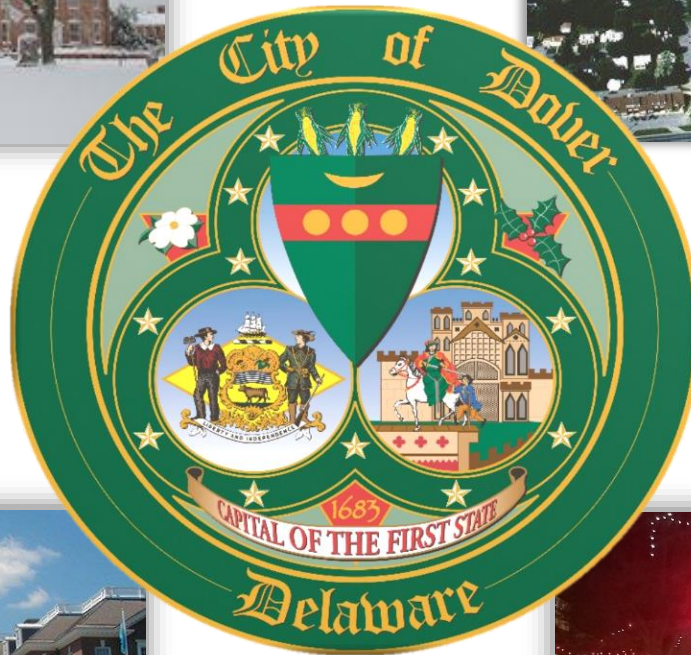
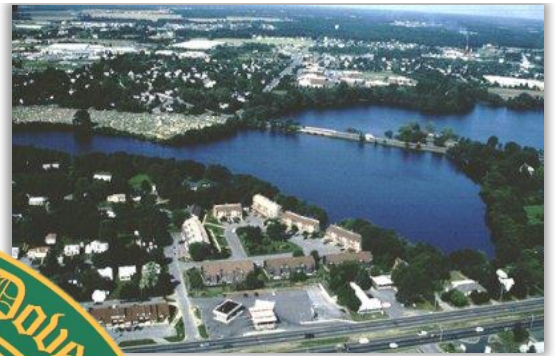


CITY OF DOVER

FINANCE DEPARTMENT & PROCUREMENT AND INVENTORY

DECEMBER 2017



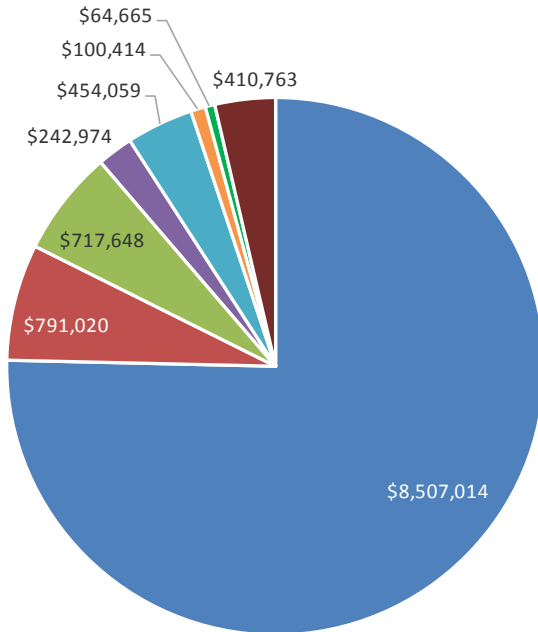
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER ACTIVITY REPORTS DECEMBER 2017

FINANCE DEPARTMENT ACTIVITY LEVELS

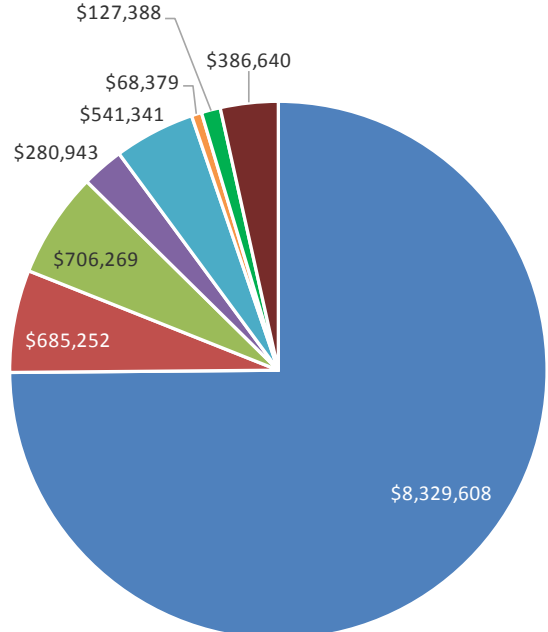
	FY17 YTD	FY18 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	3,592	3,330
Total Amount of All Deposits	\$ 72,549,613	\$ 71,945,576
Other Activity		
Number of Pay Periods	13	13
Number of Payroll Checks & Direct Deposits Issued	5,227	5,066
Number of Pension Checks Issued	1,516	1,529
Total Pension Benefits Paid - Defined Benefit Plan	\$ 2,610,359	\$ 2,725,445
ACCOUNTS PAYABLE		
Number of Check Vouchers	3,006	3,102
Number of EFT Vouchers	1,293	1,253
Vouchers Dollar Amount Disbursed	\$ 34,422,562	\$ 36,652,703

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 (December 2017)

Revenues

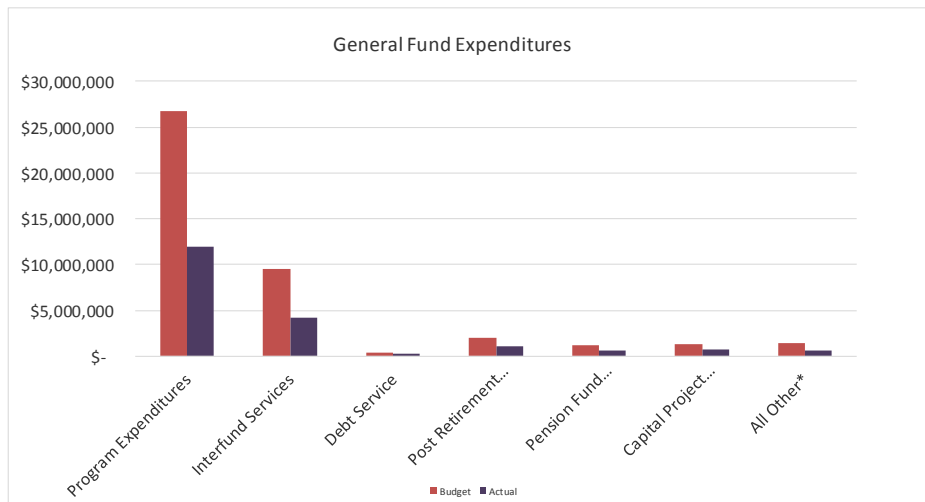
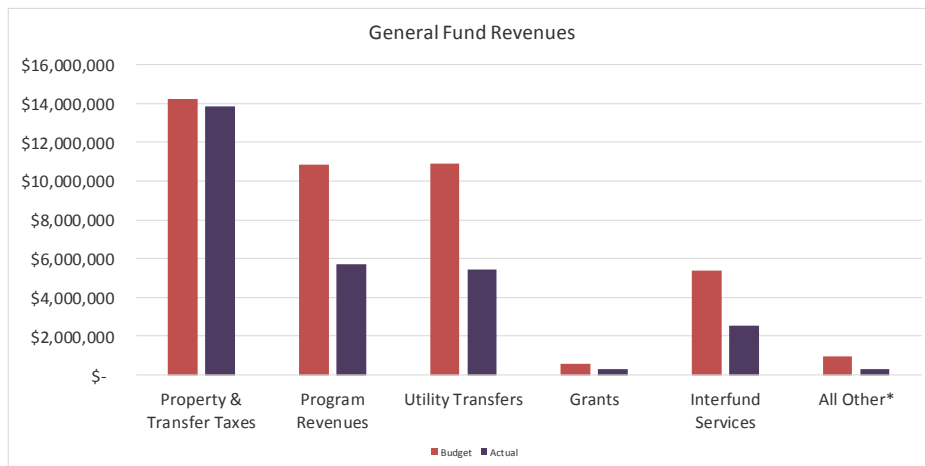
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$ 13,833,124	97%
Program Revenues	10,834,900	5,696,464	53%
Utility Transfers	10,900,000	5,460,000	50%
Grants	605,000	284,620	47%
Interfund Services	5,376,200	2,527,059	47%
All Other*	980,000	320,034	33%
	<u>\$ 42,931,000</u>	<u>\$ 28,121,301</u>	<u>66%</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	\$ 11,962,024	45%
Interfund Services	9,553,300	4,197,946	44%
Debt Service	443,100	228,183	51%
Post Retirement Benefits	2,063,000	1,032,000	50%
Pension Fund Contributions	1,224,900	664,989	54%
Capital Project Transfers	1,368,700	684,175	50%
All Other*	1,483,500	606,230	41%
	<u>\$ 42,861,000</u>	<u>\$ 19,375,547</u>	<u>45%</u>

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



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

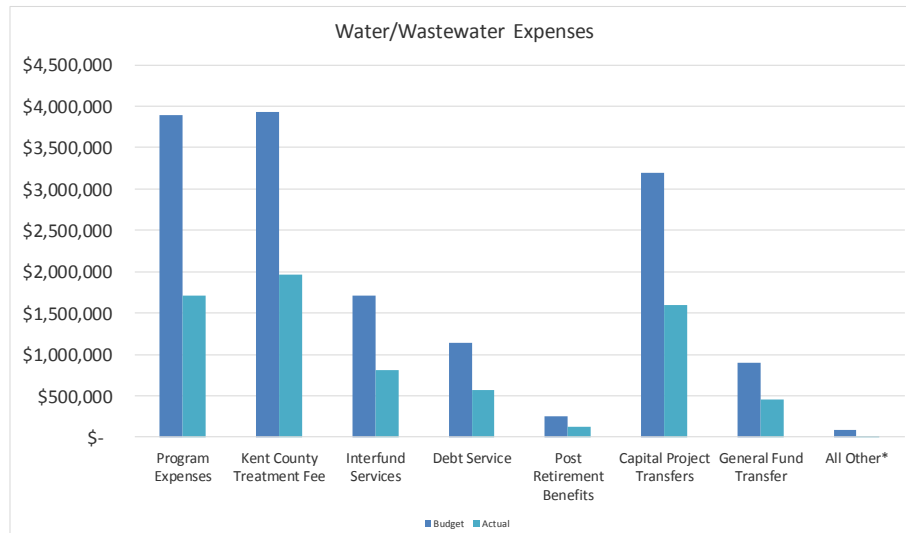
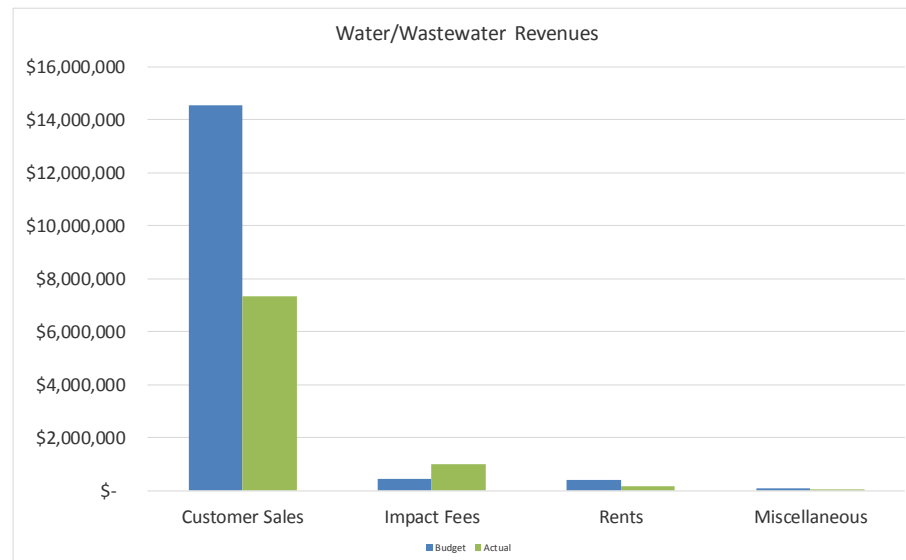
Revenues

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 7,320,578	50%
Impact Fees	440,000	986,173	224%
Rents	391,400	168,589	43%
Miscellaneous	72,400	36,891	51%
	<u>\$ 15,439,000</u>	<u>\$ 8,512,231</u>	<u>55%</u>

Expenditures

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 1,713,462	44%
Kent County Treatment Fee	3,926,500	1,968,073	50%
Interfund Services	1,716,100	812,018	47%
Debt Service	1,137,400	563,996	50%
Post Retirement Benefits	249,700	121,110	49%
Capital Project Transfers	3,200,000	1,600,000	50%
General Fund Transfer	900,000	456,000	51%
All Other*	91,900	13,557	15%
	<u>\$ 15,118,400</u>	<u>\$ 7,248,216</u>	<u>48%</u>

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



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

Revenues

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$ 42,999,453	53%
Distribution of Earnings	(6,176,700)	(3,318,456)	54%
All Other*	982,000	437,505	45%
	<u>\$ 75,697,500</u>	<u>\$ 40,118,502</u>	<u>53%</u>

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

Expenditures

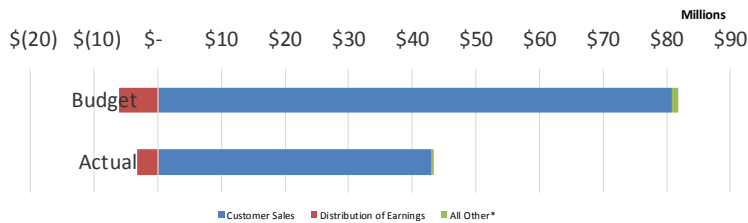
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$ 22,912,798	47%
Electric Operating Division Exp.	6,660,200	2,822,219	42%
Interfund Services	3,660,100	1,715,041	47%
Debt Service	1,605,500	807,726	50%
Post Retirement Benefits	1,820,300	909,000	50%
Pension Unfunded Liability	1,000,000	504,000	50%
Capital Project Transfers	5,000,000	1,250,000	25%
General Fund Transfer	10,000,000	5,004,000	50%
Rate Stabilization Reserve	5,200,000	-	0%
All Other*	2,162,400	1,164,839	54%
	<u>\$ 86,183,600</u>	<u>\$ 37,089,623</u>	<u>43%</u>

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

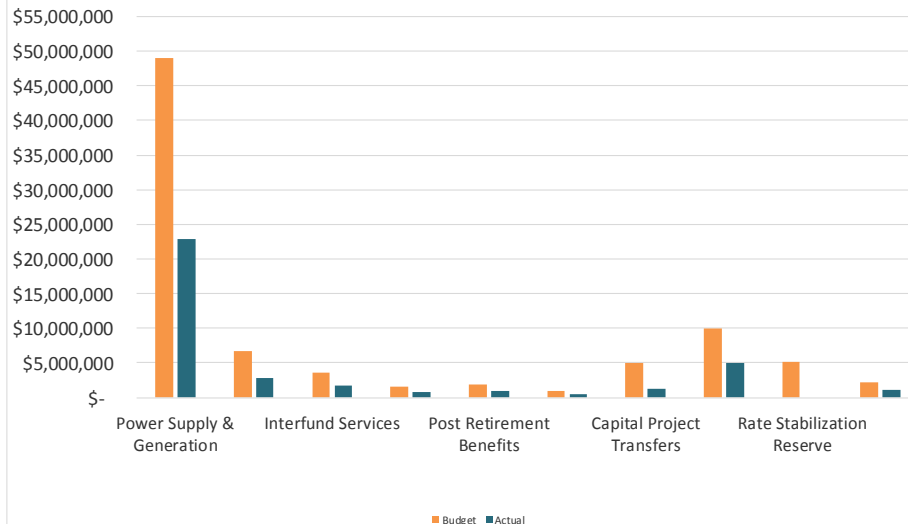
Megawatt Hours Sold & Purchased

	<u>Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	713,501	388,628
Sales per MWh	\$102.98	\$100.43
Purchased/Generated MWh	763,129	402,073
All In MWh Supply & Generation	\$64.31	\$56.99

Electric Fund - Revenues

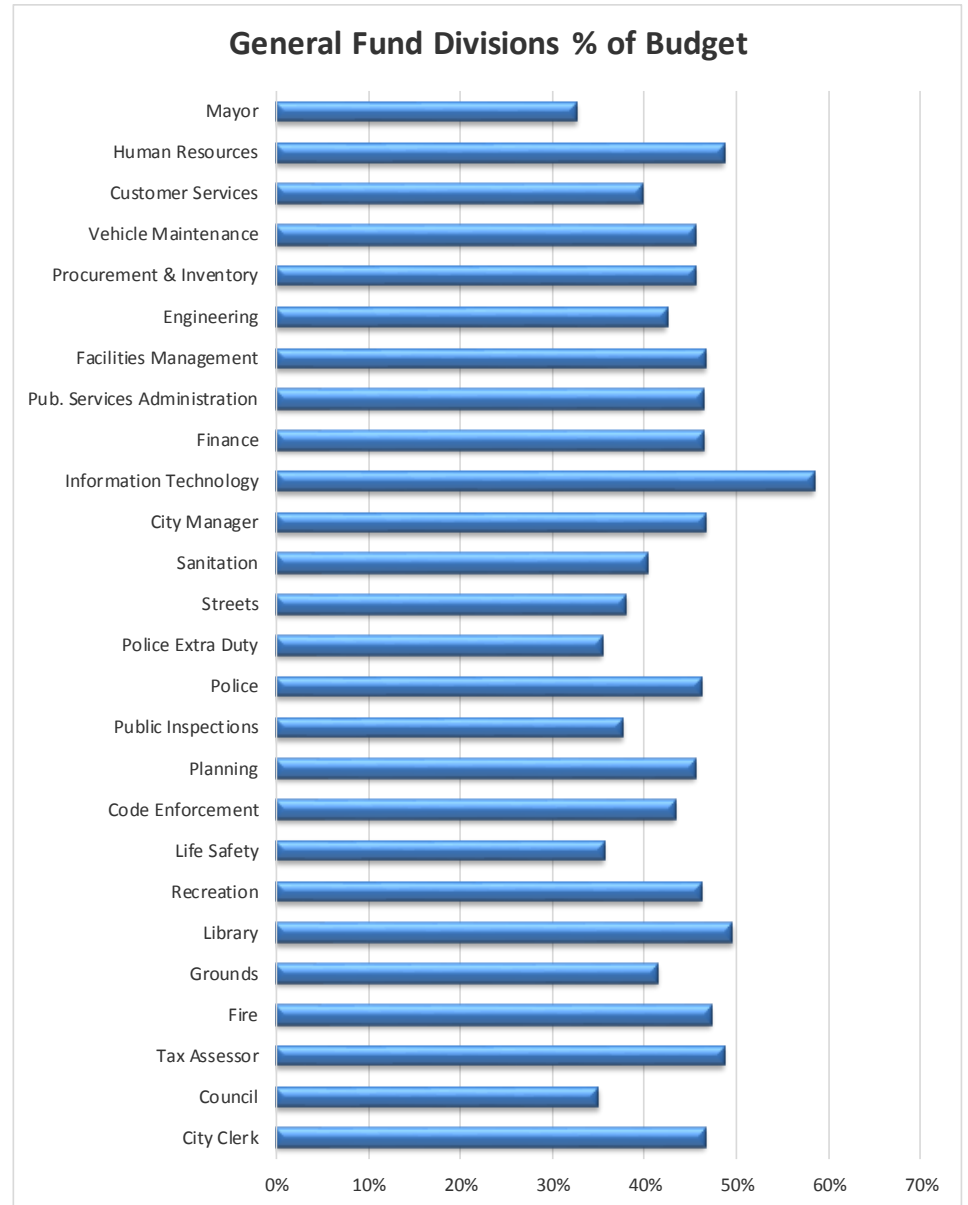


Electric Fund - Expenditures



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	\$ 203,265	47%
Council	155,100	54,215	35%
Tax Assessor	238,500	116,109	49%
Fire	774,900	365,832	47%
Grounds	1,142,000	473,030	41%
Library	1,708,300	845,654	50%
Recreation	764,200	352,701	46%
Life Safety	499,600	177,838	36%
Code Enforcement	449,700	194,590	43%
Planning	563,400	255,961	45%
Public Inspections	721,000	271,321	38%
Police	16,483,900	7,609,777	46%
Police Extra Duty	560,000	198,117	35%
Streets	1,119,400	425,220	38%
Sanitation	2,563,900	1,031,260	40%
City Manager	751,500	350,015	47%
Information Technology	777,400	453,600	58%
Finance	1,038,900	482,364	46%
Pub. Services Administration	718,300	332,839	46%
Facilities Management	629,700	293,585	47%
Engineering	277,700	117,644	42%
Procurement & Inventory	605,100	275,433	46%
Vehicle Maintenance	838,200	380,918	45%
Customer Services	1,169,500	464,073	40%
Human Resources	436,600	212,455	49%
Mayor	119,300	38,832	33%
	<u>\$ 35,542,800</u>	<u>\$ 15,976,648</u>	



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

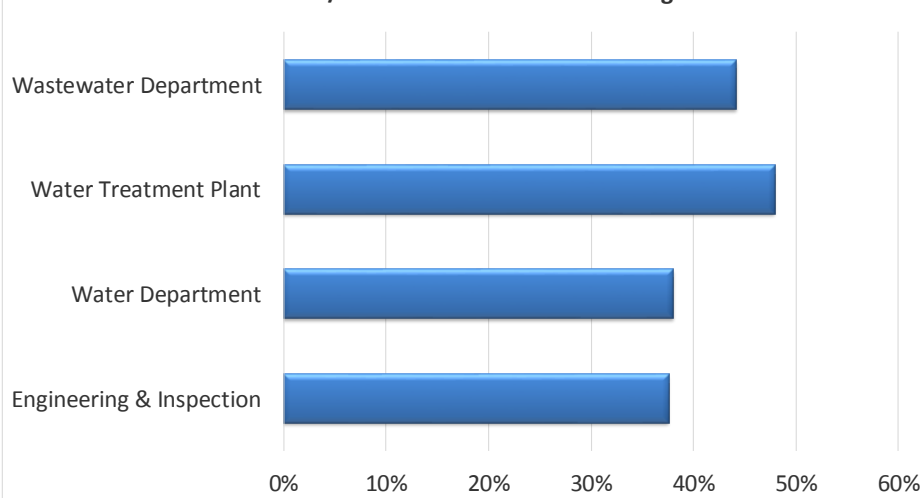
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 194,216	38%
Water Department	635,700	241,770	38%
Water Treatment Plant	1,780,500	852,594	48%
Wastewater Department	962,800	424,882	44%
	<u>\$ 3,896,800</u>	<u>\$ 1,713,462</u>	

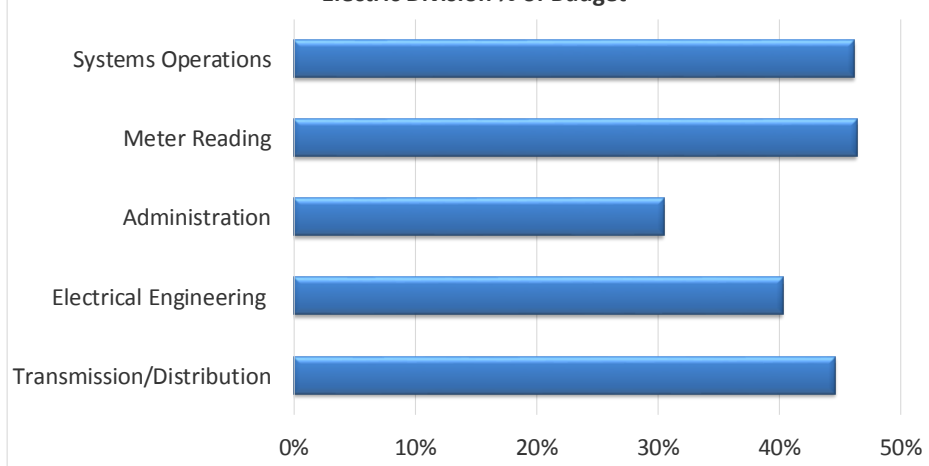
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 1,606,347	45%
Electrical Engineering	1,226,400	493,675	40%
Administration	797,000	242,553	30%
Meter Reading	392,500	181,936	46%
Systems Operations	644,700	297,708	46%
	<u>\$ 6,660,200</u>	<u>\$ 2,822,219</u>	

Water/Wastewater Division % of Budget



Electric Division % of Budget

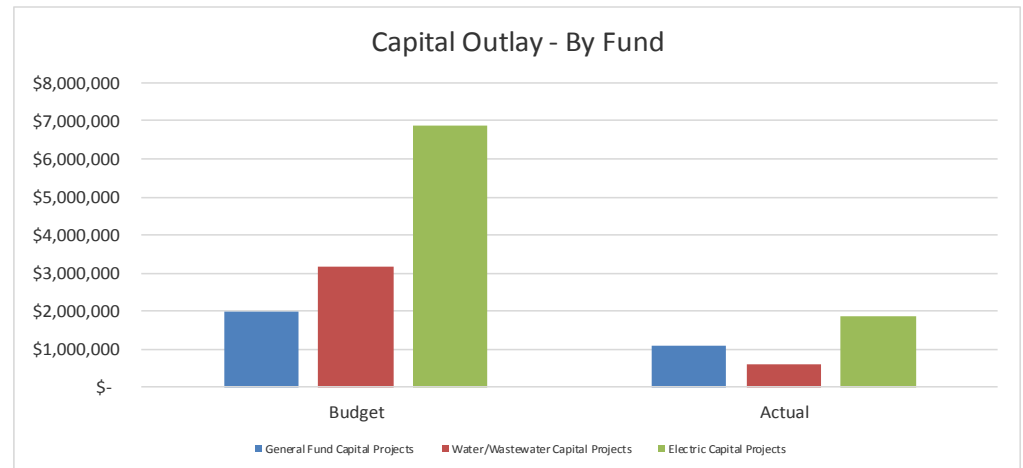
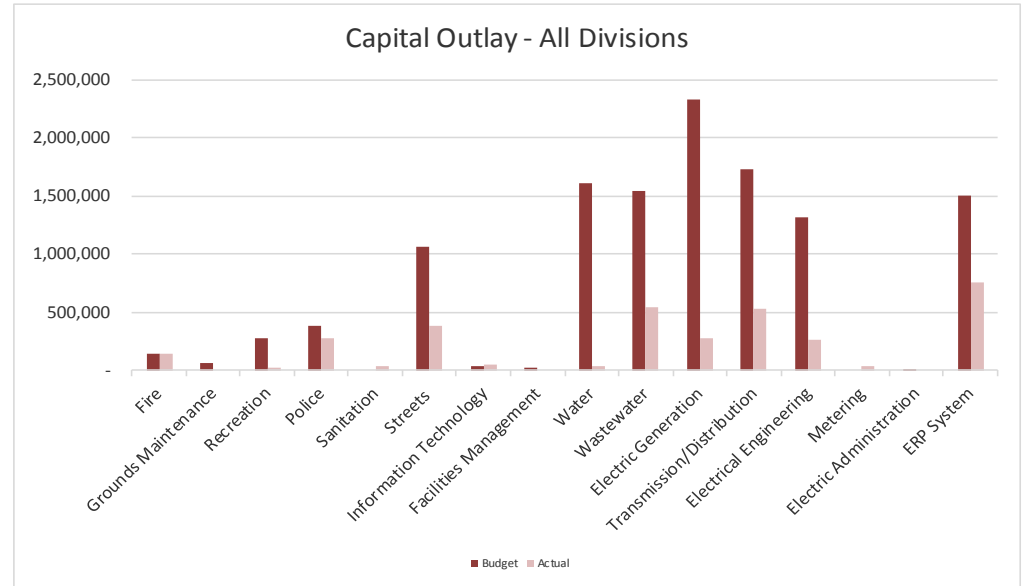


City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (December 2017)

<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	17,420	6%
Police	379,900	275,698	73%
Sanitation	-	39,994	0%
Streets	1,070,000	381,832	36%
Information Technology	36,600	53,879	147%
Facilities Management	25,100	-	0%
Transfer to Parkland Reserve	-	25,723	0%
General Fund Capital Projects	\$ 1,990,800	\$ 1,096,347	55%

<u>Water/Wastewater Fund</u>			
Water	\$ 1,608,400	\$ 40,617	3%
Wastewater	1,543,000	546,189	35%
Water/Wastewater Capital Projects	\$ 3,151,400	\$ 586,806	19%

<u>Electric Fund</u>			
Electric Generation	\$ 2,328,000	\$ 283,141	12%
Transmission/Distribution	1,725,500	524,311	30%
Electrical Engineering	1,315,000	266,471	20%
Metering	-	35,986	0%
Electric Administration	8,500	-	0%
ERP System	1,500,000	761,845	51%
Electric Capital Projects	\$ 6,877,000	\$ 1,871,754	27%
Total Capital Projects	\$ 12,019,200	\$ 3,554,907	30%



December 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) [2,192/(2,192+89)]*100 96.10%	FY 2017 (Total) [4,581/(4,581+119)]*100 97.47 %	- 1.37%
Turn Over Rate – Indicates that the material stocked is the material being used. (2016-2017 Goal 1 per year) WITHOUT TRANSFORMERS	December 2017 0.91 Turnovers per year	December 2016 0.70 Turnovers per year	+0.21 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of January 5, 2018
Ambulance Services for the City of Dover	18-0010CM	Three Years	City Manager's Office	Forwarded to Kay Sass on 12/19/2017
Diversity and Inclusion	18-0012HR	One time	Human Resources	Forwarded to Human Resources on 11/30/2017.
Water Treatment Plant Process Improvements	18-0014PW	One time	Public Works	Bids forwarded to Public Works on 12/26/2017
Professional Support for HVAC Repair Design Weyandt Hall	18-0015PW	One time	Public Works	Only one RFP received. Forwarded to Public Works on 12/13/2017.
Joint PVC Bid	9-2017CS	Annual	Procurement	Bids forwarded to Electric on 12/13/2017
Electric Utility Management & Benchmarking Assessment for the City of Dover Electric Utility	18-0016CM	One time	City Manager's Office	RFP opening scheduled for January 24, 2018 @ 2:00 pm
Parks & Recreation Landscape Architect	18-0017PR	One time	Parks & Recreation	RFP opening scheduled for January 17, 2018 @ 2:00 pm

FUEL USE FY 2017 TO DATE FY 2018 TO DATE

Unleaded:	66,788.9 gallons	65,061.2 gallons
Diesel:	41,387.6 gallons	37,696.0 gallons
Dollars Spent:	\$170,530.28	\$179,278.24

Purchase Orders for Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 590,675.28	\$780,327.88
Water:	\$ 111,870.55	\$ 77,292.26
General:	\$ 45,710.34	\$ 61,038.06
Total:	\$ 748,256.17	\$918,658.20

Warehouse Stock

	<u>FY 2017</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,328,989.13	\$ 2,259,465.83
Total Line Items:	1,317	1,312

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 443,490.39	311 Line Items
Water:	\$ 19,612.80	51 Line Items
General:	\$ 36,479.36	146 Line Items
Total:	\$ 499,582.55	508 Line Items

Issues from Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$614,630.23	\$726,648.63
Water:	\$120,921.20	\$ 67,180.60
General:	\$ 61,143.59	\$ 66,477.15
*Total:	\$796,761.22	\$860,359.64

Money Spent for Postage/Postal Services

<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
\$69,878.03	\$66,643.69

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