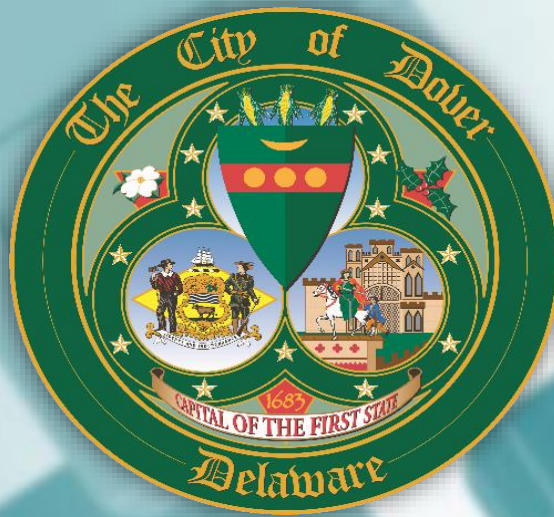


CITY OF DOVER



*Finance Department
&
Procurement and Inventory*

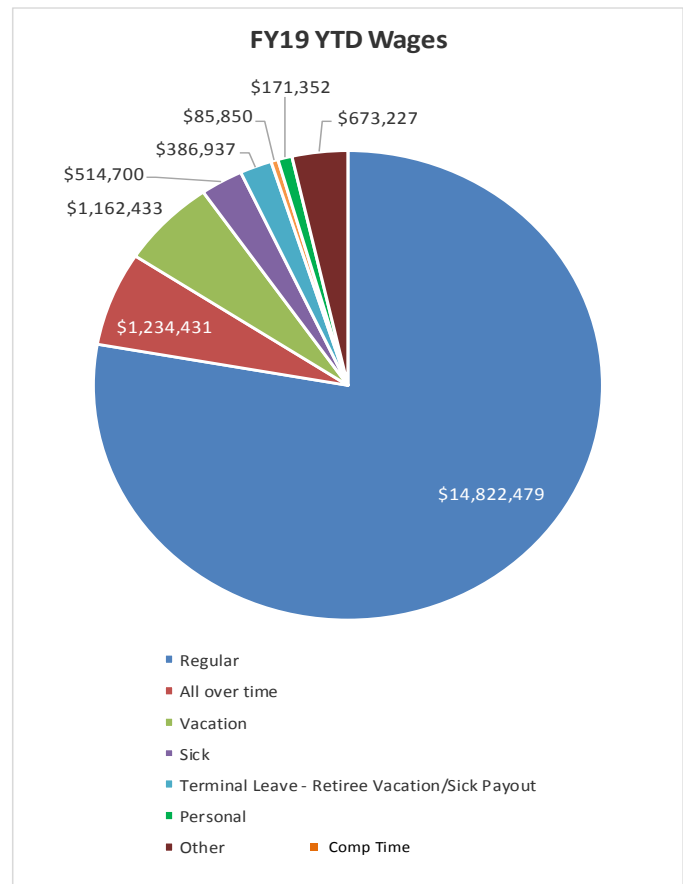
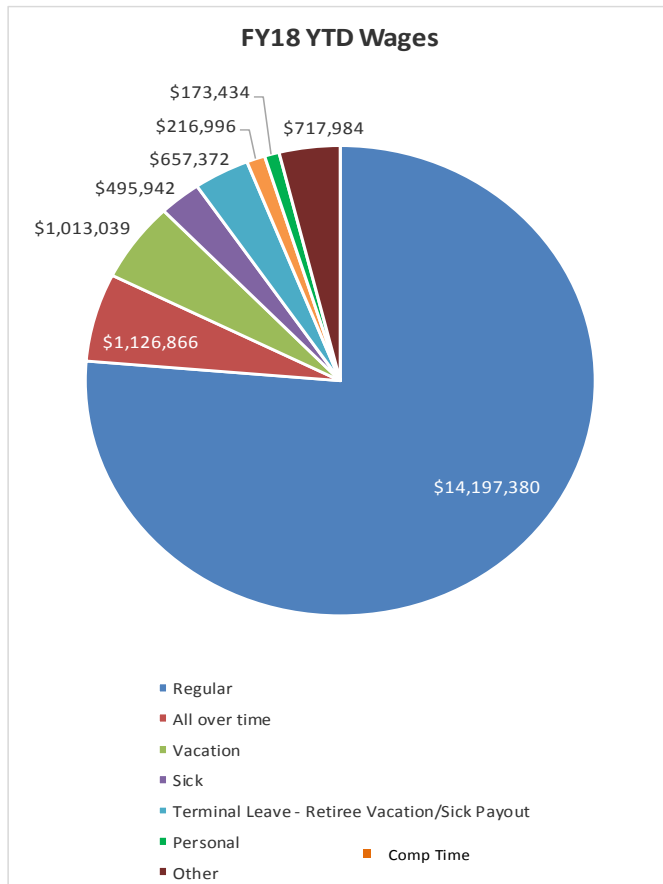
***MONTHLY REPORT
APRIL 2019***

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
APRIL 2019
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,691	5,875
Total Amount of All Deposits	\$ 108,969,389	\$ 110,526,410
Other Activity		
Number of Pay Periods	22	22
Number of Payroll Checks & Direct Deposits Issued	8,532	8,541
Number of Pension Checks Issued	2,553	2,575
Total Pension Benefits Paid - Defined Benefit Plan	\$ 4,559,088	\$ 4,620,037

ACCOUNTS PAYABLE		
Number of Check Vouchers	5,262	5,213
Number of EFT Vouchers	2,169	2,273
Vouchers Dollar Amount Disbursed	\$ 62,286,743	\$ 63,874,202



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

Revenues

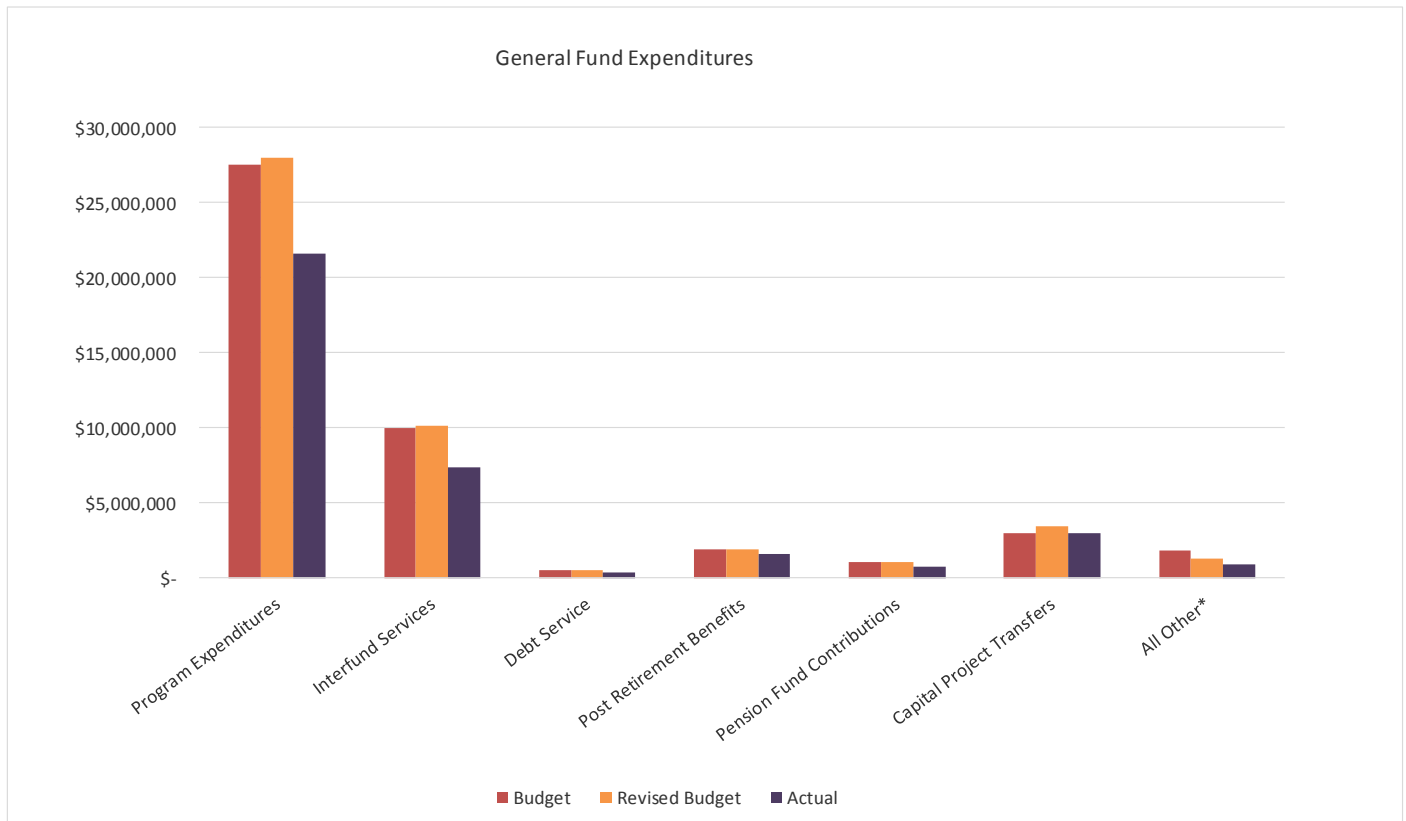
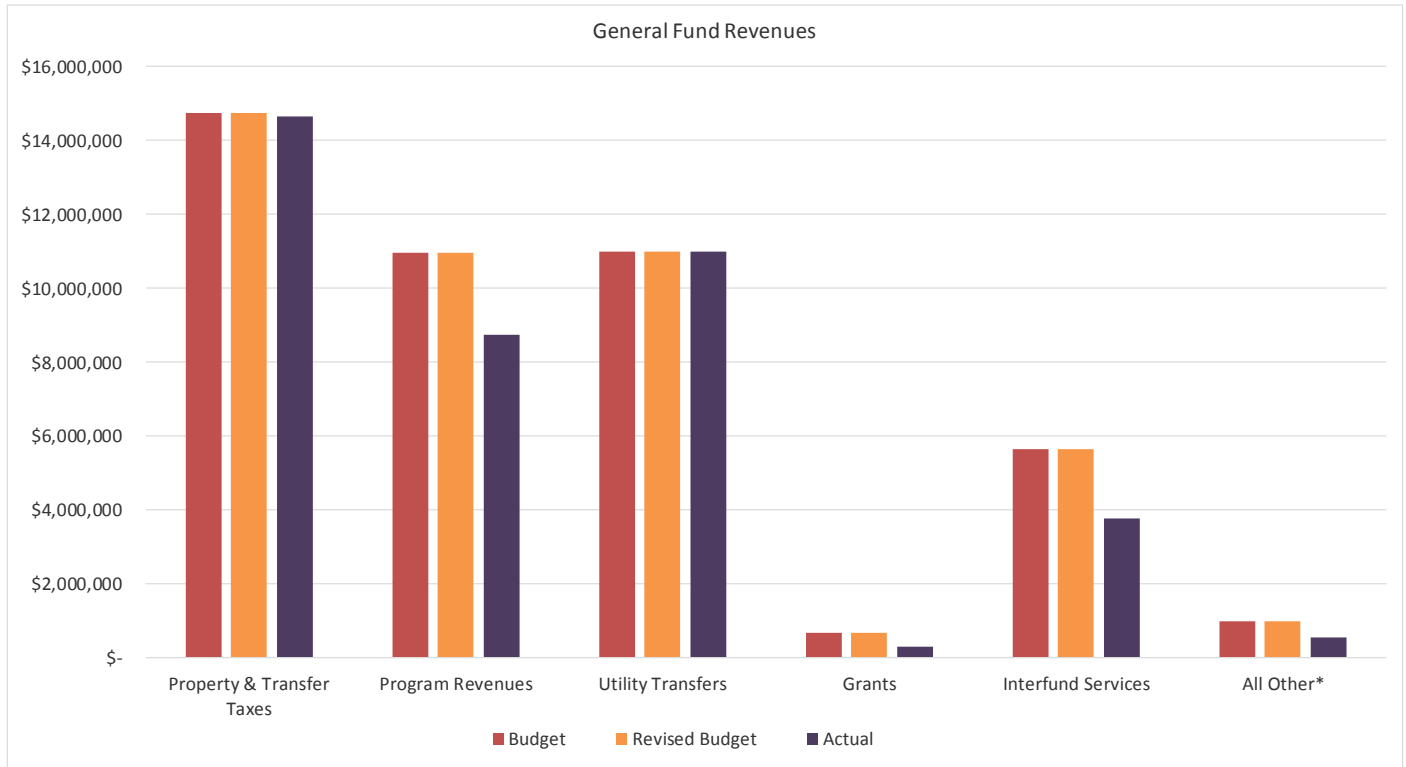
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 14,733,700	\$ 14,632,047	99%
Program Revenues	10,947,800	10,947,800	8,724,674	80%
Utility Transfers	11,000,000	11,000,000	10,999,960	100%
Grants	679,500	679,500	278,018	41%
Interfund Services	5,640,100	5,640,100	3,775,653	67%
All Other*	978,400	978,400	542,307	55%
	<u>\$ 43,979,500</u>	<u>\$ 43,979,500</u>	<u>\$ 38,952,659</u>	<u>89%</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	\$ 21,596,097	77%
Interfund Services	9,988,300	10,140,000	7,397,838	73%
Debt Service	500,000	500,000	395,303	79%
Post Retirement Benefits	1,894,900	1,894,900	1,579,100	83%
Pension Fund Contributions	1,051,000	1,051,000	736,751	70%
Capital Project Transfers	3,013,800	3,432,000	3,013,800	88%
All Other*	1,818,000	1,318,000	945,204	72%
	<u>\$ 45,818,700</u>	<u>\$ 46,336,900</u>	<u>\$ 35,664,093</u>	<u>77%</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.

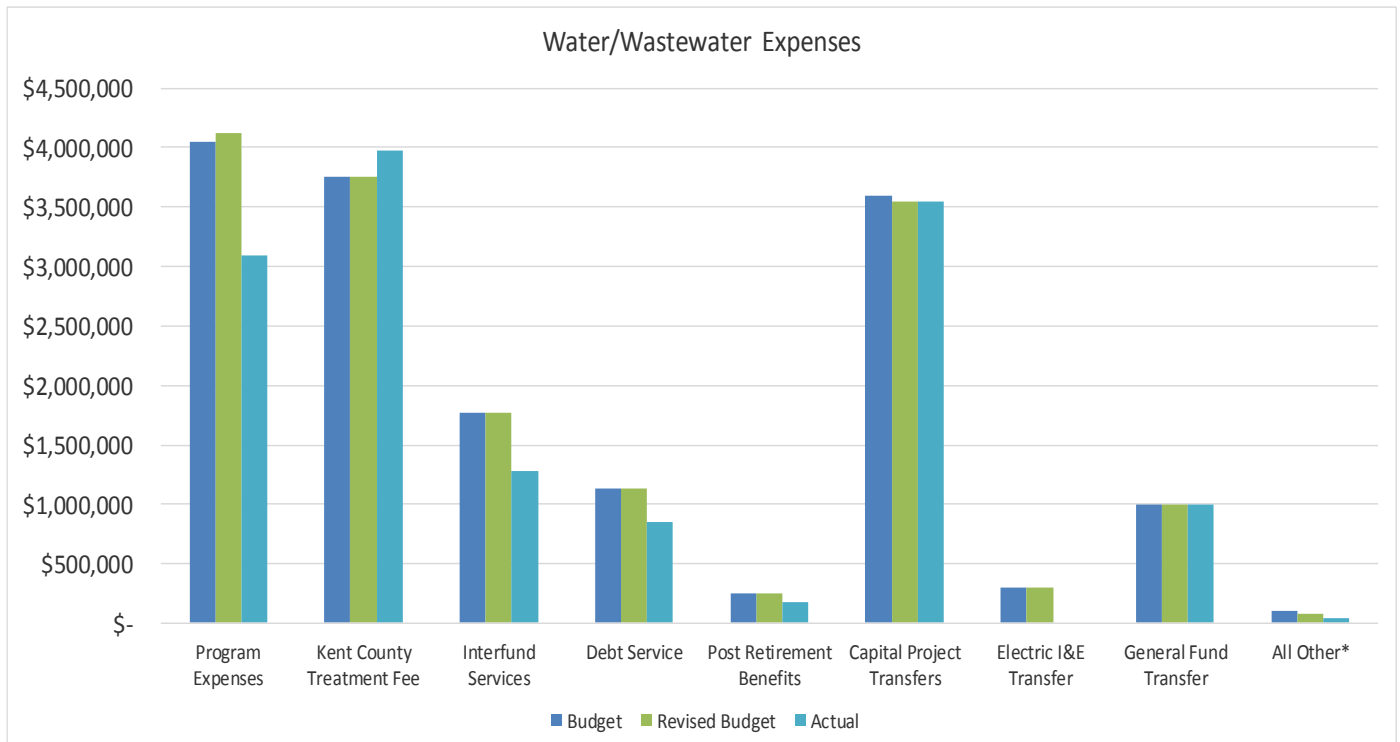
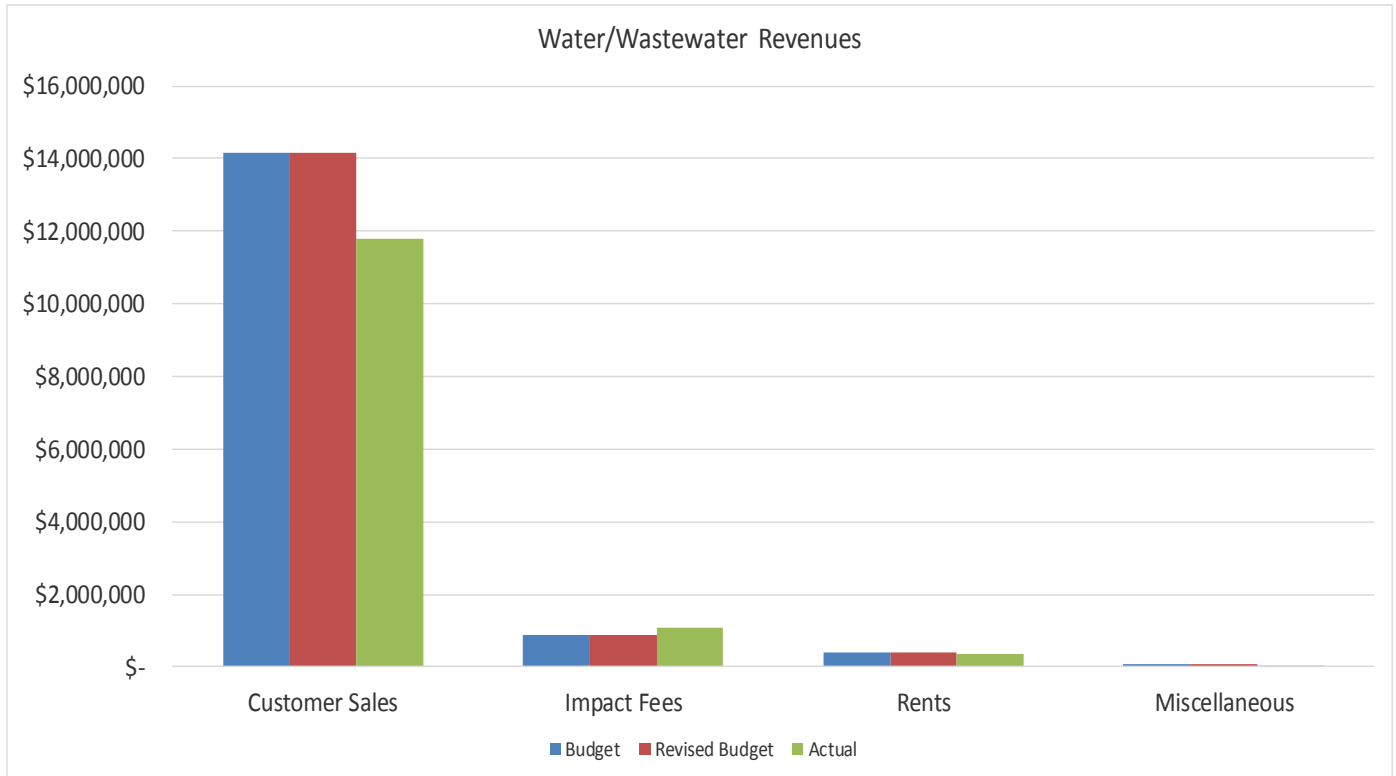


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (April 2019)

Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 14,150,400	\$ 11,772,620	83%
Impact Fees	870,000	870,000	1,084,692	125%
Rents	400,600	400,600	343,709	86%
Miscellaneous	69,600	69,600	49,905	72%
	<u>\$ 15,490,600</u>	<u>\$ 15,490,600</u>	<u>\$ 13,250,926</u>	<u>86%</u>

Expenditures				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 4,123,300	\$ 3,095,602	75%
Kent County Treatment Fee	3,750,000	3,750,000	3,975,314	106%
Interfund Services	1,764,600	1,764,600	1,281,777	73%
Debt Service	1,131,700	1,131,700	847,706	75%
Post Retirement Benefits	256,900	256,900	179,520	70%
Capital Project Transfers	3,600,000	3,540,000	3,540,000	100%
Electric I&E Transfer	298,000	298,000	-	0%
General Fund Transfer	1,000,000	1,000,000	1,000,000	100%
All Other*	98,000	79,100	36,913	47%
	<u>\$ 15,943,600</u>	<u>\$ 15,943,600</u>	<u>\$ 13,956,832</u>	<u>88%</u>

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



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

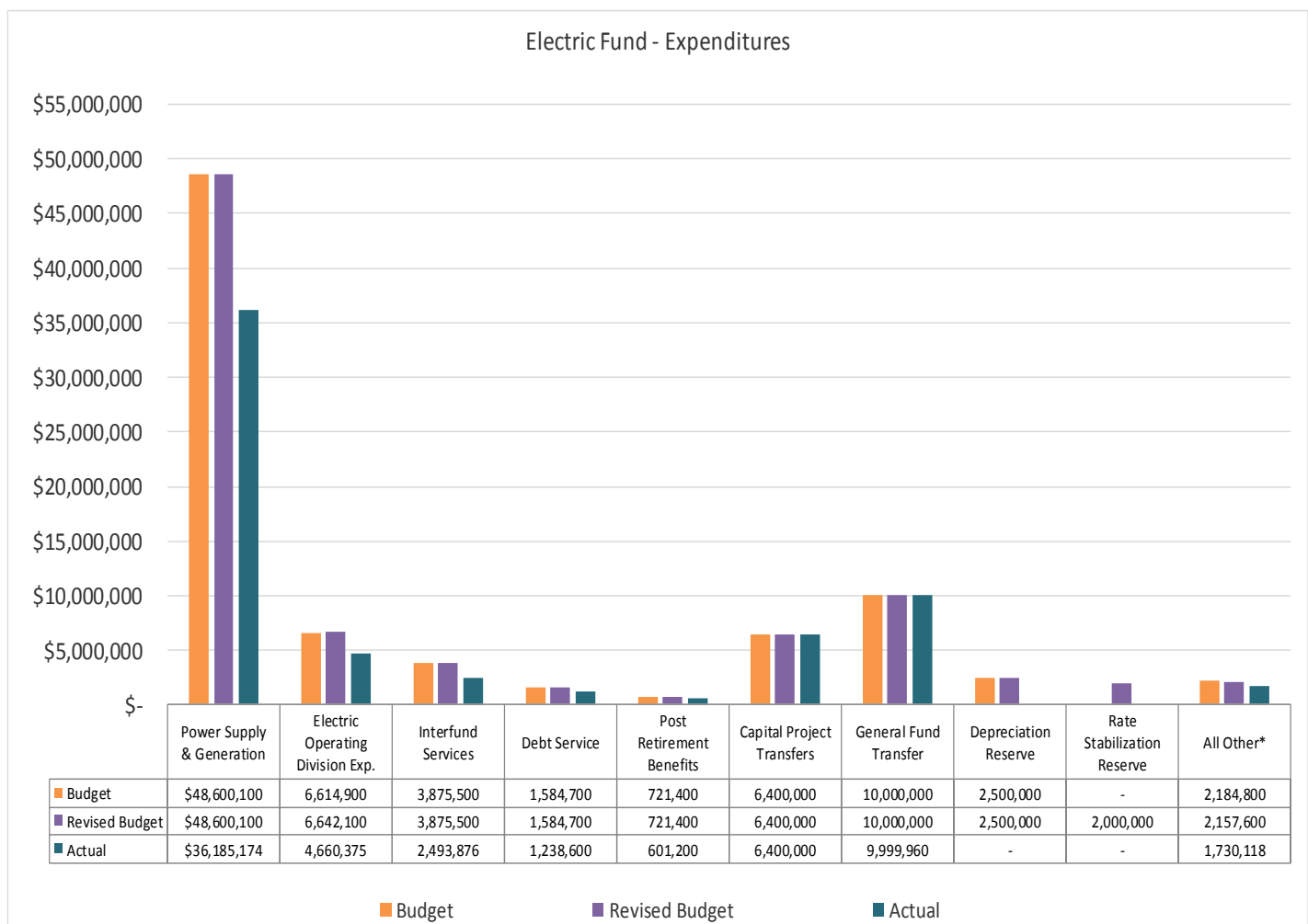
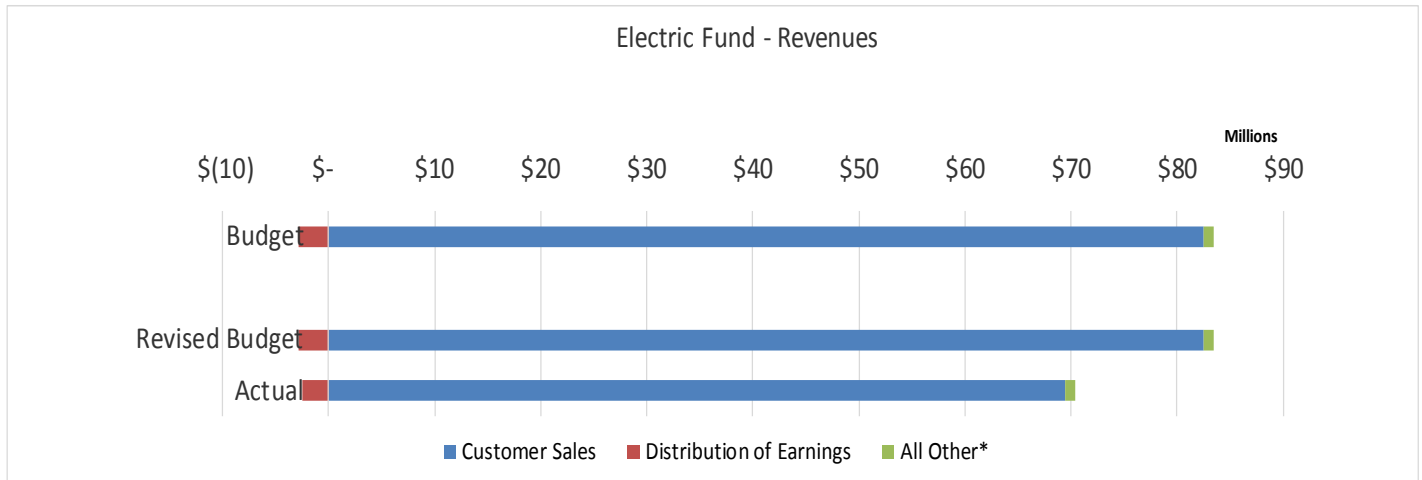
Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 82,491,700	\$ 69,482,128	84%
Distribution of Earnings	(2,877,400)	(2,877,400)	(2,411,540)	84%
All Other*	951,200	951,200	940,694	99%
	<u>\$ 80,565,500</u>	<u>\$ 80,565,500</u>	<u>\$ 68,011,282</u>	<u>84%</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	\$ 36,185,174	74%
Electric Operating Division Exp.	6,614,900	6,642,100	4,660,375	70%
Interfund Services	3,875,500	3,875,500	2,493,876	64%
Debt Service	1,584,700	1,584,700	1,238,600	78%
Post Retirement Benefits	721,400	721,400	601,200	83%
Capital Project Transfers	6,400,000	6,400,000	6,400,000	100%
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	2,157,600	1,730,118	80%
	<u>\$ 82,481,400</u>	<u>\$ 84,481,400</u>	<u>\$ 63,309,302</u>	<u>75%</u>

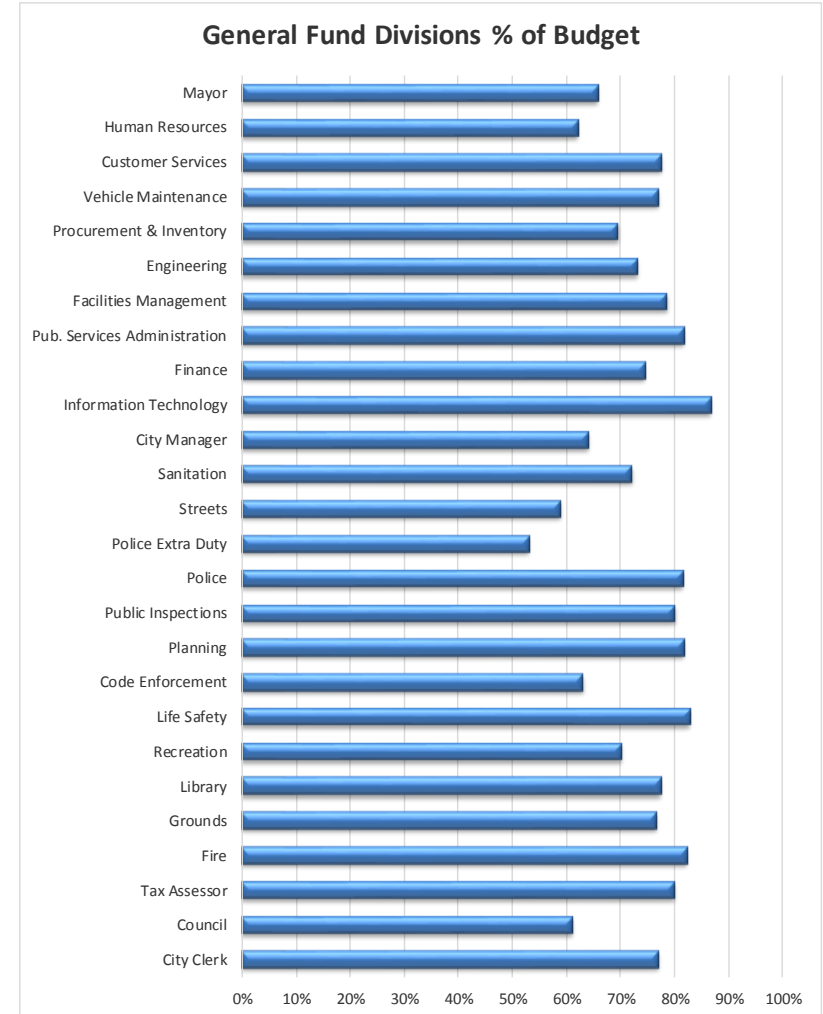
*Includes: Bank & CC Fees, Bond Issuance Costs, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Inventory Reserve, Other Employment Expenses

<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	631,638
Sales per MWh	\$105.63	\$105.63	\$104.50
Purchased/Generated MWh	772,323	772,323	654,934
All In MWh Supply & Generation	\$62.93	\$62.93	\$55.25



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

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 454,500	\$ 349,559	77%
Council	144,800	144,800	88,386	61%
Tax Assessor	244,500	246,900	197,337	80%
Fire	789,800	789,800	649,794	82%
Grounds	1,195,000	1,195,000	914,378	77%
Library	1,767,400	1,781,100	1,377,485	77%
Recreation	1,000,600	1,015,700	712,308	70%
Life Safety	504,200	513,400	425,079	83%
Code Enforcement	610,500	618,500	389,777	63%
Planning	568,200	572,700	467,966	82%
Public Inspections	568,100	570,100	455,953	80%
Police	16,737,500	16,950,200	13,807,070	81%
Police Extra Duty	600,000	600,000	318,324	53%
Streets	1,409,100	1,368,700	805,752	59%
Sanitation	2,475,200	2,479,700	1,785,098	72%
City Manager	1,005,200	1,013,700	648,577	64%
Information Technology	731,000	750,500	649,856	87%
Finance	946,200	949,700	706,800	74%
Pub. Services Administration	720,800	720,800	589,109	82%
Facilities Management	652,900	653,100	512,777	79%
Engineering	277,600	279,600	204,154	73%
Procurement & Inventory	726,000	726,000	504,201	69%
Vehicle Maintenance	832,500	882,500	679,305	77%
Customer Services	1,197,100	1,199,500	929,490	77%
Human Resources	485,600	541,200	335,845	62%
Mayor	173,700	173,700	114,065	66%
	<u>\$ 36,806,000</u>	<u>\$ 37,191,400</u>	<u>\$ 28,618,444</u>	



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

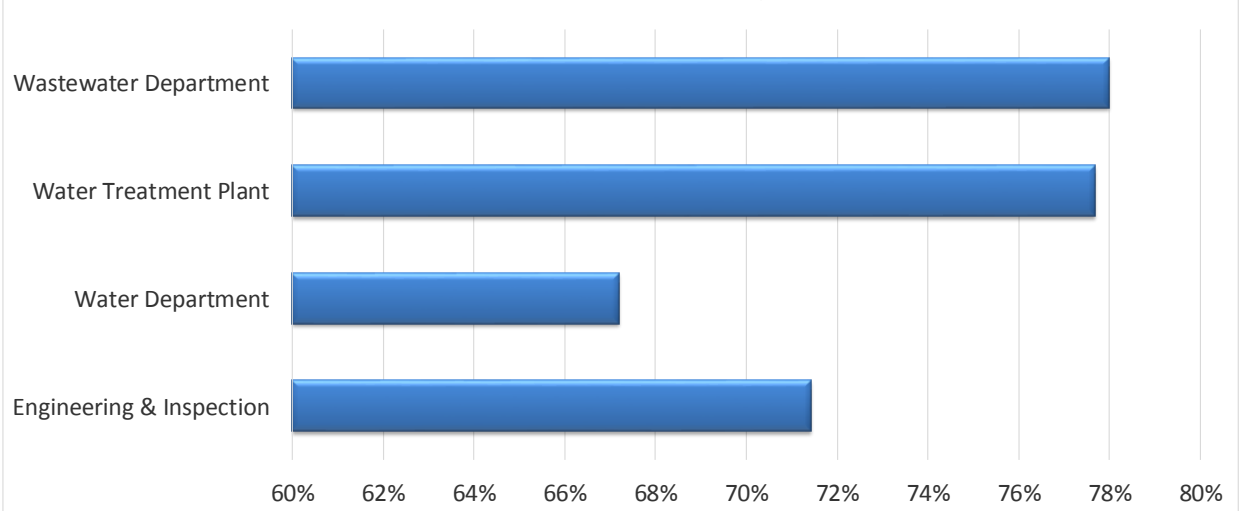
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 507,800	\$ 362,638	71%
Water Department	750,000	750,900	504,457	67%
Water Treatment Plant	1,805,800	1,815,100	1,410,003	78%
Wastewater Department	986,200	1,049,500	818,504	78%
	<u>\$ 4,044,400</u>	<u>\$ 4,123,300</u>	<u>\$ 3,095,602</u>	

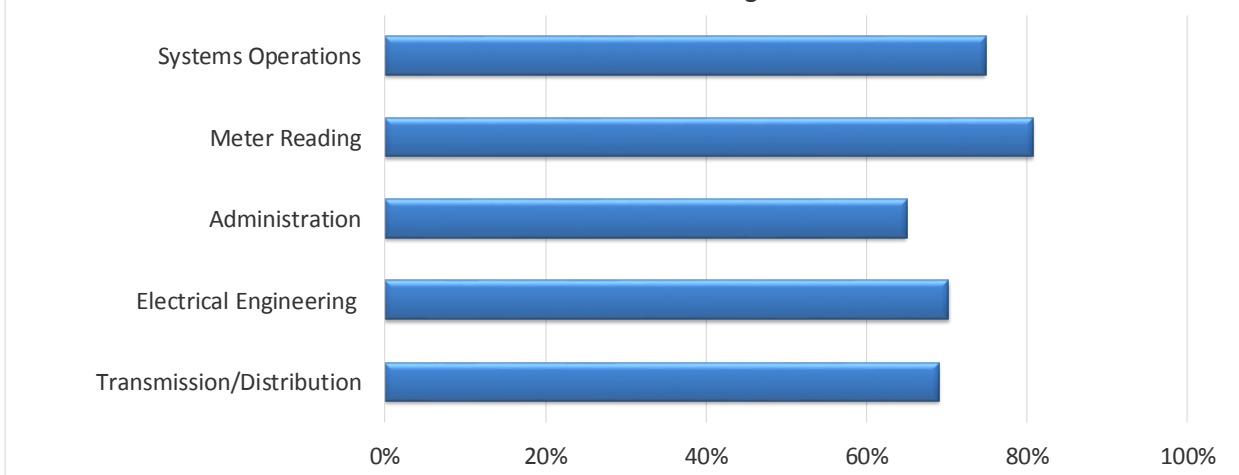
Electric Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 3,673,500	\$ 2,534,764	69%
Electrical Engineering	1,223,500	1,249,700	877,394	70%
Administration	625,400	625,400	406,289	65%
Meter Reading	401,800	402,800	325,094	81%
Systems Operations	690,700	690,700	516,833	75%
	<u>\$ 6,614,900</u>	<u>\$ 6,642,100</u>	<u>\$ 4,660,375</u>	

Water/Wastewater Division % of Budget

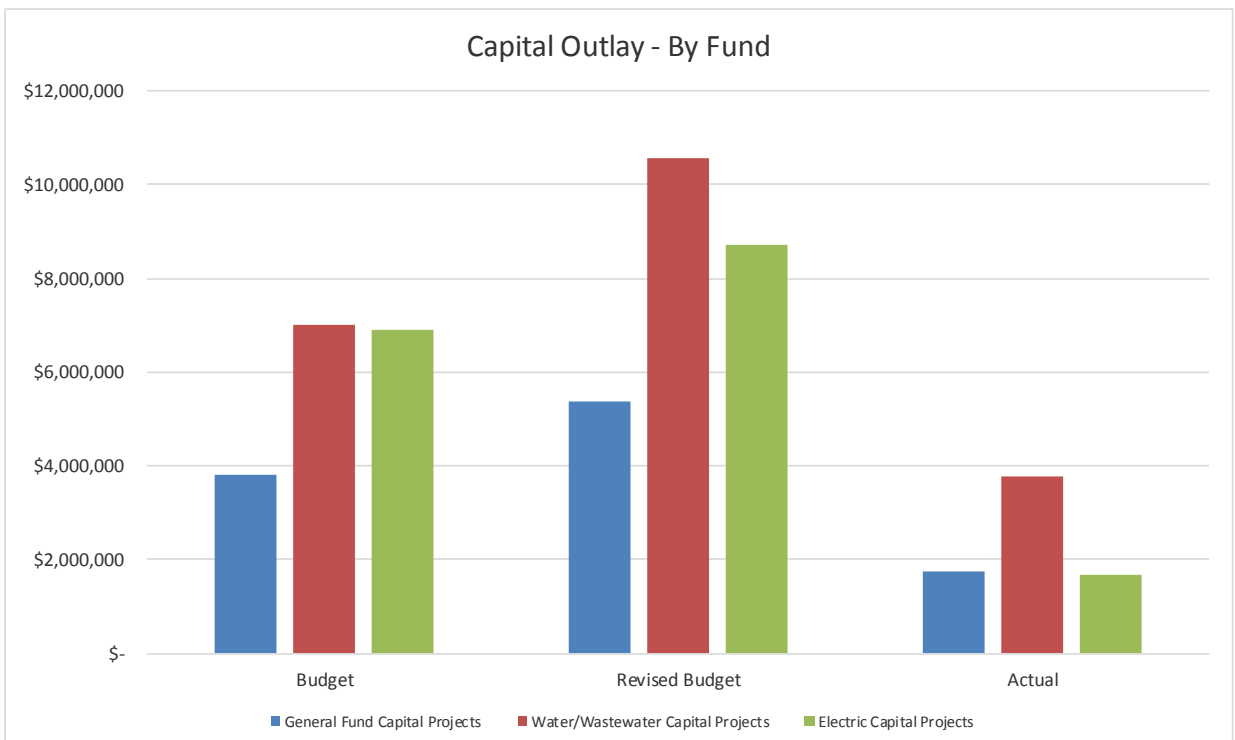
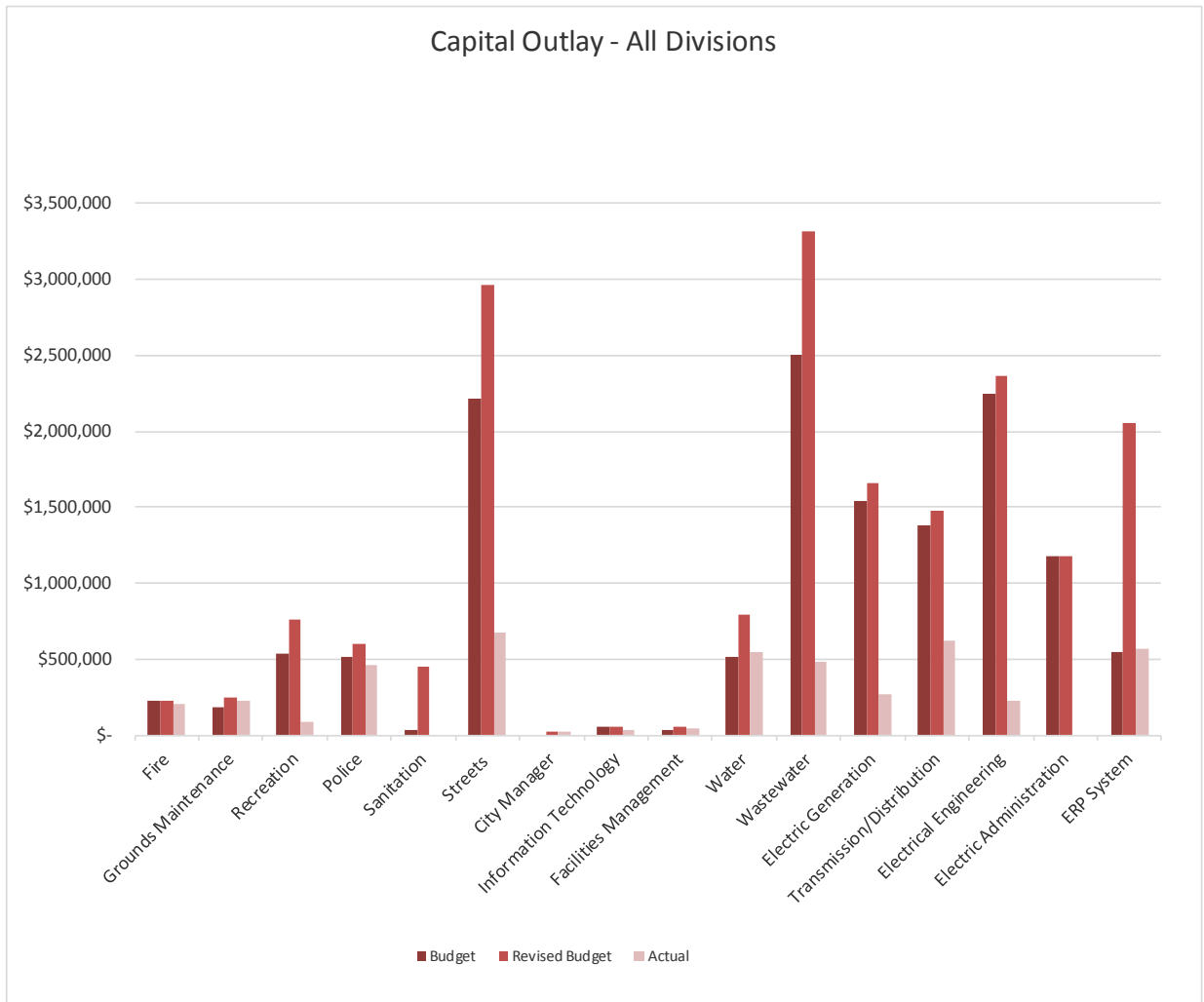


Electric Division % of Budget



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

<u>General Fund</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 222,500	\$ 203,867	92%
Grounds Maintenance	188,000	250,500	220,866	117%
Recreation	536,100	755,600	84,481	16%
Police	512,000	602,300	458,861	90%
Sanitation	34,400	452,600	-	0%
Streets	2,215,000	2,961,100	671,505	30%
City Manager	-	19,500	19,500	0%
Information Technology	57,600	57,600	31,541	55%
Facilities Management	28,800	53,900	48,057	167%
General Fund Capital Projects	\$ 3,794,400	\$ 5,375,600	\$ 1,738,678	46%
<u>Water/Wastewater Fund</u>				
Water	\$ 515,300	\$ 791,100	\$ 544,536	106%
Wastewater	2,505,200	3,313,100	479,567	19%
Water Treatment Plant	4,000,000	6,468,200	2,755,389	69%
Water/Wastewater Capital Projects	\$ 7,020,500	\$ 10,572,400	\$ 3,779,491	54%
<u>Electric Fund</u>				
Electric Generation	\$ 1,546,000	\$ 1,658,000	\$ 270,120	17%
Transmission/Distribution	1,383,000	1,474,900	620,980	45%
Electrical Engineering	2,245,500	2,362,800	224,345	10%
Electric Administration	1,175,200	1,175,200	-	0%
ERP System	548,000	2,057,000	567,130	103%
Electric Capital Projects	\$ 6,897,700	\$ 8,727,900	\$ 1,682,575	24%



April 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) [3481/(3,481+132)]*100 96.35%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	-0.03%
<i>Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS</i>	0.62 Turnovers per year	0.87 Turnovers per year	-0.25 Turnovers per year

BID STATUS

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of May 2, 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	Forwarded to Public Works on 3/27/2019
Schutte Park Athletic Fields Mass Grading Plan	19-0017PW	One Time	Public Works	Forwarded to Public Works on 04/11/2019
Revaluation Services for the 2020 Assessment	19-0019TX	One Time	Tax	Forwarded to Tax Office on 4/18/2019
Janitorial Services for City of Dover	19-0020CS	Three Year	Facilities	RFP opening scheduled for May 6, 2019 @ 2:00 pm
Police Impound Yard	19-0021PD	One Time	Police Department	Bid opening scheduled for May 14, 2019 @ 2:00 pm
Substation Equipment Dismantlement and Disposal	19-0022EL	One Time	Electric	RFP opening scheduled for May 29, 2019 @ 2:00 pm

FUEL USE**FY 2019 TO DATE****FY 2018 TO DATE**

Unleaded:	109,820 gallons	108,864 gallons
Diesel:	58,524 gallons	62,343 gallons
Dollars Spent:	\$335,309.22	\$310,255.02

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 447,704.85	284 Line Items
Water:	\$ 19,104.61	44 Line Items
General:	\$ 41,304.40	148 Line Items
Total:	\$ 508,113.86	476 Line Items

Purchase Orders for Stock by Fund**FY 2019 TO DATE****FY 2018 TO DATE**

Electric:	\$757,191.67	\$1,066,593.54
Water:	\$137,360.84	\$ 114,100.26
Wastewater:	\$ 2,598.77	N/A
General:	\$ 108,123.67	\$ 106,828.02
Total:	\$1,005,274.95	\$1,287,521.62

Issues from Stock by Fund**FY 2019 TO DATE****FY 2018 TO DATE**

Electric:	\$824,536.48	\$ 1,161,652.66
Water:	\$183,150.49	\$ 119,834.13
Wastewater:	\$ 2,204.77	N/A
General:	\$ 96,840.85	\$ 105,974.77
*Total:	\$1,117,217.21	\$1,387,530.61

Warehouse Stock**FY2019****FY2018**

Total Dollar Value:	\$1,989,103.01	\$2,259,465.83
Total Line Items:	1,257	1,312

Money Spent for Postage/Postal Services**FY 2019 TO DATE****FY2018 TO DATE**

\$110,573.14	\$109,785.45
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* Total of Issues from Stock by Fund includes Issues from Sale from Stock (SS) and Electric Returns (ER).