



City of Dover

FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS — MONTHLY BUDGET REPORTS

OCTOBER 2017



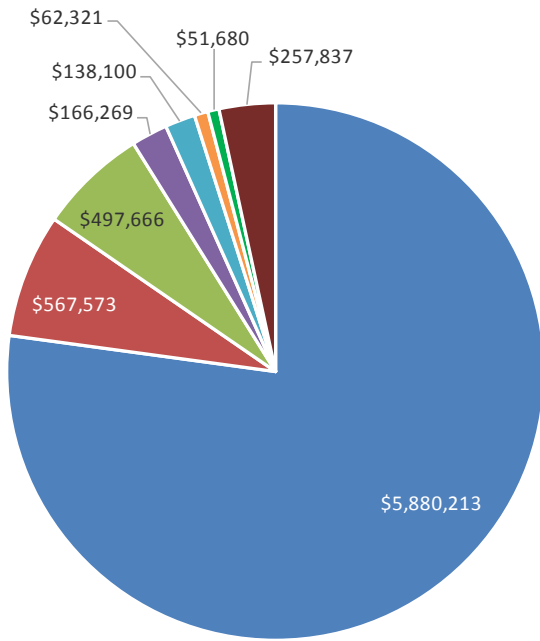
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER ACTIVITY REPORTS OCTOBER 2017

FINANCE DEPARTMENT ACTIVITY LEVELS

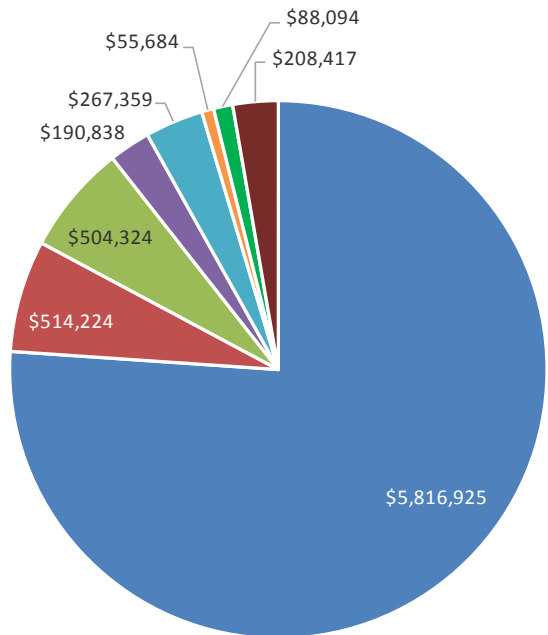
	FY17 YTD	FY18 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	2,439	2,285
Total Amount of All Deposits	\$ 55,055,983	\$ 54,587,161
Other Activity		
Number of Pay Periods	9	9
Number of Payroll Checks & Direct Deposits Issued	3,607	3,535
Number of Pension Checks Issued	1,010	1,017
Total Pension Benefits Paid - Defined Benefit Plan	\$ 1,740,426	\$ 1,810,450
ACCOUNTS PAYABLE		
Number of Check Vouchers	1,880	2,155
Number of EFT Vouchers	820	818
Vouchers Dollar Amount Disbursed	\$ 22,269,565	\$ 24,378,604

FY17 YTD Wages



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

FY18 YTD Wages



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

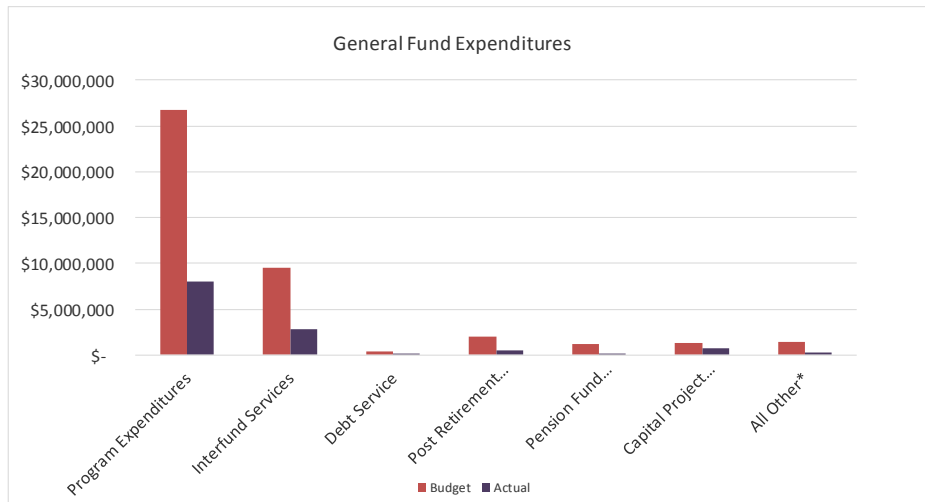
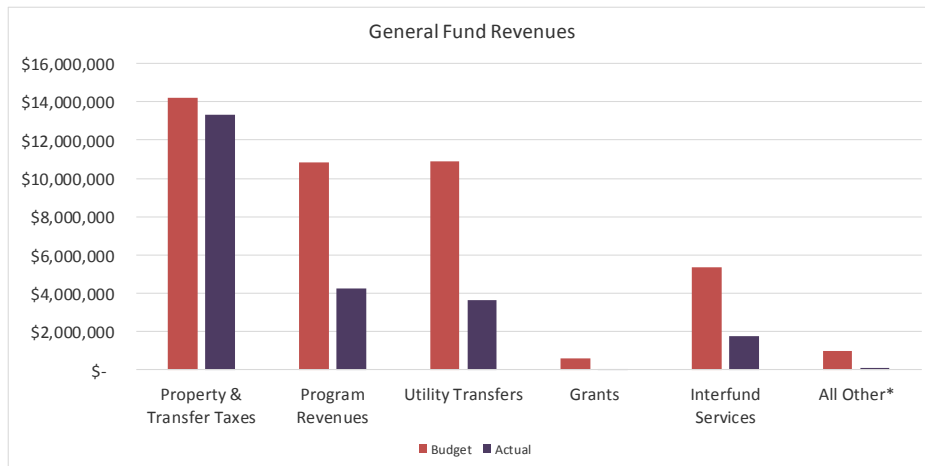
City of Dover
General Fund Summary
Fiscal Year to Date (October 2017)

Revenues				
	<u>Budget</u>	<u>Actual</u>	<u>%</u>	
Property & Transfer Taxes	\$ 14,234,900	\$ 13,305,639	93%	
Program Revenues	10,834,900	4,244,541	39%	
Utility Transfers	10,900,000	3,640,000	33%	
Grants	605,000	18,584	3%	
Interfund Services	5,376,200	1,769,677	33%	
All Other*	980,000	88,833	9%	
	<u>\$ 42,931,000</u>	<u>\$ 23,067,274</u>	<u>54%</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	\$ 8,064,568	30%	
Interfund Services	9,553,300	2,870,401	30%	
Debt Service	443,100	152,321	34%	
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	321,531	22%	
	<u>\$ 42,861,000</u>	<u>\$ 12,800,996</u>	<u>30%</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 (October 2017)

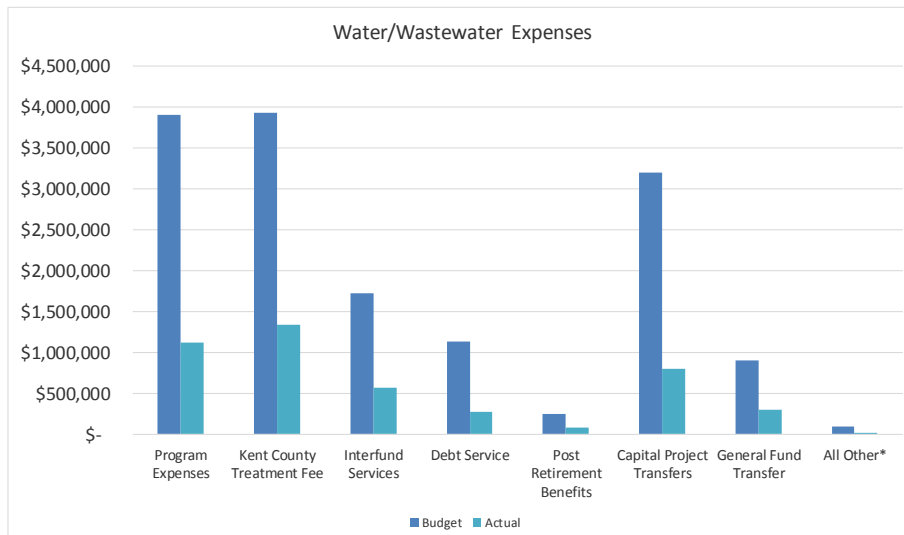
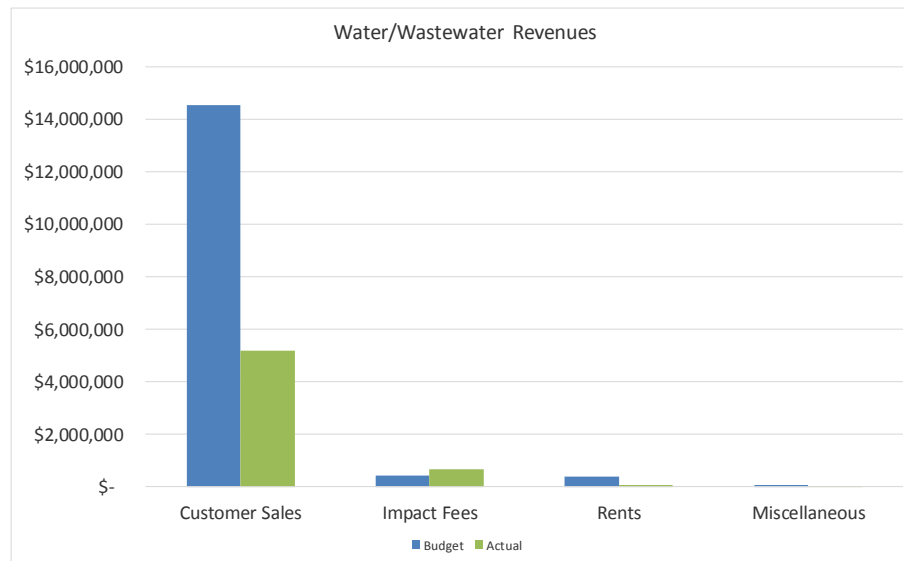
Revenues

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 5,188,347	36%
Impact Fees	440,000	646,173	147%
Rents	391,400	74,530	19%
Miscellaneous	72,400	26,233	36%
	<u>\$ 15,439,000</u>	<u>\$ 5,935,283</u>	<u>38%</u>

Expenditures

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 1,116,764	29%
Kent County Treatment Fee	3,926,500	1,340,331	34%
Interfund Services	1,716,100	563,671	33%
Debt Service	1,137,400	276,809	24%
Post Retirement Benefits	249,700	80,740	32%
Capital Project Transfers	3,200,000	800,000	25%
General Fund Transfer	900,000	304,000	34%
All Other*	91,900	9,083	10%
	<u>\$ 15,118,400</u>	<u>\$ 4,491,398</u>	<u>30%</u>

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



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

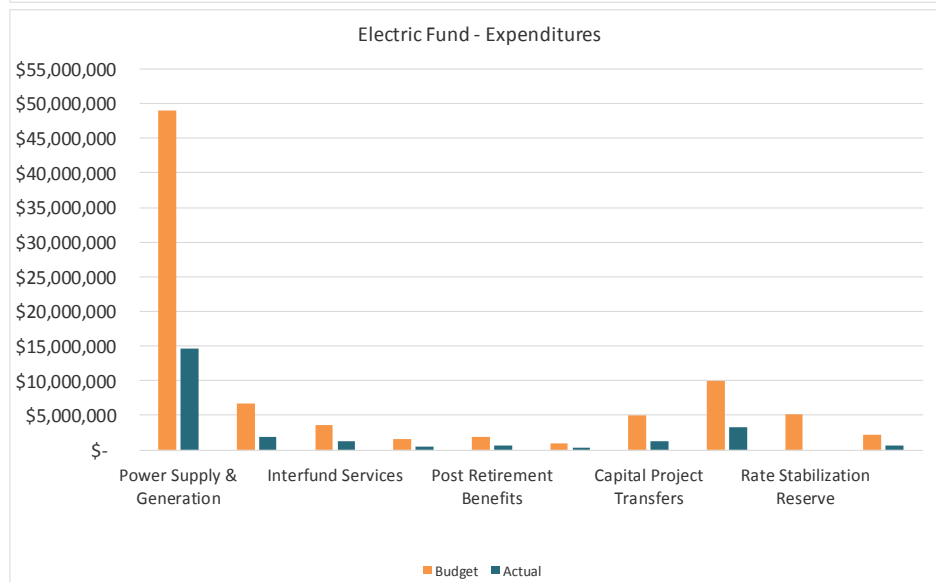
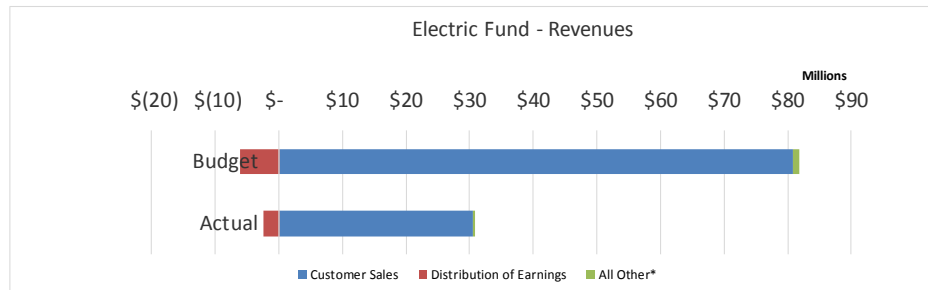
Revenues				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$	30,533,039	38%
Distribution of Earnings	(6,176,700)		(2,365,687)	38%
All Other*	982,000		336,515	34%
	<u>\$ 75,697,500</u>	<u>\$</u>	<u>28,503,867</u>	<u>38%</u>

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

Expenditures				
	<u>Budget</u>		<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$	14,681,555	30%
Electric Operating Division Exp.	6,660,200		1,890,717	28%
Interfund Services	3,660,100		1,206,006	33%
Debt Service	1,605,500		538,734	34%
Post Retirement Benefits	1,820,300		610,000	34%
Pension Unfunded Liability	1,000,000		332,000	33%
Capital Project Transfers	5,000,000		1,250,000	25%
General Fund Transfer	10,000,000		3,336,000	33%
Rate Stabilization Reserve	5,200,000		-	0%
All Other*	2,162,400		642,889	30%
	<u>\$ 86,183,600</u>	<u>\$</u>	<u>24,487,901</u>	<u>28%</u>

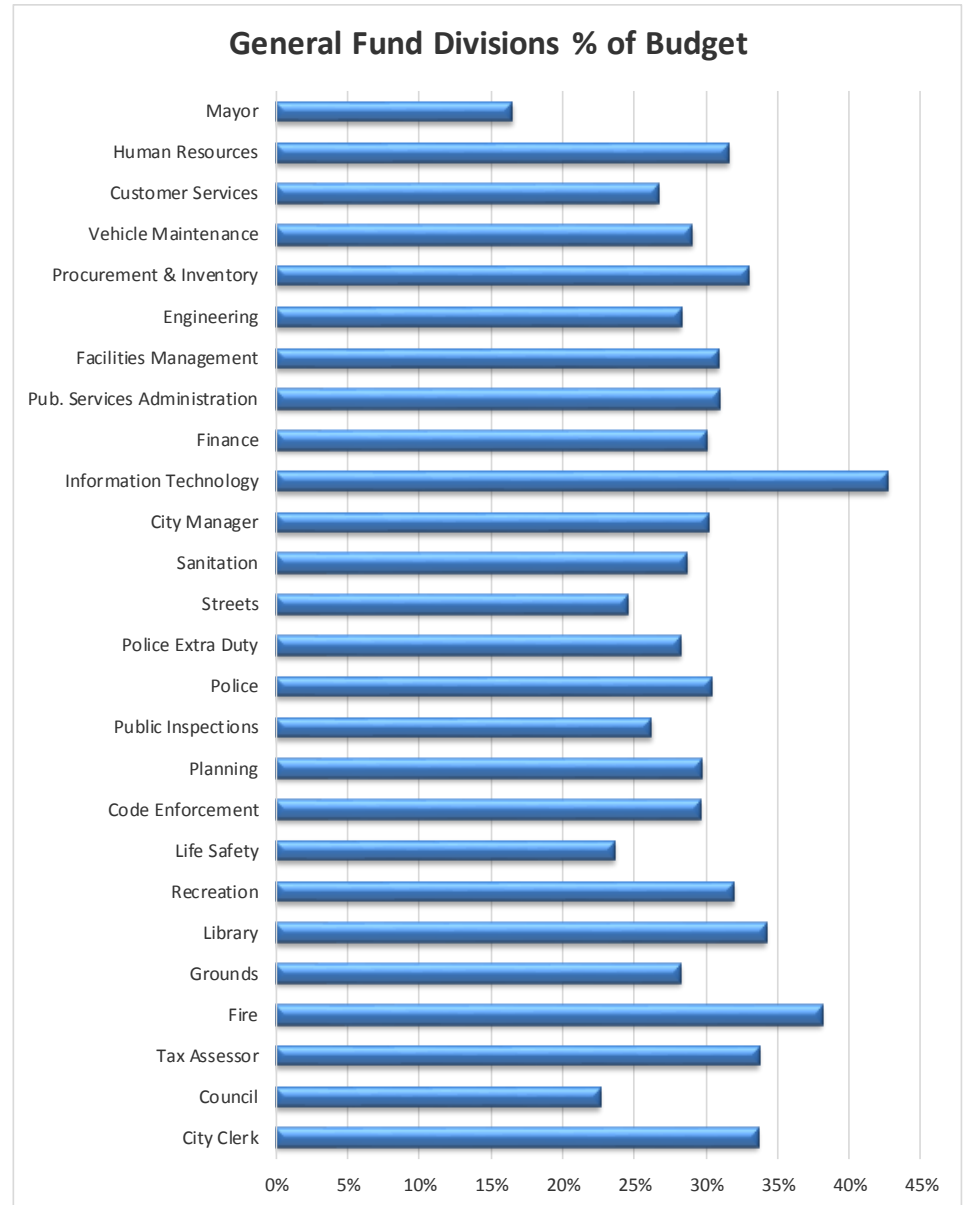
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Contractual Services, Other Employment Expenses

<u>Megawatt Hours Sold & Purchased</u>	<u>Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	713,501	277,059
Sales per MWh	\$102.98	\$100.02
Purchased/Generated MWh	763,129	281,591
All In MWh Supply & Generation	\$64.31	\$52.14



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	\$ 146,772	34%
Council	155,100	35,052	23%
Tax Assessor	238,500	80,358	34%
Fire	774,900	295,098	38%
Grounds	1,142,000	322,052	28%
Library	1,708,300	583,947	34%
Recreation	764,200	243,876	32%
Life Safety	499,600	117,826	24%
Code Enforcement	449,700	133,218	30%
Planning	563,400	167,627	30%
Public Inspections	721,000	188,562	26%
Police	16,483,900	5,006,994	30%
Police Extra Duty	560,000	158,114	28%
Streets	1,119,400	274,571	25%
Sanitation	2,563,900	735,822	29%
City Manager	751,500	226,347	30%
Information Technology	777,400	331,493	43%
Finance	1,038,900	312,363	30%
Pub. Services Administration	718,300	222,194	31%
Facilities Management	629,700	194,309	31%
Engineering	277,700	78,555	28%
Procurement & Inventory	605,100	199,541	33%
Vehicle Maintenance	838,200	243,144	29%
Customer Services	1,169,500	311,712	27%
Human Resources	436,600	137,841	32%
Mayor	119,300	19,592	16%
\$ 35,542,800	\$ 10,766,980		



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

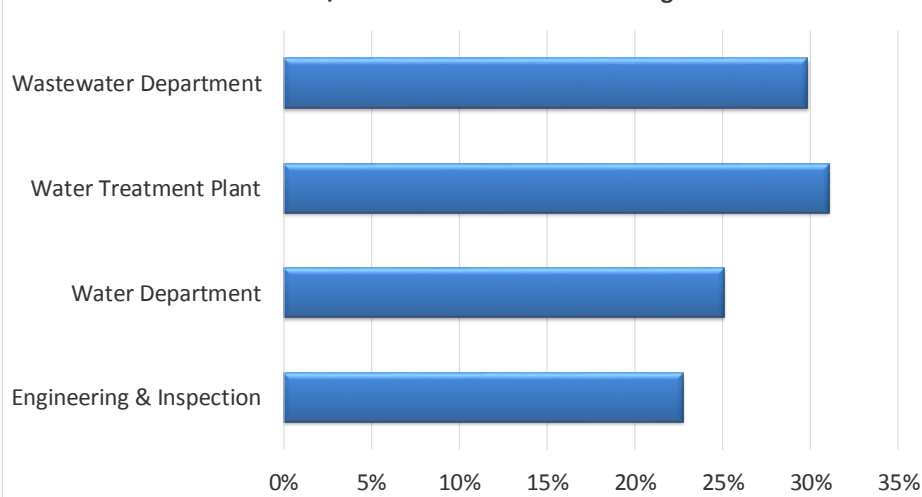
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 117,733	23%
Water Department	635,700	159,304	25%
Water Treatment Plant	1,780,500	552,650	31%
Wastewater Department	962,800	287,077	30%
	<u>\$ 3,896,800</u>	<u>\$ 1,116,764</u>	

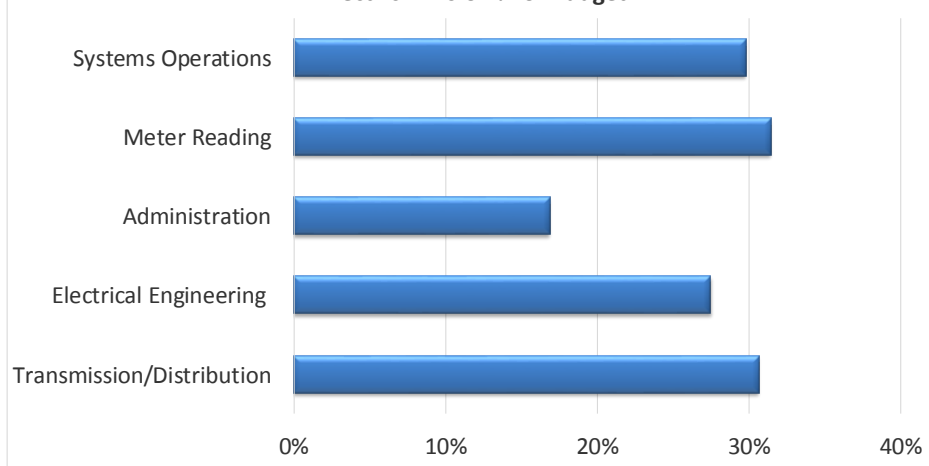
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 1,103,834	31%
Electrical Engineering	1,226,400	336,900	27%
Administration	797,000	134,517	17%
Meter Reading	392,500	123,352	31%
Systems Operations	644,700	192,114	30%
	<u>\$ 6,660,200</u>	<u>\$ 1,890,717</u>	

Water/Wastewater Division % of Budget



Electric Division % of Budget

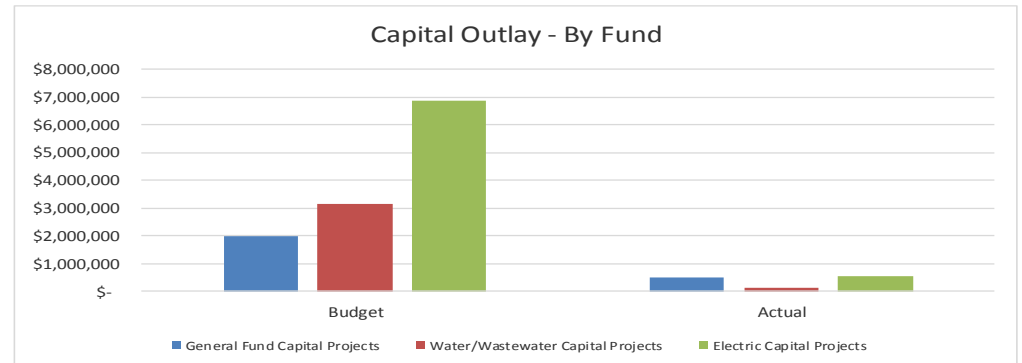
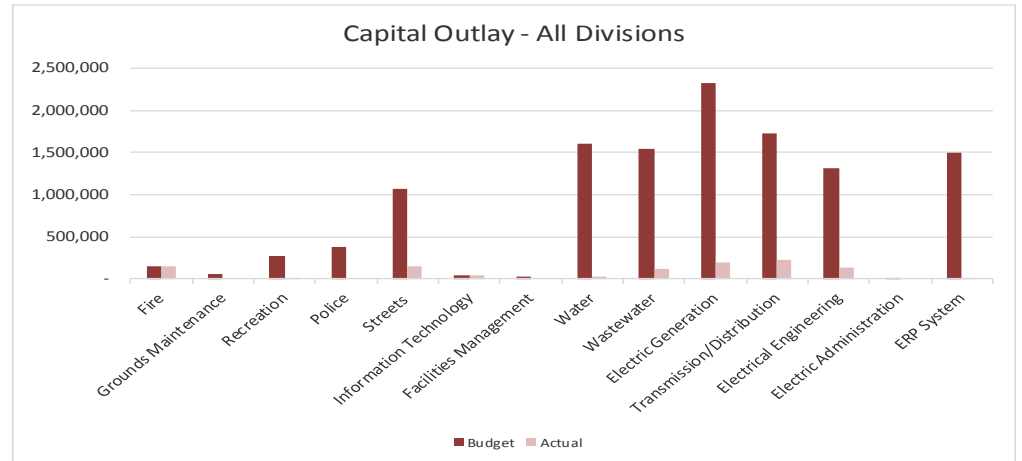


City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (October 2017)

<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	146,236	14%
Information Technology	36,600	37,626	103%
Facilities Management	25,100	-	0%
Transfer to Parkland Reserve	-	25,723	0%
General Fund Capital Projects	\$ 1,990,800	\$ 512,807	26%

<u>Water/Wastewater Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Water	\$ 1,608,400	\$ 29,415	2%
Wastewater	1,543,000	122,515	8%
Water/Wastewater Capital Projects	\$ 3,151,400	\$ 151,930	5%

<u>Electric Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Electric Generation	\$ 2,328,000	\$ 190,616	8%
Transmission/Distribution	1,725,500	229,373	13%
Electrical Engineering	1,315,000	136,909	10%
Electric Administration	8,500	-	0%
ERP System	1,500,000	11,968	1%
Electric Capital Projects	\$ 6,877,000	\$ 568,866	8%
Total Capital Projects	\$ 12,019,200	\$ 1,233,603	10%



October 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) [1,545/(1,545+49)]*100 96.93%	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)	October 2017 0.71 Turnovers per year	October 2016 0.62 Turnovers per year	+0.09 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of November 29, 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	Forwarded to IT on 10/30/2017
Electric Utility Cost of Service & Rate Design Study	18-0009CM	One time	City Manager's Office	Scheduled for City Council on 11/27-2017
Ambulance Services for the City of Dover	18-0010CM	Three Years	City Manager's Office	RFP opening scheduled for December 19, 2017 @ 2:00 pm
Diversity and Inclusion	18-0012HR	One time	Human Resources	RFP opening scheduled for November 29, 2017 @ 2:00 pm.
Water Treatment Plant Process Improvements	18-0014PW	One time	Public Works	Bid opening scheduled for December 20, 2017 @ 2:00 pm
Professional Support for HVAC Repair Design Weyandt Hall	18-0015PW	One time	Public Works	RFP opening scheduled for December 13, 2017 @ 2:00 pm
Joint Hardware Bid	8-2017	Annual	Purchasing	Bid opening scheduled for December 14, 2017 @ 7:00
Joint PVC Bid	9-2017	Annual	Purchasing	Bid opening scheduled for December 18, 2017 @ 7:00
Joint Tool Bid	16-2017	Annual	Purchasing	Bid opening scheduled for December 11, 2017 @ 2:00 pm.
Joint Lighting Bid	Oct-17	Annual	Purchasing	Forwarded to Electric Department for review on 11/27/2017.

FUEL USE	FY 2017 TO DATE	FY 2018 TO DATE
Unleaded:	46,260.3 gallons	45,181.4 gallons
Diesel:	27,185.2 gallons	24,377.2 gallons
Dollars Spent:	\$115,002.51	\$116,831.69

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)		
Electric:	\$ 442,230.46	307 Line Items
Water:	\$ 19,300.96	51 Line Items
General:	\$ 36,661.81	143 Line Items
Total:	\$ 498,193.23	501 Line Items

Purchase Orders for Stock by Fund

	FY 2017 TO DATE	FY 2018 TO DATE
Electric:	\$ 393,002.71	\$619,254.76
Water:	\$ 76,890.76	\$ 47,271.11
General:	\$ 28,665.68	\$ 46,178.02
Total:	\$ 498,559.15	\$712,703.89

Issues from Stock by Fund

	FY 2017 TO DATE	FY 2018 TO DATE
Electric:	\$406,765.21	\$381,981.32
Water:	\$ 73,305.99	\$ 48,711.07
General:	\$ 40,129.21	\$ 47,321.78
*Total:	\$520,266.61	\$478,067.43

Warehouse Stock

	FY 2017	FY 2018
Total Dollar Value:	\$ 2,328,989.13	\$ 1,952,197.94
Total Line Items:	1,317	1,304

Money Spent for Postage/Postal Services

FY 2017 TO DATE	FY 2018 TO DATE
\$49,852.55	\$46,526.19