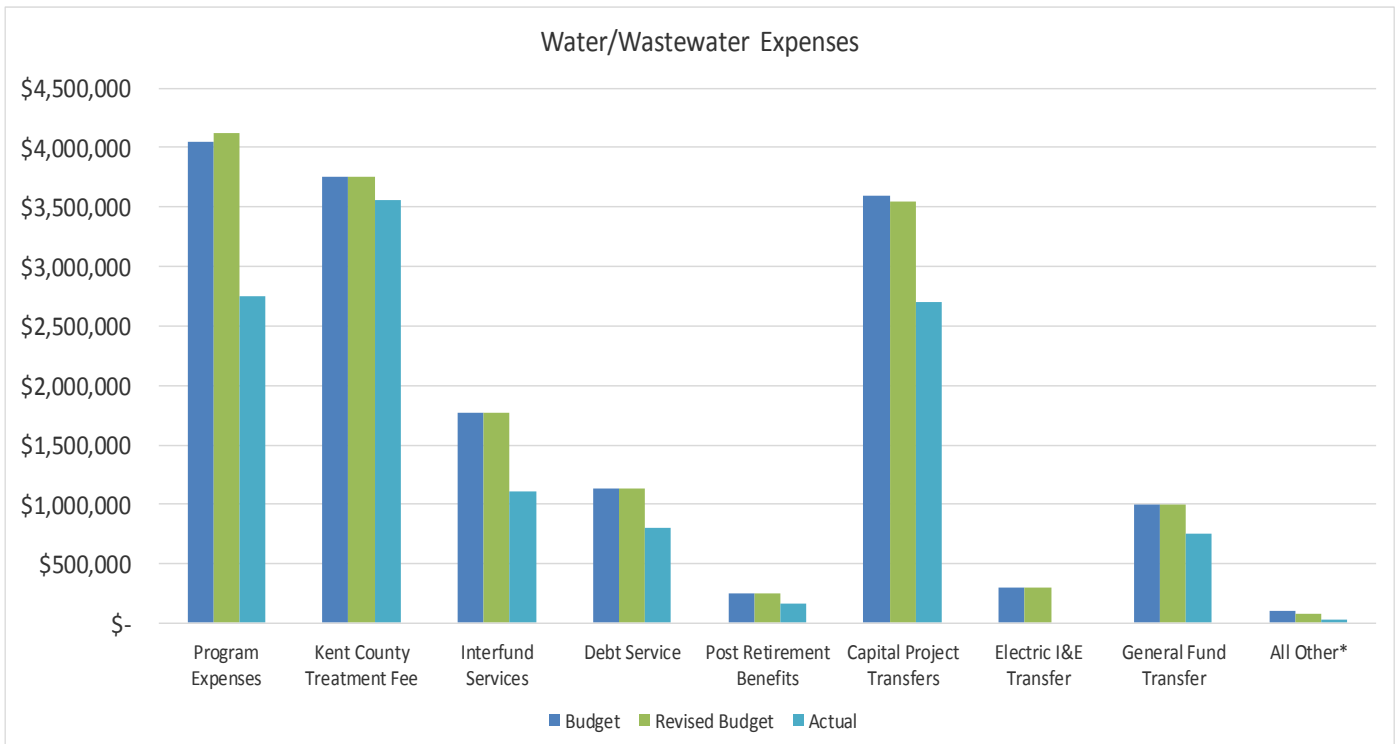
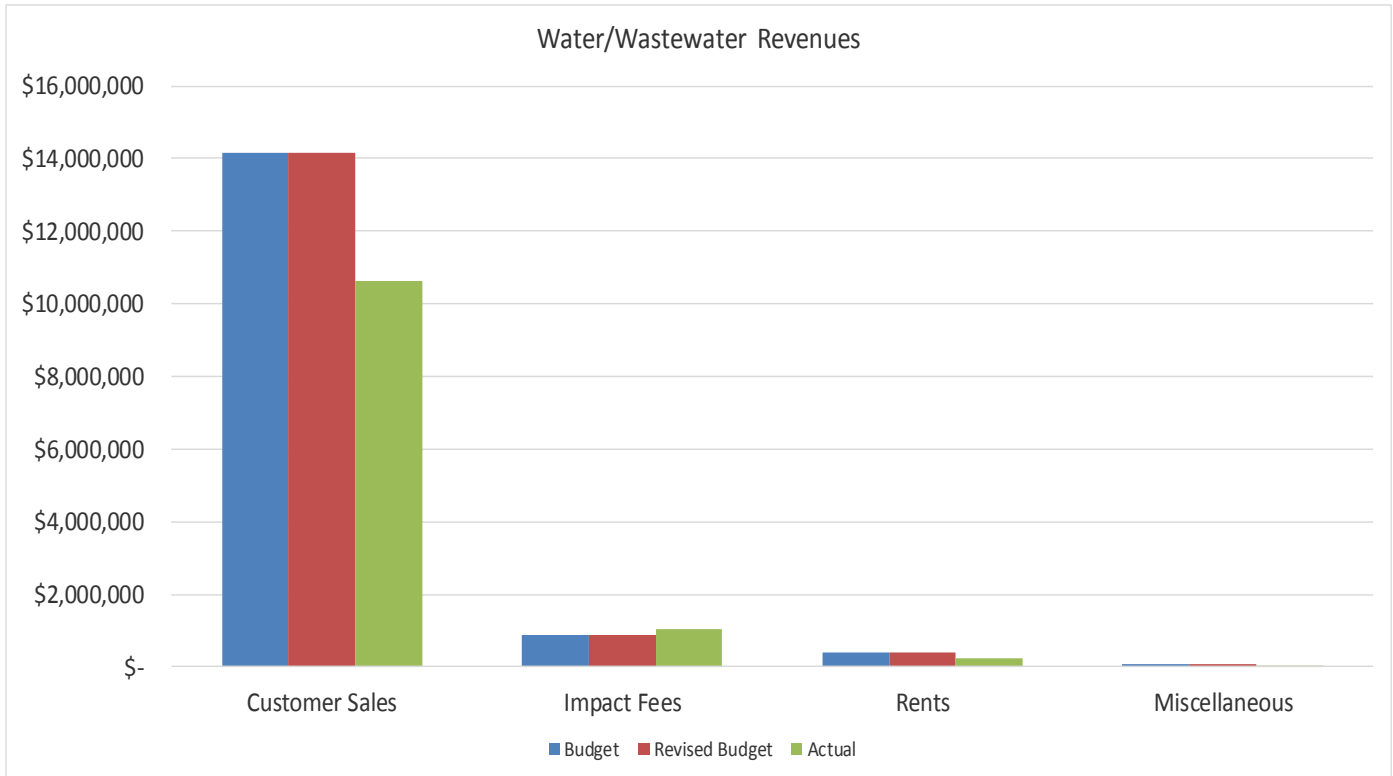


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (March 2019)

Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 14,150,400	\$ 10,632,127	75%
Impact Fees	870,000	870,000	1,044,692	120%
Rents	400,600	400,600	251,648	63%
Miscellaneous	69,600	69,600	58,451	84%
	<u>\$ 15,490,600</u>	<u>\$ 15,490,600</u>	<u>\$ 11,986,918</u>	<u>77%</u>

Expenditures				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 4,123,300	\$ 2,750,415	67%
Kent County Treatment Fee	3,750,000	3,750,000	3,553,283	95%
Interfund Services	1,764,600	1,764,600	1,109,063	63%
Debt Service	1,131,700	1,131,700	805,023	71%
Post Retirement Benefits	256,900	256,900	161,560	63%
Capital Project Transfers	3,600,000	3,540,000	2,700,000	76%
Electric I&E Transfer	298,000	298,000	-	0%
General Fund Transfer	1,000,000	1,000,000	750,060	75%
All Other*	98,000	79,100	34,520	44%
	<u>\$ 15,943,600</u>	<u>\$ 15,943,600</u>	<u>\$ 11,863,924</u>	<u>74%</u>

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



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

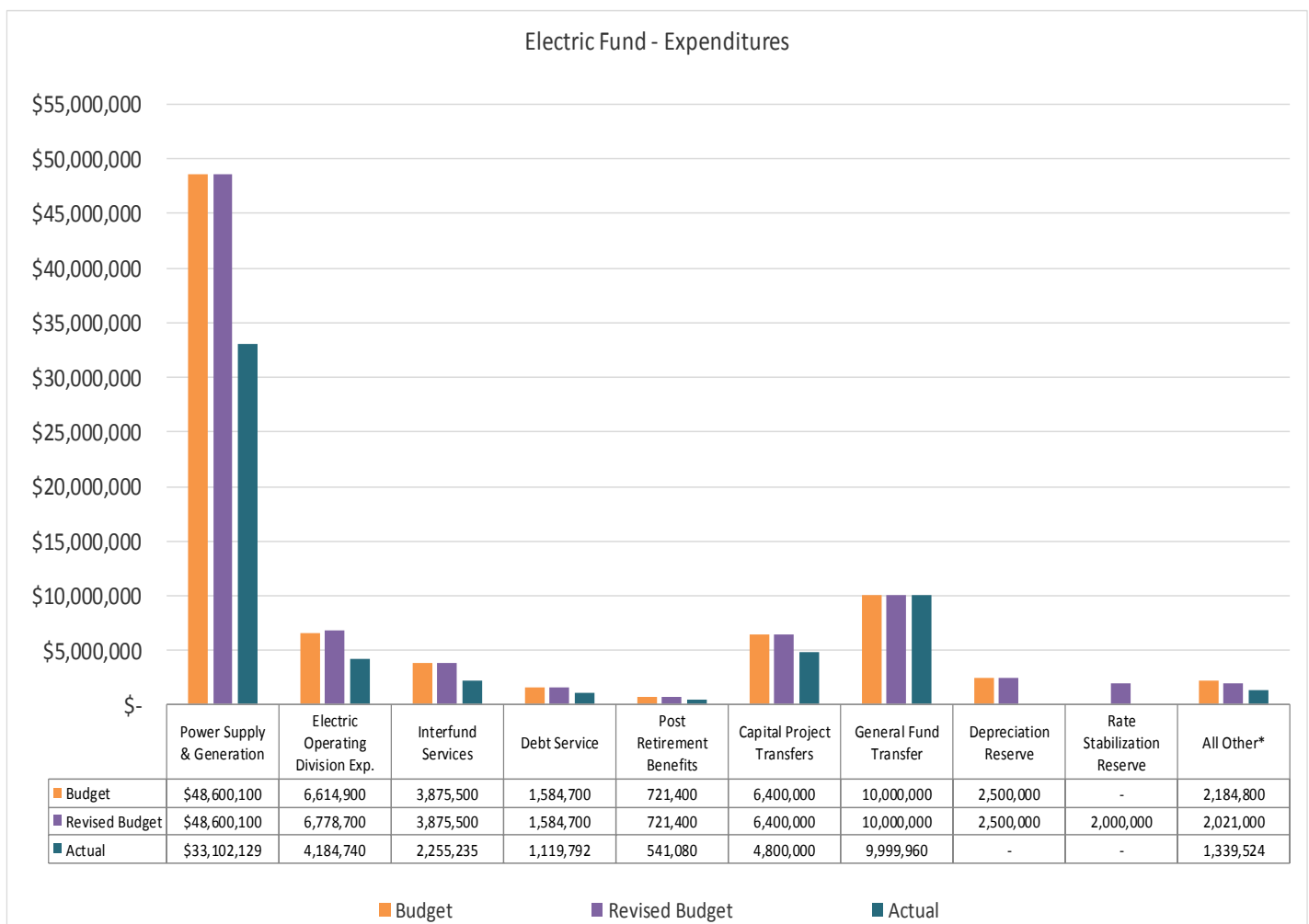
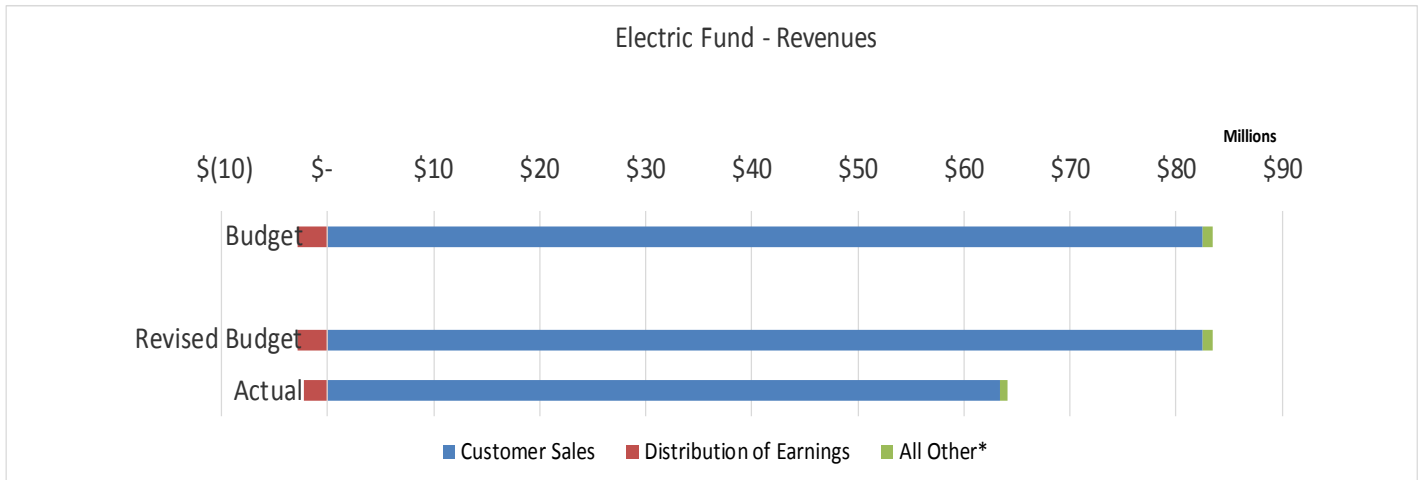
Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 82,491,700	\$ 63,398,598	77%
Distribution of Earnings	(2,877,400)	(2,877,400)	(2,201,953)	77%
All Other*	951,200	951,200	763,014	80%
	<u>\$ 80,565,500</u>	<u>\$ 80,565,500</u>	<u>\$ 61,959,659</u>	<u>77%</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	\$ 33,102,129	68%
Electric Operating Division Exp.	6,614,900	6,778,700	4,184,740	62%
Interfund Services	3,875,500	3,875,500	2,255,235	58%
Debt Service	1,584,700	1,584,700	1,119,792	71%
Post Retirement Benefits	721,400	721,400	541,080	75%
Capital Project Transfers	6,400,000	6,400,000	4,800,000	75%
General Fund Transfer	10,000,000	10,000,000	9,999,960	100%
Depreciation Reserve	2,500,000	2,500,000	-	0%
Rate Stabilization Reserve	-	2,000,000	-	0%
All Other*	2,184,800	2,021,000	1,339,524	66%
	<u>\$ 82,481,400</u>	<u>\$ 84,481,400</u>	<u>\$ 57,342,460</u>	<u>68%</u>

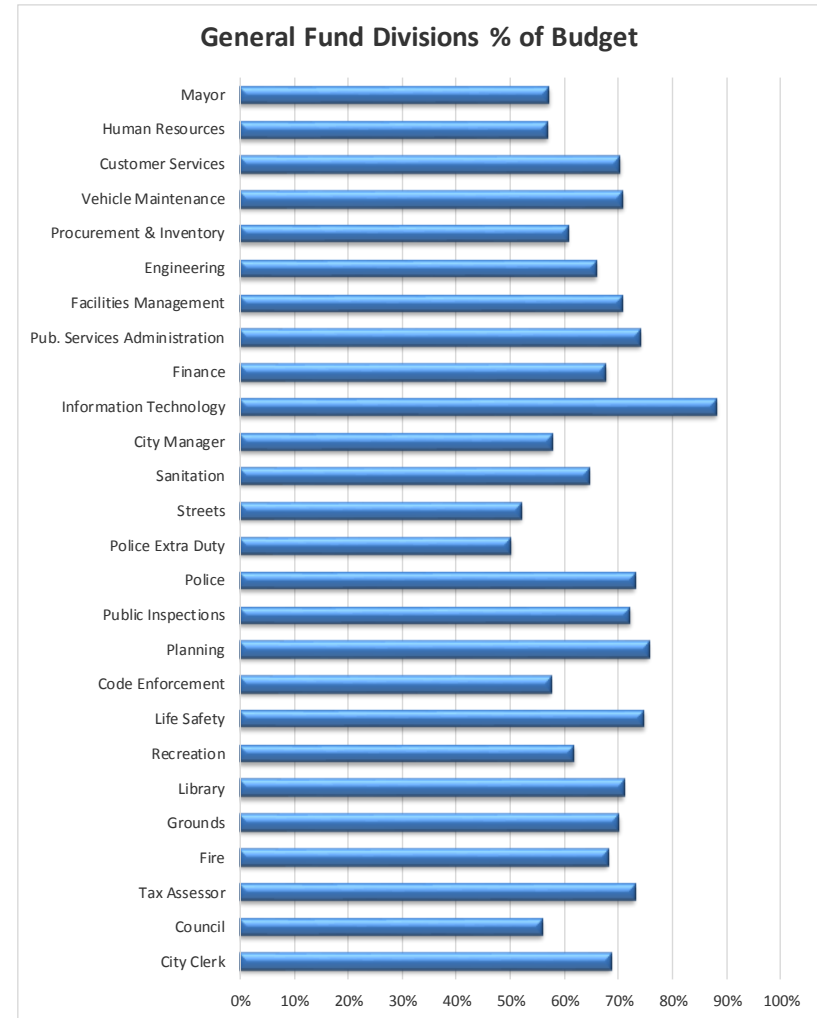
*Includes: Bank & CC Fees, Bond Issuance Costs, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Inventory Reserve, Other Employment Expenses

<u>Megawatt Hours Sold & Purchased</u>	<u>Budget</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	741,430	741,430	576,390
Sales per MWh	\$105.63	\$105.63	\$104.49
Purchased/Generated MWh	772,323	772,323	601,415
All In MWh Supply & Generation	\$62.93	\$62.93	\$55.04



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

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 454,500	\$ 311,327	68%
Council	144,800	144,800	80,907	56%
Tax Assessor	244,500	246,900	180,130	73%
Fire	789,800	789,800	537,512	68%
Grounds	1,195,000	1,195,000	836,362	70%
Library	1,767,400	1,781,100	1,262,818	71%
Recreation	1,000,600	1,015,700	626,076	62%
Life Safety	504,200	513,400	382,811	75%
Code Enforcement	610,500	618,500	355,094	57%
Planning	568,200	572,700	432,303	75%
Public Inspections	568,100	570,100	410,833	72%
Police	16,737,500	16,950,200	12,371,004	73%
Police Extra Duty	600,000	600,000	300,224	50%
Streets	1,409,100	1,368,700	710,505	52%
Sanitation	2,475,200	2,479,700	1,597,528	64%
City Manager	1,005,200	1,013,700	584,647	58%
Information Technology	731,000	750,500	660,819	88%
Finance	946,200	949,700	641,903	68%
Pub. Services Administration	720,800	720,800	532,815	74%
Facilities Management	652,900	653,100	461,418	71%
Engineering	277,600	279,600	184,169	66%
Procurement & Inventory	726,000	726,000	439,663	61%
Vehicle Maintenance	832,500	882,500	624,141	71%
Customer Services	1,197,100	1,199,500	842,714	70%
Human Resources	485,600	541,200	307,144	57%
Mayor	173,700	173,700	99,073	57%
Total	\$ 36,806,000	\$ 37,191,400	\$ 25,773,940	



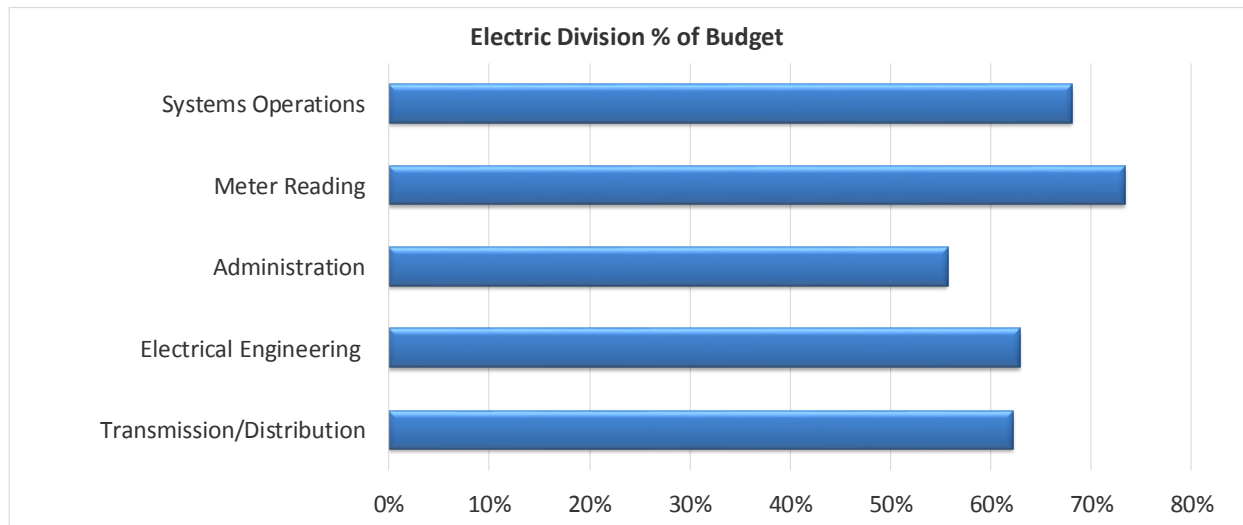
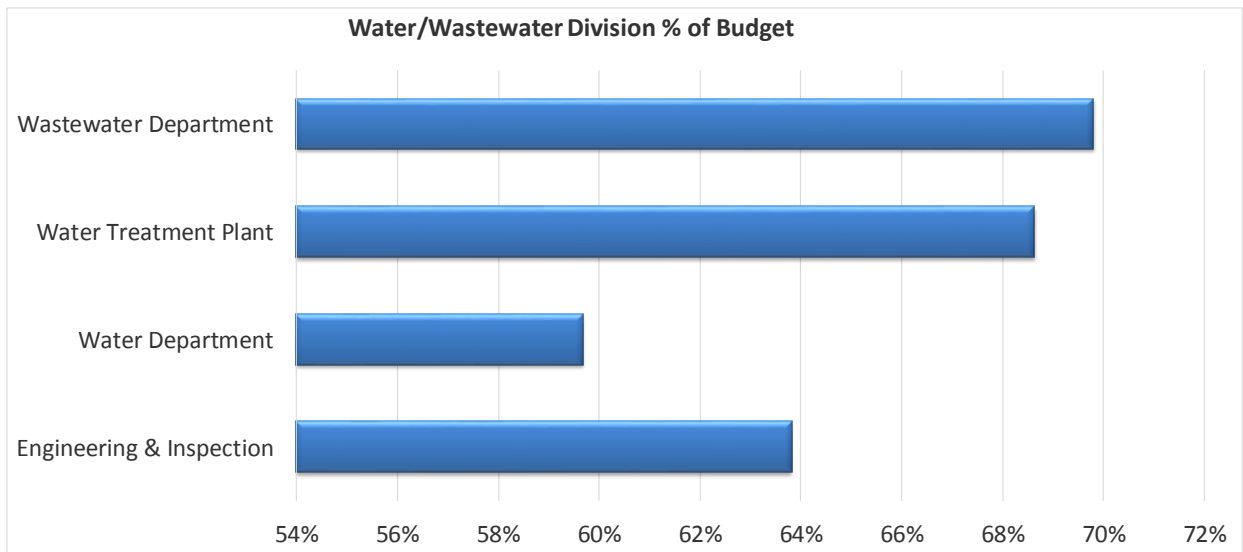
**City of Dover
Utilities Summary
Fiscal Year to Date (March 2019)**

Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 507,800	\$ 324,015	64%
Water Department	750,000	750,900	448,075	60%
Water Treatment Plant	1,805,800	1,815,100	1,245,708	69%
Wastewater Department	986,200	1,049,500	732,617	70%
	\$ 4,044,400	\$ 4,123,300	\$ 2,750,415	

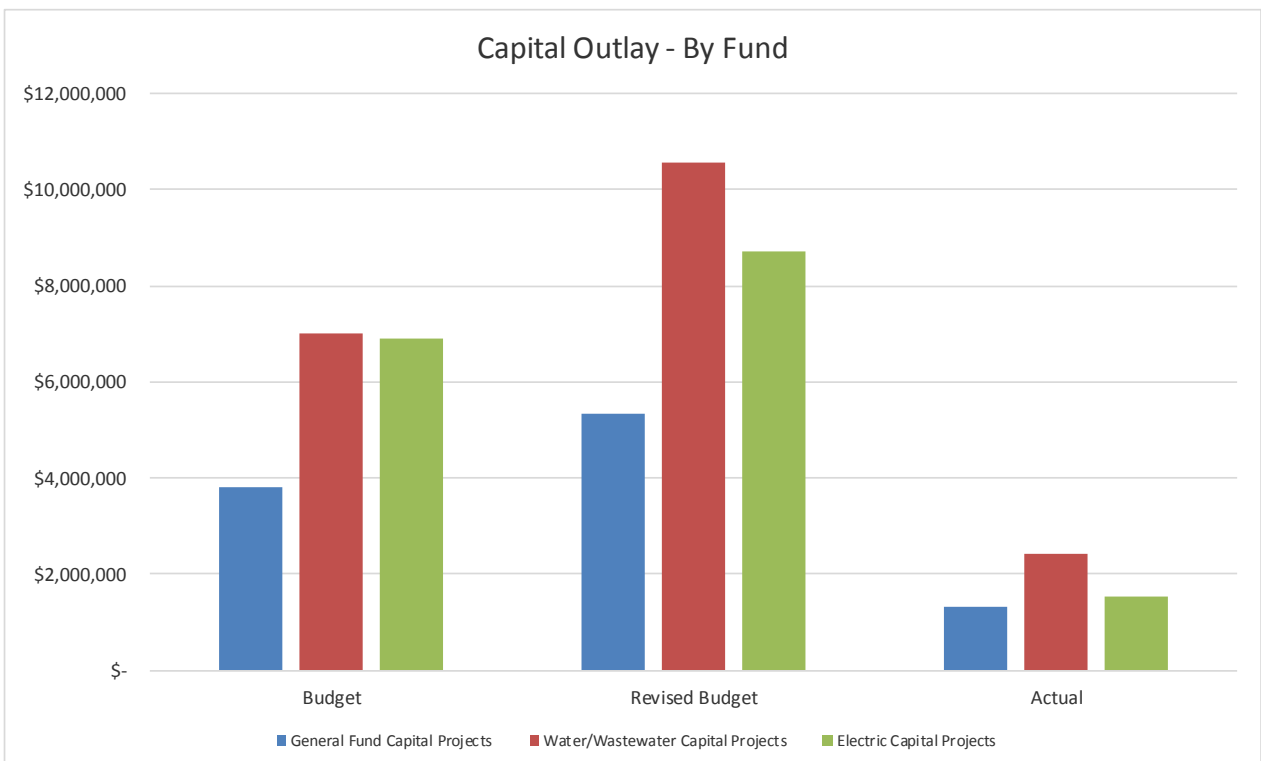
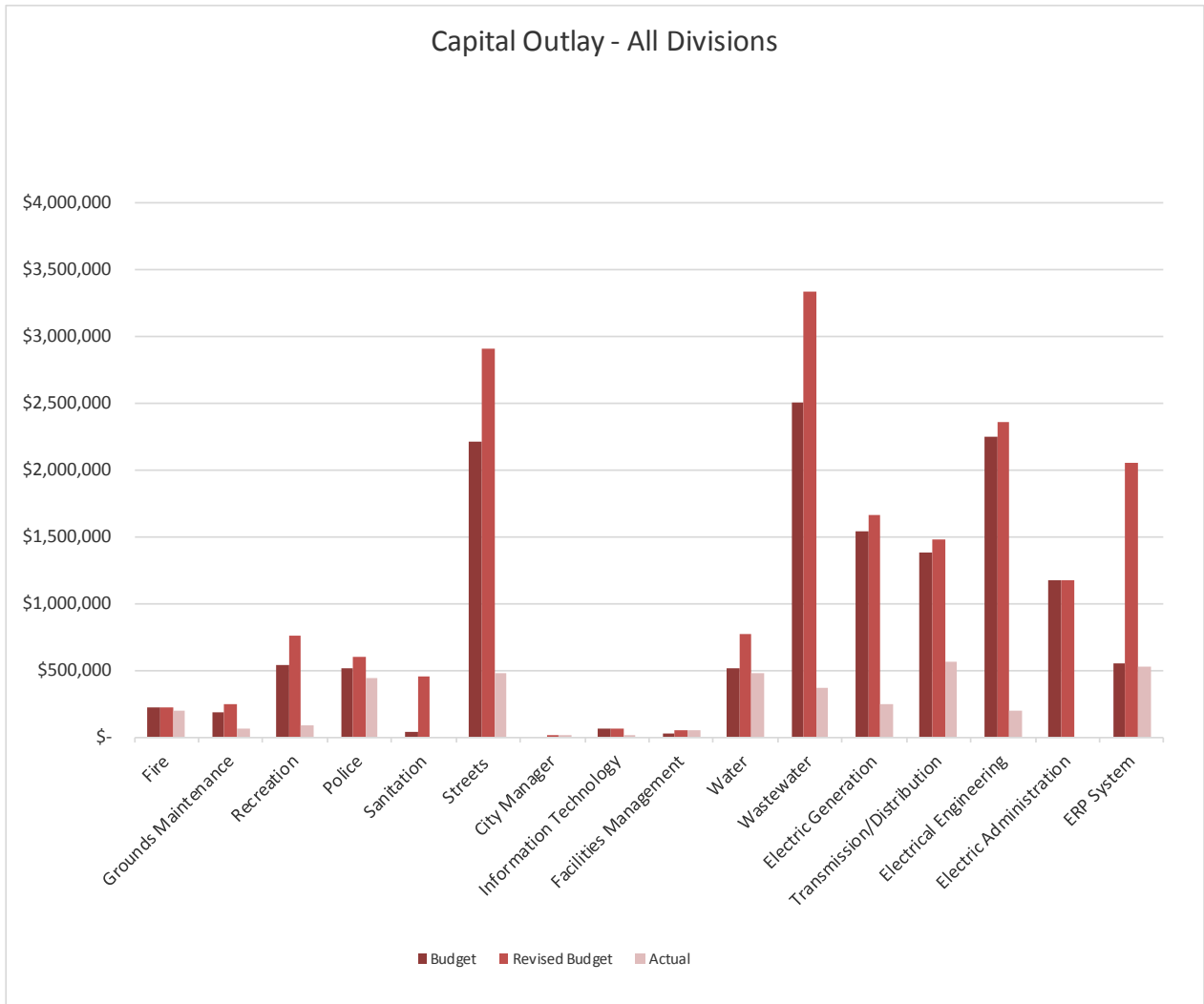
Electric Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 3,673,500	\$ 2,285,400	62%
Electrical Engineering	1,223,500	1,249,700	785,914	63%
Administration	625,400	625,400	347,914	56%
Meter Reading	401,800	402,800	295,447	73%
Systems Operations	690,700	690,700	470,065	68%
	\$ 6,614,900	\$ 6,642,100	\$ 4,184,740	



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

<u>General Fund</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 222,500	\$ 197,395	89%
Grounds Maintenance	188,000	250,500	57,849	31%
Recreation	536,100	755,600	84,481	16%
Police	512,000	602,300	439,061	86%
Sanitation	34,400	452,600	-	0%
Streets	2,215,000	2,909,800	475,172	21%
City Manager	-	19,500	19,500	0%
Information Technology	57,600	57,600	15,541	27%
Facilities Management	28,800	53,900	47,491	165%
General Fund Capital Projects	\$ 3,794,400	\$ 5,324,300	\$ 1,336,490	35%
<u>Water/Wastewater Fund</u>				
Water	\$ 515,300	\$ 766,100	\$ 473,675	92%
Wastewater	2,505,200	3,338,100	366,081	15%
Water Treatment Plant	4,000,000	6,468,200	1,585,086	40%
Water/Wastewater Capital Projects	\$ 7,020,500	\$ 10,572,400	\$ 2,424,842	35%
<u>Electric Fund</u>				
Electric Generation	\$ 1,546,000	\$ 1,658,000	\$ 250,392	16%
Transmission/Distribution	1,383,000	1,474,900	563,002	41%
Electrical Engineering	2,245,500	2,362,800	199,168	9%
Electric Administration	1,175,200	1,175,200	-	0%
ERP System	548,000	2,057,000	523,702	96%
Electric Capital Projects	\$ 6,897,700	\$ 8,727,900	\$ 1,536,264	22%



March 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. [issues / (issues + back orders)] * 100</i>	FY 2019 (To date) [2,438/(2,438+84)]*100 96.23%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	-0.15%
<i>Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS</i>	0.61 Turnovers per year	0.87 Turnovers per year	-0.26 Turnovers per year

BID STATUS

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of April 3, 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 5/29/2019 @ 11:00 a.m.
Generator Maintenance	19-0016COD	Three Year	City Wide	Forwarded to Public Works on 3/27/2019
Schutte Park Athletic Fields Mass Grading Plan	19-0017PW	One Time	Public Works	Bid opening scheduled for 4/11/2019 @ 2:00 pm
Revaluation Services for the 2020 Assessment	19-0019TX	One Time	Tax	Bid opening scheduled for 4/18/ 2019 @ 2:00 pm

FUEL USE	FY 2019 TO DATE	FY 2018 TO DATE
Unleaded:	98,889 gallons	97,531 gallons
Diesel:	51,971 gallons	56,074 gallons
Dollars Spent:	\$301,368.41	\$276,413.87

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)		
Electric:	\$ 419,030.33	285 Line Items
Water:	\$ 19,487.73	44 Line Items
General:	\$ 41,426.21	149 Line Items
Total:	\$ 479,944.27	478 Line Items

Purchase Orders for Stock by Fund

	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$707,139.53	\$1,038,506.65
Water:	\$114,335.26	\$ 103,022.82
Wastewater:	\$ 2,598.77	N/A
General:	\$102,633.81	\$ 90,363.41
Total:	\$926,707.37	\$1,231,922.88

Issues from Stock by Fund

	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$746,397.62	\$ 1,111,009.80
Water:	\$174,535.39	\$ 104,747.19
Wastewater:	\$ 2,204.77	N/A
General:	\$ 86,858.58	\$ 95,055.15
*Total:	\$1,020,480.98	\$1,310,881.19

Warehouse Stock

	<u>FY2019</u>	<u>FY2018</u>
Total Dollar Value:	\$1,970,567.53	\$2,259,465.83
Total Line Items:	1,266	1,312

Money Spent for Postage/Postal Services

	<u>FY 2019 TO DATE</u>	<u>FY2018 TO DATE</u>
	\$99,708.76	\$99,363.75

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