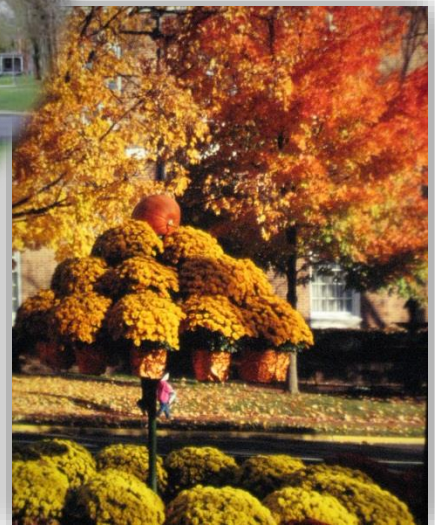




City of Dover

FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS — MONTHLY BUDGET REPORTS

NOVEMBER 2017



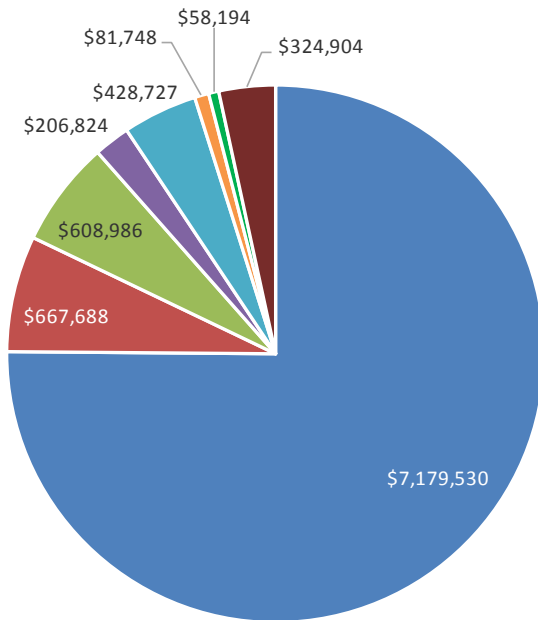
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER ACTIVITY REPORTS NOVEMBER 2017

FINANCE DEPARTMENT ACTIVITY LEVELS

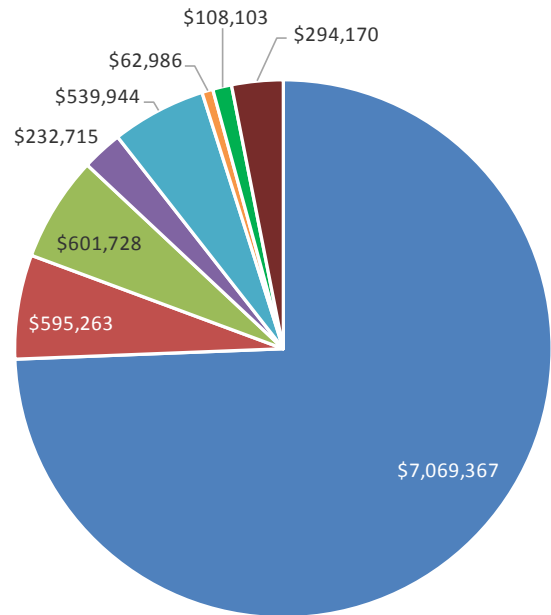
	FY17 YTD	FY18 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	3,013	2,829
Total Amount of All Deposits	\$ 63,328,972	\$ 63,500,078
Other Activity		
Number of Pay Periods	11	11
Number of Payroll Checks & Direct Deposits Issued	4,419	4,302
Number of Pension Checks Issued	1,263	1,273
Total Pension Benefits Paid - Defined Benefit Plan	\$ 2,175,570	\$ 2,267,948
ACCOUNTS PAYABLE		
Number of Check Vouchers	2,527	2,697
Number of EFT Vouchers	1,100	1,087
Vouchers Dollar Amount Disbursed	\$ 27,811,606	\$ 31,220,479

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
- Comp Time
- Other

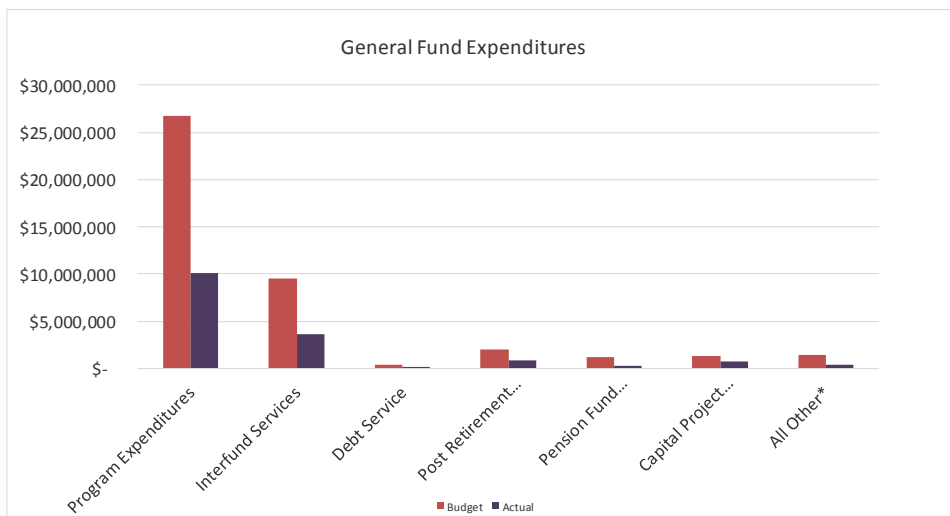
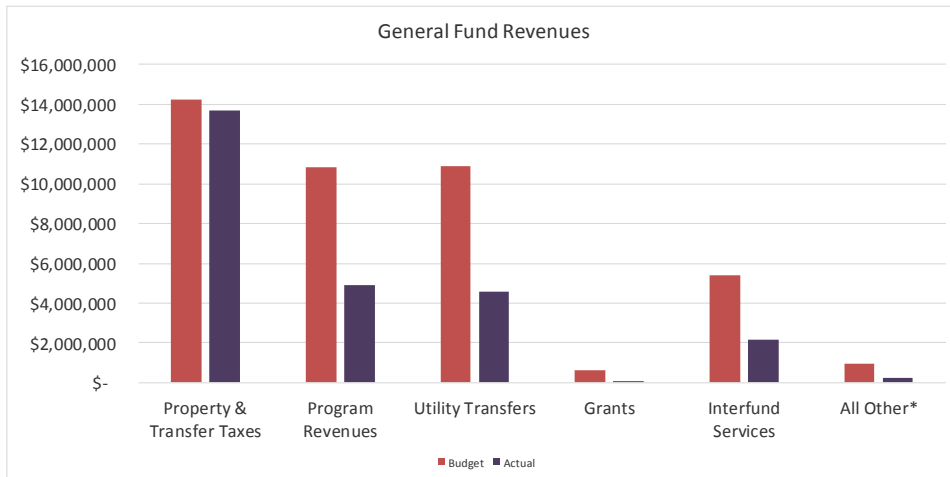
City of Dover
General Fund Summary
Fiscal Year to Date (November 2017)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$ 13,703,236	96%
Program Revenues	10,834,900	4,881,831	45%
Utility Transfers	10,900,000	4,550,000	42%
Grants	605,000	46,861	8%
Interfund Services	5,376,200	2,184,400	41%
All Other*	980,000	264,415	27%
	<u>\$ 42,931,000</u>	<u>\$ 25,630,743</u>	<u>60%</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	\$ 10,144,064	38%
Interfund Services	9,553,300	3,602,578	38%
Debt Service	443,100	190,106	43%
Post Retirement Benefits	2,063,000	860,000	42%
Pension Fund Contributions	1,224,900	320,000	26%
Capital Project Transfers	1,368,700	684,175	50%
All Other*	1,483,500	391,380	26%
	<u>\$ 42,861,000</u>	<u>\$ 16,192,303</u>	<u>38%</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 (November 2017)

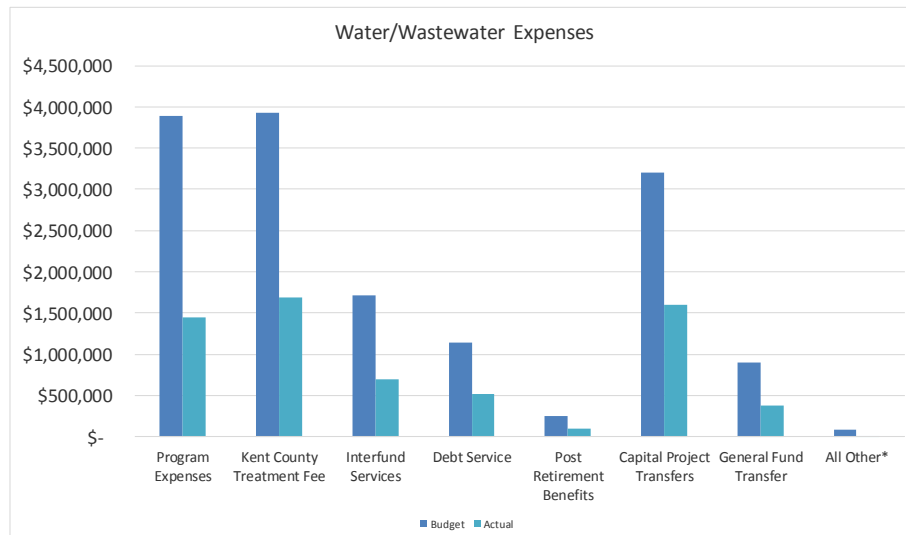
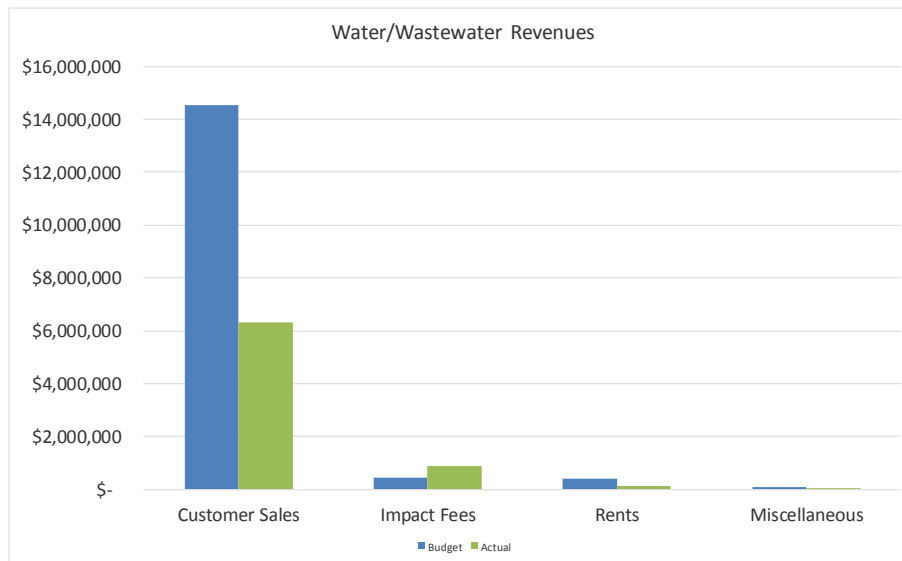
Revenues

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 6,336,534	44%
Impact Fees	440,000	898,173	204%
Rents	391,400	120,511	31%
Miscellaneous	72,400	31,366	43%
	<u>\$ 15,439,000</u>	<u>\$ 7,386,584</u>	<u>48%</u>

Expenditures

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 1,443,048	37%
Kent County Treatment Fee	3,926,500	1,692,524	43%
Interfund Services	1,716,100	697,138	41%
Debt Service	1,137,400	521,696	46%
Post Retirement Benefits	249,700	100,925	40%
Capital Project Transfers	3,200,000	1,600,000	50%
General Fund Transfer	900,000	380,000	42%
All Other*	91,900	11,422	12%
	<u>\$ 15,118,400</u>	<u>\$ 6,446,753</u>	<u>43%</u>

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



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

Revenues

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$ 36,764,158	45%
Distribution of Earnings	(6,176,700)	(2,844,685)	46%
All Other*	982,000	365,752	37%
	<u>\$ 75,697,500</u>	<u>\$ 34,285,225</u>	<u>45%</u>

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

Expenditures

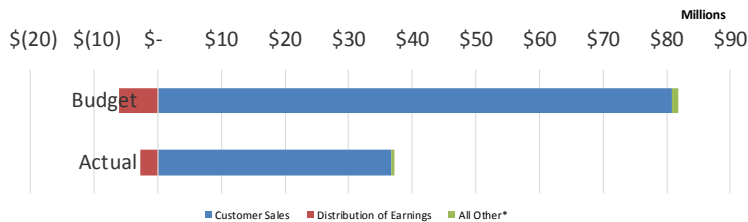
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$ 18,364,058	37%
Electric Operating Division Exp.	6,660,200	2,431,768	37%
Interfund Services	3,660,100	1,487,262	41%
Debt Service	1,605,500	673,230	42%
Post Retirement Benefits	1,820,300	757,500	42%
Pension Unfunded Liability	1,000,000	420,000	42%
Capital Project Transfers	5,000,000	1,250,000	25%
General Fund Transfer	10,000,000	4,170,000	42%
Rate Stabilization Reserve	5,200,000	-	0%
All Other*	2,162,400	787,228	36%
	<u>\$ 86,183,600</u>	<u>\$ 30,341,046</u>	<u>35%</u>

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

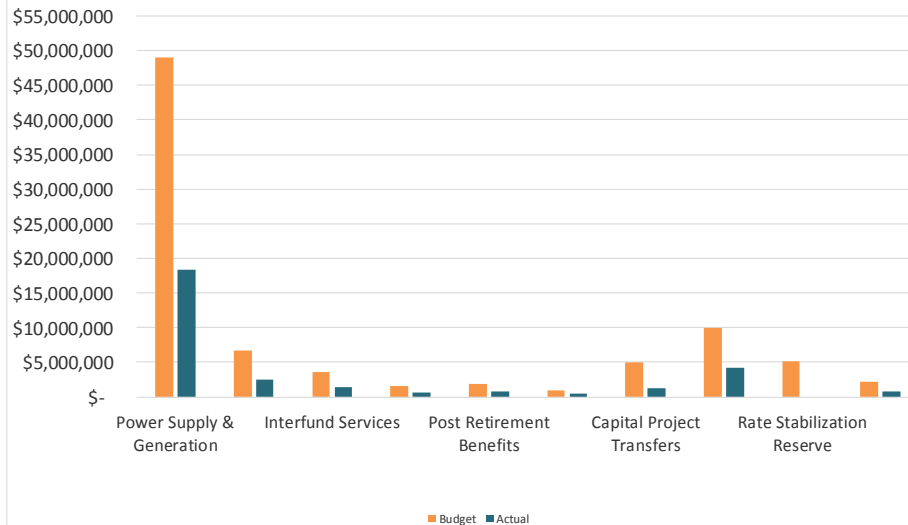
Megawatt Hours Sold & Purchased

	<u>Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	713,501	333,154
Sales per MWh	\$102.98	\$100.14
Purchased/Generated MWh	763,129	338,708
All In MWh Supply & Generation	\$64.31	\$54.22

Electric Fund - Revenues

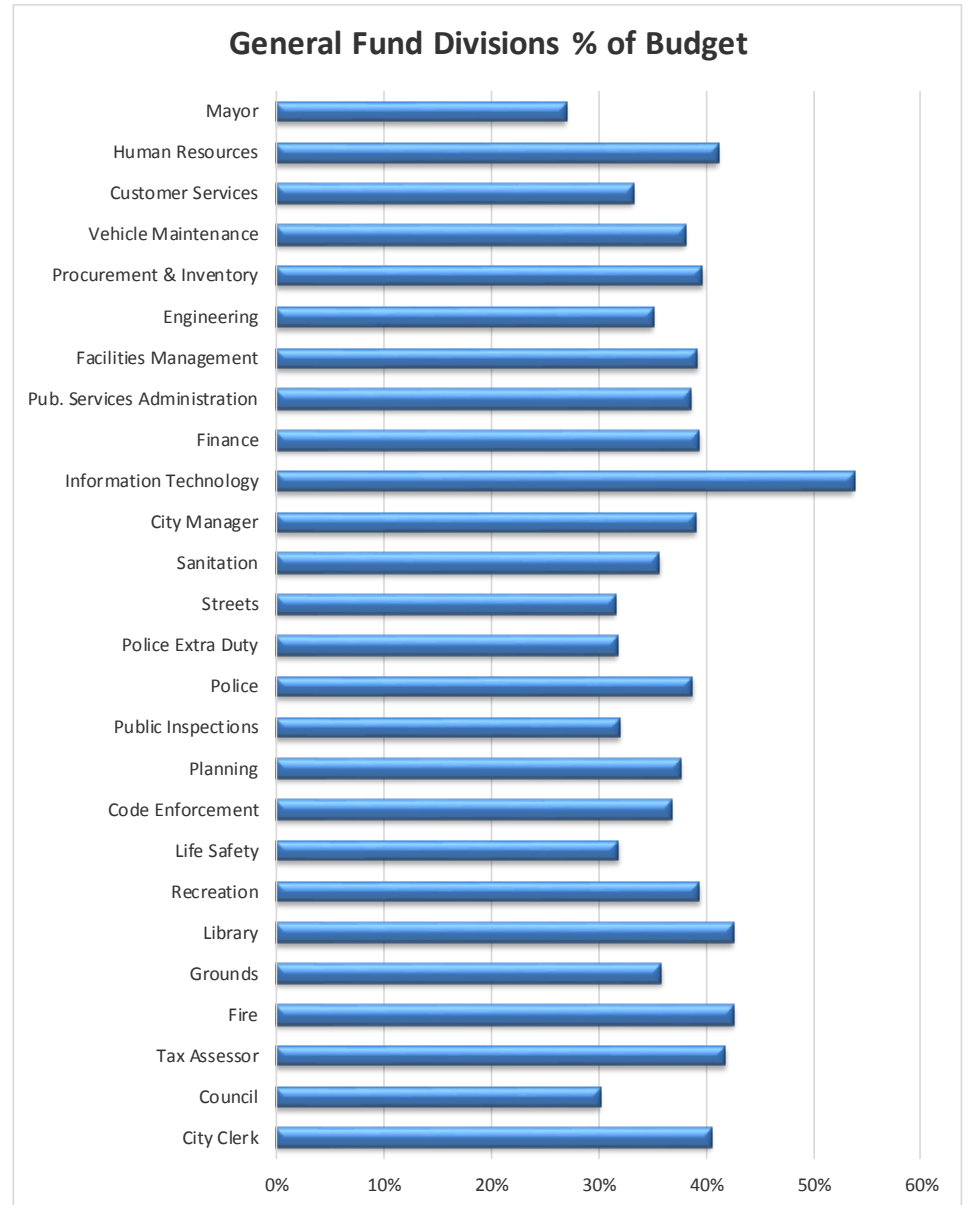


Electric Fund - Expenditures



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	\$ 176,658	40%
Council	155,100	46,749	30%
Tax Assessor	238,500	99,703	42%
Fire	774,900	329,777	43%
Grounds	1,142,000	408,460	36%
Library	1,708,300	725,650	42%
Recreation	764,200	300,687	39%
Life Safety	499,600	158,652	32%
Code Enforcement	449,700	165,309	37%
Planning	563,400	212,130	38%
Public Inspections	721,000	230,206	32%
Police	16,483,900	6,379,207	39%
Police Extra Duty	560,000	177,763	32%
Streets	1,119,400	353,378	32%
Sanitation	2,563,900	914,066	36%
City Manager	751,500	292,993	39%
Information Technology	777,400	417,638	54%
Finance	1,038,900	408,721	39%
Pub. Services Administration	718,300	277,165	39%
Facilities Management	629,700	246,888	39%
Engineering	277,700	97,536	35%
Procurement & Inventory	605,100	240,013	40%
Vehicle Maintenance	838,200	318,390	38%
Customer Services	1,169,500	389,179	33%
Human Resources	436,600	179,611	41%
Mayor	119,300	32,124	27%
\$ 35,542,800	\$ 13,578,653		



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

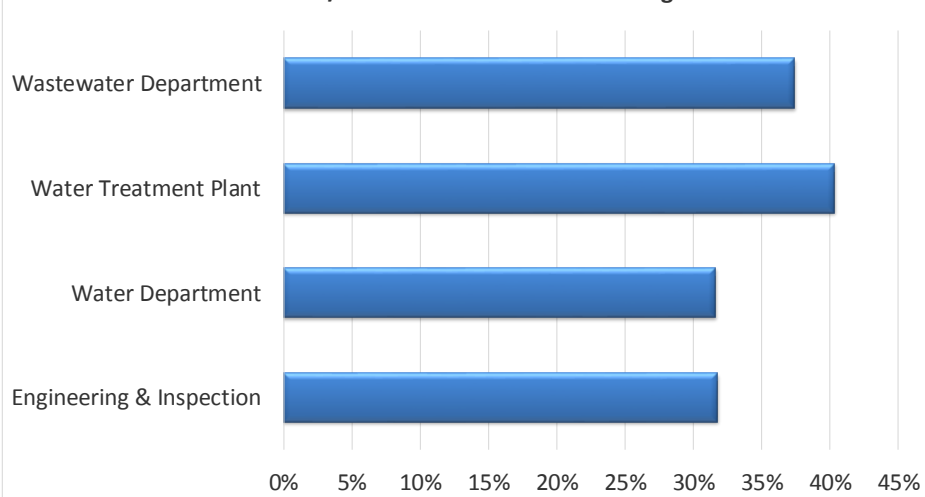
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 164,473	32%
Water Department	635,700	200,941	32%
Water Treatment Plant	1,780,500	717,727	40%
Wastewater Department	962,800	359,907	37%
	<u>\$ 3,896,800</u>	<u>\$ 1,443,048</u>	

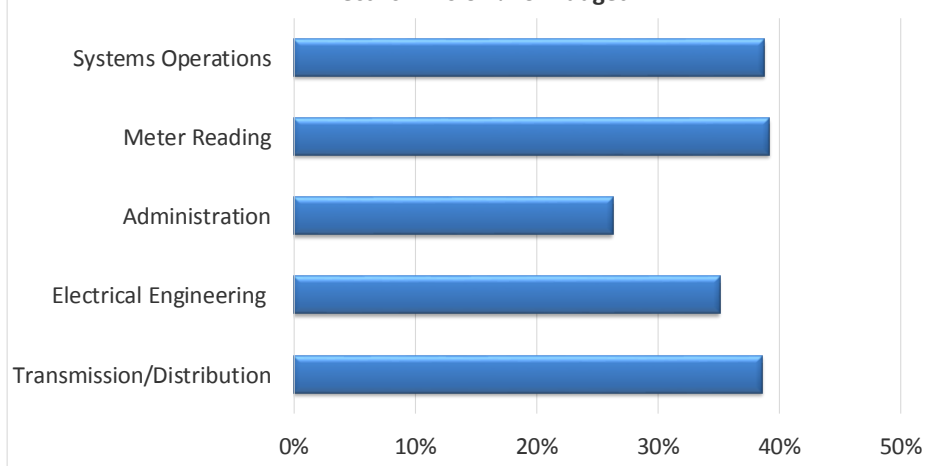
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 1,388,389	39%
Electrical Engineering	1,226,400	430,557	35%
Administration	797,000	209,350	26%
Meter Reading	392,500	153,667	39%
Systems Operations	644,700	249,805	39%
	<u>\$ 6,660,200</u>	<u>\$ 2,431,768</u>	

Water/Wastewater Division % of Budget



Electric Division % of Budget

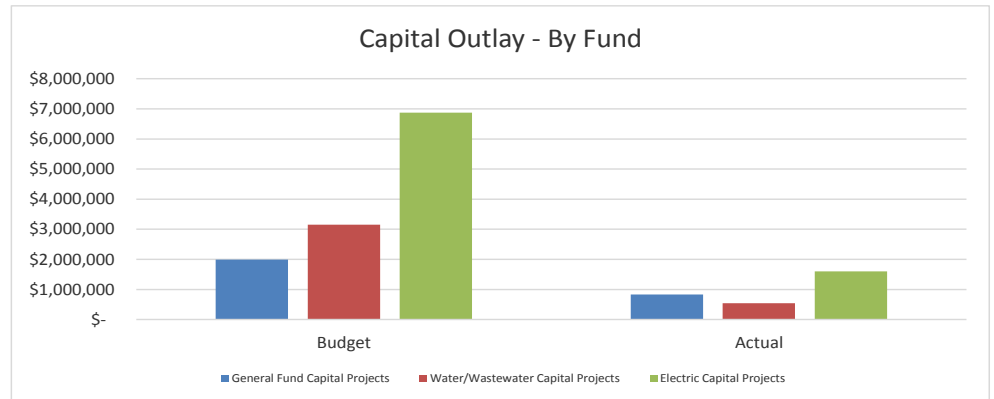
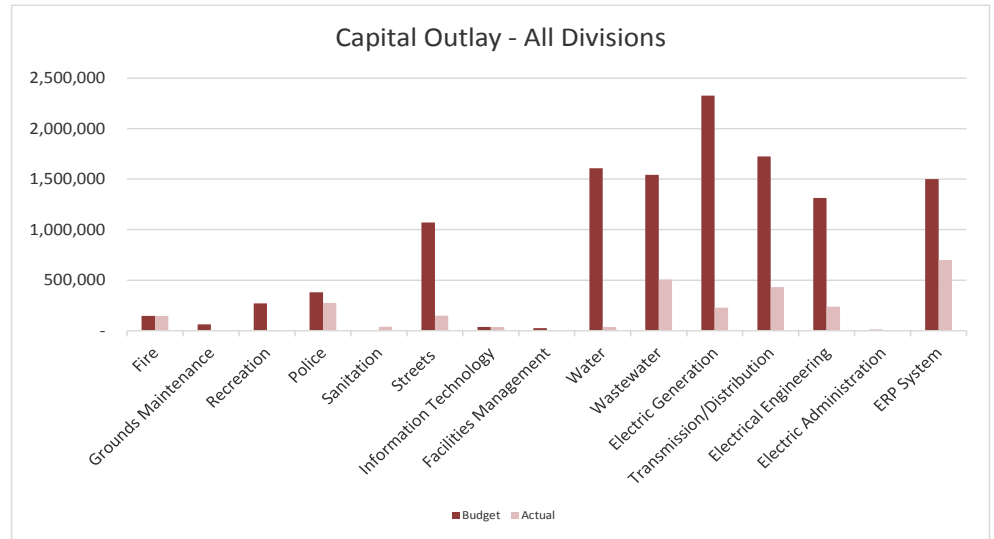


City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (November 2017)

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ -	\$ 156,188	0%
Fire	145,700	145,614	100%
Grounds Maintenance	62,500	-	0%
Recreation	271,000	2,259	1%
Police	379,900	275,698	73%
Sanitation	-	39,994	0%
Streets	1,070,000	148,502	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	\$ 831,604	42%

<u>Water/Wastewater Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Water	\$ 1,608,400	\$ 37,117	2%
Wastewater	1,543,000	506,649	33%
Water/Wastewater Capital Projects	\$ 3,151,400	\$ 543,766	17%

<u>Electric Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Electric Generation	\$ 2,328,000	\$ 229,344	10%
Transmission/Distribution	1,725,500	431,161	25%
Electrical Engineering	1,315,000	237,847	18%
Electric Administration	8,500	-	0%
ERP System	1,500,000	700,828	47%
Electric Capital Projects	\$ 6,877,000	\$ 1,599,180	23%
Total Capital Projects	\$ 12,019,200	\$ 2,974,550	25%



November 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