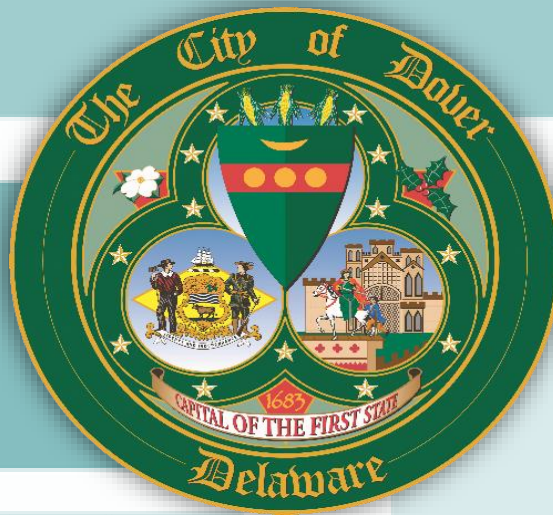


CITY OF DOVER



PRELIMINARY

*Finance Department &
Procurement and Inventory*

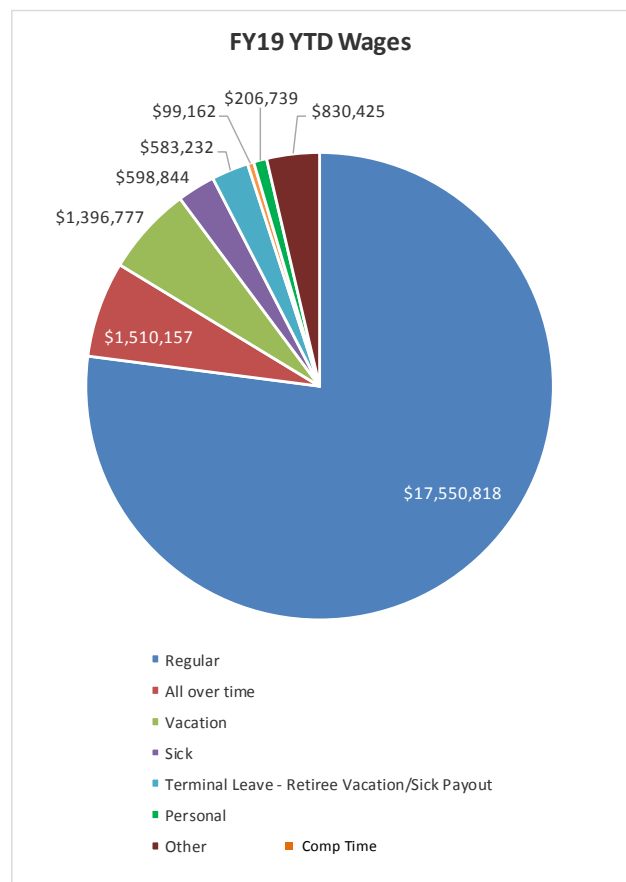
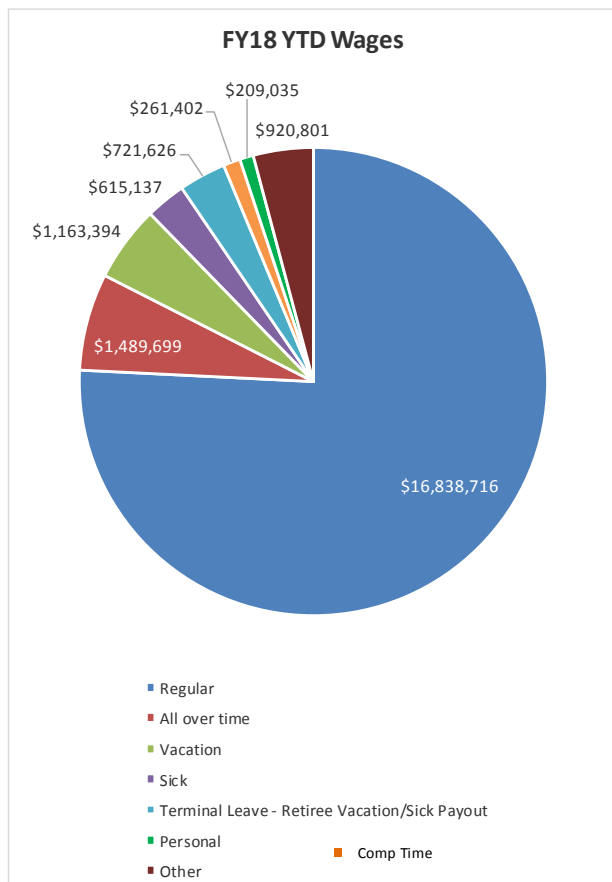
MONTHLY REPORT

June 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
JUNE 2019 - PRELIMINARY
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	6,868	7,054
Total Amount of All Deposits	\$ 129,700,350	\$ 136,029,578
Other Activity		
Number of Pay Periods	26	26
Number of Payroll Checks & Direct Deposits Issued	10,136	10,114
Number of Pension Checks Issued	3,068	3,087
Total Pension Benefits Paid - Defined Benefit Plan	\$ 5,485,165	\$ 5,545,971
ACCOUNTS PAYABLE		
Number of Check Vouchers	6,556	6,454
Number of EFT Vouchers	2,630	2,770
Vouchers Dollar Amount Disbursed	\$ 75,494,617	\$ 78,945,683



City of Dover
General Fund Summary
Fiscal Year to Date (June 2019) - PRELIMINARY

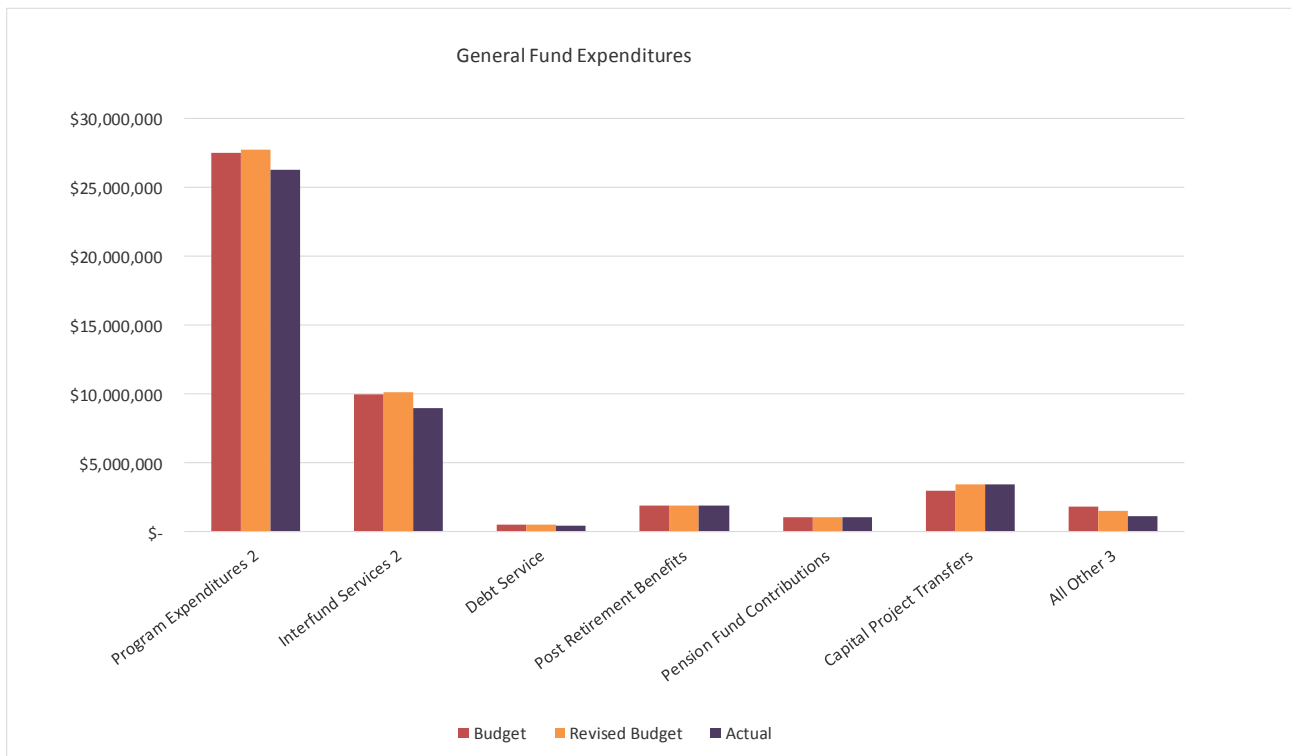
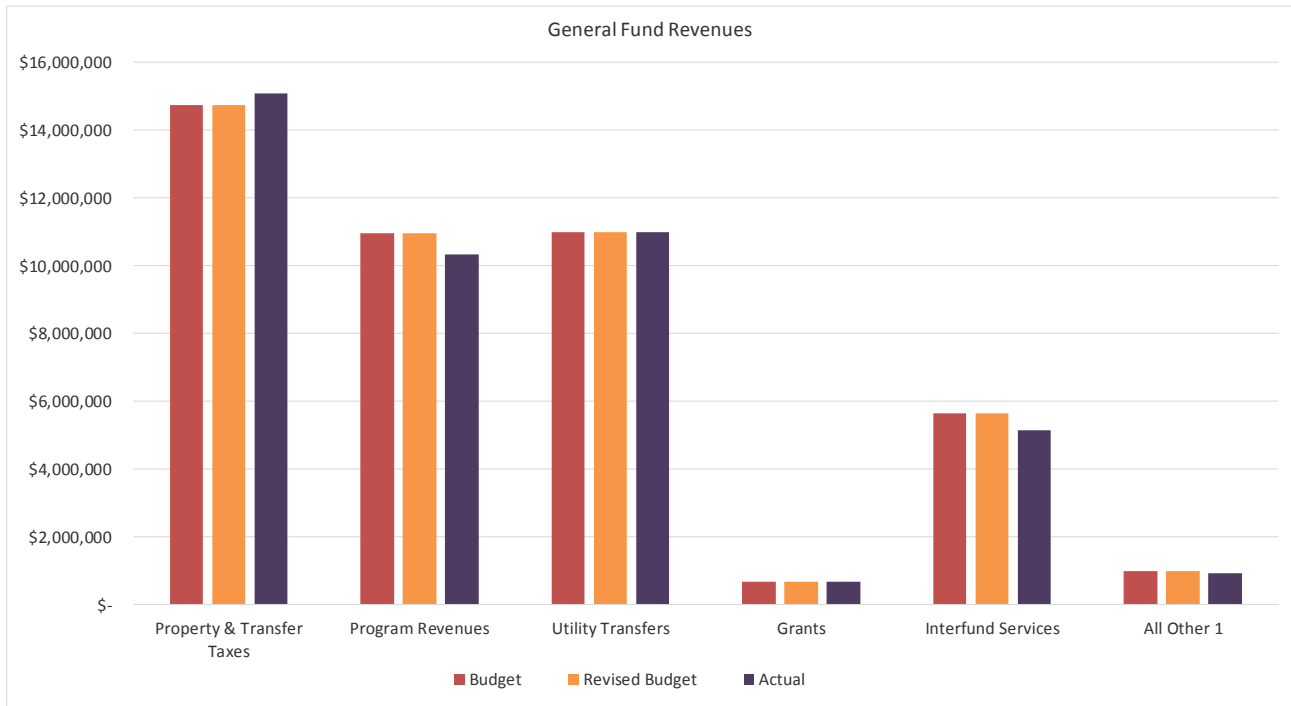
Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 14,733,700	\$ 15,086,453	102%
Program Revenues	10,947,800	10,947,800	10,323,023	94%
Utility Transfers	11,000,000	11,000,000	11,000,000	100%
Grants	679,500	679,500	660,232	97%
Interfund Services	5,640,100	5,640,100	5,136,617	91%
All Other ¹	978,400	978,400	926,180	95%
	<u>\$ 43,979,500</u>	<u>\$ 43,979,500</u>	<u>\$ 43,132,505</u>	<u>98%</u>

Expenditures				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenditures ²	\$ 27,552,700	\$ 27,778,200	\$ 26,279,779	95%
Interfund Services ²	9,988,300	10,148,200	9,021,928	89%
Debt Service	500,000	500,000	455,574	91%
Post Retirement Benefits	1,894,900	1,894,900	1,894,900	100%
Pension Fund Contributions	1,051,000	1,051,000	1,097,151	104%
Capital Project Transfers	3,013,800	3,432,000	3,432,000	100%
All Other ³	1,818,000	1,532,600	1,118,311	73%
	<u>\$ 45,818,700</u>	<u>\$ 46,336,900</u>	<u>\$ 43,299,643</u>	<u>93%</u>

¹ Includes Franchise Fees, Miscellaneous Revenues, Garrison Farm Rent, Verizon Grant and Other Reserves

² Does not include payroll accrual

³ 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 (June 2019) - PRELIMINARY

Revenues

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 14,128,800	\$ 14,163,823	100%
Impact Fees	870,000	1,194,800	1,441,332	121%
Rents	400,600	400,600	360,521	90%
Miscellaneous ¹	69,600	77,600	67,784	87%
	<u>\$ 15,490,600</u>	<u>\$ 15,801,800</u>	<u>\$ 16,033,460</u>	<u>101%</u>

Expenditures

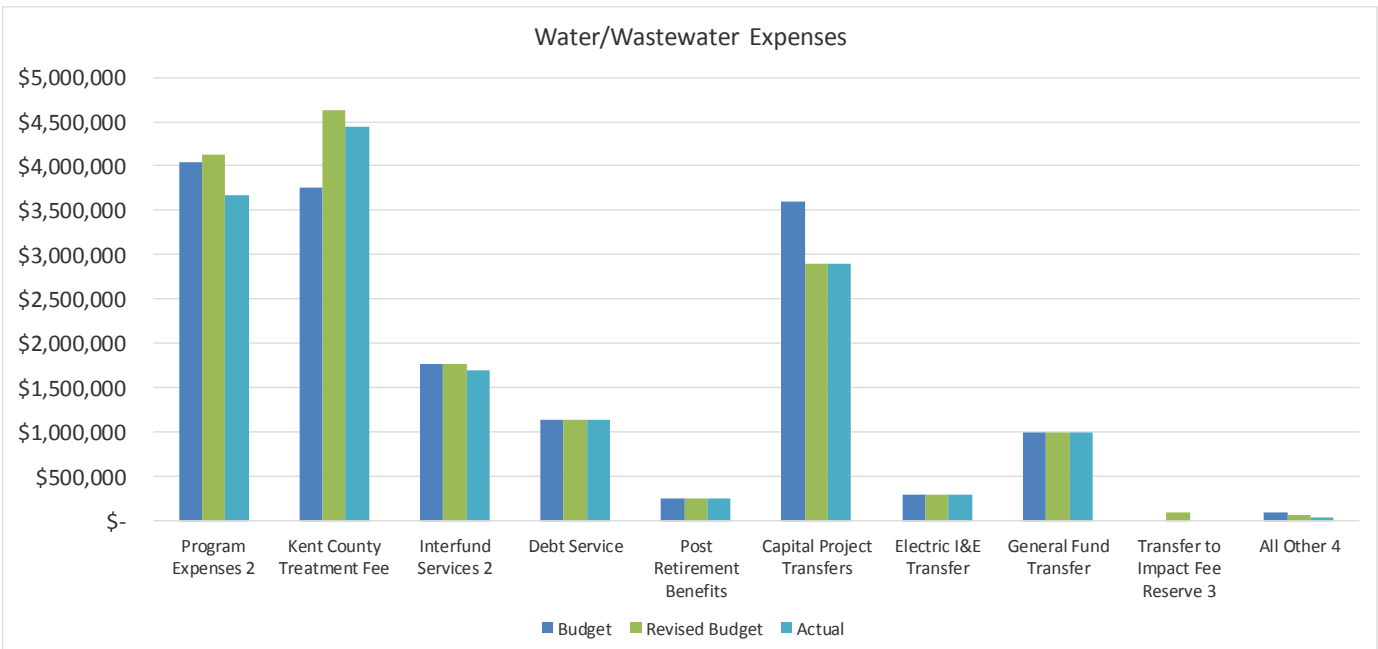
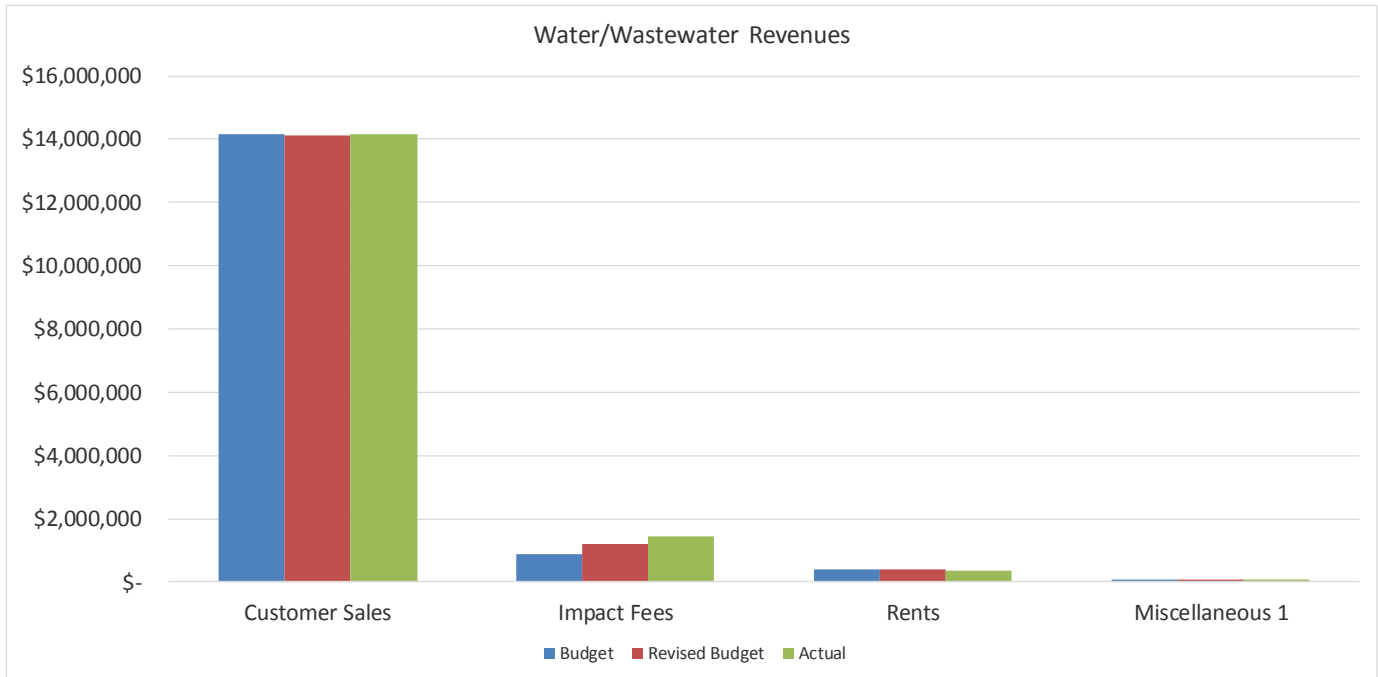
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses ²	\$ 4,044,400	\$ 4,126,200	\$ 3,675,988	89%
Kent County Treatment Fee	3,750,000	4,627,300	4,444,059	96%
Interfund Services ²	1,764,600	1,764,600	1,699,190	96%
Debt Service	1,131,700	1,131,700	1,135,658	100%
Post Retirement Benefits	256,900	256,900	256,900	100%
Capital Project Transfers	3,600,000	2,900,000	2,900,000	100%
Electric I&E Transfer	298,000	298,000	298,000	100%
General Fund Transfer	1,000,000	1,000,000	1,000,000	100%
Transfer to Impact Fee Reserve ³	-	100,100	-	0%
All Other ⁴	98,000	62,200	42,207	68%
	<u>\$ 15,943,600</u>	<u>\$ 16,267,000</u>	<u>\$ 15,452,002</u>	<u>95%</u>

¹ Includes interest earnings, water & sewer penalties, customer installation fee, reconnect fees and miscellaneous income.

² Does not include payroll accrual.

³ This is not done until the fund is reconciled/reviewed during the audit.

⁴ Includes: Bank & CC Fees, Bond Issuance Cost, and Other Employment Expenses.



City of Dover
Electric Fund Summary
Fiscal Year to Date (June 2019) - PRELIMINARY

Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 82,494,900	\$ 81,977,065	99%
Distribution of Earnings	(2,877,400)	(2,877,400)	(2,839,650)	99%
All Other ¹	951,200	957,600	1,567,898	164%
	<u>\$ 80,565,500</u>	<u>\$ 80,575,100</u>	<u>\$ 80,705,312</u>	<u>100%</u>

Expenditures				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 48,600,100	\$ 48,542,500	\$ 42,921,722	88%
Electric Operating Div. Exp. ²	6,614,900	6,699,700	5,685,714	85%
Interfund Services	3,875,500	3,875,500	3,437,427	89%
Debt Service	1,584,700	1,584,700	1,476,216	93%
Post Retirement Benefits	721,400	721,400	721,400	100%
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	2,500,000	100%
Rate Stabilization Reserve	-	2,000,000	2,000,000	100%
All Other ³	2,184,800	2,167,200	1,892,255	87%
	<u>\$ 82,481,400</u>	<u>\$ 84,491,000</u>	<u>\$ 77,034,734</u>	<u>91%</u>

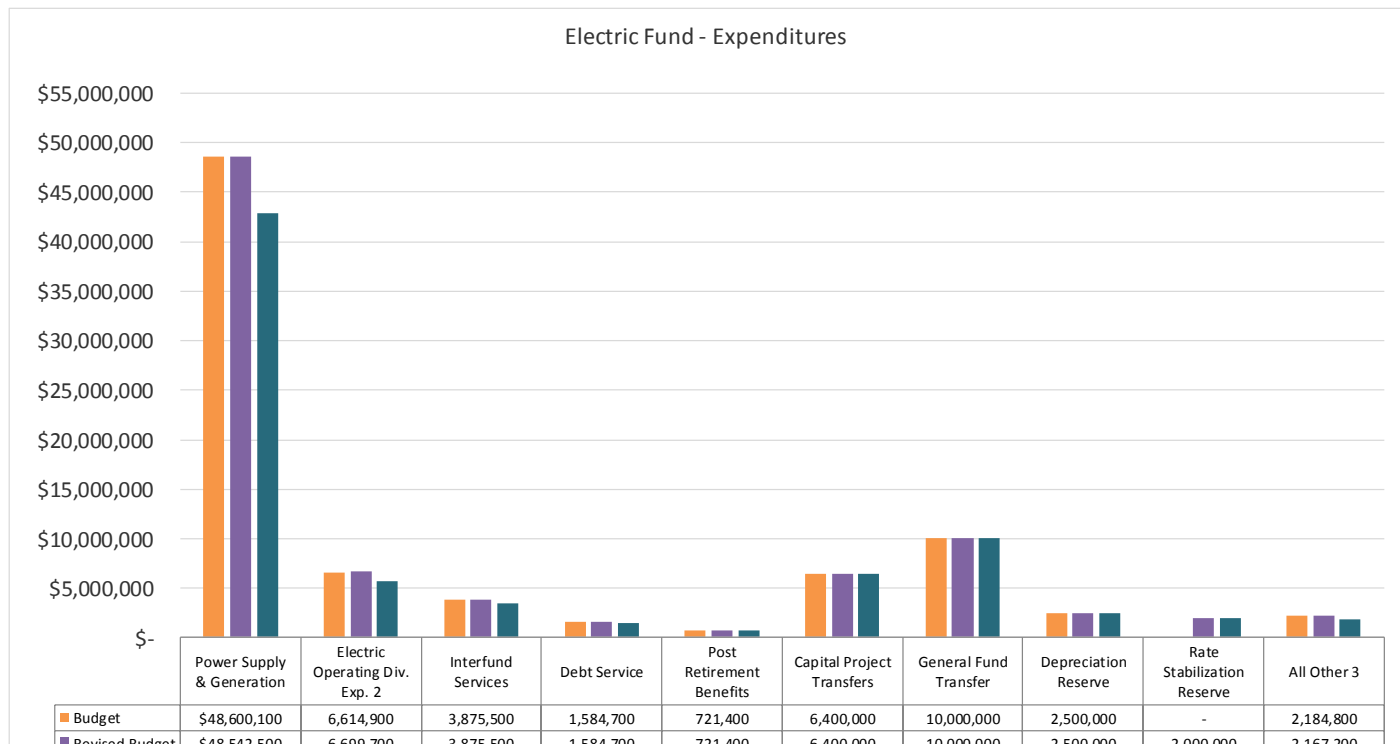
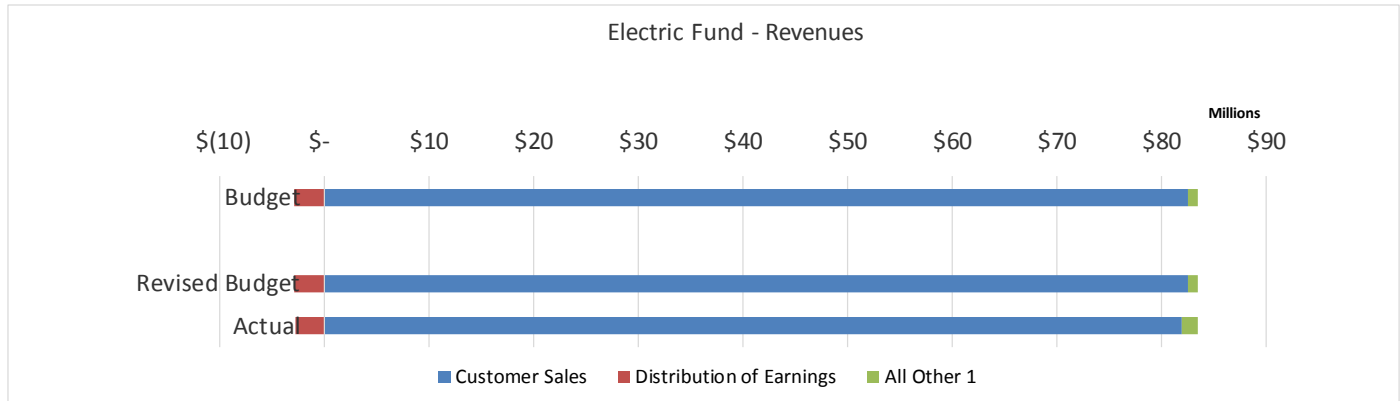
¹ Includes: Miscellaneous Revenue and Interest Earnings

² Does not include payroll accrual

³ Includes Bank & CC Fees, Bond Issuance Costs, Utility Tax, Interest on Deposit, Legal Expenses, Green Energy, A/R Write-offs, Inventory Reserve, and Other Employment Expenses

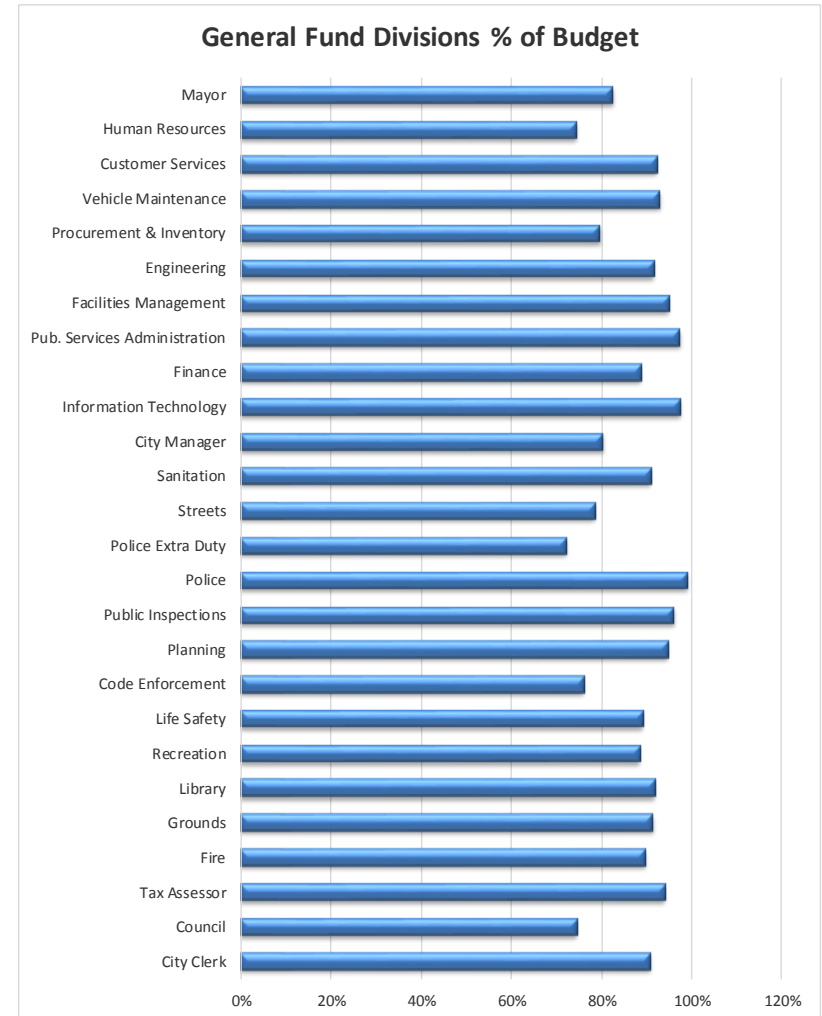
<u>Megawatt Hours Sold & Purchased</u>	<u>Budget</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	741,430	741,430	682,958
Sales per MWh	\$105.63	\$105.63	\$114.01
Purchased/Generated MWh	772,323	772,323	716,171
All In MWh Supply & Generation	\$62.93	\$62.93	\$59.93

Purchased/Generated MWh	772,323	772,323	716,171
All In MWh Supply & Generation	\$62.93	\$62.93	\$59.93



City of Dover
Division Expense Summary (General Fund)
Fiscal Year to Date (June 2019) - PRELIMINARY

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 454,500	\$ 412,339	91%
Council	144,800	144,800	107,770	74%
Tax Assessor	244,500	246,900	232,269	94%
Fire	789,800	789,800	708,025	90%
Grounds	1,195,000	1,198,800	1,096,311	91%
Library	1,767,400	1,781,100	1,636,996	92%
Recreation	1,000,600	1,015,700	898,756	88%
Life Safety	504,200	513,400	457,336	89%
Code Enforcement	610,500	617,700	469,138	76%
Planning	568,200	573,500	542,619	95%
Public Inspections	568,100	570,100	547,347	96%
Police	16,737,500	16,950,200	16,777,902	99%
Police Extra Duty	600,000	600,000	432,480	72%
Streets	1,409,100	1,357,900	1,065,345	78%
Sanitation	2,475,200	2,479,700	2,253,198	91%
City Manager	1,005,200	1,011,700	810,974	80%
Information Technology	731,000	750,500	731,346	97%
Finance	946,200	949,700	842,544	89%
Pub. Services Administration	720,800	725,200	706,015	97%
Facilities Management	652,900	653,100	620,165	95%
Engineering	277,600	282,200	258,368	92%
Procurement & Inventory	726,000	726,000	577,277	80%
Vehicle Maintenance	832,500	884,500	821,428	93%
Customer Services	1,197,100	1,199,500	1,105,173	92%
Human Resources	485,600	541,200	402,485	74%
Mayor	173,700	173,700	143,139	82%
	<u>\$ 36,806,000</u>	<u>\$ 37,191,400</u>	<u>\$ 34,656,744</u>	



City of Dover
Utilities Summary
Fiscal Year to Date (June 2019) - PRELIMINARY

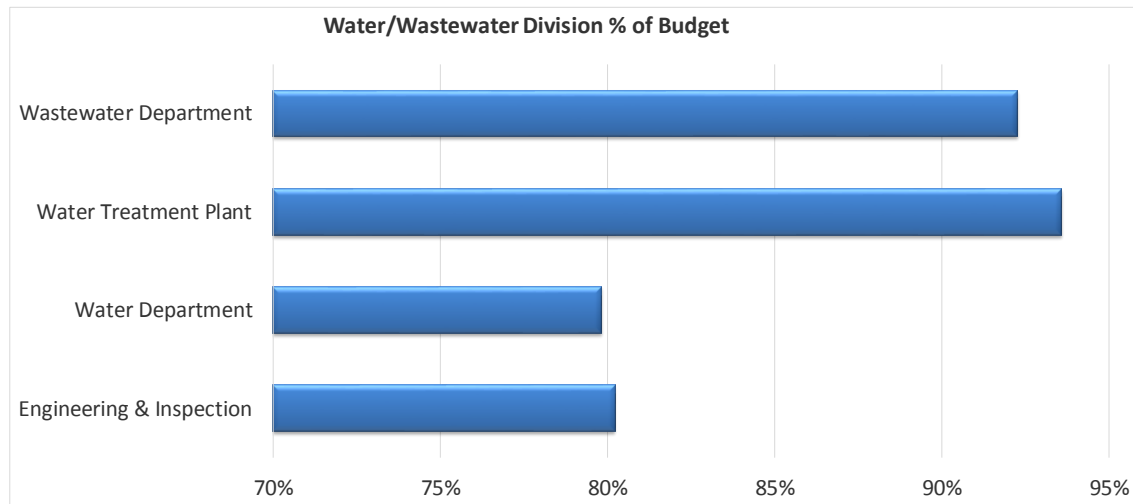
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 510,300	\$ 409,298	80%
Water Department	750,000	750,900	599,283	80%
Water Treatment Plant	1,805,800	1,813,400	1,697,268	94%
Wastewater Department	986,200	1,051,600	970,138	92%
	<u>\$ 4,044,400</u>	<u>\$ 4,126,200</u>	<u>\$ 3,675,988</u>	

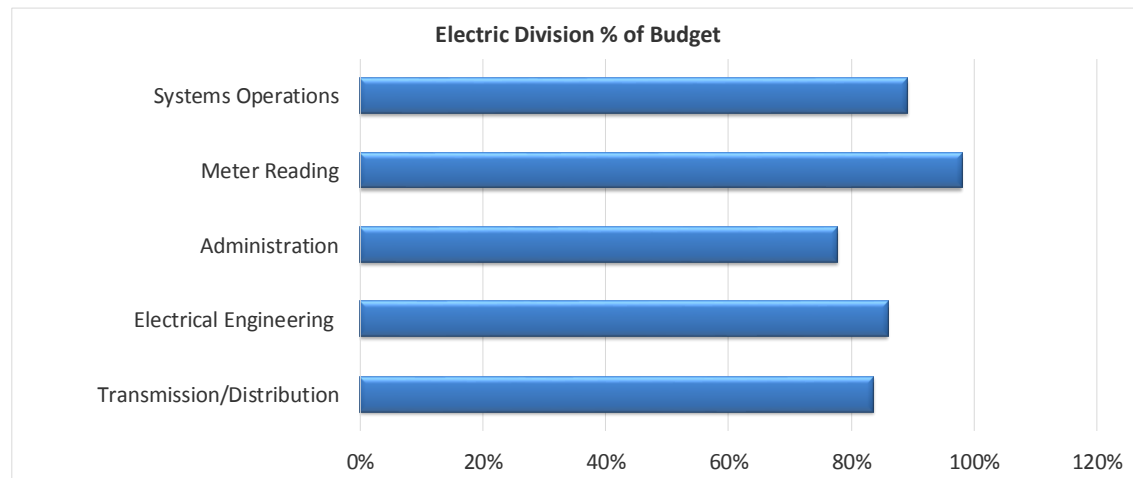
Electric Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 3,673,500	\$ 3,070,295	84%
Electrical Engineering	1,223,500	1,249,700	1,074,527	86%
Administration	625,400	683,000	529,949	78%
Meter Reading	401,800	402,800	394,974	98%
Systems Operations	690,700	690,700	615,970	89%
	<u>\$ 6,614,900</u>	<u>\$ 6,699,700</u>	<u>\$ 5,685,714</u>	

Water/Wastewater Division % of Budget

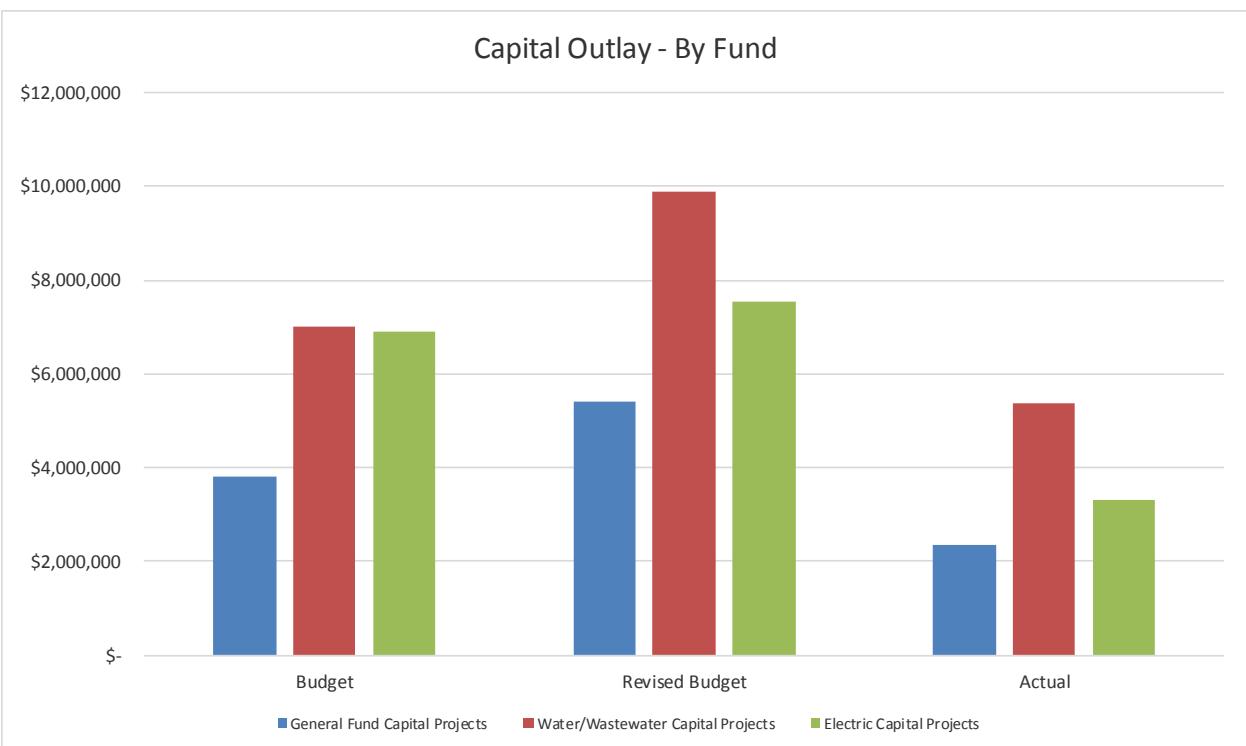
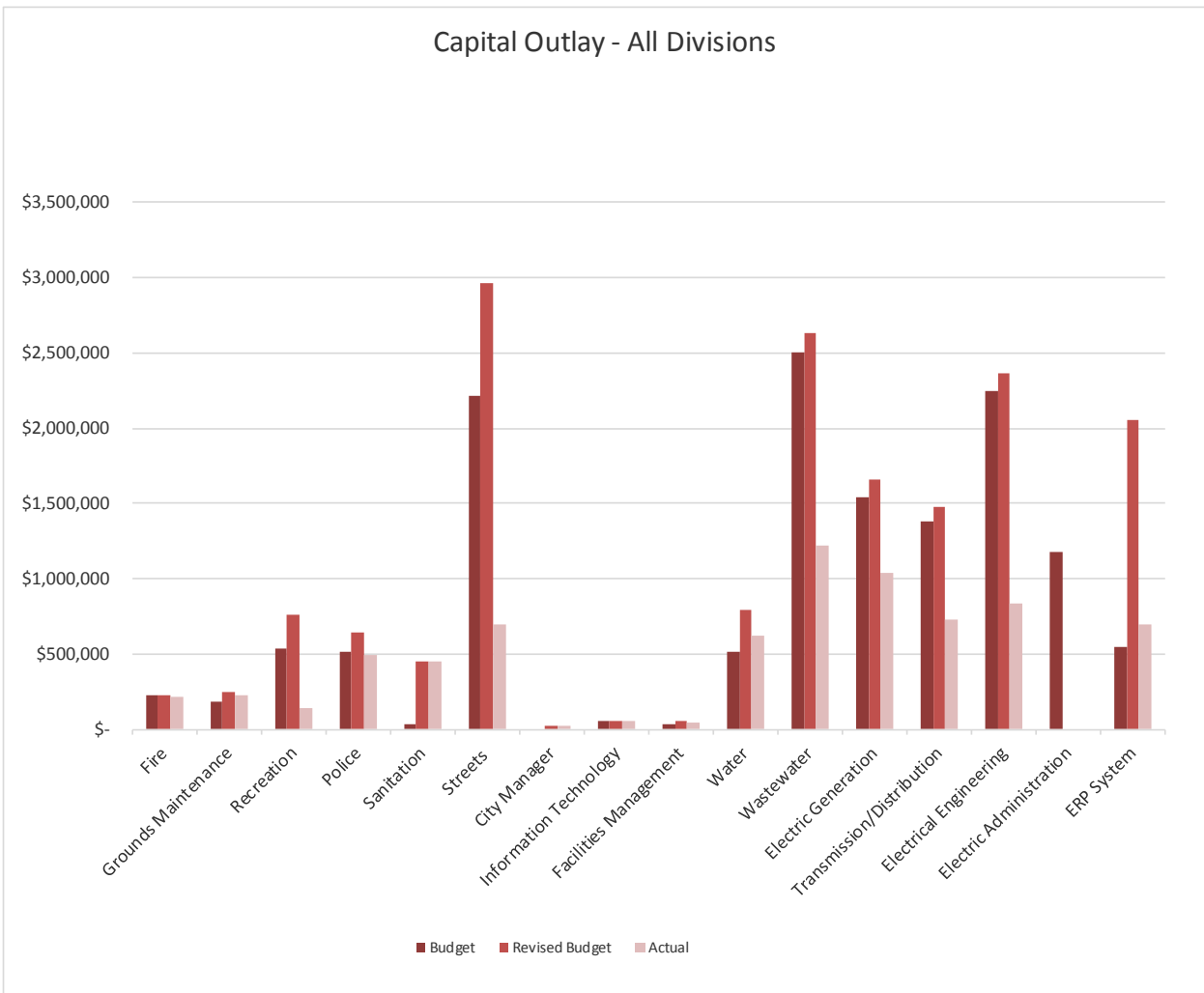


Electric Division % of Budget



City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (June 2019) - PRELIMINARY

<u>General Fund</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 222,500	\$ 216,813	97%
Grounds Maintenance	188,000	250,500	220,866	88%
Recreation	536,100	755,600	141,020	19%
Police	512,000	638,500	493,125	77%
Sanitation	34,400	452,600	447,826	99%
Streets	2,215,000	2,961,100	697,663	24%
City Manager	-	19,500	19,500	100%
Information Technology	57,600	57,600	55,485	96%
Facilities Management	28,800	53,900	48,219	89%
General Fund Capital Projects	\$ 3,794,400	\$ 5,411,800	\$ 2,340,515	43%
<u>Water/Wastewater Fund</u>				
Water	\$ 515,300	\$ 791,100	\$ 620,206	78%
Wastewater	2,505,200	2,632,900	1,216,122	46%
Water Treatment Plant	4,000,000	6,468,200	3,538,580	55%
Water/Wastewater Capital Projects	\$ 7,020,500	\$ 9,892,200	\$ 5,374,908	54%
<u>Electric Fund</u>				
Electric Generation	\$ 1,546,000	\$ 1,658,000	\$ 1,035,128	62%
Transmission/Distribution	1,383,000	1,474,900	732,338	50%
Electrical Engineering	2,245,500	2,362,800	833,536	35%
Electric Administration	1,175,200	-	-	0%
ERP System	548,000	2,057,000	694,180	34%
Electric Capital Projects	\$ 6,897,700	\$ 7,552,700	\$ 3,295,182	44%
Total Capital Projects	\$ 17,712,600	\$ 22,856,700	\$ 11,010,606	48%



June 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) [4,323/(4,323+160)]*100 96.43%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	+0.05%
<i>Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS</i>	0.69 Turnovers per year	0.87 Turnovers per year	-0.18 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of July 11, 2019
Downtown Dover Parking Garage & Commercialization Project	19-0015CM	One Time	City Manager	Under Review by Ballard Spahr
Collection Services for the City of Dover	19-0023CM	Three Year	City Manager	Forwarded to Adim Services on 7/10/2019
FY19 Street and Alley Program	19-0024PW	One Time	Public Works	Forwarded to Public Works on 7/9/2019
Demolition of 33 South Queen Street	19-0026PI	One Time	Inspections	Forwarded to Inspections on 07/01/2019

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

Unleaded:	135,085 gallons	133,489 gallons
Diesel:	71,655 gallons	75,734 gallons
Dollars Spent:	\$413,935.96	\$395,134.38

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 545,330.05	283 Line Items
Water:	\$ 19,332.49	44 Line Items
General:	\$ 39,187.34	142 Line Items
Total:	\$ 603,849.88	511 Line Items

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

Electric:	\$952,834.67	\$1,231,918.81
Water:	\$148,603.20	\$ 148,603.20
Wastewater:	\$ 2,667.37	N/A
General:	\$ 118,336.84	\$ 128,398.60
Total:	\$1,226,751.87	\$1,508,920.61

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

Electric:	\$1,133,294.01	\$ 1,325,627.93
Water:	\$ 194,965.91	\$ 150,902.12
Wastewater:	\$ 2,265.07	N/A
General:	\$ 120,002.45	\$ 128,757.46
*Total:	\$1,461,085.76	\$1,613,903.26

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

Total Dollar Value:	\$1,921,493.72	\$2,259,465.83
Total Line Items:	1,258	1,312

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

\$133,497.79	\$132,508.95
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* Total of Issues from Stock by Fund includes Issues from Sale from Stock (SS) and Electric Returns (ER).