

City of Dover

FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS — MONTHLY BUDGET REPORTS

SEPTEMBER



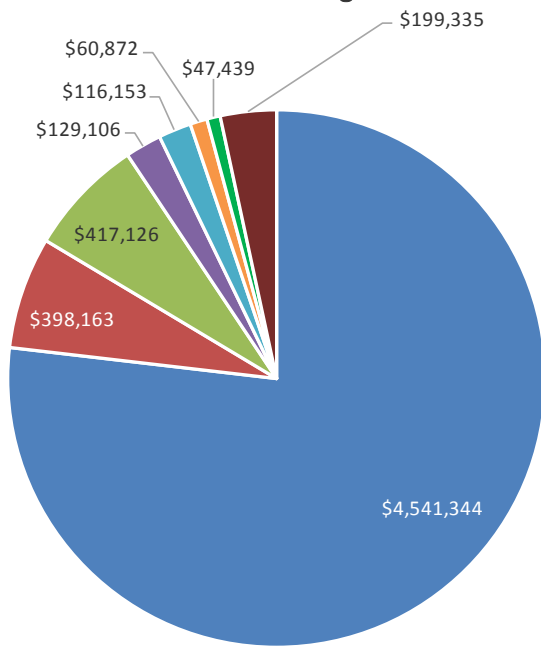
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER ACTIVITY REPORTS SEPTEMBER 2017

FINANCE DEPARTMENT ACTIVITY LEVELS

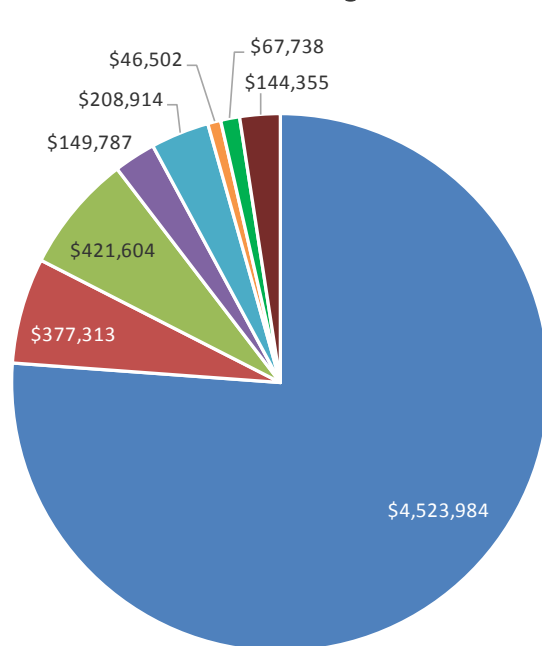
	FY17 YTD	FY18 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,869	1,660
Total Amount of All Deposits	\$ 44,690,902	\$ 44,361,087
Other Activity		
Number of Pay Periods	7	7
Number of Payroll Checks & Direct Deposits Issued	2,806	2,765
Number of Pension Checks Issued	757	762
Total Pension Benefits Paid - Defined Benefit Plan	\$ 1,304,343	\$ 1,355,991
ACCOUNTS PAYABLE		
Number of Check Vouchers	1,367	1,555
Number of EFT Vouchers	554	608
Vouchers Dollar Amount Disbursed	\$ 16,237,291	\$ 18,701,215

FY17YTD Wages



- Regular
- All over time
- Vacation
- Sick
- Terminal Leave - Retiree Vacation/Sick Payout
- Personal
- Comp
- Other

FY18YTD Wages



- Regular
- All over time
- Vacation
- Sick
- Terminal Leave - Retiree Vacation/Sick Payout
- Personal
- Other
- Comp Time

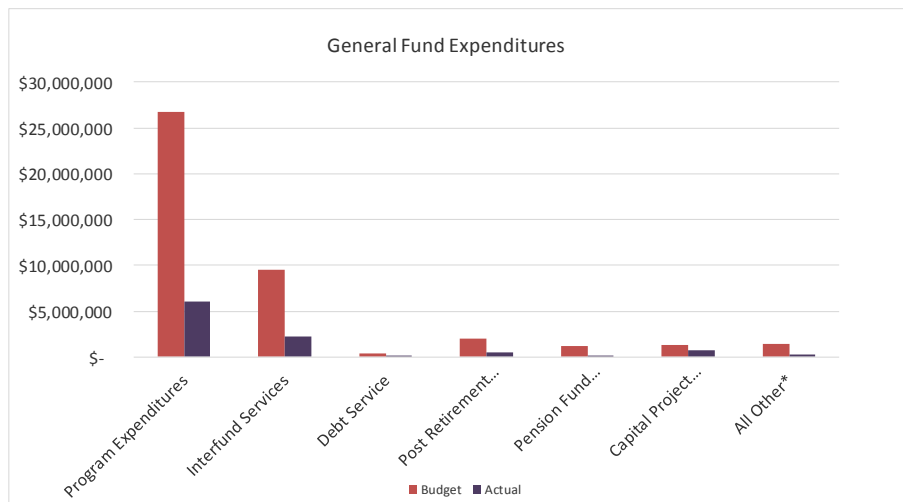
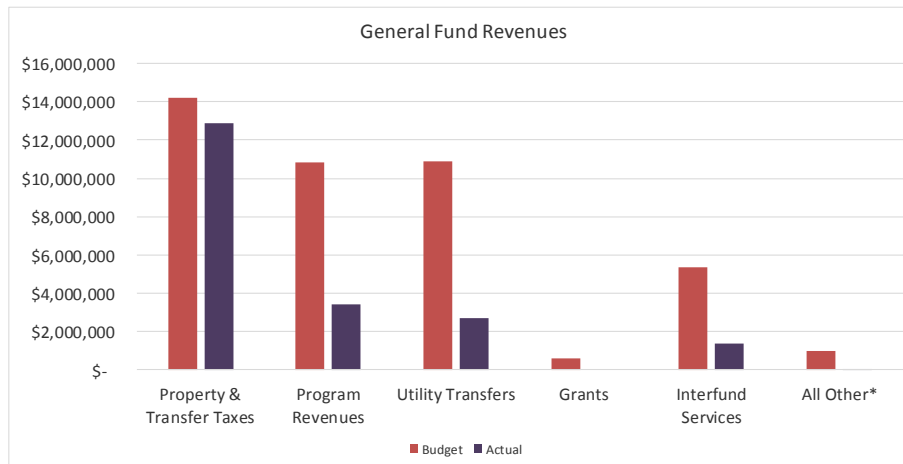
City of Dover
General Fund Summary
Fiscal Year to Date (September 2017)

Revenues				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$	12,865,382	90%
Program Revenues	10,834,900		3,444,016	32%
Utility Transfers	10,900,000		2,730,000	25%
Grants	605,000		-	0%
Interfund Services	5,376,200		1,404,225	26%
All Other*	980,000		55,664	6%
	<u>\$ 42,931,000</u>	<u>\$</u>	<u>20,499,287</u>	<u>48%</u>

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

Expenditures				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Program Expenditures	\$ 26,724,500	\$	6,001,217	22%
Interfund Services	9,553,300		2,201,532	23%
Debt Service	443,100		114,127	26%
Post Retirement Benefits	2,063,000		516,000	25%
Pension Fund Contributions	1,224,900		192,000	16%
Capital Project Transfers	1,368,700		684,175	50%
All Other*	1,483,500		252,548	17%
	<u>\$ 42,861,000</u>	<u>\$</u>	<u>9,961,599</u>	<u>23%</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.

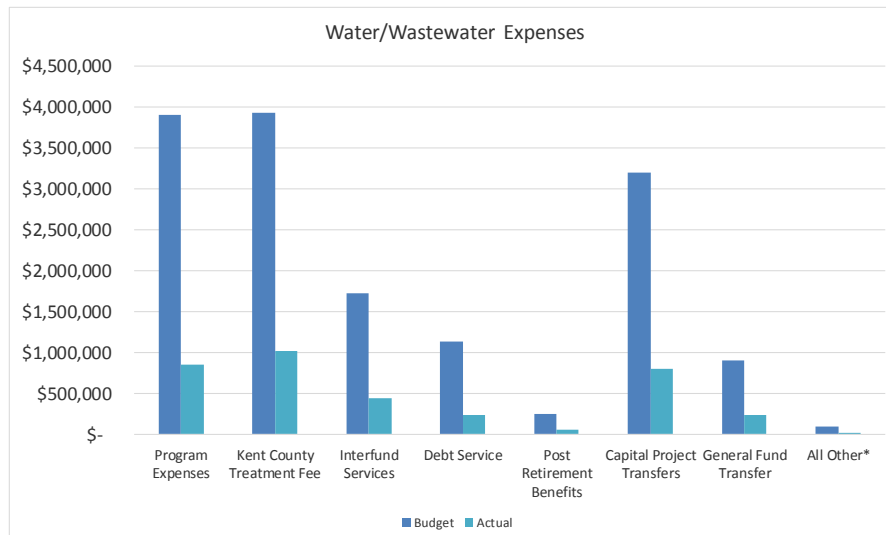
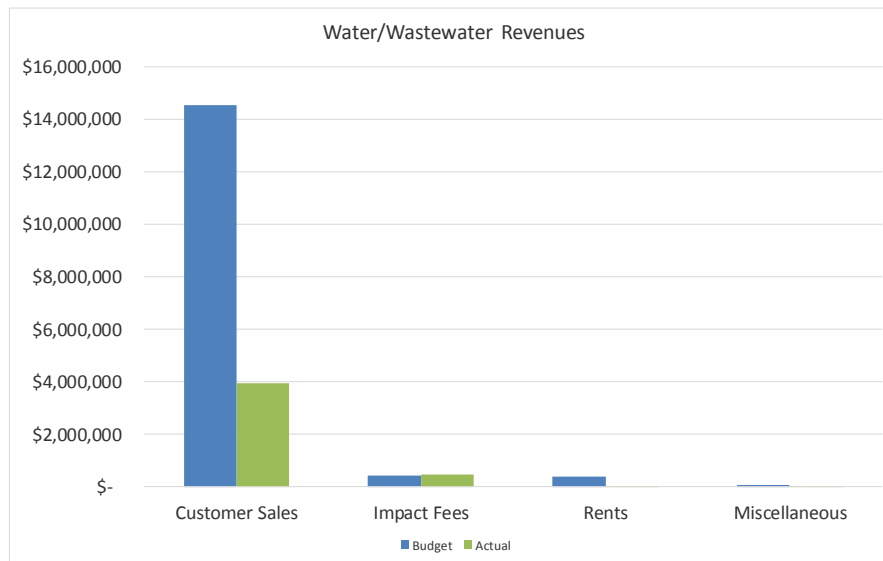


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (September 2017)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 3,921,404	27%
Impact Fees	440,000	472,055	107%
Rents	391,400	10,893	3%
Miscellaneous	72,400	21,199	29%
	<u>\$ 15,439,000</u>	<u>\$ 4,425,551</u>	<u>29%</u>

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 852,025	22%
Kent County Treatment Fee	3,926,500	1,021,404	26%
Interfund Services	1,716,100	440,231	26%
Debt Service	1,137,400	234,009	21%
Post Retirement Benefits	249,700	60,555	24%
Capital Project Transfers	3,200,000	800,000	25%
General Fund Transfer	900,000	228,000	25%
All Other*	91,900	6,932	8%
	<u>\$ 15,118,400</u>	<u>\$ 3,643,156</u>	<u>24%</u>

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



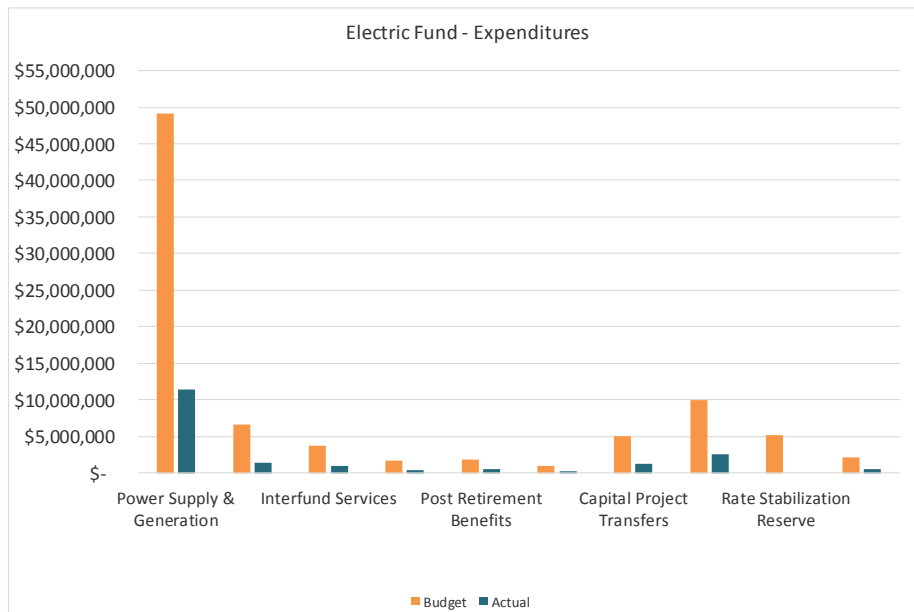
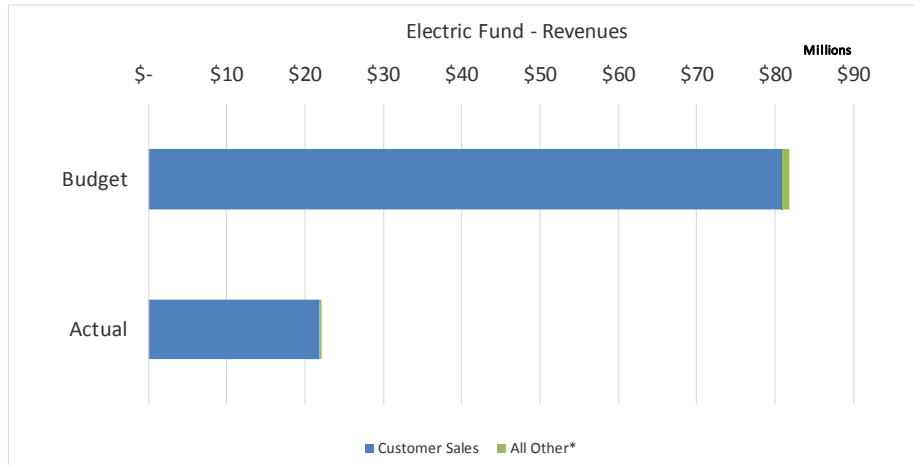
City of Dover
Electric Fund Summary
Fiscal Year to Date (September 2017)

Revenues				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$	21,844,298	27%
All Other*	982,000		282,065	29%
	<u>\$ 81,874,200</u>	<u>\$</u>	<u>22,126,363</u>	<u>27%</u>

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

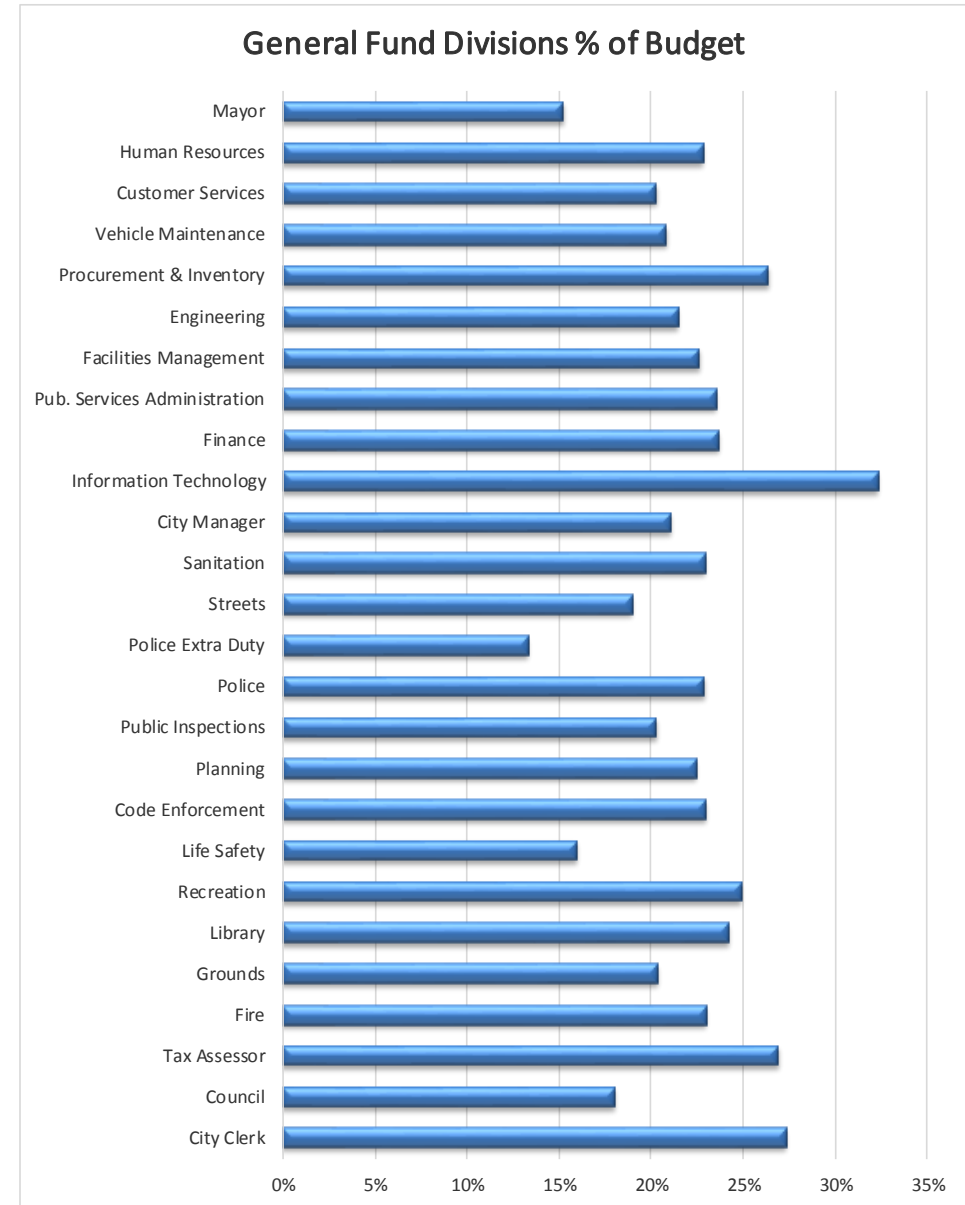
Expenditures				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$	11,416,106	23%
Electric Operating Division Exp.	6,660,200		1,458,382	22%
Interfund Services	3,660,100		963,994	26%
Debt Service	1,605,500		404,238	25%
Post Retirement Benefits	1,820,300		457,500	25%
Pension Unfunded Liability	1,000,000		249,000	25%
Capital Project Transfers	5,000,000		1,250,000	25%
General Fund Transfer	10,000,000		2,502,000	25%
Rate Stabilization Reserve	5,200,000		-	0%
All Other*	2,162,400		496,377	23%
	<u>\$ 86,183,600</u>	<u>\$</u>	<u>19,197,597</u>	<u>22%</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 (September 2017)

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	119,249	27%
Council	155,100	27,896	18%
Tax Assessor	238,500	64,164	27%
Fire	774,900	178,141	23%
Grounds	1,142,000	232,094	20%
Library	1,708,300	413,638	24%
Recreation	764,200	190,125	25%
Life Safety	499,600	79,699	16%
Code Enforcement	449,700	103,114	23%
Planning	563,400	126,474	22%
Public Inspections	721,000	145,954	20%
Police	16,483,900	3,766,649	23%
Police Extra Duty	560,000	74,280	13%
Streets	1,119,400	211,841	19%
Sanitation	2,563,900	587,596	23%
City Manager	751,500	158,390	21%
Information Technology	777,400	251,240	32%
Finance	1,038,900	245,829	24%
Pub. Services Administration	718,300	168,895	24%
Facilities Management	629,700	142,109	23%
Engineering	277,700	59,542	21%
Procurement & Inventory	605,100	159,464	26%
Vehicle Maintenance	838,200	174,087	21%
Customer Services	1,169,500	236,757	20%
Human Resources	436,600	99,636	23%
Mayor	119,300	18,133	15%
	<u>\$ 35,542,800</u>	<u>\$ 8,034,996</u>	



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

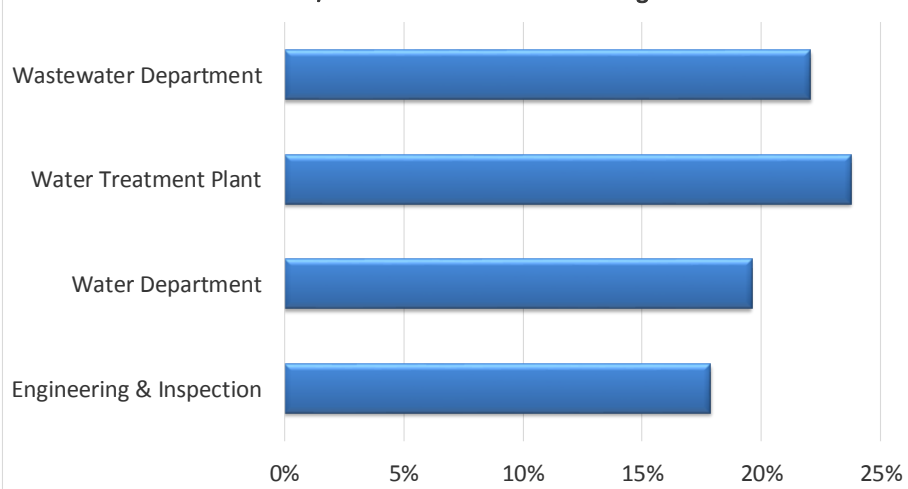
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 92,426	18%
Water Department	635,700	124,314	20%
Water Treatment Plant	1,780,500	423,039	24%
Wastewater Department	962,800	212,246	22%
	<u>\$ 3,896,800</u>	<u>\$ 852,025</u>	

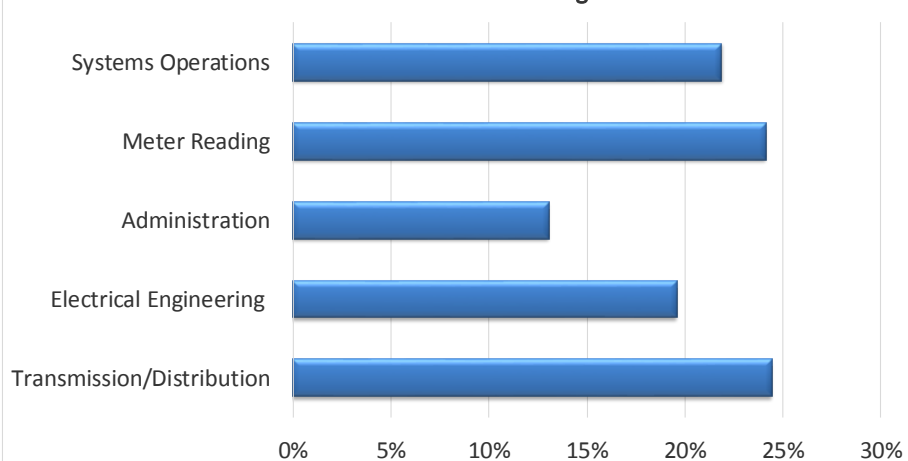
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 879,413	24%
Electrical Engineering	1,226,400	239,688	20%
Administration	797,000	103,771	13%
Meter Reading	392,500	94,602	24%
Systems Operations	644,700	140,908	22%
	<u>\$ 6,660,200</u>	<u>\$ 1,458,382</u>	

Water/Wastewater Division % of Budget



Electric Division % of Budget

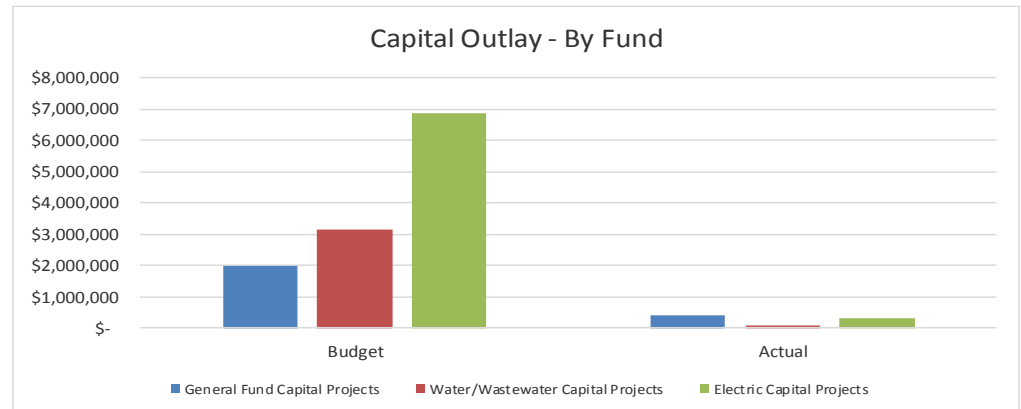
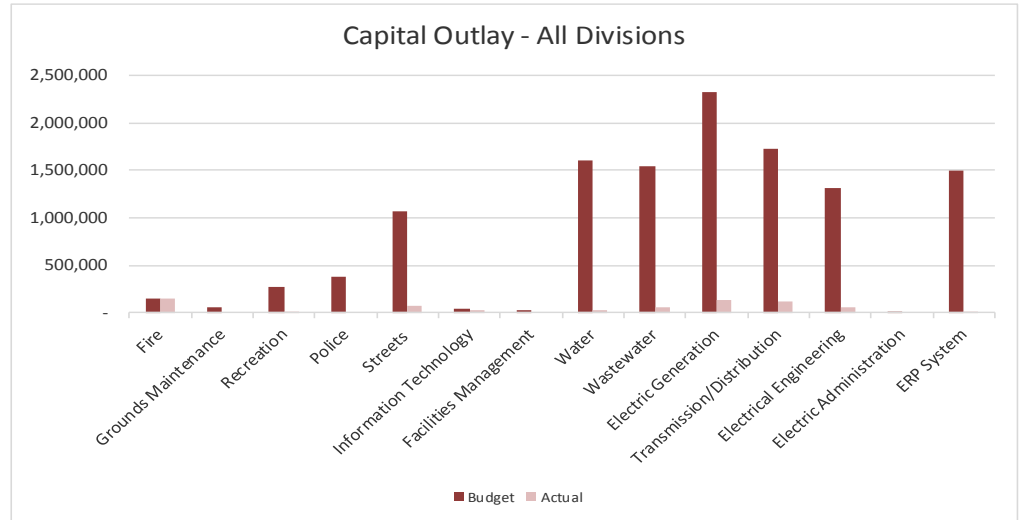


City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (September 2017)

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ -	\$ 155,349	0%
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	66,933	6%
Information Technology	36,600	25,731	70%
Facilities Management	25,100	-	0%
Transfer to Parkland Reserve	-	23,014	0%
General Fund Capital Projects	\$ 1,990,800	\$ 418,900	21%

<u>Water/Wastewater Fund</u>			
Water	1,608,400	29,415	2%
Wastewater	1,543,000	62,786	4%
Water/Wastewater Capital Projects	\$ 3,151,400	\$ 92,201	3%

<u>Electric Fund</u>			
Electric Generation	2,328,000	140,504	6%
Transmission/Distribution	1,725,500	127,244	7%
Electrical Engineering	1,315,000	54,988	4%
Electric Administration	8,500	-	0%
ERP System	1,500,000	9,248	1%
Electric Capital Projects	\$ 6,877,000	\$ 331,984	5%
Total Capital Projects	\$ 12,019,200	\$ 843,085	7%



September 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) [930/(930+32)]*100 96.67%	FY 2017 (Total) [4,581/(4,581+119)]*100 97.47 %	- 0.8 %
Turn Over Rate – Indicates that the material stocked is the material being used. (2016-2017 Goal 1 per year)	August 2017 0.84 Turnovers per year	August 2016 0.62 Turnovers per year	+0.22 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of October 3, 2017
Hazard Response Services Contract	18-0003EL	Three Years	Electric	Forwarded to Electric and Compliance Environmental on 8/31/2017.
Consulting Services for Data Conversion from Superior H.T.E to Tyler Munis	18-0005IT	One time	Info Tech	RFP opening scheduled for October 24, 2017 @ 2:00 pm.
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
Wire & Cable Term Contract	3-2017CS	Annual	Procurement	Bids forwarded to Electric on 9/25/2017
Electric Utility Cost of Service & Rate Design Study	18-0009CM	One time	City Manager's Office	RFP opening scheduled for October 20, 2017 @ 2:00 pm.
Ambulance Services for the City of Dover	18-0010CM	Three Years	City Manager's Office	Draft is under review by Dave Truax.
Electric Utility Management & Benchmarking Assessment, Financial Risk Assessment Evaluation of Alternative Proposals for the City of Dover Electric Utility	18-0011CM	One time	City Manager's Office	Pre-proposal meeting on October 20, 2017 @ 9:00 am in the City Hall Conference Room. RFP opening scheduled for November 13, 2017 @ 2:00 pm.
Connectors Term Contract	6-2017CS	Annual	Procurement	Bids due October 18, 2017 @ 7:00 pm
RFP	18-0011CM	One time	City Manager's Office	Draft is under review
Connectors Term Contract	6-2017CS	Annual	Procurement	Bids due October 18, 2017 @ 7:00 pm

FUEL USE FY 2017 TO DATE FY 2018 TO DATE

Unleaded:	34,384.0 gallons	33,474.0 gallons
Diesel:	20,319.3 gallons	18,343.6 gallons
Dollars Spent:	\$85,660.26	\$84,902.44

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 447,897.47	308 Line Items
Water:	\$ 19,189.51	50 Line Items
General:	\$ 36,825.87	145 Line Items
Total:	\$ 503,912.85	503 Line Items

Purchase Orders for Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 382,384.30	\$566,888.31
Water:	\$ 23,313.16	\$ 40,861.93
General:	\$ 68,982.22	\$ 36,162.28
Total:	\$ 474,679.68	\$643,912.52

Issues from Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$252,186.07	\$281,405.04
Water:	\$ 54,475.99	\$ 38,278.53
General:	\$ 31,605.53	\$ 38,241.32
*Total:	\$338,333.79	\$357,978.15

Warehouse Stock

	<u>FY 2017</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,328,989.13	\$ 2,104,819.87
Total Line Items:	1,317	1,313

Money Spent for Postage/Postal Services

<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
\$38,304.28	\$36,212.97

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