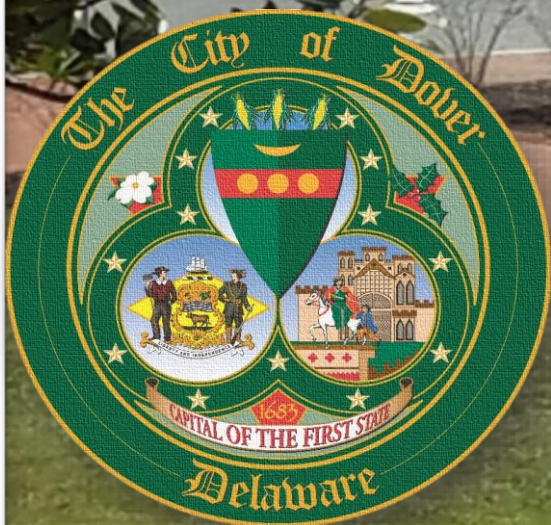


# CITY OF DOVER

## FINANCE DEPARTMENT & PROCUREMENT AND INVENTORY



*FEBRUARY 2018*

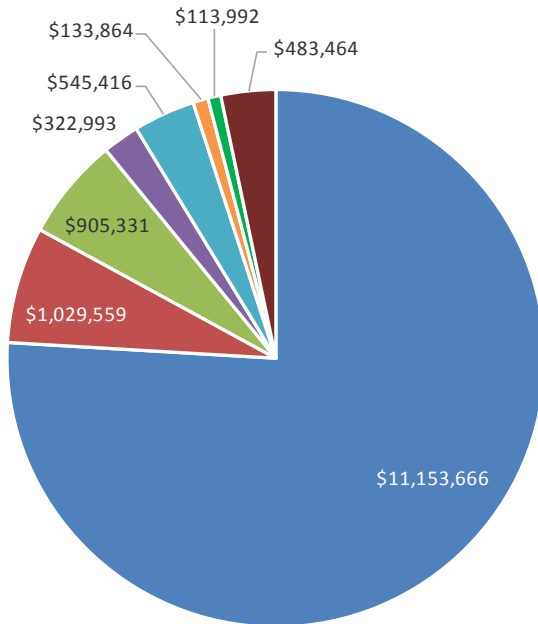
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

# CITY OF DOVER ACTIVITY REPORTS FEBRUARY 2018

## FINANCE DEPARTMENT ACTIVITY LEVELS

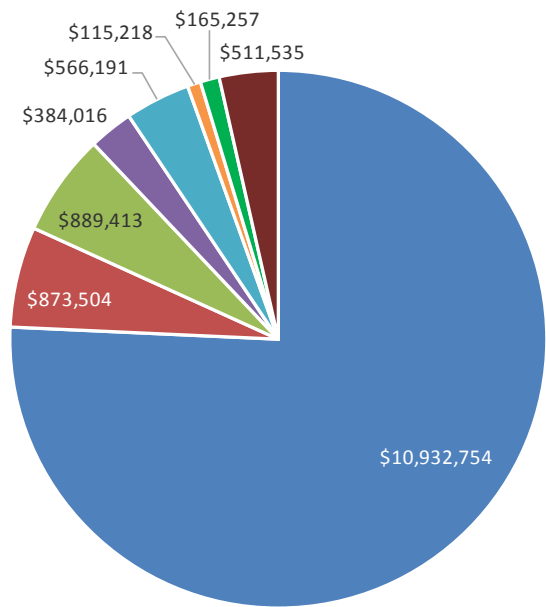
|   | FY17 YTD      | FY18 YTD      |
|---|---------------|---------------|
| <b>BANK TRENDS</b>                                  |               |               |
| Number of Deposits Made (Hand, ACH & Wire, Lockbox) | 4,716         | 4,483         |
| Total Amount of All Deposits                        | \$ 90,868,356 | \$ 90,794,271 |
| <b>Other Activity</b>                               |               |               |
| Number of Pay Periods                               | 17            | 17            |
| Number of Payroll Checks & Direct Deposits Issued   | 6,841         | 6,586         |
| Number of Pension Checks Issued                     | 2,019         | 2,041         |
| Total Pension Benefits Paid - Defined Benefit Plan  | \$ 3,482,902  | \$ 3,183,055  |
| <b>ACCOUNTS PAYABLE</b>                             |               |               |
| Number of Check Vouchers                            | 3,912         | 4,279         |
| Number of EFT Vouchers                              | 1,762         | 1,711         |
| Vouchers Dollar Amount Disbursed                    | \$ 45,156,752 | \$ 50,698,883 |

**FY17 YTD Wages**



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

**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 (February 2018)**

**Revenues**

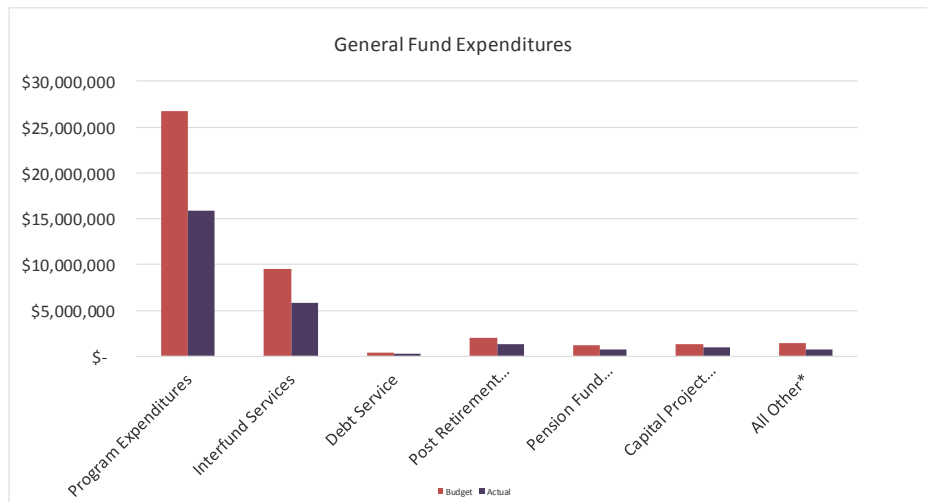
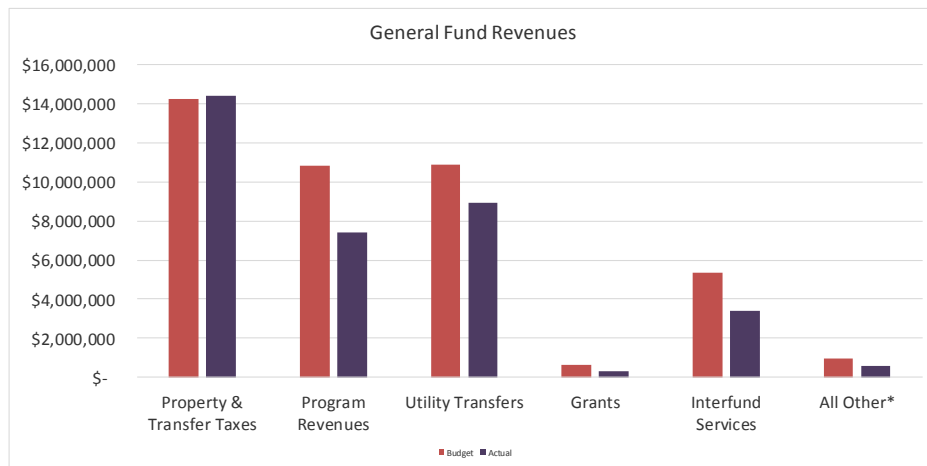
|                           | <u>Budget</u>        | <u>Actual</u>        | <u>%</u>   |
|---------------------------|----------------------|----------------------|------------|
| Property & Transfer Taxes | \$ 14,234,900        | \$ 14,381,569        | 101%       |
| Program Revenues          | 10,834,900           | 7,431,069            | 69%        |
| Utility Transfers         | 10,900,000           | 8,946,668            | 82%        |
| Grants                    | 605,000              | 297,813              | 49%        |
| Interfund Services        | 5,376,200            | 3,423,064            | 64%        |
| All Other*                | 980,000              | 574,896              | 59%        |
|                           | <u>\$ 42,931,000</u> | <u>\$ 35,055,079</u> | <u>82%</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        | \$ 15,898,248        | 59%        |
| Interfund Services         | 9,553,300            | 5,786,130            | 61%        |
| Debt Service               | 443,100              | 305,349              | 69%        |
| Post Retirement Benefits   | 2,063,000            | 1,376,000            | 67%        |
| Pension Fund Contributions | 1,224,900            | 792,989              | 65%        |
| Capital Project Transfers  | 1,368,700            | 1,026,350            | 75%        |
| All Other*                 | 1,483,500            | 741,519              | 50%        |
|                            | <u>\$ 42,861,000</u> | <u>\$ 25,926,585</u> | <u>60%</u> |

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



**City of Dover**  
**Water/Wastewater Fund Summary**  
**Fiscal Year to Date (February 2018)**

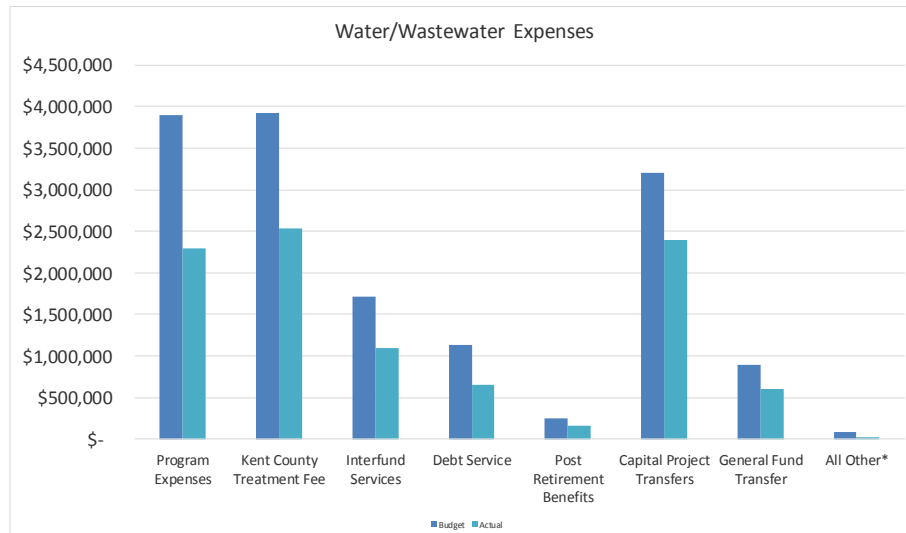
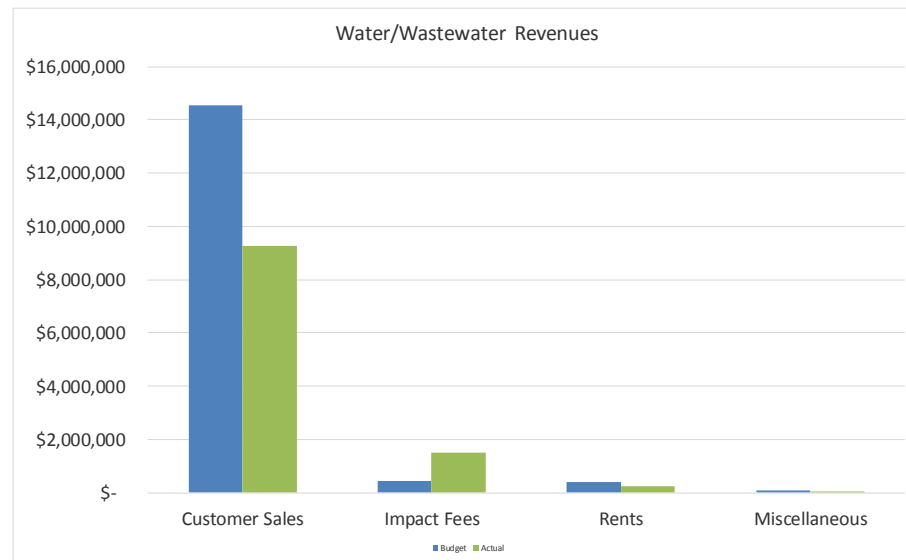
**Revenues**

|                | <u>Budget</u>        | <u>Actual</u>        | <u>%</u>   |
|----------------|----------------------|----------------------|------------|
| Customer Sales | \$ 14,535,200        | \$ 9,276,270         | 64%        |
| Impact Fees    | 440,000              | 1,518,173            | 345%       |
| Rents          | 391,400              | 241,628              | 62%        |
| Miscellaneous  | 72,400               | 46,587               | 64%        |
|                | <u>\$ 15,439,000</u> | <u>\$ 11,082,658</u> | <u>72%</u> |

**Expenditures**

|                           | <u>Budget</u>        | <u>Actual</u>       | <u>%</u>   |
|---------------------------|----------------------|---------------------|------------|
| Program Expenses          | \$ 3,896,800         | \$ 2,289,691        | 59%        |
| Kent County Treatment Fee | 3,926,500            | 2,533,229           | 65%        |
| Interfund Services        | 1,716,100            | 1,094,103           | 64%        |
| Debt Service              | 1,137,400            | 648,596             | 57%        |
| Post Retirement Benefits  | 249,700              | 161,480             | 65%        |
| Capital Project Transfers | 3,200,000            | 2,400,000           | 75%        |
| General Fund Transfer     | 900,000              | 608,000             | 68%        |
| All Other*                | 91,900               | 18,665              | 20%        |
|                           | <u>\$ 15,118,400</u> | <u>\$ 9,753,764</u> | <u>65%</u> |

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



**City of Dover**  
**Electric Fund Summary**  
**Fiscal Year to Date (February 2018)**

**Revenues**

|                          | <u>Budget</u>        | <u>Actual</u>        | <u>%</u>   |
|--------------------------|----------------------|----------------------|------------|
| Customer Sales           | \$ 80,892,200        | \$ 57,045,838        | 71%        |
| Distribution of Earnings | (6,176,700)          | (4,388,535)          | 71%        |
| All Other*               | 982,000              | 610,483              | 62%        |
|                          | <u>\$ 75,697,500</u> | <u>\$ 53,267,786</u> | <u>70%</u> |

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

**Expenditures**

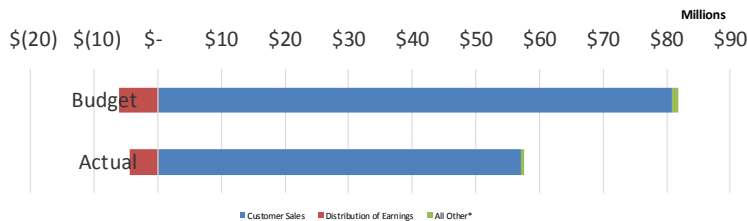
|                                  | <u>Budget</u>        | <u>Actual</u>        | <u>%</u>   |
|----------------------------------|----------------------|----------------------|------------|
| Power Supply & Generation        | \$ 49,075,100        | \$ 31,683,663        | 65%        |
| Electric Operating Division Exp. | 6,660,200            | 3,845,267            | 58%        |
| Interfund Services               | 3,660,100            | 2,328,961            | 64%        |
| Debt Service                     | 1,605,500            | 1,076,718            | 67%        |
| Post Retirement Benefits         | 1,820,300            | 1,363,500            | 75%        |
| Pension Unfunded Liability       | 1,000,000            | 756,000              | 76%        |
| Capital Project Transfers        | 5,000,000            | 1,250,000            | 25%        |
| General Fund Transfer            | 10,000,000           | 8,338,668            | 83%        |
| Rate Stabilization Reserve       | 5,200,000            | -                    | 0%         |
| All Other*                       | 2,162,400            | 1,448,993            | 67%        |
|                                  | <u>\$ 86,183,600</u> | <u>\$ 52,091,770</u> | <u>60%</u> |

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

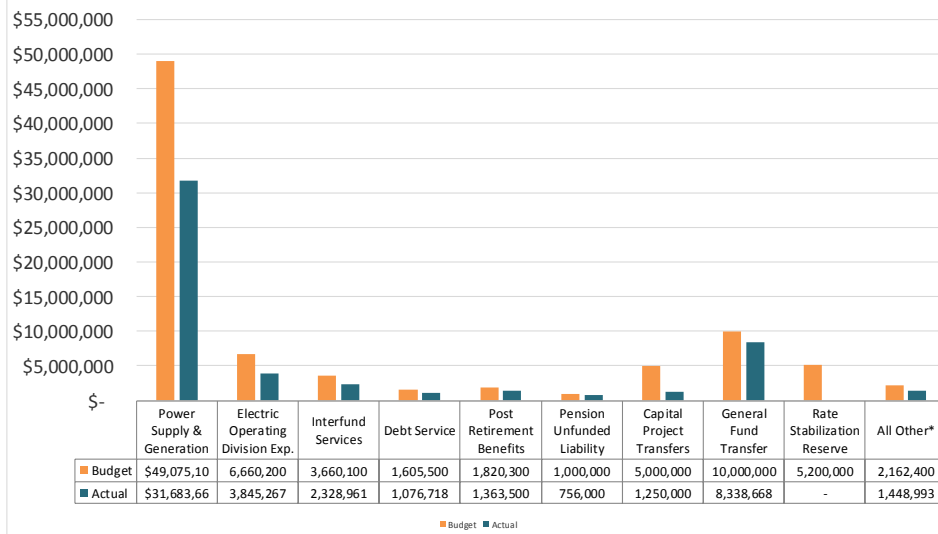
**Megawatt Hours Sold & Purchased**

|   | <u>Budget</u> | <u>Actual</u> |
|---|---------------|---------------|
| Sales to Customers MWh (excl. Street Light MWh) | 713,501       | 513,883       |
| Sales per MWh                                   | \$102.98      | \$100.81      |
| Purchased/Generated MWh                         | 763,129       | 525,745       |
| All In MWh Supply & Generation                  | \$64.31       | \$60.24       |

Electric Fund - Revenues

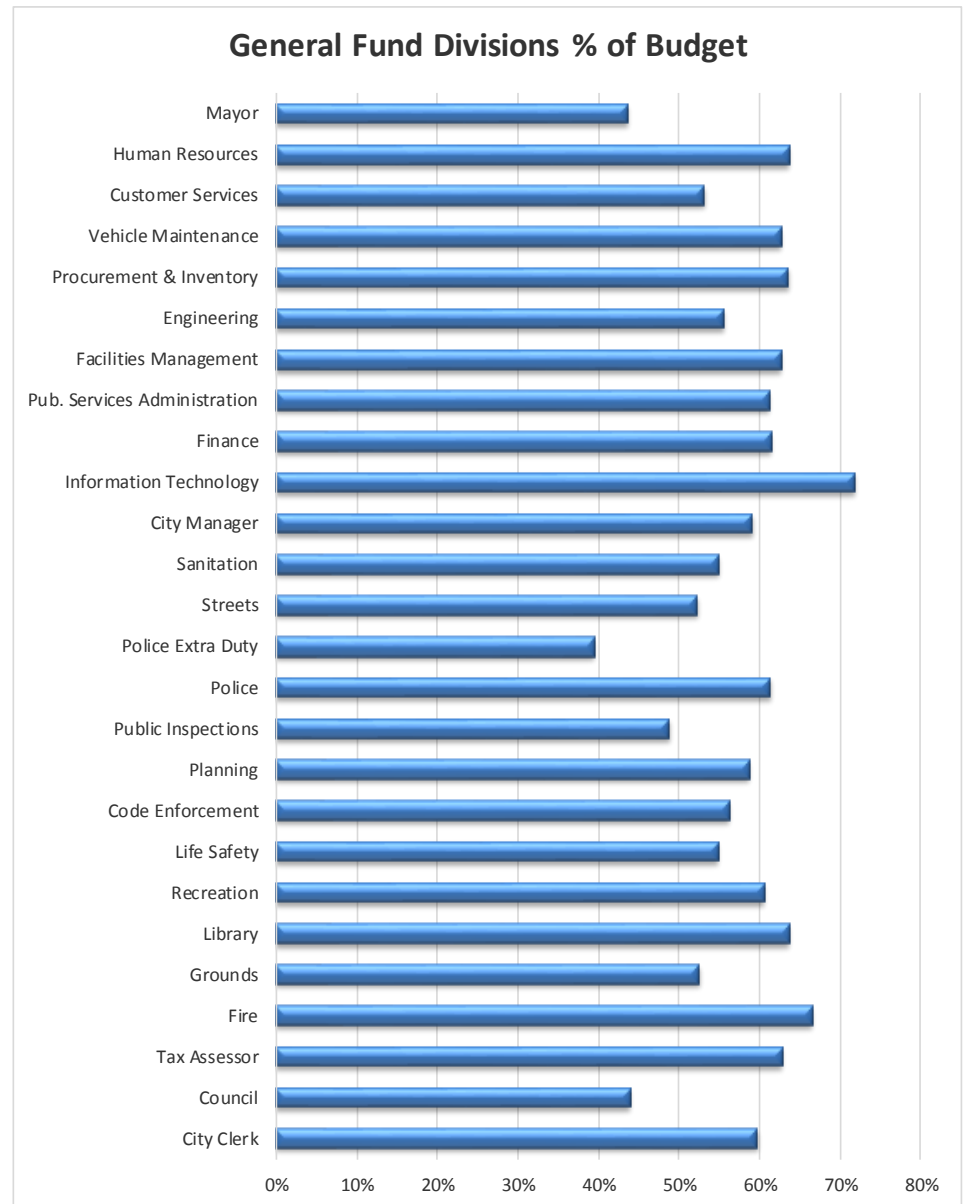


Electric Fund - Expenditures



**City of Dover**  
**Division Expense Summary (General Fund)**  
**Fiscal Year to Date (February 2018)**

|                              | <u>Budget</u>        | <u>Actual</u>        | <u>%</u> |
|------------------------------|----------------------|----------------------|----------|
| City Clerk                   | \$ 436,700           | \$ 260,316           | 60%      |
| Council                      | 155,100              | 68,065               | 44%      |
| Tax Assessor                 | 238,500              | 149,760              | 63%      |
| Fire                         | 774,900              | 515,601              | 67%      |
| Grounds                      | 1,142,000            | 598,325              | 52%      |
| Library                      | 1,708,300            | 1,086,884            | 64%      |
| Recreation                   | 764,200              | 462,992              | 61%      |
| Life Safety                  | 499,600              | 273,821              | 55%      |
| Code Enforcement             | 449,700              | 252,964              | 56%      |
| Planning                     | 563,400              | 330,503              | 59%      |
| Public Inspections           | 721,000              | 351,129              | 49%      |
| Police                       | 16,483,900           | 10,107,023           | 61%      |
| Police Extra Duty            | 560,000              | 220,654              | 39%      |
| Streets                      | 1,119,400            | 585,278              | 52%      |
| Sanitation                   | 2,563,900            | 1,407,354            | 55%      |
| City Manager                 | 751,500              | 443,439              | 59%      |
| Information Technology       | 777,400              | 557,703              | 72%      |
| Finance                      | 1,038,900            | 637,784              | 61%      |
| Pub. Services Administration | 718,300              | 439,718              | 61%      |
| Facilities Management        | 629,700              | 394,007              | 63%      |
| Engineering                  | 277,700              | 154,285              | 56%      |
| Procurement & Inventory      | 605,100              | 384,606              | 64%      |
| Vehicle Maintenance          | 838,200              | 524,464              | 63%      |
| Customer Services            | 1,169,500            | 620,574              | 53%      |
| Human Resources              | 436,600              | 277,936              | 64%      |
| Mayor                        | 119,300              | 52,078               | 44%      |
|                              | <u>\$ 35,542,800</u> | <u>\$ 21,157,263</u> |          |



**City of Dover**  
**Utilities Summary**  
**Fiscal Year to Date (February 2018)**

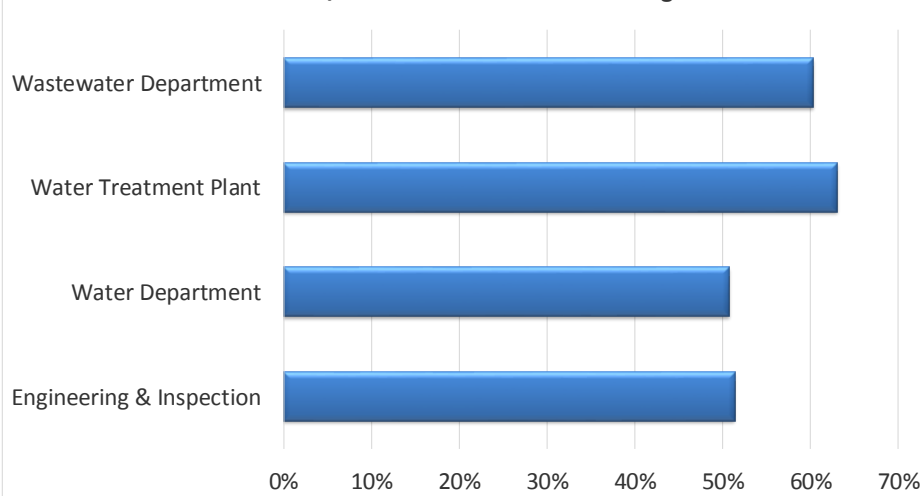
**Water/Wastewater Division Expenses**

|                          | <u>Budget</u>       | <u>Actual</u>       | <u>%</u> |
|--------------------------|---------------------|---------------------|----------|
| Engineering & Inspection | \$ 517,800          | \$ 265,785          | 51%      |
| Water Department         | 635,700             | 322,364             | 51%      |
| Water Treatment Plant    | 1,780,500           | 1,121,428           | 63%      |
| Wastewater Department    | 962,800             | 580,114             | 60%      |
|                          | <u>\$ 3,896,800</u> | <u>\$ 2,289,691</u> |          |

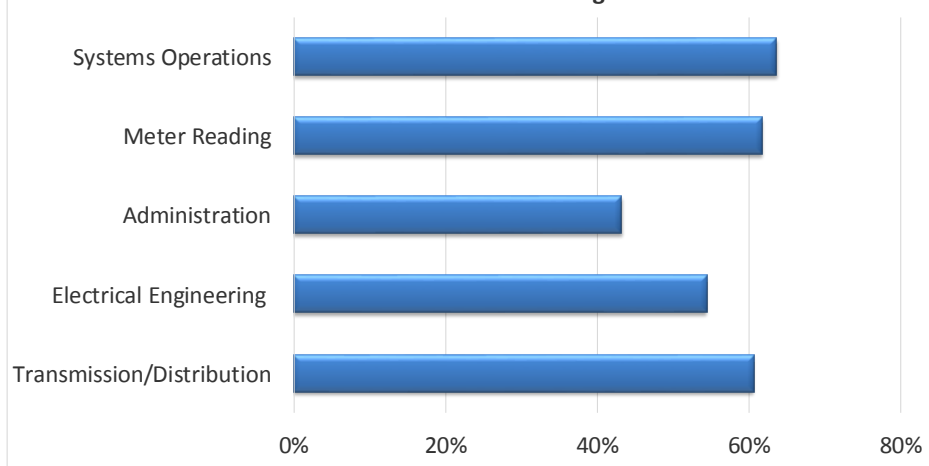
**Electric Division Expenses**

|                           | <u>Budget</u>       | <u>Actual</u>       | <u>%</u> |
|---------------------------|---------------------|---------------------|----------|
| Transmission/Distribution | \$ 3,599,600        | \$ 2,180,552        | 61%      |
| Electrical Engineering    | 1,226,400           | 667,492             | 54%      |
| Administration            | 797,000             | 344,565             | 43%      |
| Meter Reading             | 392,500             | 242,399             | 62%      |
| Systems Operations        | 644,700             | 410,259             | 64%      |
|                           | <u>\$ 6,660,200</u> | <u>\$ 3,845,267</u> |          |

**Water/Wastewater Division % of Budget**



**Electric Division % of Budget**

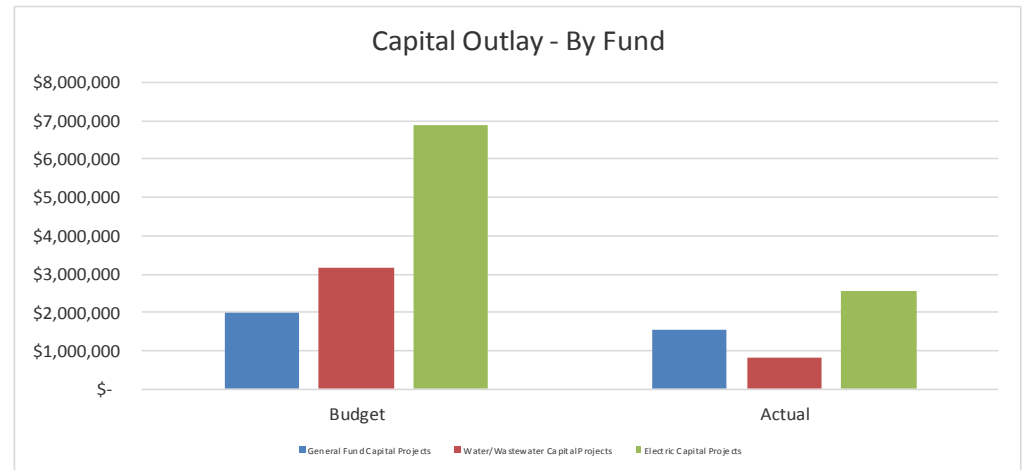
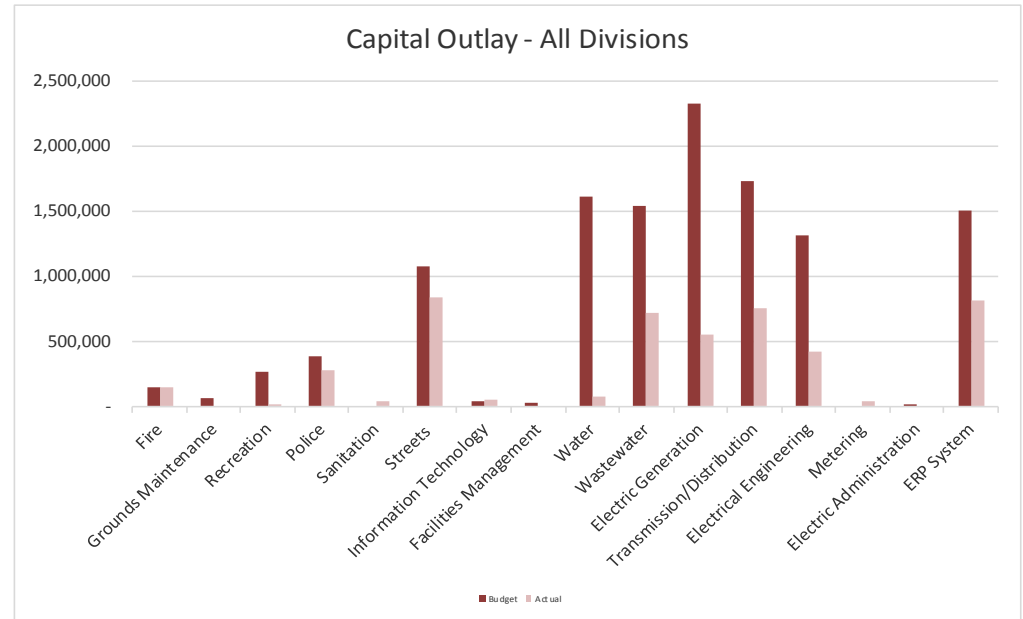


**City of Dover**  
**Capital Outlay Summary (All Funds)**  
**Fiscal Year to Date (February 2018)**

| <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             | 17,814              | 7%         |
| Police                               | 379,900             | 275,698             | 73%        |
| Sanitation                           | -                   | 39,994              | 0%         |
| Streets                              | 1,070,000           | 841,938             | 79%        |
| Information Technology               | 36,600              | 54,079              | 148%       |
| Facilities Management                | 25,100              | -                   | 0%         |
| Transfer to Parkland Reserve         | -                   | 25,723              | 0%         |
| <b>General Fund Capital Projects</b> | <b>\$ 1,990,800</b> | <b>\$ 1,557,047</b> | <b>78%</b> |

| <u>Water/Wastewater Fund</u>             |                     |                   |            |
|--|---------------------|-------------------|------------|
| Water                                    | \$ 1,608,400        | \$ 77,245         | 5%         |
| Wastewater                               | 1,543,000           | 717,115           | 46%        |
| Water Treatment Plant                    | -                   | 7,703             |            |
| <b>Water/Wastewater Capital Projects</b> | <b>\$ 3,151,400</b> | <b>\$ 802,063</b> | <b>25%</b> |

| <u>Electric Fund</u>             |                      |                     |            |
|----------------------------------|----------------------|---------------------|------------|
| Electric Generation              | \$ 2,328,000         | \$ 546,678          | 23%        |
| Transmission/Distribution        | 1,725,500            | 750,245             | 43%        |
| Electrical Engineering           | 1,315,000            | 423,791             | 32%        |
| Metering                         | -                    | 35,986              | 0%         |
| Electric Administration          | 8,500                | -                   | 0%         |
| ERP System                       | 1,500,000            | 815,816             | 54%        |
| <b>Electric Capital Projects</b> | <b>\$ 6,877,000</b>  | <b>\$ 2,572,516</b> | <b>37%</b> |
| <b>Total Capital Projects</b>    | <b>\$ 12,019,200</b> | <b>\$ 4,931,626</b> | <b>41%</b> |



# February 2018 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.<br/>[issues / (issues + back orders)] * 100</i> | FY 2018 (To date)<br>[2,908/(2,908+109)]*100<br>96.39% | FY 2017 (Total)<br>[4,581/(4,581+119)]*100<br>97.47 % | - 1.08%                  |
| <b>Turn Over Rate – Indicates that the material stocked is the material being used. (2016-2017 Goal 1 per year) WITHOUT TRANSFORMERS</b>         | February 2018<br>1.01 Turnovers per year               | February 2017<br>0.72 Turnovers per year              | +0.29 Turnovers per year |

| COMMODITY  | BID NUMBER | TERM        | REQUESTING DEPARTMENT | STATUS as of March 8, 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       | Scheduled for City Council on 3/12/2018                         |
| 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. |
| Electric Utility Management & Benchmarking Assessment for the City of Dover Electric Utility | 18-0016CM  | One time    | City Manager's Office | Awarded to Avant Energy by Council on 02/26/2018.               |
| Construction Support Services for the Water Treatment Plant Project                          | 18-0018PW  | One time    | Public Works          | Forwarded to Public Works on 2/7/2018                           |
| Demolition of 954 Lincoln Street   | 18-0019PI  | One time    | Inspections           | Forwarded to Inspections on 2/7/2018                            |
| Demolition of 2292 White Oak Road  | 18-0020PI  | One time    | Inspections           | Forwarded to Inspections on 2/7/2018                            |
| Puncheon Run Wastewater Pump Station Improvements Engineering Design Support                 | 18-0023PW  | One time    | Public Works          | RFP opening scheduled for March 14, 2018 @ 2:00 pm              |
| Electric Distribution Transformer Disposal   | 18-0024EL  | One Time    | Electric              | RFP opening scheduled for April 10, 2018 @ 2:00 pm              |

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

|                |                |                |
|----------------|----------------|----------------|
| Unleaded:      | 87,908 gallons | 86,583 gallons |
| Diesel:        | 53,171 gallons | 49,649 gallons |
| Dollars Spent: | \$227,458.73   | \$244,619.82   |

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

|           |               |                |
|-----------|---------------|----------------|
| Electric: | \$ 435,876.76 | 313 Line Items |
| Water:    | \$ 19,536.86  | 52 Line Items  |
| General:  | \$ 36,181.73  | 145 Line Items |
| Total:    | \$ 491,595.35 | 510 Line Items |

## Purchase Orders for Stock by Fund

|           | <u>FY 2017 TO DATE</u> | <u>FY 2018 TO DATE</u> |
|-----------|------------------------|------------------------|
| Electric: | \$ 733,332.52          | \$ 958,524.94          |
| Water:    | \$ 185,084.19          | \$ 91,577.10           |
| General:  | \$ 72,455.15           | \$ 84,725.26           |
| Total:    | \$ 990,871.86          | \$1,134,827.30         |

## Issues from Stock by Fund

|           | <u>FY 2017 TO DATE</u> | <u>FY 2018 TO DATE</u> |
|-----------|------------------------|------------------------|
| Electric: | \$744,299.66           | \$1,071,061.65         |
| Water:    | \$186,252.18           | \$ 88,924.66           |
| General:  | \$ 81,619.99           | \$ 83,228.02           |
| *Total:   | \$1,012,238.03         | \$1,243,283.38         |

## Warehouse Stock

|                     | <u>FY 2017</u>  | <u>FY 2018</u>  |
|---------------------|-----------------|-----------------|
| Total Dollar Value: | \$ 2,387,169.57 | \$ 2,077,106.41 |
| Total Line Items:   | 1,320           | 1,301           |

## Money Spent for Postage/Postal Services

| <u>FY 2017 TO DATE</u> | <u>FY 2018 TO DATE</u> |
|------------------------|------------------------|
| \$81,633.72            | \$77,846.39            |

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