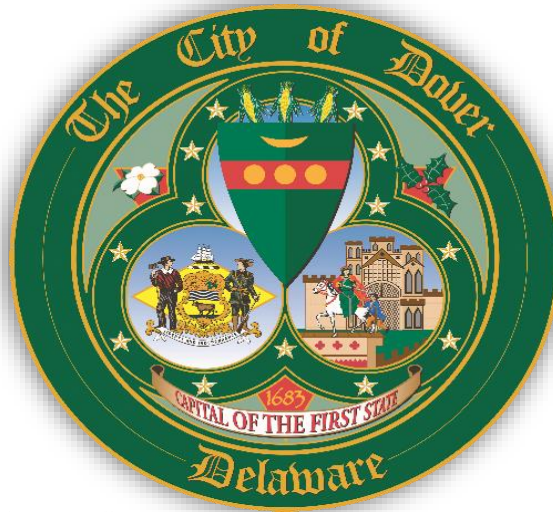


# CITY OF DOVER



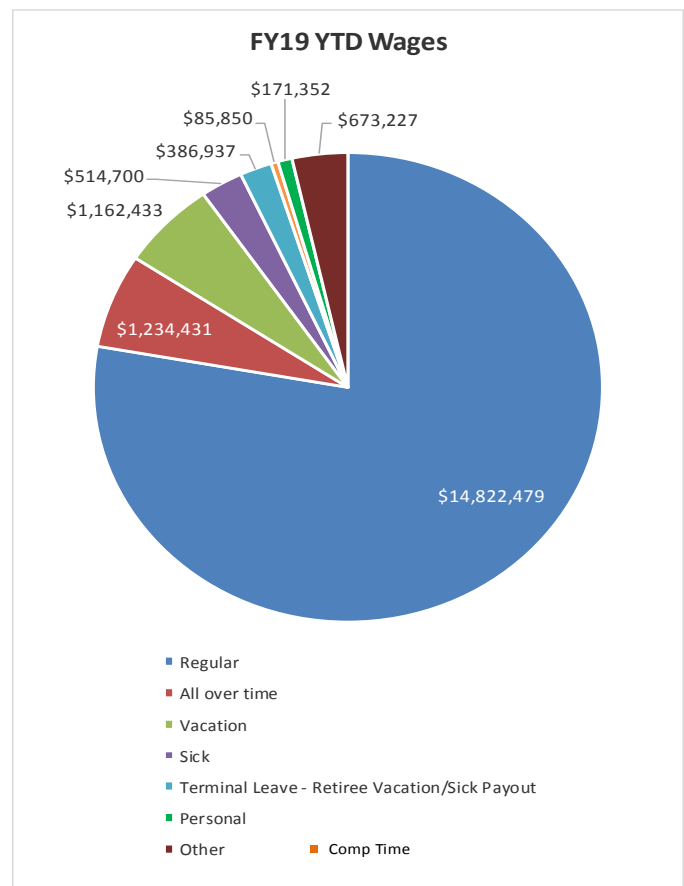
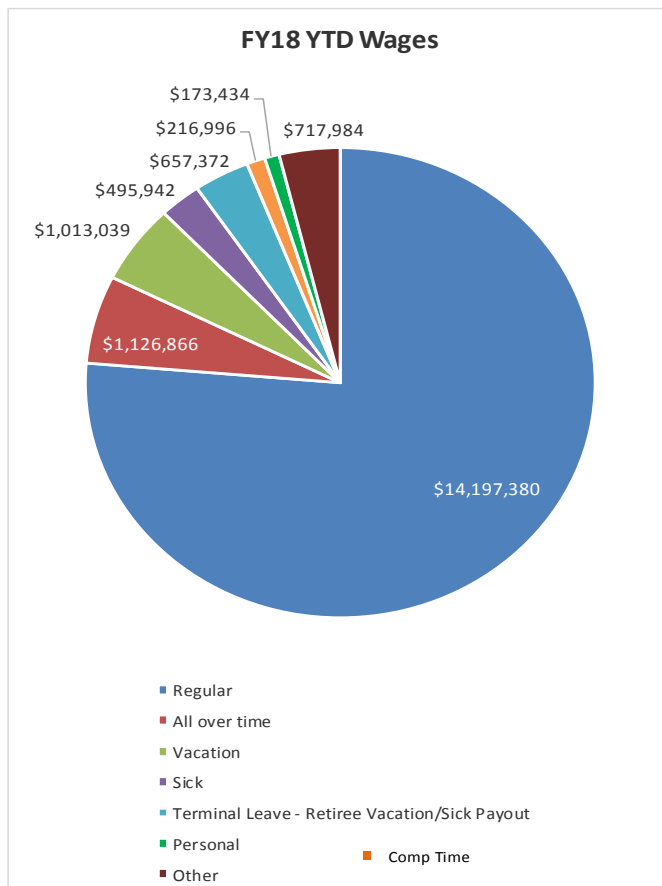
*Finance Department  
&  
Procurement and Inventory*

*MONTHLY REPORT  
MAY 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**  
**MAY 2019**  
**FINANCE DEPARTMENT ACTIVITY LEVELS**

	FY18 YTD	FY19 YTD
<b>BANK TRENDS</b>		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	6,292	6,509
Total Amount of All Deposits	\$ 118,510,475	\$ 119,914,594
<b>Other Activity</b>		
Number of Pay Periods	24	24
Number of Payroll Checks & Direct Deposits Issued	9,299	9,310
Number of Pension Checks Issued	2,811	2,831
Total Pension Benefits Paid - Defined Benefit Plan	\$ 5,025,569	\$ 5,083,004
<b>ACCOUNTS PAYABLE</b>		
Number of Check Vouchers	6,040	5,824
Number of EFT Vouchers	2,405	2,540
Vouchers Dollar Amount Disbursed	\$ 69,667,439	\$ 70,858,828



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

**Revenues**

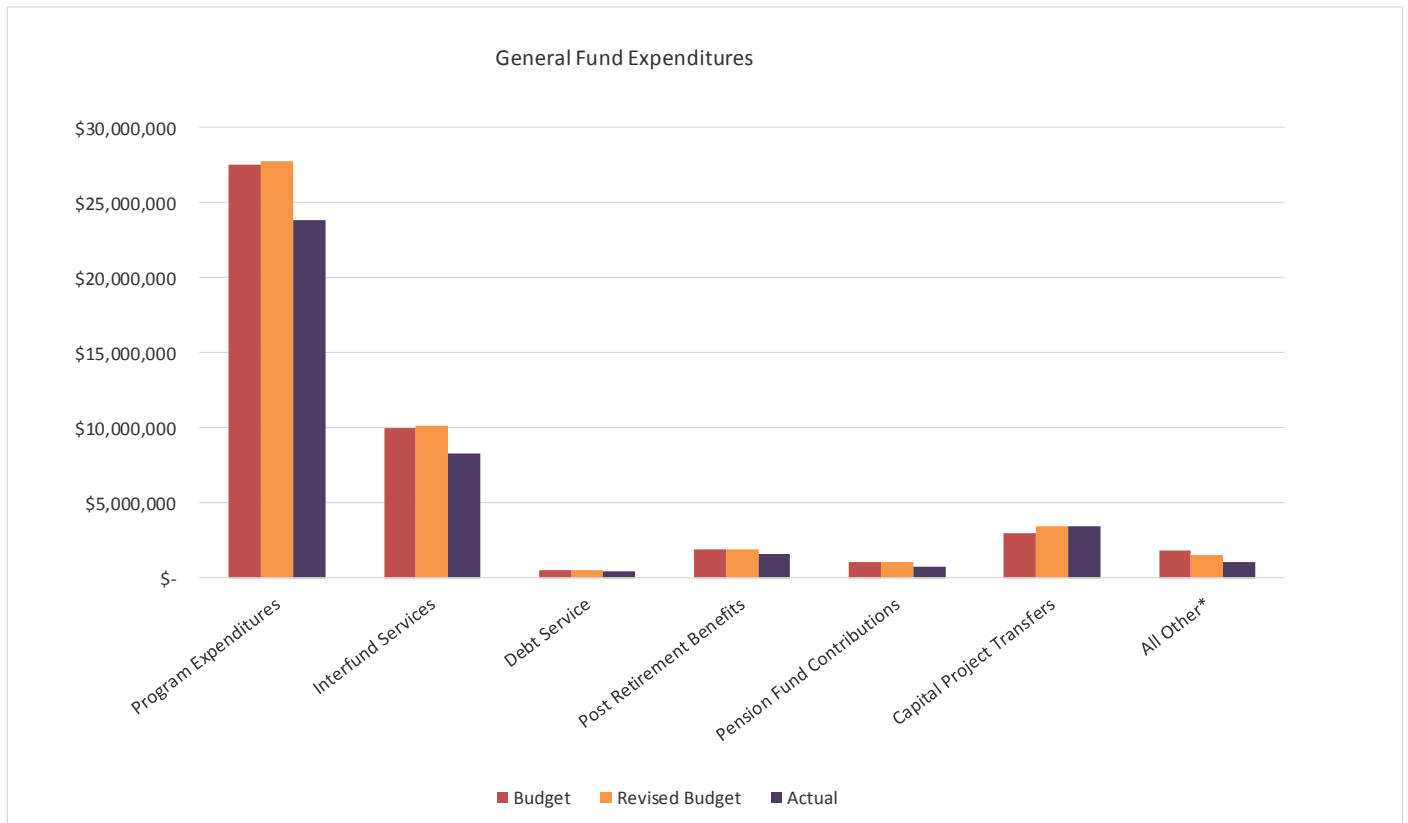
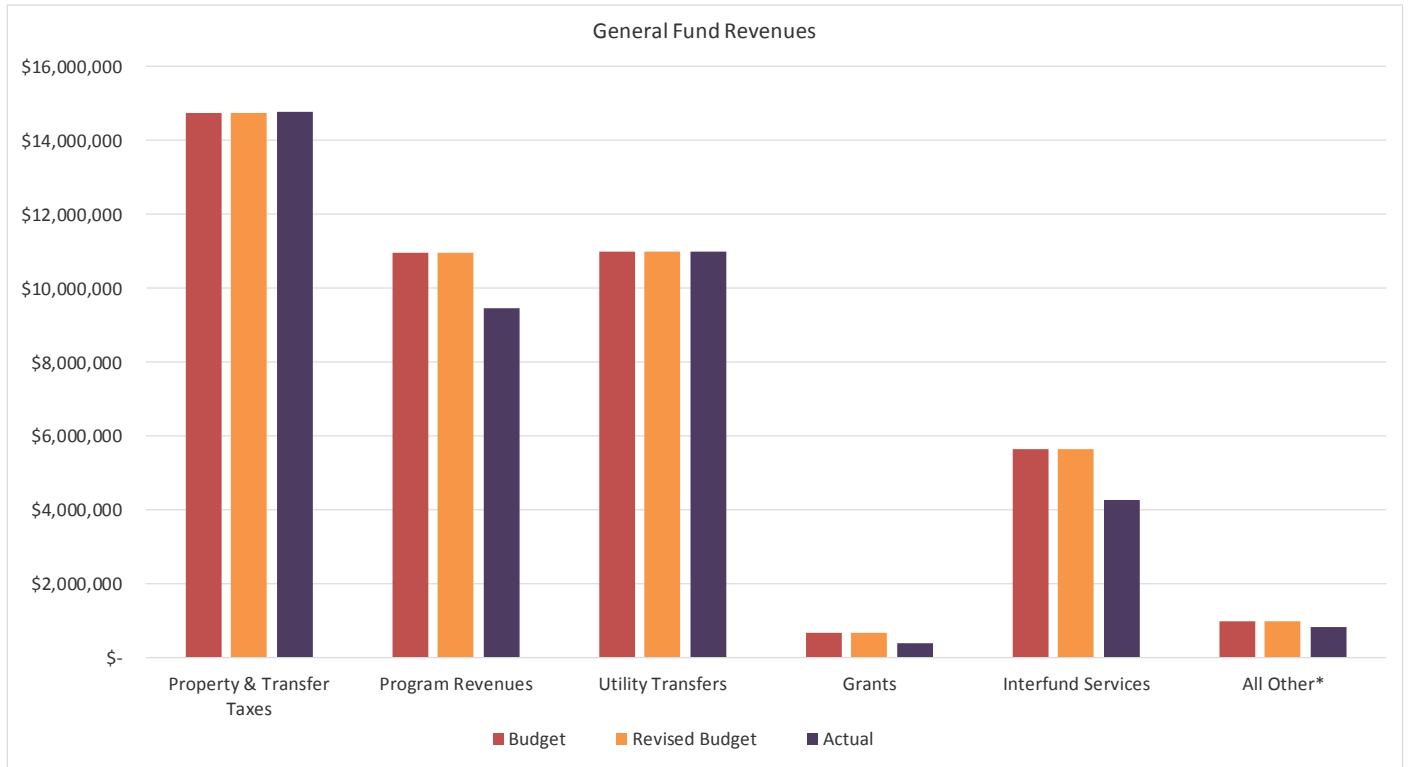
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 14,733,700	\$ 14,756,248	100%
Program Revenues	10,947,800	10,947,800	9,444,089	86%
Utility Transfers	11,000,000	11,000,000	11,000,000	100%
Grants	679,500	679,500	393,806	58%
Interfund Services	5,640,100	5,640,100	4,265,979	76%
All Other*	978,400	978,400	822,299	84%
	<u>\$ 43,979,500</u>	<u>\$ 43,979,500</u>	<u>\$ 40,682,421</u>	<u>93%</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	\$ 27,783,400	\$ 23,851,792	86%
Interfund Services	9,988,300	10,143,000	8,291,035	82%
Debt Service	500,000	500,000	434,664	87%
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	3,432,000	100%
All Other*	1,818,000	1,532,600	1,028,144	67%
	<u>\$ 45,818,700</u>	<u>\$ 46,336,900</u>	<u>\$ 39,353,486</u>	<u>85%</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.



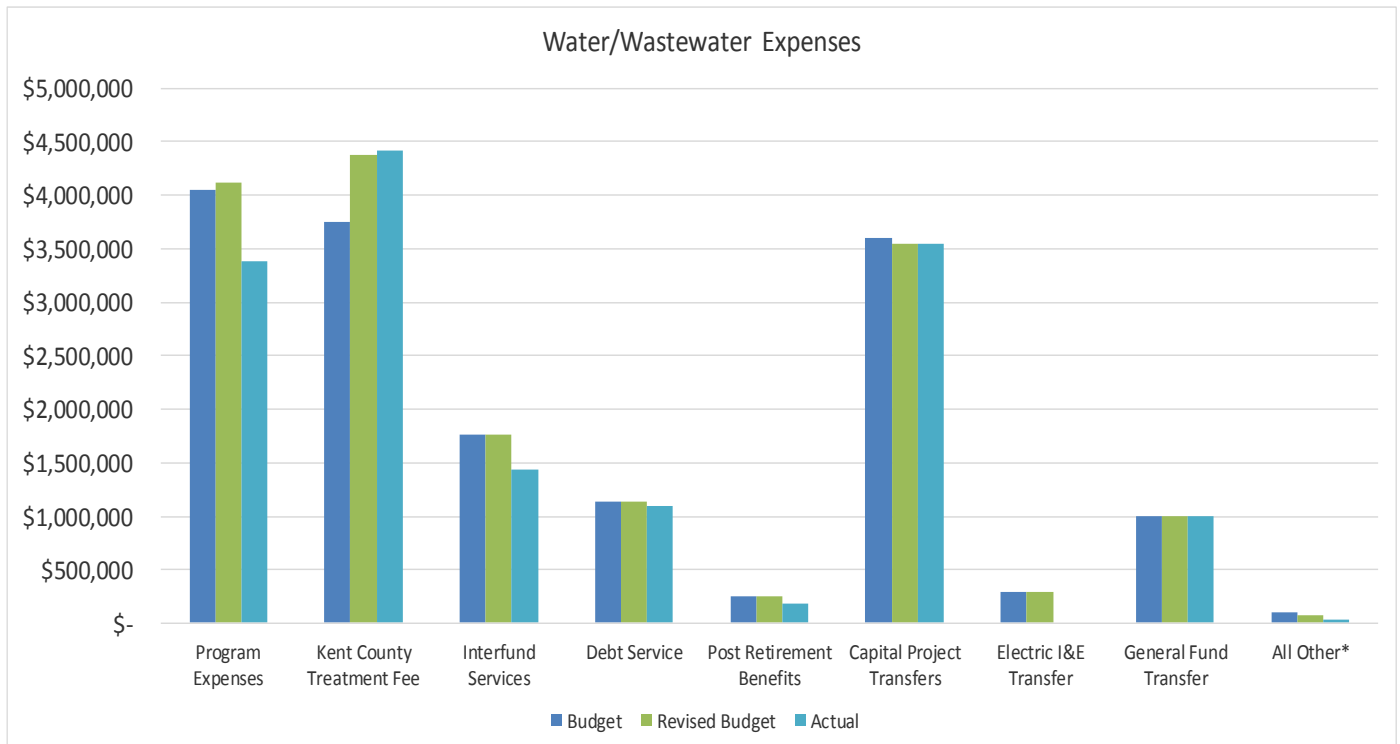
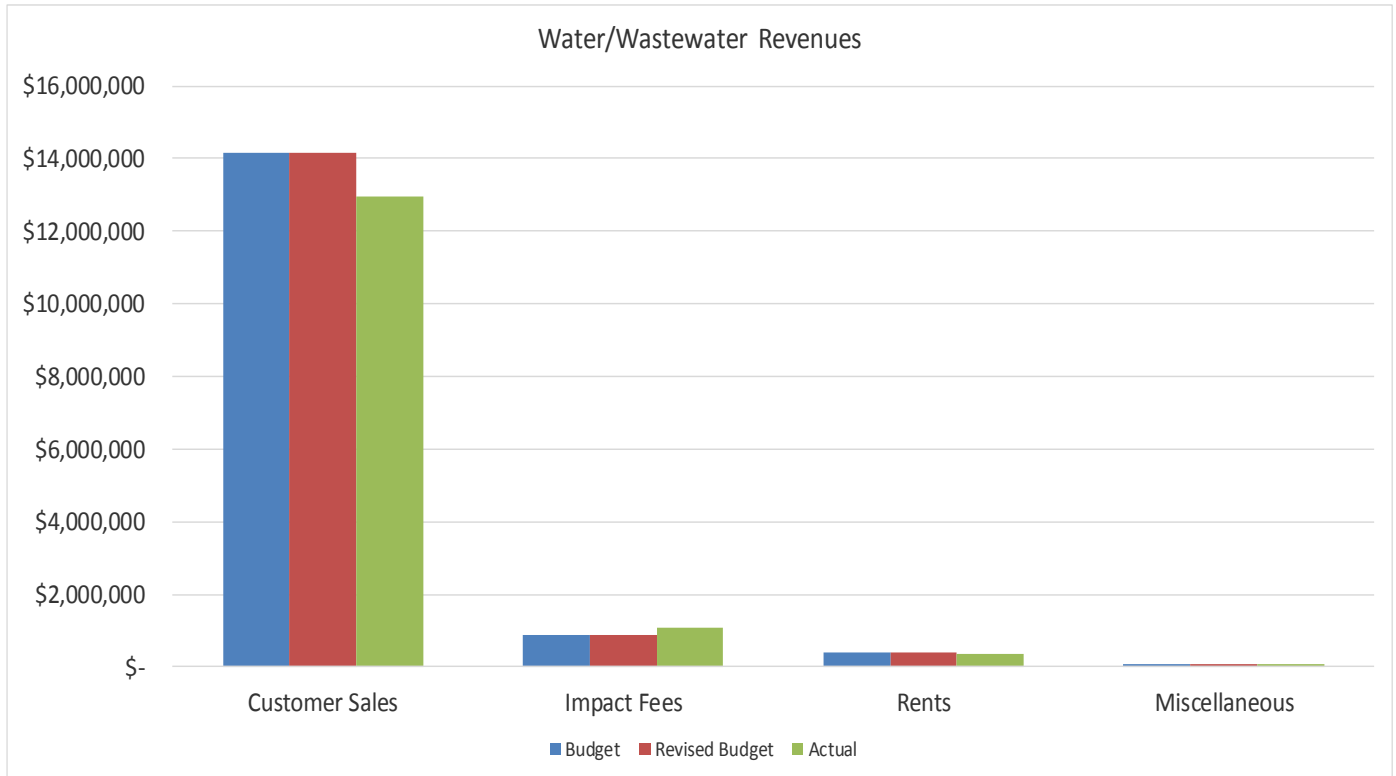
**City of Dover**  
**Water/Wastewater Fund Summary**  
**Fiscal Year to Date (May 2019)**

<b>Revenues</b>				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 14,150,400	\$ 12,941,798	91%
Impact Fees	870,000	870,000	1,092,692	126%
Rents	400,600	400,600	378,661	95%
Miscellaneous	69,600	69,600	60,434	87%
	<u>\$ 15,490,600</u>	<u>\$ 15,490,600</u>	<u>\$ 14,473,585</u>	<u>93%</u>

<b>Expenditures</b>				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 4,123,300	\$ 3,380,607	82%
Kent County Treatment Fee	3,750,000	4,370,200	4,410,945	101%
Interfund Services	1,764,600	1,764,600	1,437,911	81%
Debt Service	1,131,700	1,131,700	1,092,975	97%
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	39,606	50%
	<u>\$ 15,943,600</u>	<u>\$ 16,563,800</u>	<u>\$ 15,081,564</u>	<u>91%</u>

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



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

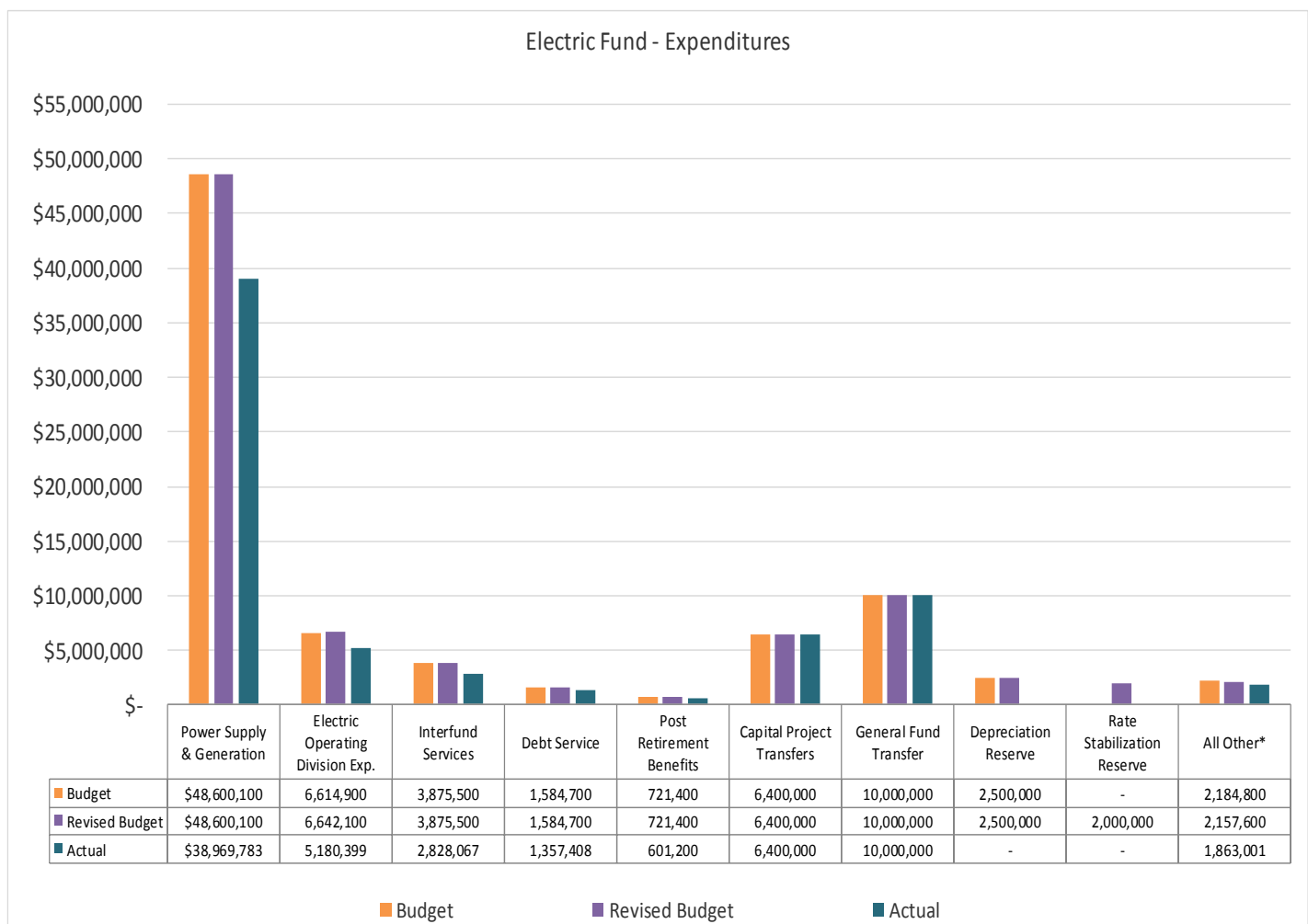
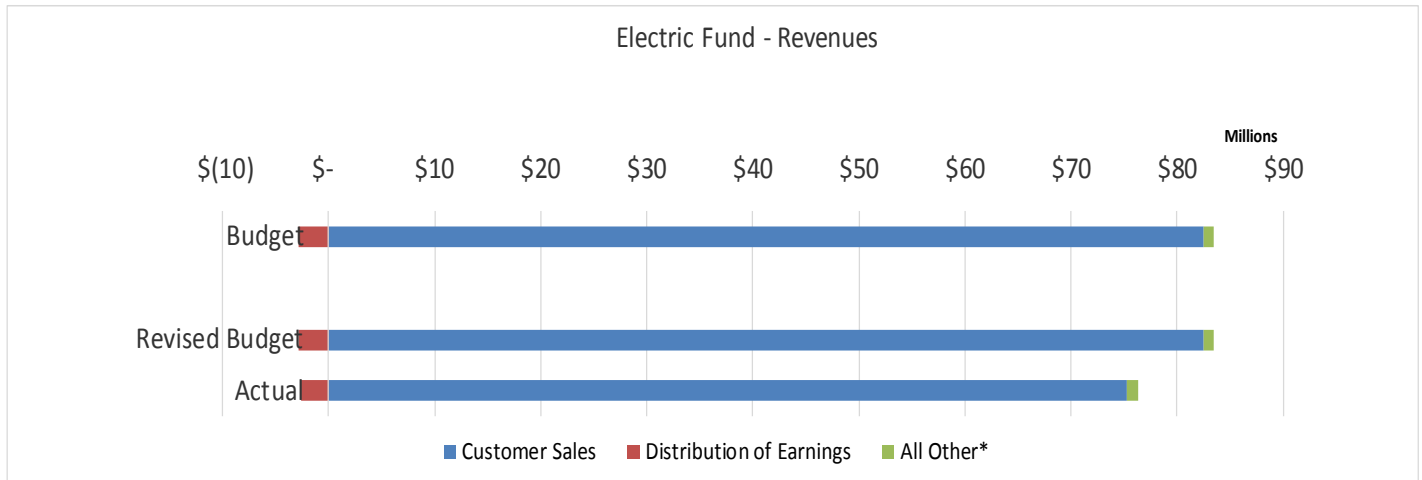
<b>Revenues</b>				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 82,491,700	\$ 75,219,939	91%
Distribution of Earnings	(2,877,400)	(2,877,400)	(2,606,263)	91%
All Other*	951,200	951,200	1,101,065	116%
	<u>\$ 80,565,500</u>	<u>\$ 80,565,500</u>	<u>\$ 73,714,742</u>	<u>91%</u>

\*Includes: Miscellaneous Revenue, Interest Earnings

<b>Expenditures</b>				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 48,600,100	\$ 48,600,100	\$ 38,969,783	80%
Electric Operating Division Exp.	6,614,900	6,642,100	5,180,399	78%
Interfund Services	3,875,500	3,875,500	2,828,067	73%
Debt Service	1,584,700	1,584,700	1,357,408	86%
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	10,000,000	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	1,863,001	86%
	<u>\$ 82,481,400</u>	<u>\$ 84,481,400</u>	<u>\$ 67,199,858</u>	<u>80%</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

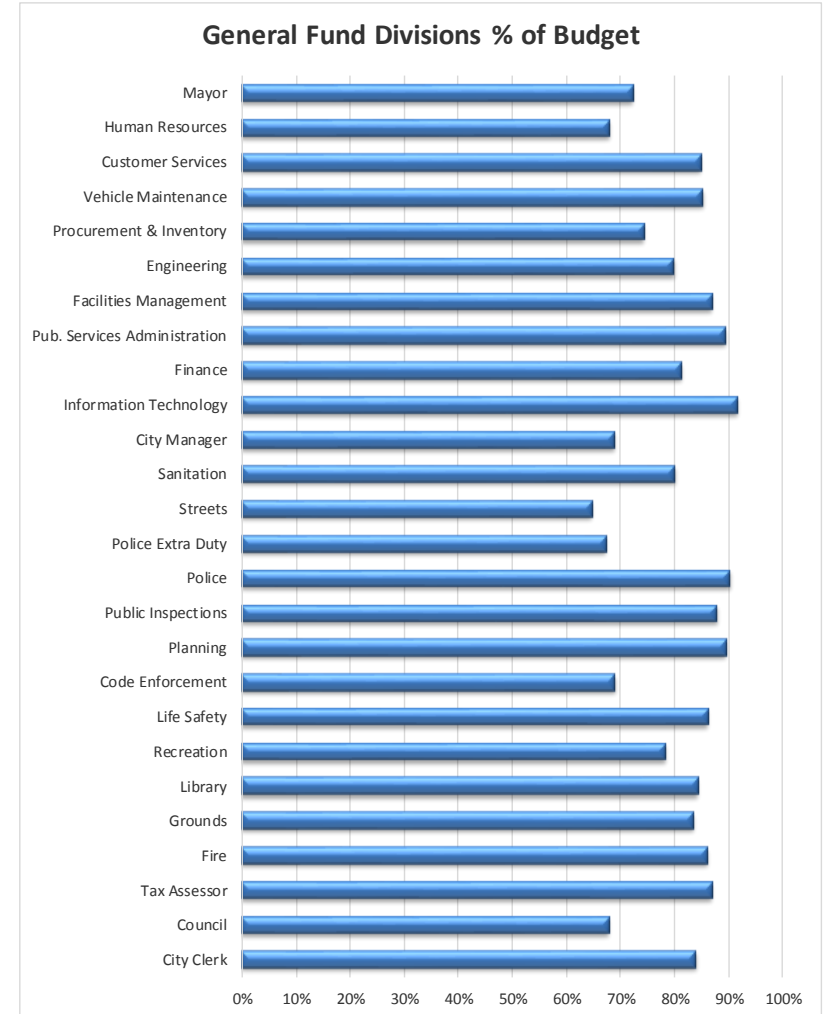
<b><u>Megawatt Hours Sold &amp; Purchased</u></b>	<u>Budget</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	741,430	741,430	682,958
Sales per MWh	\$105.63	\$105.63	\$104.62
Purchased/Generated MWh	772,323	772,323	716,171
All In MWh Supply & Generation	\$62.93	\$62.93	\$54.41





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

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 454,500	\$ 381,182	84%
Council	144,800	144,800	98,038	68%
Tax Assessor	244,500	246,900	214,430	87%
Fire	789,800	789,800	679,298	86%
Grounds	1,195,000	1,195,000	997,220	83%
Library	1,767,400	1,781,100	1,502,120	84%
Recreation	1,000,600	1,015,700	794,402	78%
Life Safety	504,200	513,400	442,013	86%
Code Enforcement	610,500	618,500	426,416	69%
Planning	568,200	572,700	512,391	89%
Public Inspections	568,100	570,100	500,890	88%
Police	16,737,500	16,950,200	15,284,326	90%
Police Extra Duty	600,000	600,000	403,665	67%
Streets	1,409,100	1,363,100	880,731	65%
Sanitation	2,475,200	2,479,700	1,986,094	80%
City Manager	1,005,200	1,013,700	697,575	69%
Information Technology	731,000	750,500	687,213	92%
Finance	946,200	949,700	770,939	81%
Pub. Services Administration	720,800	723,800	646,549	89%
Facilities Management	652,900	653,100	567,179	87%
Engineering	277,600	282,200	225,016	80%
Procurement & Inventory	726,000	726,000	538,378	74%
Vehicle Maintenance	832,500	882,500	751,559	85%
Customer Services	1,197,100	1,199,500	1,017,879	85%
Human Resources	485,600	541,200	367,124	68%
Mayor	173,700	173,700	125,238	72%
	<u>\$ 36,806,000</u>	<u>\$ 37,191,400</u>	<u>\$ 31,497,863</u>	



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

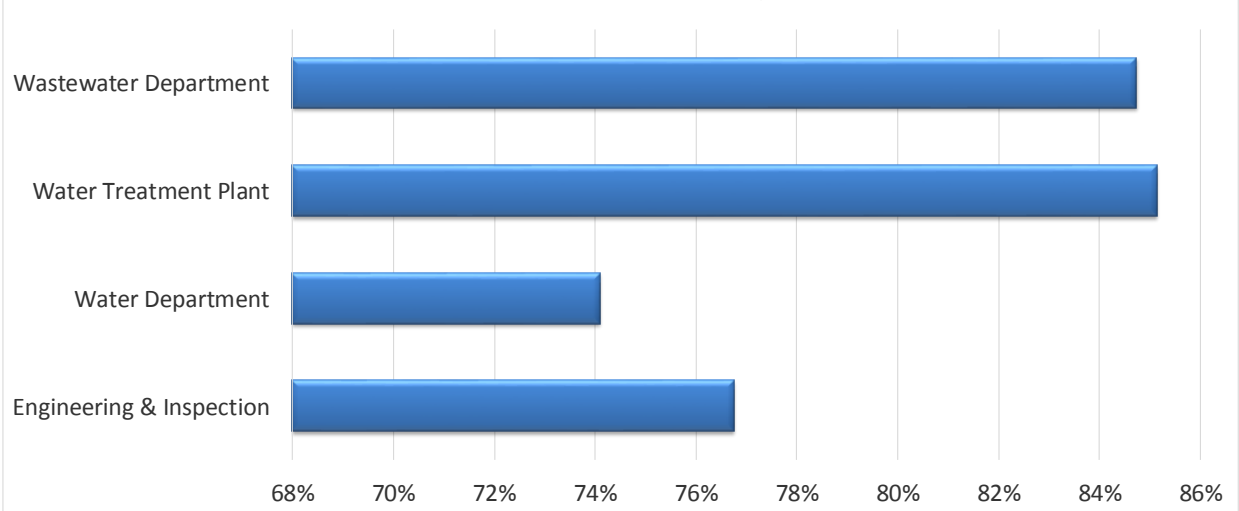
**Water/Wastewater Division Expenses**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 509,500	\$ 391,043	77%
Water Department	750,000	750,900	556,391	74%
Water Treatment Plant	1,805,800	1,813,400	1,543,950	85%
Wastewater Department	986,200	1,049,500	889,223	85%
	<u>\$ 4,044,400</u>	<u>\$ 4,123,300</u>	<u>\$ 3,380,607</u>	

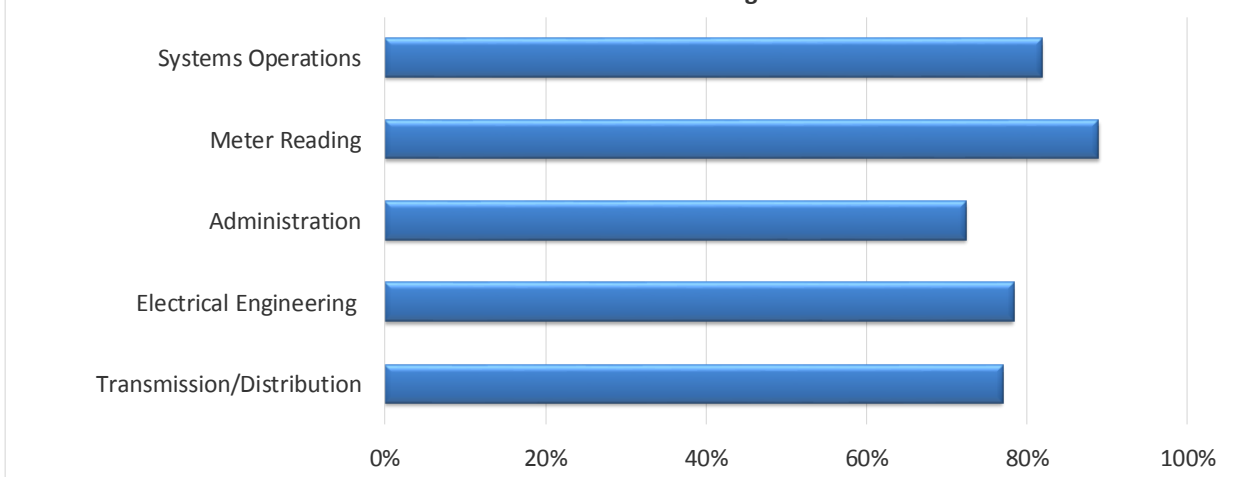
**Electric Division Expenses**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 3,673,500	\$ 2,826,213	77%
Electrical Engineering	1,223,500	1,249,700	978,490	78%
Administration	625,400	625,400	452,761	72%
Meter Reading	401,800	402,800	357,959	89%
Systems Operations	690,700	690,700	564,975	82%
	<u>\$ 6,614,900</u>	<u>\$ 6,642,100</u>	<u>\$ 5,180,399</u>	

**Water/Wastewater Division % of Budget**

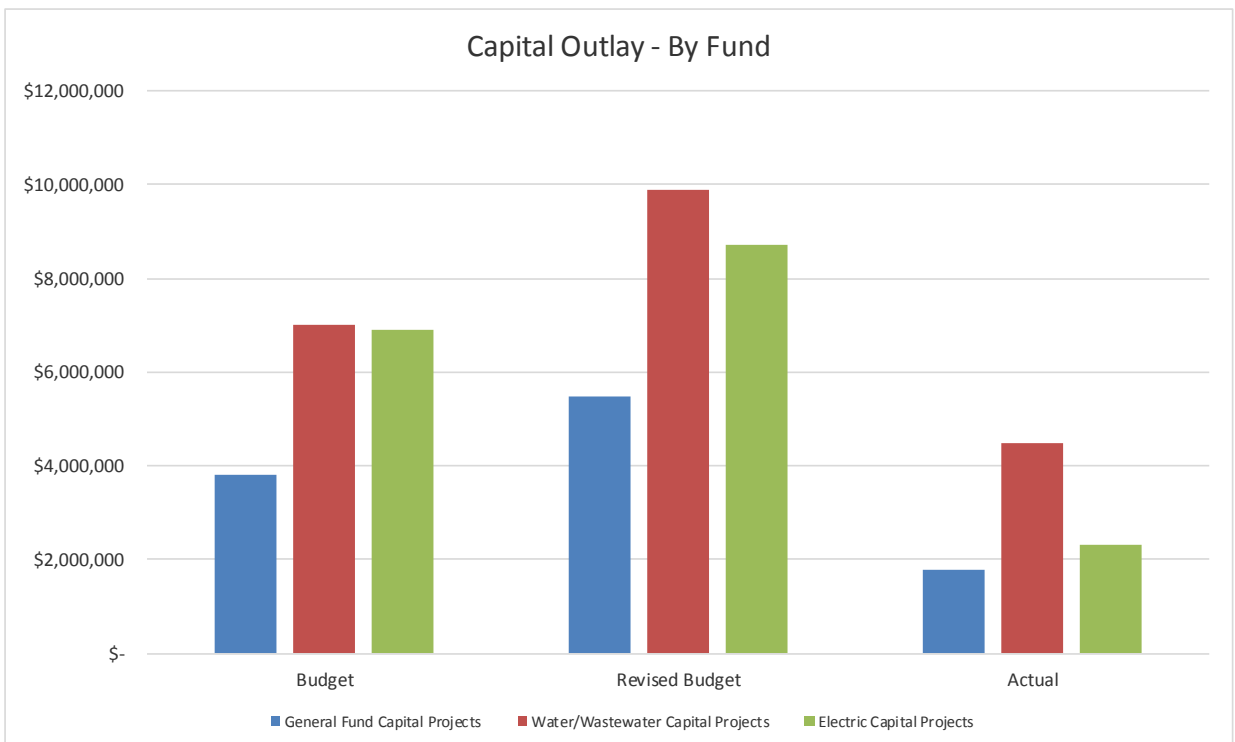
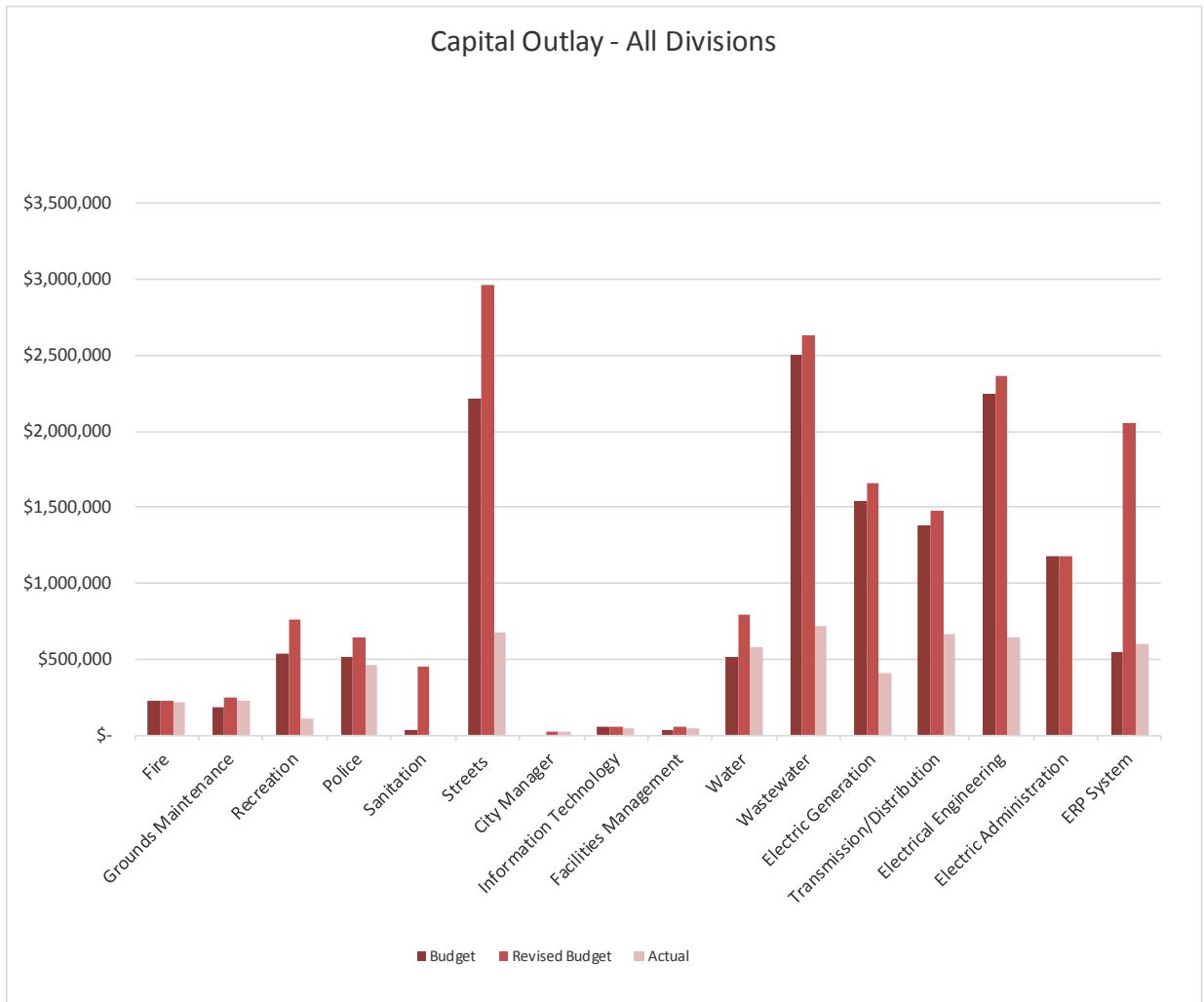


**Electric Division % of Budget**



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

<u>General Fund</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 222,500	\$ 210,340	95%
Grounds Maintenance	188,000	250,500	220,866	117%
Recreation	536,100	755,600	112,590	21%
Police	512,000	638,500	459,131	90%
Sanitation	34,400	452,600	-	0%
Streets	2,215,000	2,961,100	675,151	30%
City Manager	-	19,500	19,500	0%
Information Technology	57,600	57,600	49,393	86%
Facilities Management	28,800	53,900	48,219	167%
Transfer to Parkland Reserve	-	51,300	-	0%
<b>General Fund Capital Projects</b>	<b>\$ 3,794,400</b>	<b>\$ 5,463,100</b>	<b>\$ 1,795,190</b>	<b>47%</b>
<u>Water/Wastewater Fund</u>				
Water	\$ 515,300	\$ 791,100	\$ 579,603	112%
Wastewater	2,505,200	2,632,900	712,973	28%
Water Treatment Plant	4,000,000	6,468,200	3,207,692	80%
<b>Water/Wastewater Capital Projects</b>	<b>\$ 7,020,500</b>	<b>\$ 9,892,200</b>	<b>\$ 4,500,269</b>	<b>64%</b>
<u>Electric Fund</u>				
Electric Generation	\$ 1,546,000	\$ 1,658,000	\$ 403,653	26%
Transmission/Distribution	1,383,000	1,474,900	661,556	48%
Electrical Engineering	2,245,500	2,362,800	644,129	29%
Electric Administration	1,175,200	1,175,200	-	0%
ERP System	548,000	2,057,000	601,065	110%
<b>Electric Capital Projects</b>	<b>\$ 6,897,700</b>	<b>\$ 8,727,900</b>	<b>\$ 2,310,403</b>	<b>33%</b>



## May 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) [3,917/(3,917+145)]*100 96.43%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	-0.03%
<b>Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS</b>	0.70 Turnovers per year	0.87 Turnovers per year	-0.17 Turnovers per year

### BID STATUS

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	Status as of June 7, 2019
Downtown Dover Parking Garage & Commercialization Project	19-0015CM	One Time	City Manager	Under review by Ballard Spahr
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	Forwarded to Facilities on 5/6/2019
Police Impound Yard	19-0021PD	One Time	Police Department	Forwarded to Public Works on 05/14/2019
Substation Equipment Dismantlement and Disposal	19-0022EL	One Time	Electric	Forwarded to Electric on 05/29/2019
Collection Services for the City of Dover	19-0023CM	Three Year	City Manager	RFP opening scheduled for July 10, 2019 @ 2:00 pm
FY19 Street and Alley Program	19-0024PW	One Time	Public Works	Bid opening scheduled for July 9, 2019 @ 2:00 pm

<u>FUEL USE</u>	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>	<u>STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)</u>	
Unleaded:	122,170 gallons	120,791 gallons	Electric:	\$ 551,391.67      286 Line Items
Diesel:	65,455 gallons	69,316 gallons	Water:	\$ 19,332.49      44 Line Items
Dollars Spent:	\$375,110.72	\$352,035.55	General:	\$ 40,250.26      146 Line Items
			<b>Total:</b>	\$ 610,974.42      476 Line Items

### Purchase Orders for Stock by Fund

	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$873,148.57	\$1,119,481.98
Water:	\$138,238.15	\$ 121,204.52
Wastewater:	\$ 2,629.97	N/A
General:	\$ 109,765.54	\$ 130,539.49
<b>Total:</b>	\$1,123,782.23	\$1,371,225.99

### Issues from Stock by Fund

	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$1,036,720.08	\$ 1,223,593.38
Water:	\$192,424.56	\$ 131,284.34
Wastewater:	\$ 2,265.07	N/A
General:	\$ 109,858.89	\$ 117,524.79
<b>*Total:</b>	\$1,351,826.92	\$1,481,018.26

### Warehouse Stock

	<u>FY2019</u>	<u>FY2018</u>
Total Dollar Value:	\$1,894,348.60	\$2,259,465.83
Total Line Items:	1,257	1,312

### Money Spent for Postage/Postal Services

<u>FY 2019 TO DATE</u>	<u>FY2018 TO DATE</u>
\$123,064.77	\$122,110.44

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