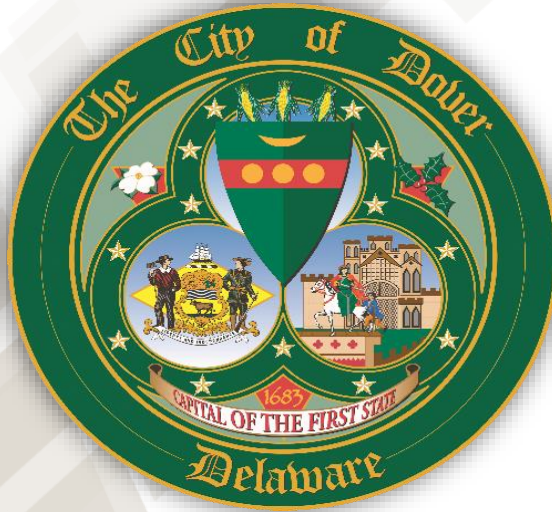


# *City of Dover*



## *Finance Department*

### *MONTHLY REPORT*

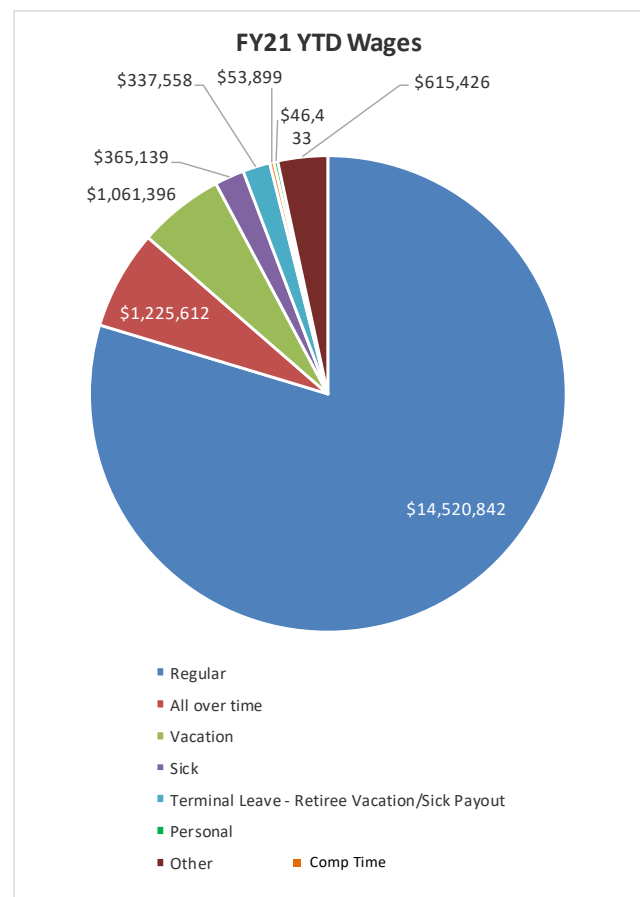
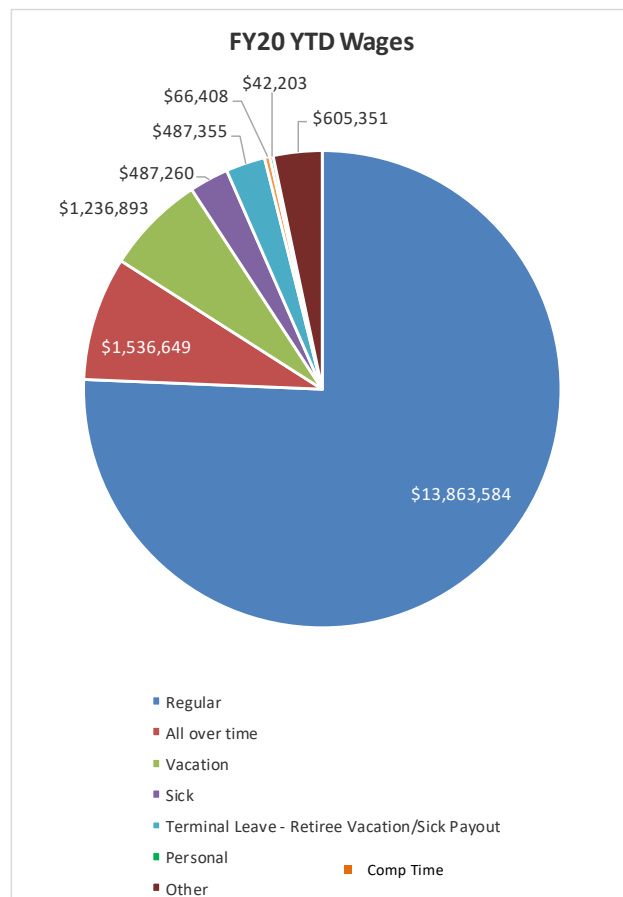
*March 2021*

*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.*

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# CITY OF DOVER ACTIVITY REPORTS March 2021 FINANCE DEPARTMENT ACTIVITY LEVELS

	FY20 YTD	FY21 YTD
<b>BANK TRENDS</b>		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,369	4,609
Total Amount of All Deposits	\$ 133,773,779	\$ 139,813,723
<b>Other Activity</b>		
Number of Pay Periods	20	20
Number of Payroll Checks & Direct Deposits Issued	7,875	7,632
Number of Pension Checks Issued	2,325	2,381
Total Pension Benefits Paid - Defined Benefit Plan	\$ 4,226,046	\$ 4,340,604
<b>ACCOUNTS PAYABLE</b>		
Number of Check Vouchers	4,808	4,296
Number of EFT Vouchers	2,108	2,090
Vouchers Dollar Amount Disbursed	\$ 51,666,428	\$ 50,702,128



**City of Dover**  
**General Fund Summary**  
**Fiscal Year to Date (March 2021)**

<b>Revenues</b>				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 16,319,300	\$ 16,319,300	\$ 16,928,672	104%
Program Revenues	10,312,800	10,312,800	7,424,401	72%
Utility Transfers	11,000,000	11,000,000	8,249,997	75%
Grants	778,500	778,500	580,592	75%
Interfund Services	5,592,700	5,592,700	3,373,842	60%
All Other <sup>1</sup>	920,000	920,000	543,881	59%
	<b>\$ 44,923,300</b>	<b>\$ 44,923,300</b>	<b>\$ 37,101,385</b>	<b>83%</b>

<b>Expenditures</b>				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses <sup>2</sup>	\$ 29,235,400	\$ 29,209,825	\$ 18,804,478	64%
Interfund Services	10,622,300	10,642,975	6,979,594	66%
Debt Service	462,200	462,200	347,164	75%
Post Retirement Benefits	2,045,400	2,045,400	1,534,050	75%
Pension Fund Contributions	935,100	935,100	576,972	62%
Capital Project Transfers	2,078,100	2,078,100	1,558,575	75%
All Other <sup>3</sup>	1,117,000	1,192,000	930,694	78%
	<b>\$ 46,495,500</b>	<b>\$ 46,565,600</b>	<b>\$ 30,731,527</b>	<b>66%</b>

<sup>1</sup> Includes Cable Franchise Revenue, Miscellaneous Receipts, Garrison Farm Rent, Sale of Assets, Return Check Fees, Fund Interest Income, Investment Manager Cost and Transfer in Other Reserves

<sup>2</sup> Includes Stormwater Division

<sup>3</sup> Includes Misc. Grant Exp., Bank and CC Fees, Street Lights Expense, DDP Contribution, Bond Issue Costs, Trf to Cable Franchise Reserve and Trf to Uncollectible Reserve

**Footnotes:**

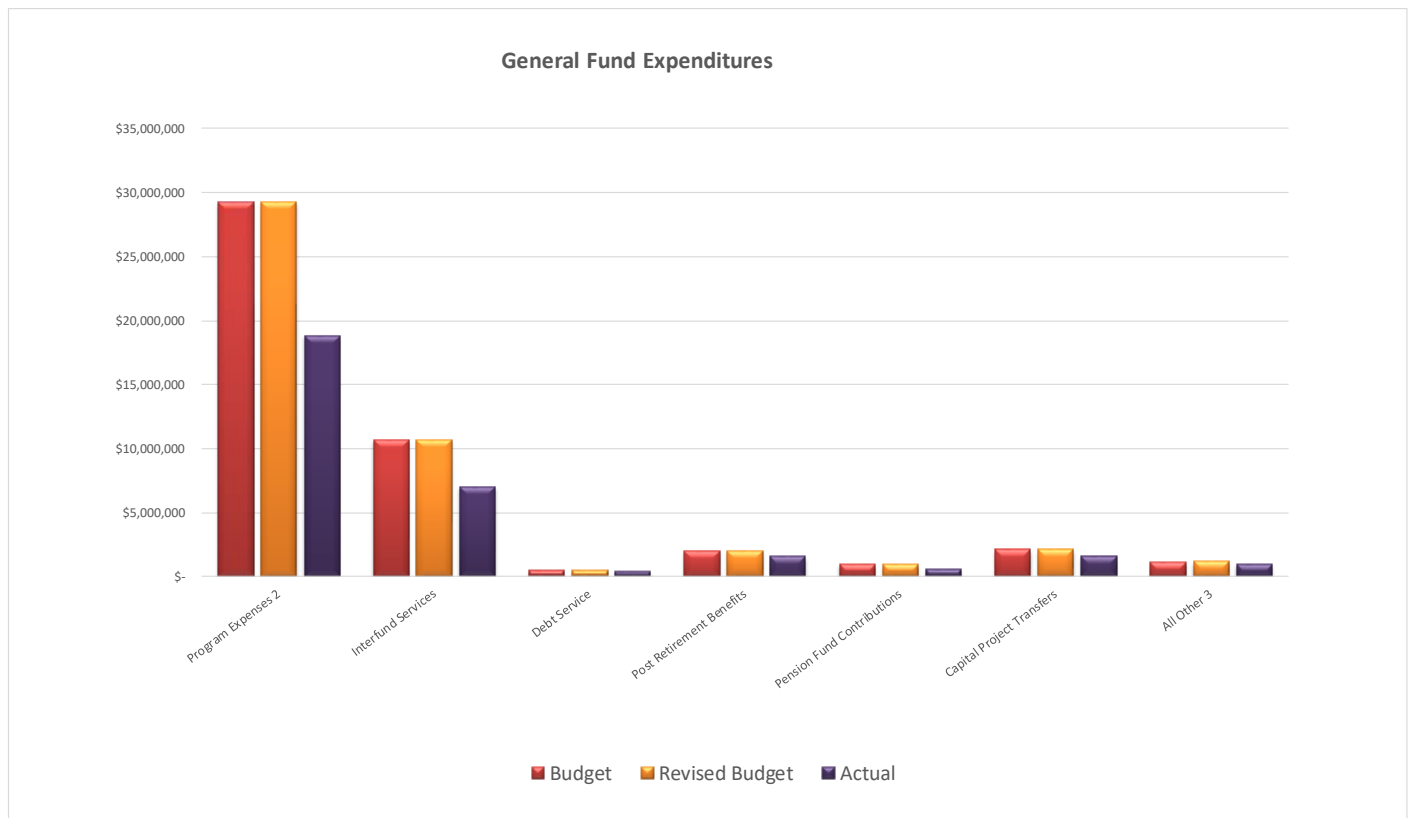
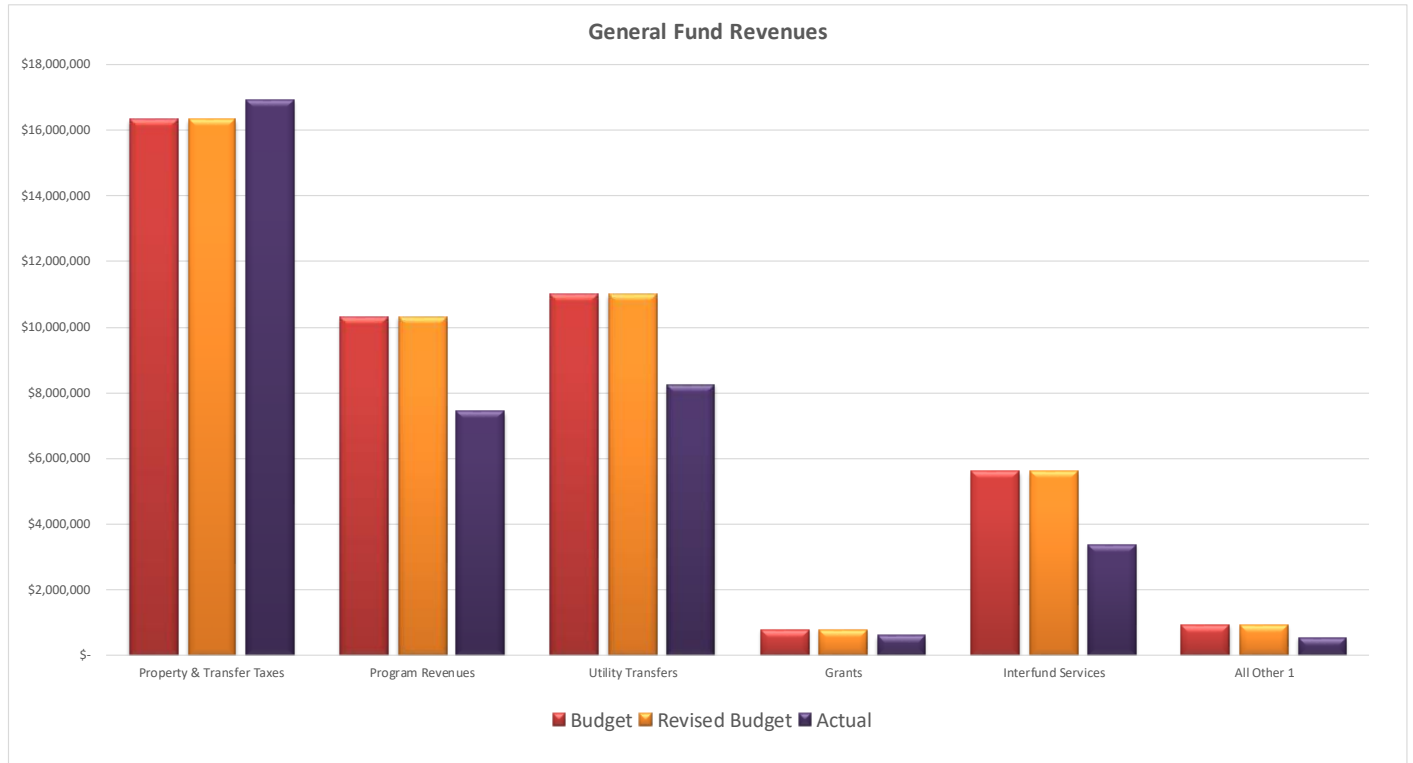
**REVENUE**

Property & Transfer Taxes is at 104%- Property Taxes actual \$14.8million vs \$14.9million budgeted is at 99.6%. The receivable on property taxes is \$184(k), collected approximately \$85(k) in March. Also included in this line item is Transfer tax which is at 146.7% of the \$1.4million budgeted. Actual receipts collected as of this report issuance was \$2.1 million.

Grants is at 75% - The City has received misc. grants of \$62(k) of COVID Cares Act Funding of which these amounts were not originally included in the budget. Collected to date includes \$11,208 for public education grant from Comcast which is passed to the Reserve Account.

**EXPENSES**

All Other is at 78% - Misc Grant Expense of \$25(k) was increased to \$100(k) due to the \$75(k) payment to NCall for a land acquisition and also included is the Downtown Dover Partnership appropriation which is at 75% of budget to actual.



**City of Dover**  
**Water Fund Summary**  
**Fiscal Year to Date (March 2021)**

**Revenues**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 6,231,700	\$ 6,231,700	\$ 4,376,560	70%
Impact Fees	570,000	570,000	156,344	27%
Rents	420,100	420,100	563,939	134%
Miscellaneous <sup>1</sup>	101,800	101,800	160,147	157%
	<b>\$ 7,323,600</b>	<b>\$ 7,323,600</b>	<b>\$ 5,256,988</b>	<b>72%</b>

**Expenditures**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,289,200	\$ 3,133,900	\$ 1,859,910	59%
Interfund Services	1,028,800	1,028,800	606,930	59%
Debt Service	762,800	762,800	560,513	73%
Post Retirement Benefits	176,900	176,900	132,677	75%
Capital Project Transfers	1,300,000	1,610,600	975,000	61%
General Fund Transfer	500,000	500,000	375,000	75%
All Other <sup>2</sup>	20,000	20,000	15,061	75%
	<b>\$ 7,077,700</b>	<b>\$ 7,233,000</b>	<b>\$ 4,525,091</b>	<b>63%</b>

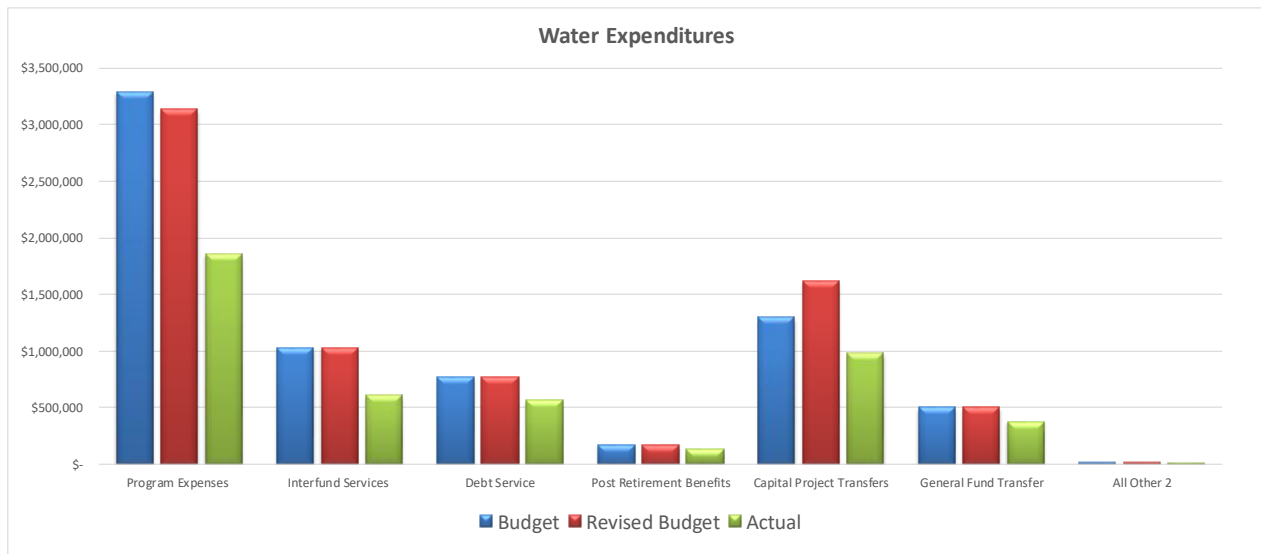
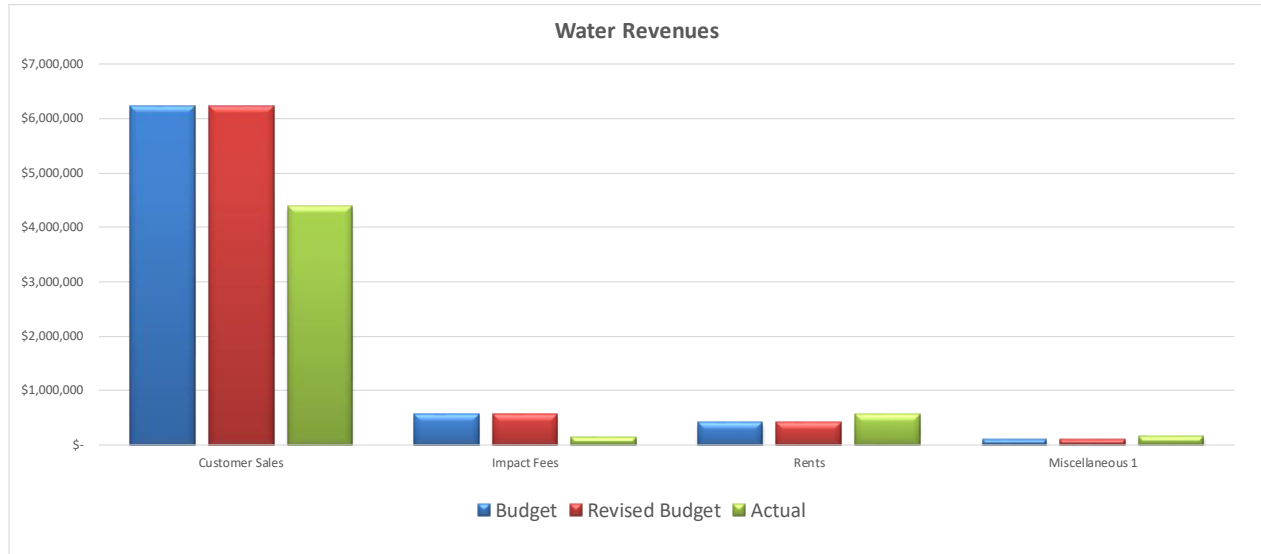
<sup>1</sup> Includes Interest Earnings and Miscellaneous Income

<sup>2</sup> Includes Bank & CC Fees and sale of Knox Box

**Footnotes**

Impact fees - under budget due to slowed construction of housing due to Covid-19.

Miscellaneous revenues - positive variance due to \$121(k) reimbursement from Kent County a reimbursement request that the City remitted to the County regarding a shared cost agreement involving pump station #7.



**City of Dover**  
**Wastewater Fund Summary**  
**Fiscal Year to Date (March 2021)**

**Revenues**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 9,783,000	\$ 9,783,000	\$ 7,006,378	72%
Impact Fees	480,000	480,000	137,412	29%
Miscellaneous <sup>1</sup>	21,300	21,300	26,511	124%
	<u>\$ 10,284,300</u>	<u>\$ 10,284,300</u>	<u>\$ 7,170,301</u>	<u>70%</u>

**Expenditures**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 1,432,500	\$ 1,432,500	\$ 912,864	64%
Kent County Treatment Fee	4,302,900	4,302,900	3,468,878	81%
Interfund Services	779,600	779,600	469,864	60%
Debt Service	659,900	659,900	350,065	53%
Post Retirement Benefits	81,500	81,500	61,127	75%
Capital Project Transfers	1,200,000	1,200,000	600,000	50%
General Fund Transfer	500,000	500,000	374,999	75%
All Other <sup>2</sup>	10,000	10,000	9,125	91%
	<u>\$ 8,966,400</u>	<u>\$ 8,966,400</u>	<u>\$ 6,546,923</u>	<u>73%</u>

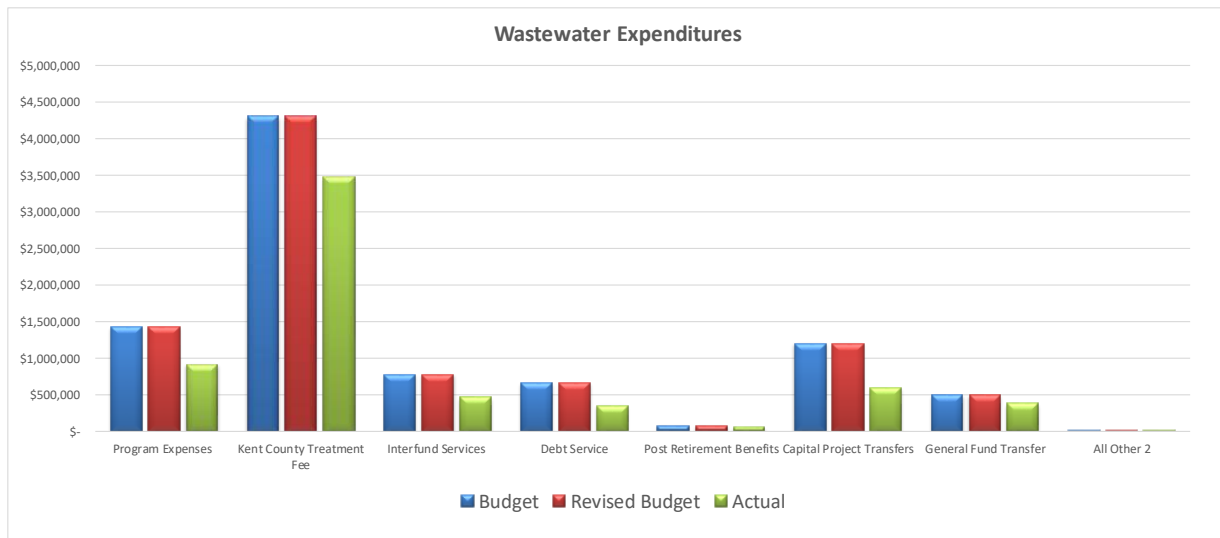
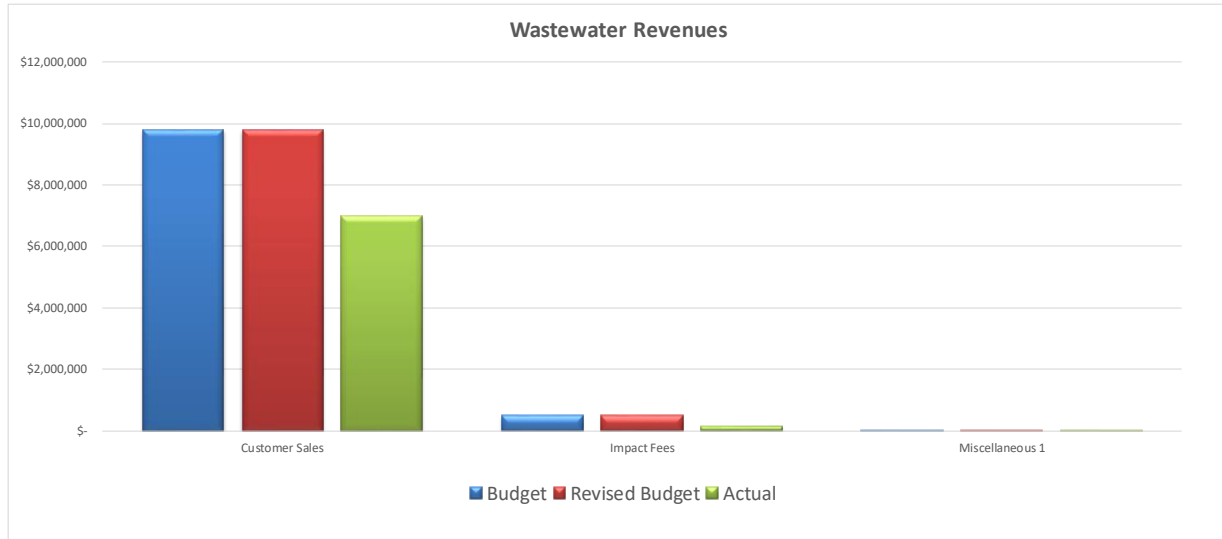
<sup>1</sup> Includes Interest Earnings, Miscellaneous Income, and Wastewater Penalties

<sup>2</sup> Includes Bank & CC Fees and Bond Issuance Cost

**Footnotes**

Impact fees - under budget due to slowed construction of houses from Covid-19.





**City of Dover**  
**Electric Fund Summary**  
**Fiscal Year to Date (March 2021)**

<b>Revenues</b>				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 81,662,500	\$ 81,662,500	\$ 60,513,177	74%
Distribution of Earnings	(5,246,100)	(5,246,100)	(3,857,311)	74%
All Other <sup>1</sup>	3,424,400	3,424,400	2,638,964	77%
	<u>\$ 79,840,800</u>	<u>\$ 79,840,800</u>	<u>\$ 59,294,830</u>	<u>74%</u>

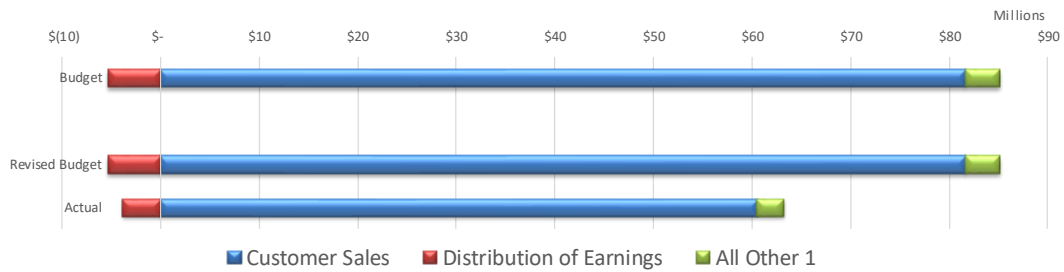
<b>Expenditures</b>				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 46,084,100	\$ 46,084,100	\$ 27,124,812	59%
Electric Operating Div. Exp.	7,345,800	7,345,800	4,626,340	63%
Interfund Services	3,784,300	3,784,300	2,297,047	61%
Debt Service	1,378,600	1,378,600	1,035,170	75%
Post Retirement Benefits	789,600	789,600	592,200	75%
Capital Project Transfers	6,000,000	6,000,000	4,500,000	75%
General Fund Transfer	10,000,000	10,000,000	7,499,998	75%
Rate Stabilization Reserve	2,000,000	2,000,000	2,000,000	100%
All Other <sup>2</sup>	2,023,400	2,023,400	1,735,972	86%
	<u>\$ 79,405,800</u>	<u>\$ 79,405,800</u>	<u>\$ 51,411,539</u>	<u>65%</u>

<sup>1</sup> Includes Rental Revenue, Miscellaneous Service Revenue, Interest Income, Penalties, General Service Billing Received from Uncollectible, and Green Energy Charge

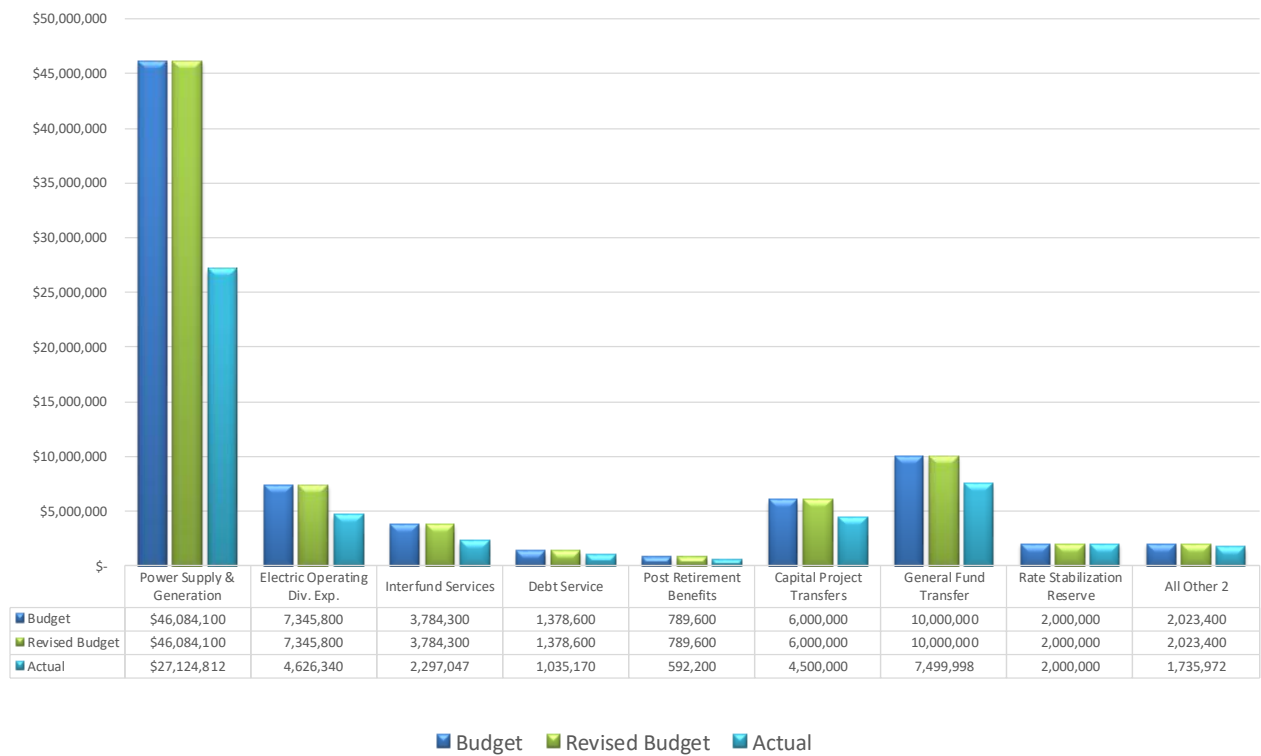
<sup>2</sup> Includes Utility Tax, Interest on Deposits, Green Energy, A/R Write-offs, and Bank & CC Fees, and Transfer to Other Reserve.

<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)	749,446	749,446	553,671
Sales per MWh	\$100.30	\$100.30	\$100.77
Purchased/Generated MWh	779,796	779,796	572,094
All In MWh Supply & Generation	\$59.10	\$59.10	\$47.41

### Electric Fund - Revenues



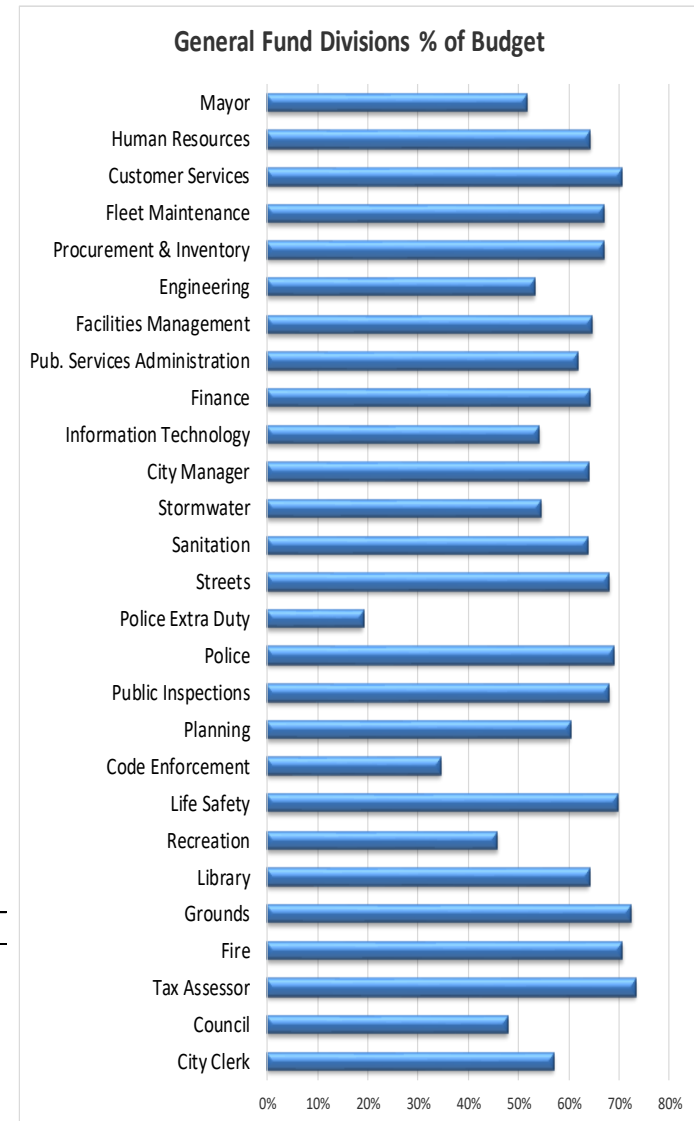
### Electric Fund - Expenditures



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**City of Dover**  
**Division Expense Summary (General Fund)**  
**Fiscal Year to Date (March 2021)**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 508,400	\$ 511,891	\$ 291,364	57%
Council	156,600	156,600	74,734	48%
Tax Assessor	245,900	238,400	174,478	73%
Fire	769,900	769,900	542,885	71%
Grounds	1,456,600	1,456,600	1,054,372	72%
Library	1,822,700	1,822,700	1,166,186	64%
Recreation	1,129,700	1,129,700	516,693	46%
Life Safety	432,700	432,700	301,553	70%
Code Enforcement	815,000	815,000	281,141	34%
Planning	663,200	658,300	396,805	60%
Public Inspections	595,300	595,300	404,338	68%
Police	17,819,900	17,819,900	12,281,853	69%
Police Extra Duty	750,000	750,000	142,478	19%
Streets	699,700	699,300	475,313	68%
Sanitation	2,506,800	2,502,425	1,592,229	64%
Stormwater	785,900	681,300	371,596	55%
City Manager	1,044,800	1,039,800	663,347	64%
Information Technology	912,800	912,800	493,396	54%
Finance	992,700	992,700	636,403	64%
Pub. Services Administration	594,600	603,400	372,409	62%
Facilities Management	655,800	655,800	423,714	65%
Engineering	198,700	294,900	156,930	53%
Procurement & Inventory	715,900	730,284	489,594	67%
Fleet Maintenance	930,600	924,600	619,146	67%
Customer Services	1,107,600	1,107,600	779,487	70%
Human Resources	524,200	529,200	339,627	64%
Mayor	221,700	221,700	114,520	52%
<b>\$ 39,057,700</b>	<b>\$ 39,052,800</b>	<b>\$ 25,156,591</b>	<b>64%</b>	



Salaries and related fringe benefits associated with departmental employees were reclassified to the Grounds division from Recreation to accurately reflect the activities as they were originally budgeted for this fiscal year.

**City of Dover**  
**Utilities Expenditure Summary**  
**Fiscal Year to Date (March 2021)**

**Water Division**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 397,800	\$ 397,800	\$ 174,240	44%
Water Department	669,800	669,800	386,353	58%
Water Treatment Plant	2,221,600	2,066,300	1,299,317	63%
	<u>\$ 3,289,200</u>	<u>\$ 3,133,900</u>	<u>\$ 1,859,910</u>	<u>59%</u>

**Wastewater Division**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 288,300	\$ 288,300	\$ 169,798	59%
Wastewater Department	1,144,200	1,144,200	743,066	65%
	<u>\$ 1,432,500</u>	<u>\$ 1,432,500</u>	<u>\$ 912,864</u>	<u>64%</u>

**Electric Division**

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,995,600	\$ 3,995,600	\$ 2,632,180	66%
Electrical Engineering	1,396,400	1,396,400	879,140	63%
Administration	707,400	707,400	345,347	49%
Meter Reading	375,300	375,300	267,371	71%
Systems Operations	871,100	871,100	502,303	58%
	<u>\$ 7,345,800</u>	<u>\$ 7,345,800</u>	<u>\$ 4,626,340</u>	<u>63%</u>

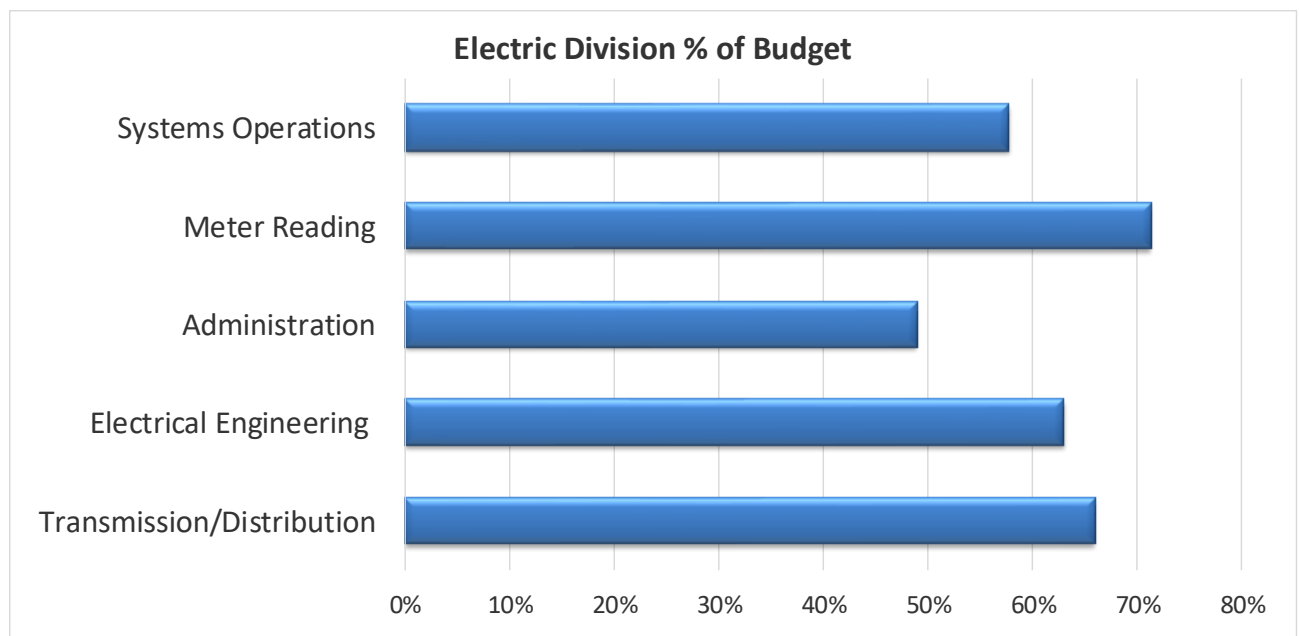
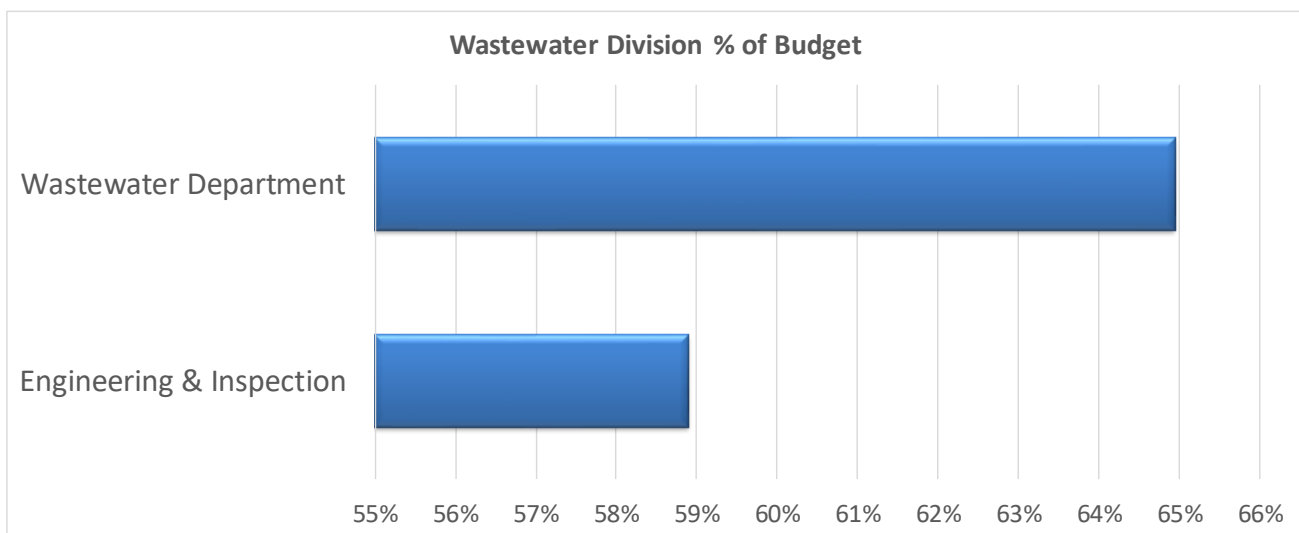
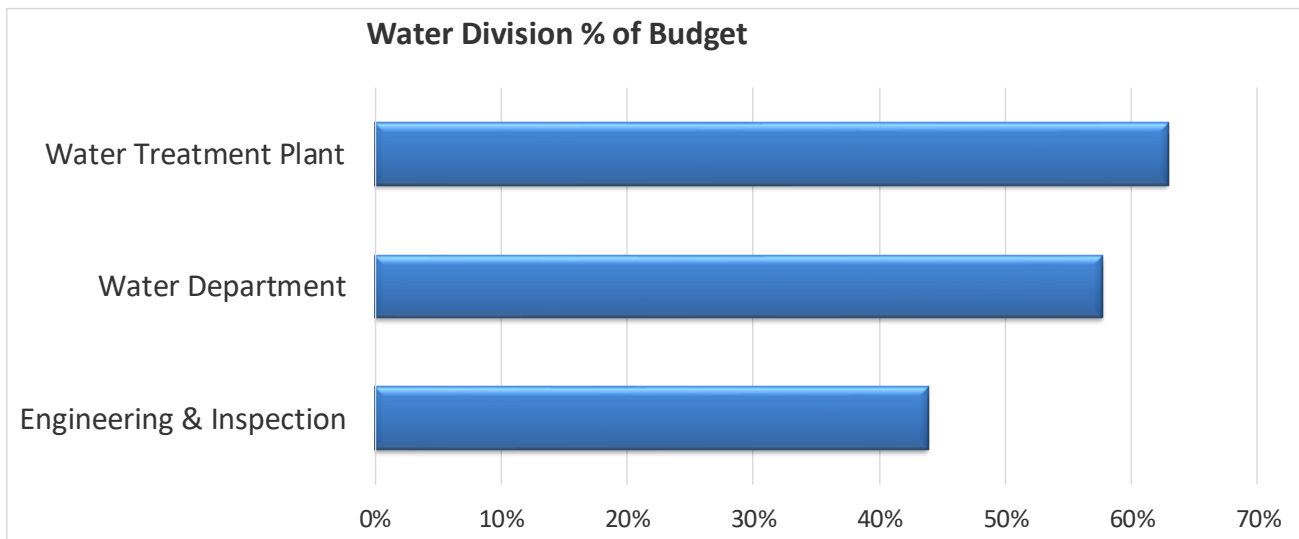
**Footnotes**

Water Division:

- Engineering department at 44% due to staffing.
- Water department at 58% due to staffing.

Electric Division:

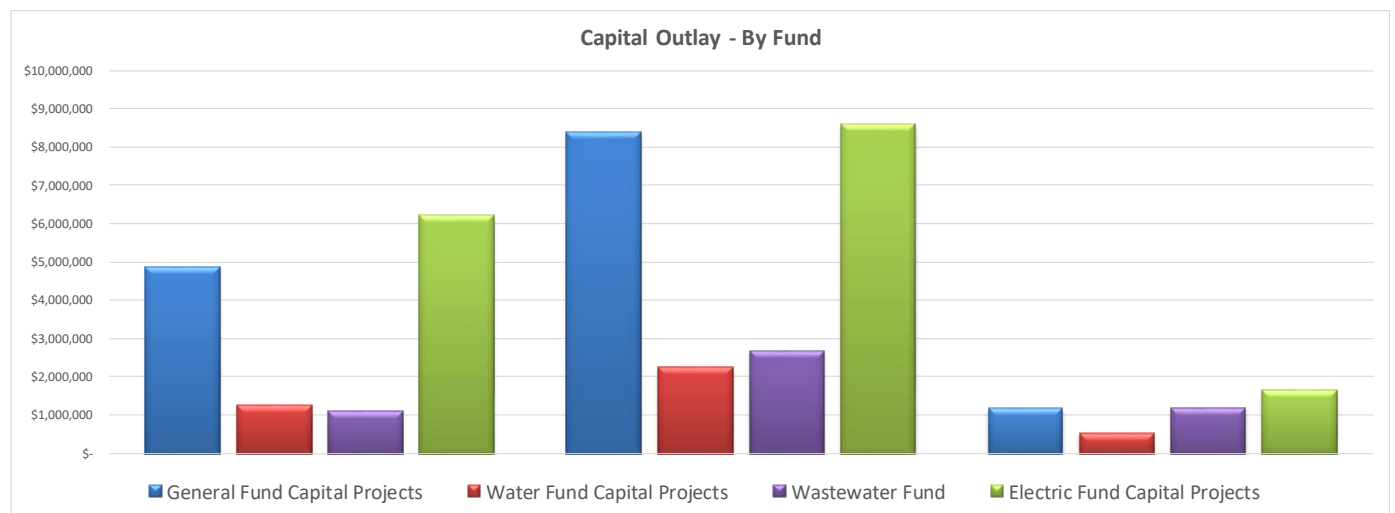
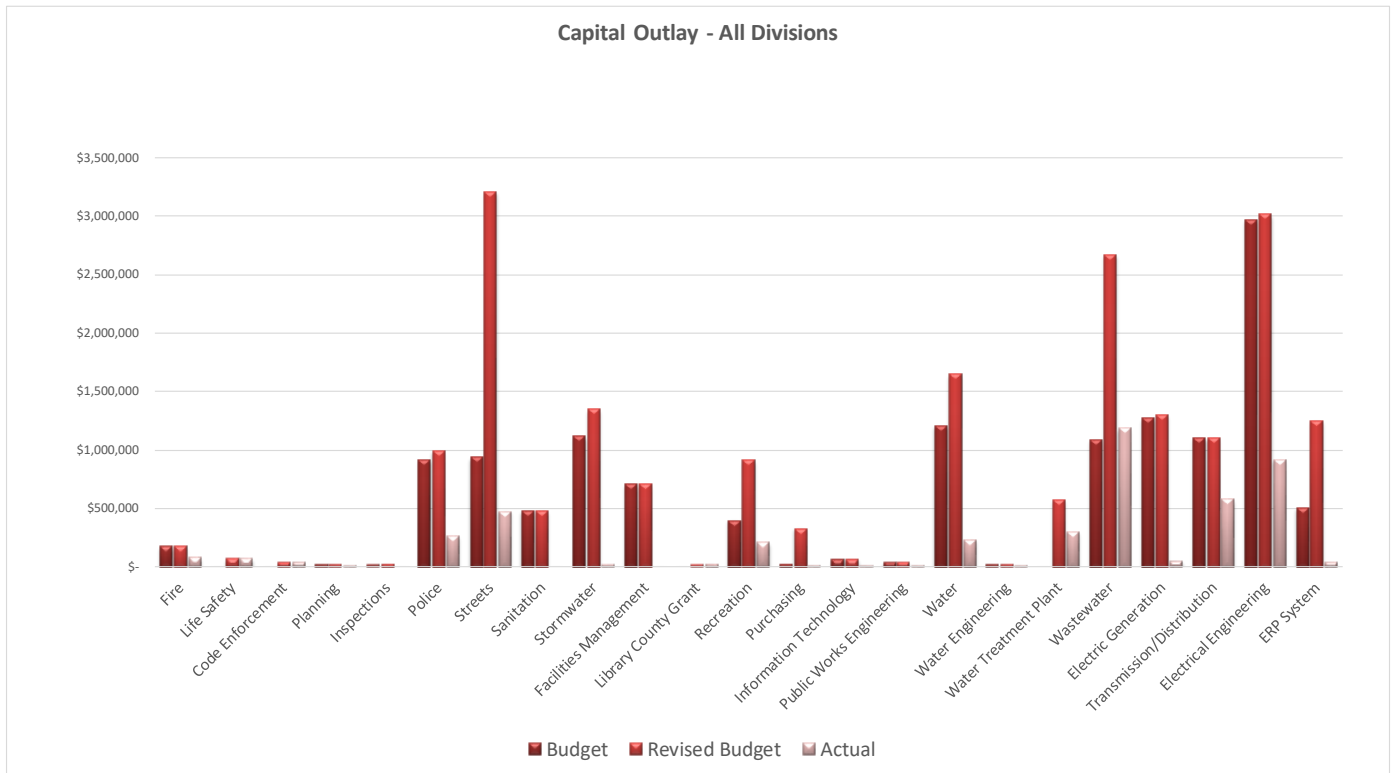
- Electric Admin 49% due to staffing
- System Operations 58% due to staffing.



**City of Dover**  
**Capital Outlay Summary (All Funds)**  
**Fiscal Year to Date (March 2021)**

<u>General Fund</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 173,300	\$ 173,300	\$ 79,090	46%
Life Safety	-	67,500	67,291	100%
Code Enforcement	-	37,800	37,776	100%
Planning	20,400	20,400	1,655	8%
Inspections	18,600	23,500	-	0%
Police	912,400	986,800	259,858	26%
Streets	936,000	3,209,400	471,561	15%
Sanitation	475,200	475,200	-	0%
Stormwater	1,110,700	1,342,200	19,629	1%
Facilities Management	700,000	700,000	-	0%
Library County Grant	-	19,900	23,414	118%
Recreation	395,000	904,000	201,880	22%
Purchasing	25,000	325,000	1,792	1%
Information Technology	61,600	61,600	8,134	13%
Public Works Engineering	39,600	39,600	828	2%
<b>General Fund Capital Projects</b>	<b>\$ 4,867,800</b>	<b>\$ 8,386,200</b>	<b>\$ 1,172,909</b>	<b>14%</b>
<u>Water Fund</u>				
Water	\$ 1,205,500	\$ 1,647,200	\$ 226,221	14%
Water Engineering	20,400	20,400	414	2%
Water Treatment Plant	-	568,500	298,632	53%
<b>Water Fund Capital Projects</b>	<b>\$ 1,225,900</b>	<b>\$ 2,236,100</b>	<b>\$ 525,266</b>	<b>23%</b>
<u>Wastewater Fund</u>				
Wastewater Engineering	\$ 14,000	\$ 14,000	\$ 414	3%
Wastewater	1,085,000	2,665,200	1,179,998	44%
<b>Wastewater Fund Capital Projects</b>	<b>\$ 1,099,000</b>	<b>\$ 2,679,200</b>	<b>\$ 1,180,411</b>	<b>44%</b>
<u>Electric Fund</u>				
Electric Generation	\$ 1,267,000	\$ 1,302,700	\$ 45,819	4%
Transmission/Distribution	1,100,000	1,265,400	573,187	45%
Electrical Engineering	2,968,900	2,706,900	908,503	34%
ERP System	500,000	1,244,800	39,361	3%
Electric Administration	360,000	2,064,400	74,578	4%
<b>Electric Fund Capital Projects</b>	<b>\$ 6,195,900</b>	<b>\$ 8,584,200</b>	<b>\$ 1,641,448</b>	<b>19%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 13,388,600</b>	<b>\$ 21,885,700</b>	<b>\$ 4,520,034</b>	<b>21%</b>





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