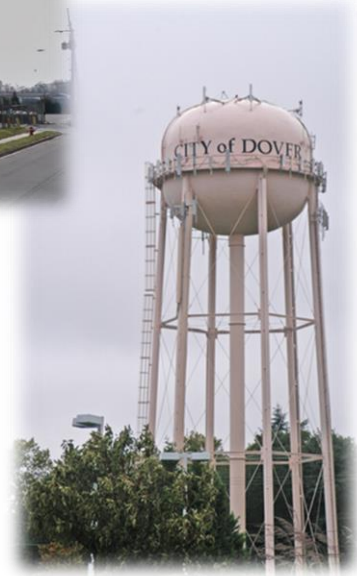


# *City of Dover*

## FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS — MONTHLY BUDGET REPORTS

AUGUST 2017

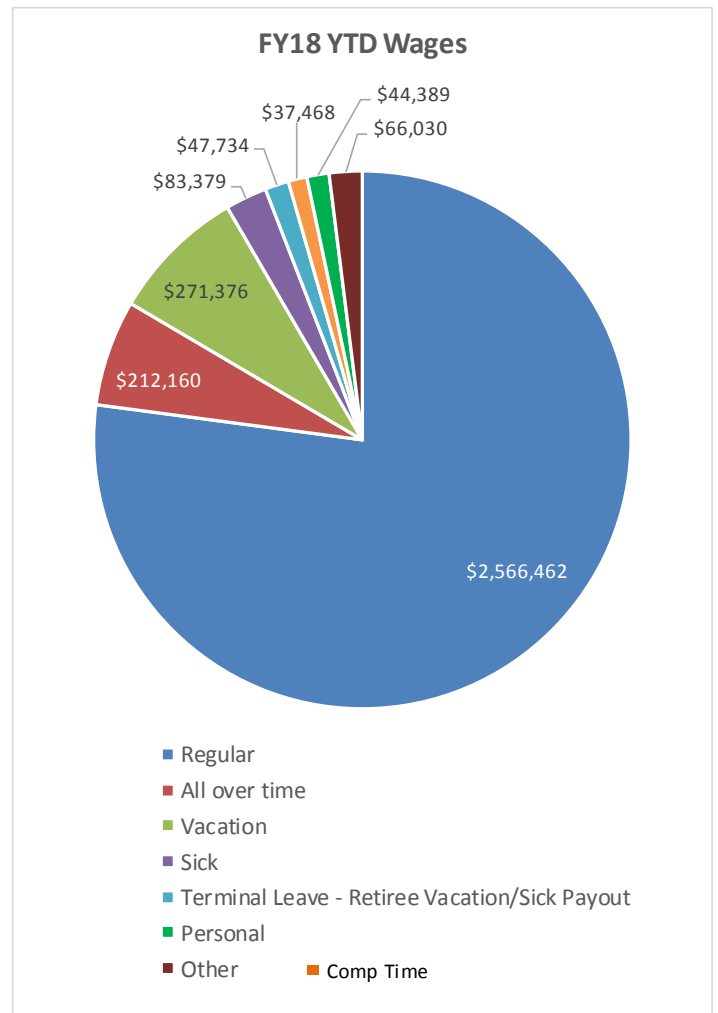
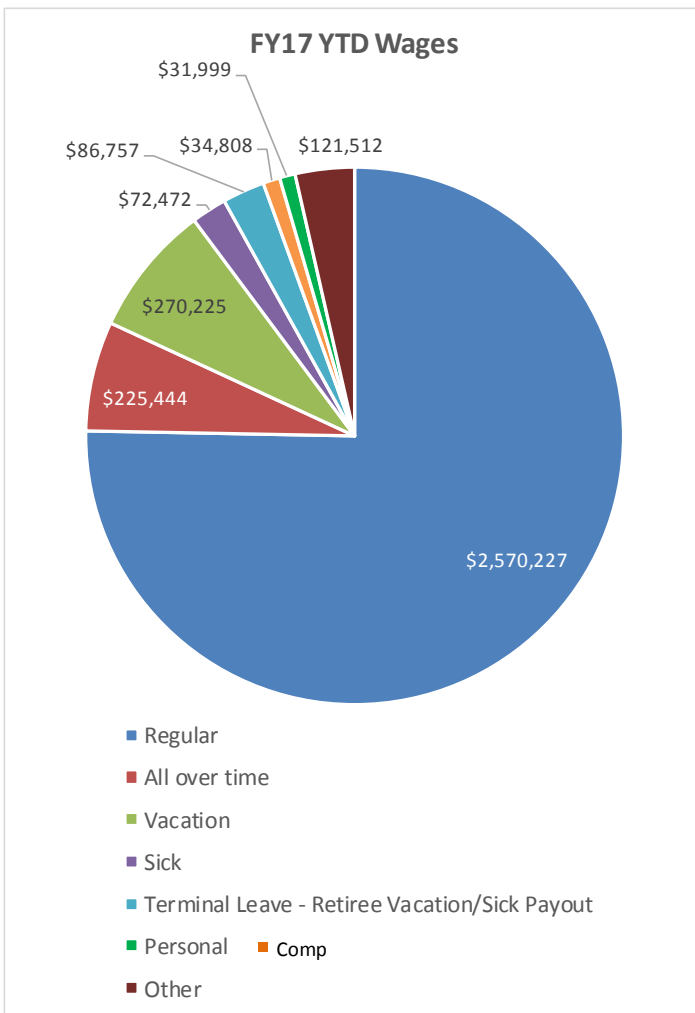


PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

# CITY OF DOVER ACTIVITY REPORTS AUGUST 2017

## FINANCE DEPARTMENT ACTIVITY LEVELS

	FY17 YTD	FY18 YTD
<b>BANK TRENDS</b>		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,290	1,057
Total Amount of All Deposits	\$ 33,655,697	\$ 33,973,343
<b>Other Activity</b>		
Number of Pay Periods	4	4
Number of Payroll Checks & Direct Deposits Issued	2,452	2,397
Number of Pension Checks Issued	756	761
Total Pension Benefits Paid - Defined Benefit Plan	\$ 1,302,251	\$ 1,346,512
<b>ACCOUNTS PAYABLE</b>		
Number of Check Vouchers	872	1,068
Number of EFT Vouchers	356	414
Vouchers Dollar Amount Disbursed	\$ 10,217,359	\$ 12,106,653



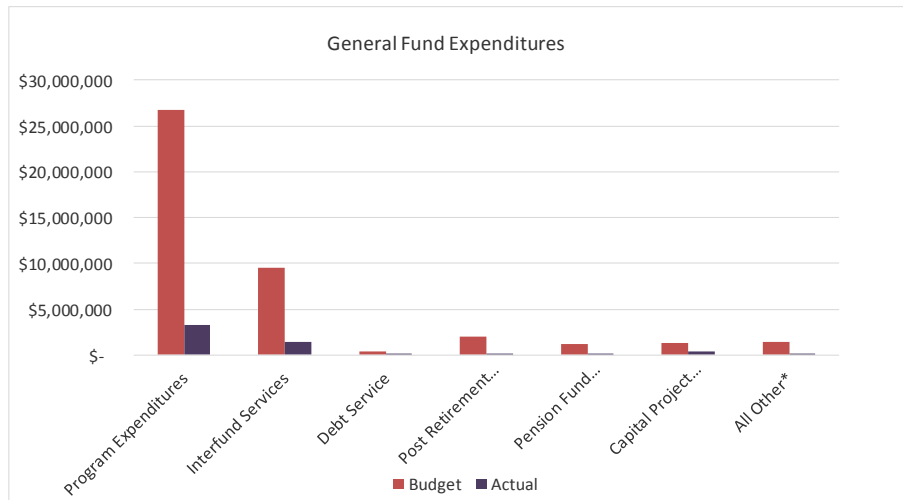
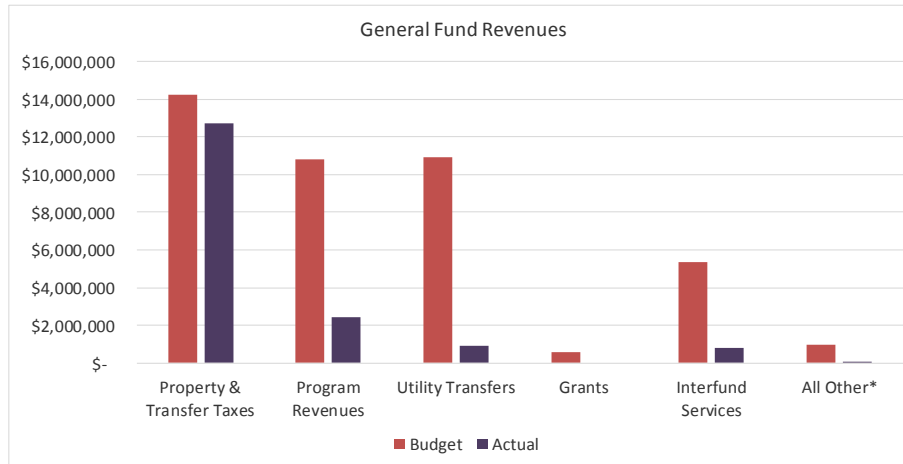
**City of Dover**  
**General Fund Summary**  
**Fiscal Year to Date (August 2017)**

<b>Revenues</b>				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$	12,737,458	89%
Program Revenues	10,834,900		2,453,116	23%
Utility Transfers	10,900,000		910,000	8%
Grants	605,000		-	0%
Interfund Services	5,376,200		811,891	15%
All Other*	980,000		25,400	3%
	<u>\$ 42,931,000</u>	<u>\$</u>	<u>16,937,865</u>	<u>39%</u>

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

<b>Expenditures</b>				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Program Expenditures	\$ 26,724,500	\$	3,244,909	12%
Interfund Services	9,553,300		1,389,070	15%
Debt Service	443,100		76,057	17%
Post Retirement Benefits	2,063,000		172,000	8%
Pension Fund Contributions	1,224,900		64,000	5%
Capital Project Transfers	1,368,700		342,000	25%
All Other*	1,483,500		145,850	10%
	<u>\$ 42,861,000</u>	<u>\$</u>	<u>5,433,886</u>	<u>13%</u>

\*Includes: DDP Contribution, Misc. Grant Exp., Bank and CC Fees, New Street Property Acquisitions, Street Lights Expense, Transfer to Capital Asset Reserve, Inventory write-offs, Transfer to Verizon Reserve, & Uncollectibles: Trash and Other, Other Employment Exp.

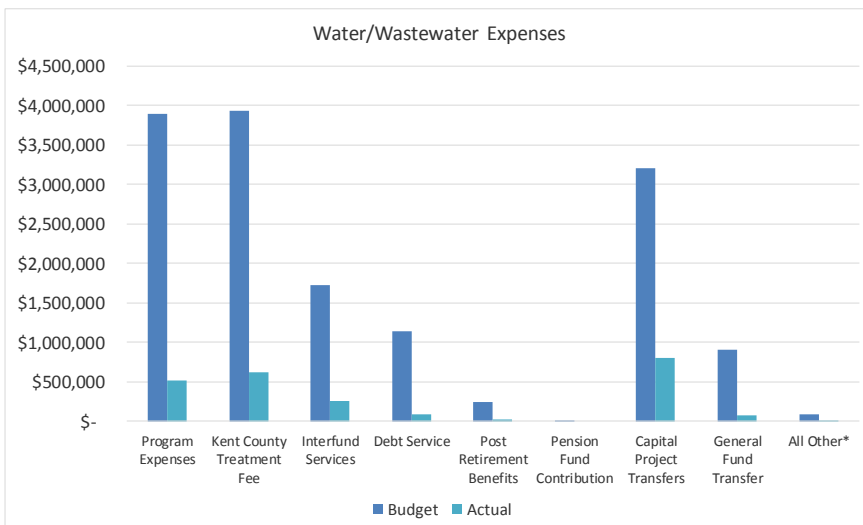
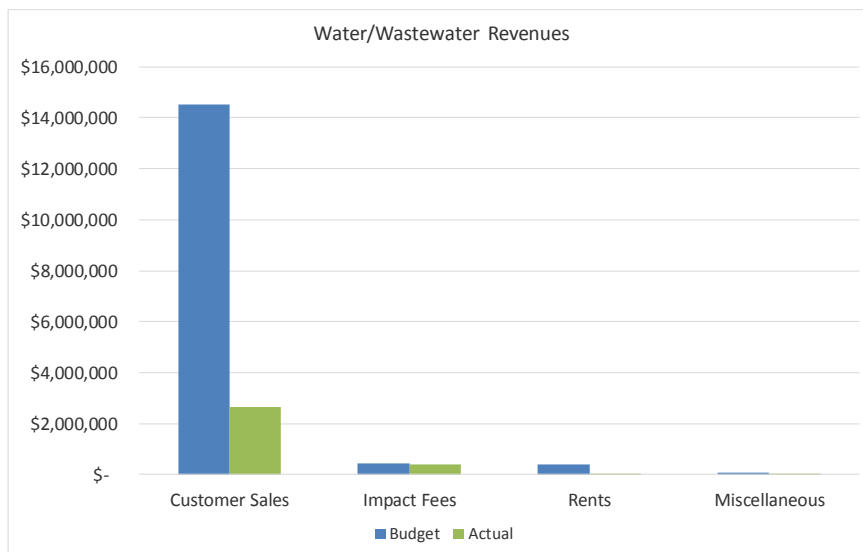


**City of Dover**  
**Water/Wastewater Fund Summary**  
**Fiscal Year to Date (August 2017)**

<b>Revenues</b>			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 2,648,892	18%
Impact Fees	440,000	382,479	87%
Rents	391,400	7,262	2%
Miscellaneous	72,400	11,585	16%
	<u>\$ 15,439,000</u>	<u>\$ 3,050,218</u>	<u>20%</u>

<b>Expenditures</b>			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 509,414	13%
Kent County Treatment Fee	3,926,500	616,095	16%
Interfund Services	1,716,100	255,532	15%
Debt Service	1,137,400	84,600	7%
Post Retirement Benefits	242,200	20,185	8%
Pension Fund Contribution	7,500	-	0%
Capital Project Transfers	3,200,000	800,000	25%
General Fund Transfer	900,000	76,000	8%
All Other*	91,900	5,089	6%
	<u>\$ 15,118,400</u>	<u>\$ 2,366,915</u>	<u>16%</u>

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



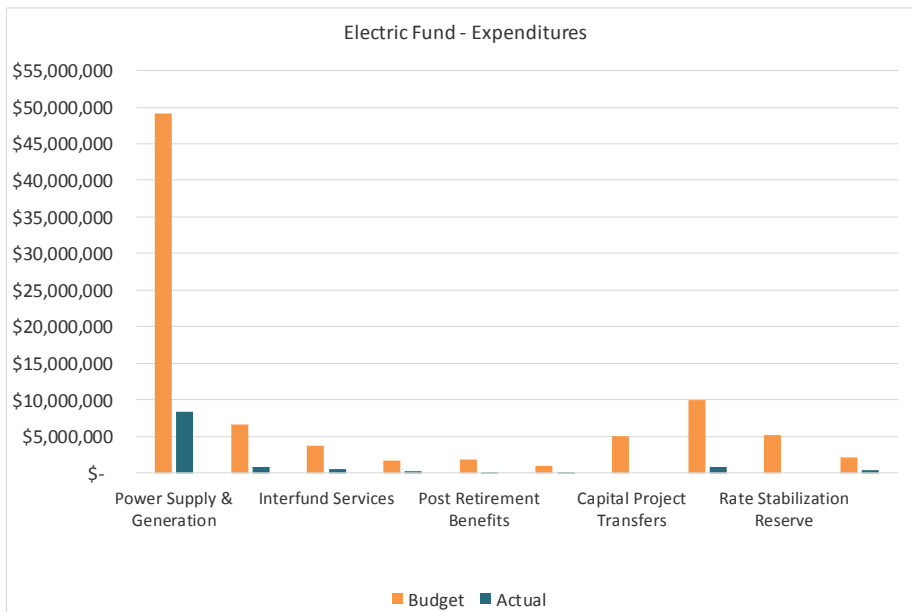
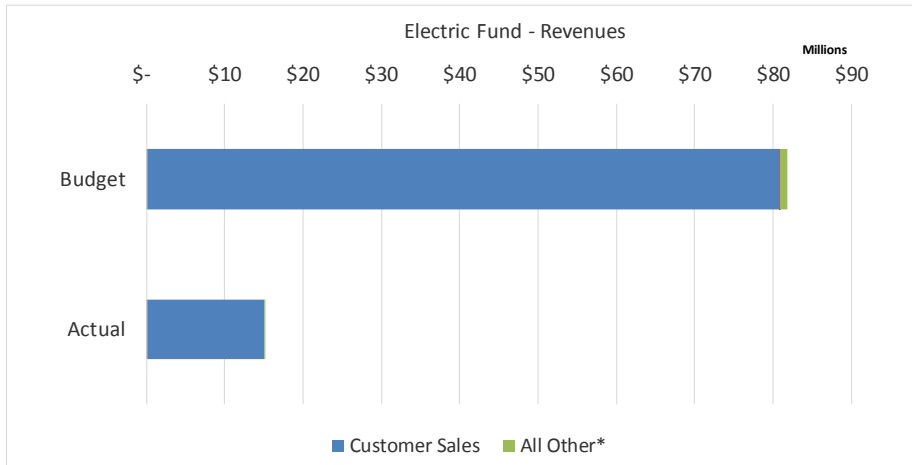
**City of Dover**  
**Electric Fund Summary**  
**Fiscal Year to Date (August 2017)**

<b>Revenues</b>				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$	15,038,576	19%
All Other*	982,000		178,261	18%
	<u>\$ 81,874,200</u>	<u>\$</u>	<u>15,216,837</u>	<u>19%</u>

\*Includes: Weyandt Hall Rents, Miscellaneous Revenue, Interest Earnings

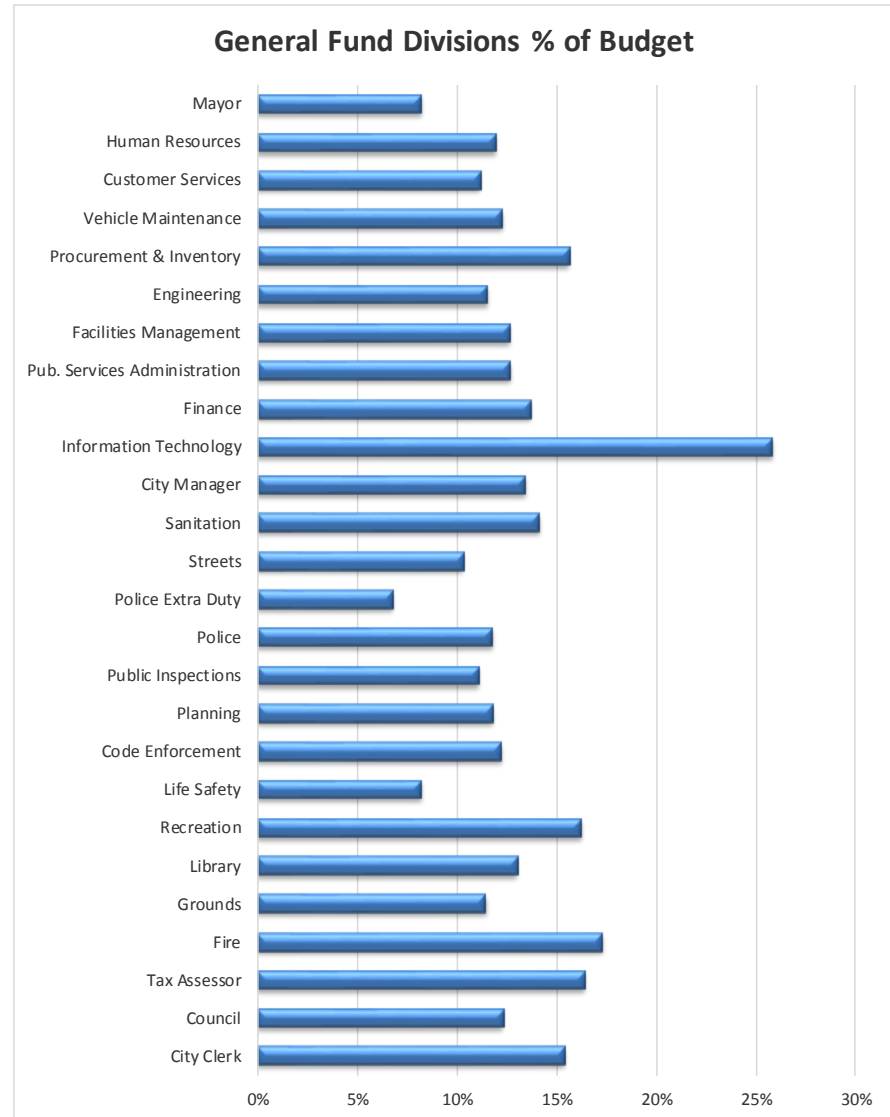
<b>Expenditures</b>				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$	8,333,485	17%
Electric Operating Division Exp.	6,660,200		791,416	12%
Interfund Services	3,660,100		556,359	15%
Debt Service	1,605,500		269,742	17%
Post Retirement Benefits	1,820,300		151,500	8%
Pension Unfunded Liability	1,000,000		84,000	8%
Capital Project Transfers	5,000,000		-	0%
General Fund Transfer	10,000,000		834,000	8%
Rate Stabilization Reserve	5,200,000		-	0%
All Other*	2,162,400		329,287	15%
	<u>\$ 86,183,600</u>	<u>\$</u>	<u>11,349,789</u>	<u>13%</u>

\*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Contractual Services, Other Employment Expenses



**City of Dover**  
**Division Expense Summary (General Fund)**  
**Fiscal Year to Date (August 2017)**

	<u>Budget</u>	<u>% of Budget</u>
City Clerk	\$ 436,700	15%
Council	155,100	12%
Tax Assessor	238,500	16%
Fire	774,900	17%
Grounds	1,142,000	11%
Library	1,708,300	13%
Recreation	764,200	16%
Life Safety	499,600	8%
Code Enforcement	449,700	12%
Planning	563,400	12%
Public Inspections	721,000	11%
Police	16,483,900	12%
Police Extra Duty	560,000	7%
Streets	1,119,400	10%
Sanitation	2,563,900	14%
City Manager	751,500	13%
Information Technology	777,400	26%
Finance	1,038,900	14%
Pub. Services Administration	718,300	13%
Facilities Management	629,700	13%
Engineering	277,700	12%
Procurement & Inventory	605,100	16%
Vehicle Maintenance	838,200	12%
Customer Services	1,169,500	11%
Human Resources	436,600	12%
Mayor	119,300	8%
	<u>\$ 35,542,800</u>	



**City of Dover**  
**Utilities Summary**  
**Fiscal Year to Date (August 2017)**

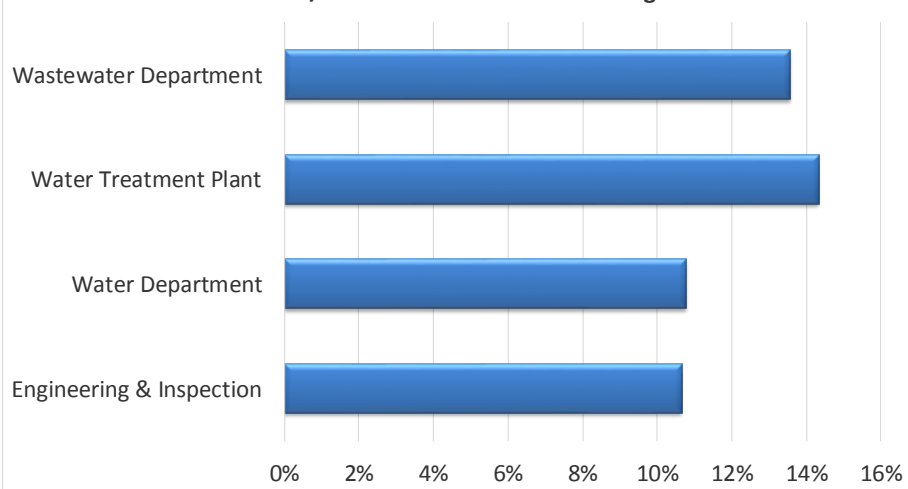
**Water/Wastewater Division Expenses**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 55,173	11%
Water Department	635,700	68,516	11%
Water Treatment Plant	1,780,500	255,168	14%
Wastewater Department	962,800	130,557	14%
	<u>\$ 3,896,800</u>	<u>\$ 509,414</u>	

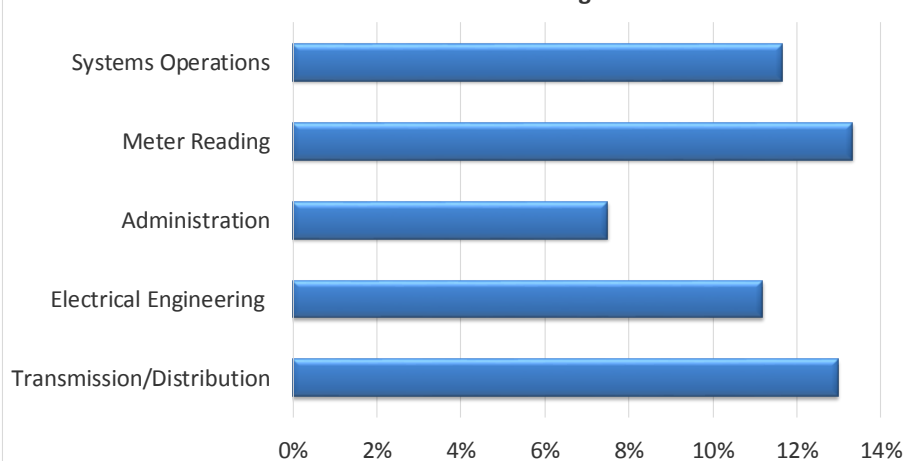
**Electric Division Expenses**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 467,393	13%
Electrical Engineering	1,226,400	137,067	11%
Administration	797,000	59,618	7%
Meter Reading	392,500	52,311	13%
Systems Operations	644,700	75,027	12%
	<u>\$ 6,660,200</u>	<u>\$ 791,416</u>	

**Water/Wastewater Division % of Budget**



**Electric Division % of Budget**

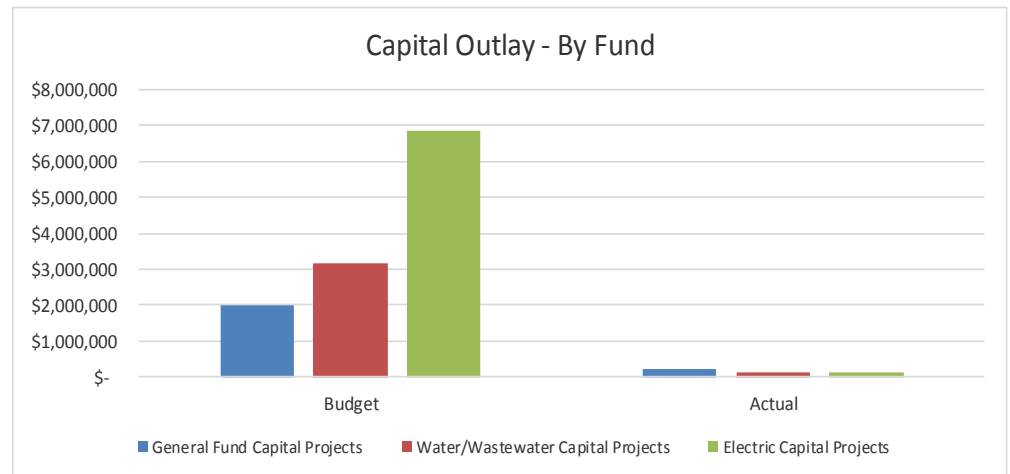
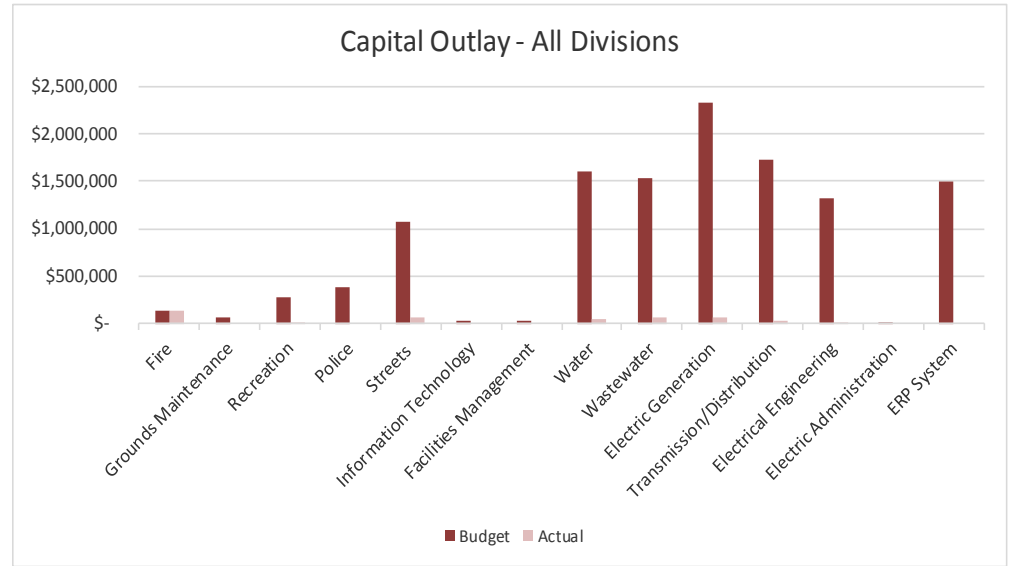


**City of Dover**  
**Capital Outlay Summary (All Funds)**  
**Fiscal Year to Date (August 2017)**

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 145,700	\$ 145,614	100%
Grounds Maintenance	62,500	-	0%
Recreation	271,000	2,259	1%
Police	379,900	-	0%
Streets	1,070,000	64,840	6%
Information Technology	36,600	-	0%
Facilities Management	25,100	-	0%
Transfer to Parkland Reserve	-	22,914	0%
<b>General Fund Capital Projects</b>	<b>\$ 1,990,800</b>	<b>\$ 235,627</b>	<b>12%</b>

<u>Water/Wastewater Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Water	1,608,400	45,693	3%
Wastewater	1,543,000	63,386	4%
<b>Water/Wastewater Capital Projects</b>	<b>\$ 3,151,400</b>	<b>\$ 109,078</b>	<b>3%</b>

<u>Electric Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Electric Generation	2,328,000	67,245	3%
Transmission/Distribution	1,725,500	28,912	2%
Electrical Engineering	1,315,000	19,011	1%
Electric Administration	8,500	-	0%
ERP System	1,500,000	-	0%
<b>Electric Capital Projects</b>	<b>\$ 6,877,000</b>	<b>\$ 115,168</b>	<b>2%</b>
<b>Total Capital Projects</b>	<b>\$ 12,019,200</b>	<b>\$ 459,873</b>	<b>4%</b>



# August 2017 Procurement & Inventory Report

Measure	FY 2018	FY 2017	DIFFERENCE
<i>Issue Effectiveness – How often the warehouse has what the departments need when it's needed. [issues / (issues + back orders)] * 100</i>	FY 2018 (To date) [755/(755+21)]*100 97.29%	FY 2017 (Total) [4,581/(4,581+119)]*100 97.47 %	- .18 %
<i>Turn Over Rate – Indicates that the material stocked is the material being used. (2016-2017 Goal 1 per year)</i>	August 2017 0.82 Turnovers per year	August 2016 0.60 Turnovers per year	+0.22 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS
Metering Test Bench Replacement	18-0001EL	One time	Electric	Forwarded to Electric Department on August 9, 2017
Transformers for Stock	18-0002EL	One time	Electric	Awarded to Ermco on PO #043947 , Irby on PO #043949 , and Central Moloney on PO #043948 .
Hazard Response Services Contract	18-0003EL	Three Years	Electric	Forwarded to Electric and Compliance Environmental on 8/31/2017.
FY 2018 Water Quality Improvement Projects	18-0004PW	One time	Public Works	Cancelled by Public Works on August 11, 2017. Will be re-solicited under different project name.
Consulting Services for Data Conversion from Superior H.T.E to Tyler Munis	18-0005IT	One time	Info Tech	RFP on hold pending City Council authorization.
S. Bradford Street and William Street Water Main Replacement Project	18-0006PW	One time	Public Works	Bid opening Scheduled for October 4, 2017 @ 2:00 pm
Switchgear for Stock and Project #EE1812	18-0007CS	One time	Procurement	Forwarded to Electric Department on 9/6/2017.
Tulips & Daffodils Quote	18-0008PW	Annual	Public Works	Quotes are due September 19, 2017

## **FUEL USE FY 2017 TO DATE FY 2018 TO DATE**

Unleaded:	23,028.4 gallons	22,570.7 gallons
Diesel:	13,573.5 gallons	12,438.1 gallons
Dollars Spent:	\$57,289.91	\$54,201.60

## **STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)**

Electric:	\$ 450,572.51	314 Line Items
Water:	\$ 17,182.14	40 Line Items
General:	\$ 44,547.94	150 Line Items
Total:	\$ 512,302.59	504 Line Items

## **Purchase Orders for Stock by Fund**

	<b><u>FY 2017 TO DATE</u></b>	<b><u>FY 2018 TO DATE</u></b>
Electric:	\$ 64,302.98	\$121,150.79
Water:	\$ 49,137.21	\$ 30,488.82
General:	\$ 17,151.34	\$ 28,373.35
Total:	\$ 130,591.53	\$180,012.96

## **Issues from Stock by Fund**

	<b><u>FY 2017 TO DATE</u></b>	<b><u>FY 2018 TO DATE</u></b>
Electric:	\$152,284.44	\$126,447.90
Water:	\$ 39,459.26	\$ 23,697.44
General:	\$ 19,280.08	\$ 21,654.71
*Total:	\$211,023.78	\$171,817.52

## **Warehouse Stock**

	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>
Total Dollar Value:	\$ 2,200,372.78	\$ 2,238,286.07
Total Line Items:	1,304	1,304

## **Money Spent for Postage/Postal Services**

<b><u>FY 2017 TO DATE</u></b>	<b><u>FY 2018 TO DATE</u></b>
\$26,382.01	\$25,000.39

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