

# CITY OF DOVER

## FINANCE DEPARTMENT & PROCUREMENT AND INVENTORY



*MARCH 2018*

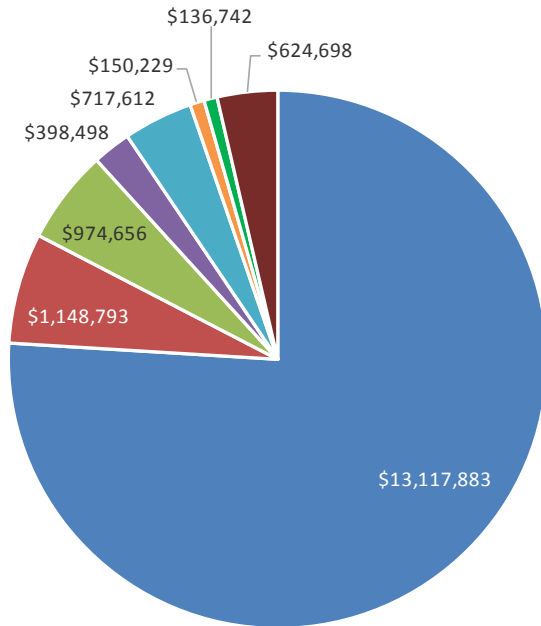
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

# CITY OF DOVER ACTIVITY REPORTS MARCH 2018

## FINANCE DEPARTMENT ACTIVITY LEVELS

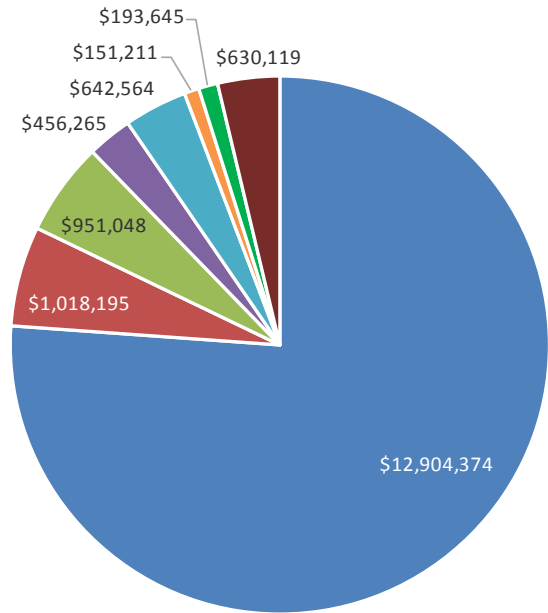
	FY17 YTD	FY18 YTD
<b>BANK TRENDS</b>		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,382	5,092
Total Amount of All Deposits	\$ 100,072,607	\$99,146,198.97
<b>Other Activity</b>		
Number of Pay Periods	20	20
Number of Payroll Checks & Direct Deposits Issued	8,033	7,748
Number of Pension Checks Issued	2,271	2,297
Total Pension Benefits Paid - Defined Benefit Plan	\$ 3,932,557	\$ 4,104,736
<b>ACCOUNTS PAYABLE</b>		
Number of Check Vouchers	4,487	4,732
Number of EFT Vouchers	1,996	1,978
Vouchers Dollar Amount Disbursed	\$ 51,314,776	\$ 56,288,816

**FY17 YTD Wages**



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

**FY18 YTD Wages**



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

**City of Dover**  
**General Fund Summary**  
**Fiscal Year to Date (March 2018)**

**Revenues**

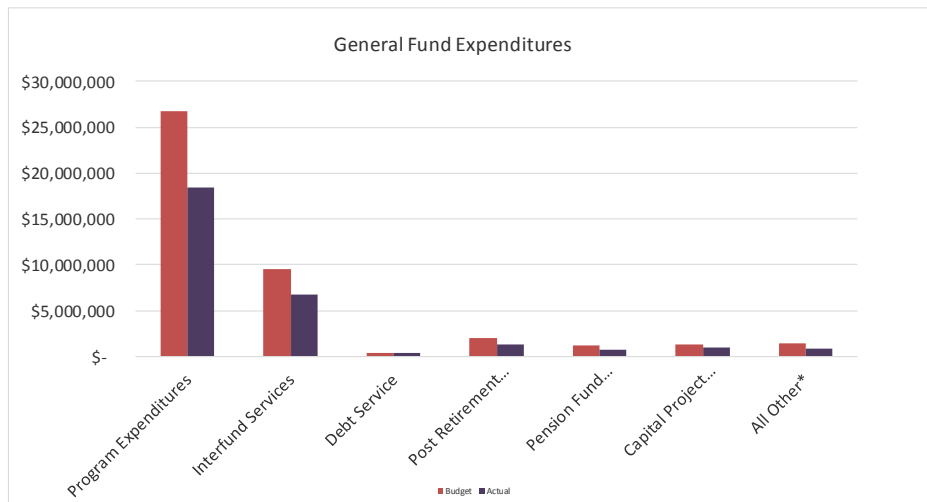
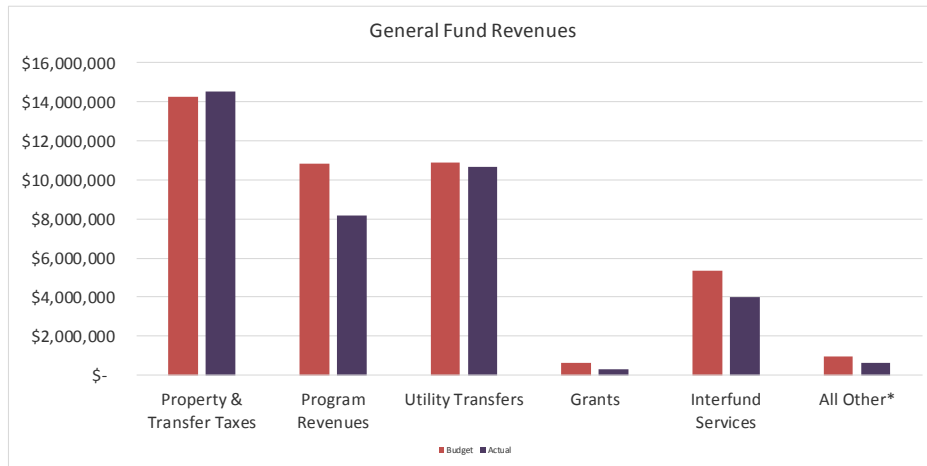
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$ 14,498,654	102%
Program Revenues	10,834,900	8,193,475	76%
Utility Transfers	10,900,000	10,684,000	98%
Grants	605,000	299,836	50%
Interfund Services	5,376,200	3,974,817	74%
All Other*	980,000	611,565	62%
	<u>\$ 42,931,000</u>	<u>\$ 38,262,347</u>	<u>89%</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	\$ 18,441,726	69%
Interfund Services	9,553,300	6,749,707	71%
Debt Service	443,100	343,587	78%
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	808,826	55%
	<u>\$ 42,861,000</u>	<u>\$ 29,539,185</u>	<u>69%</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 (March 2018)**

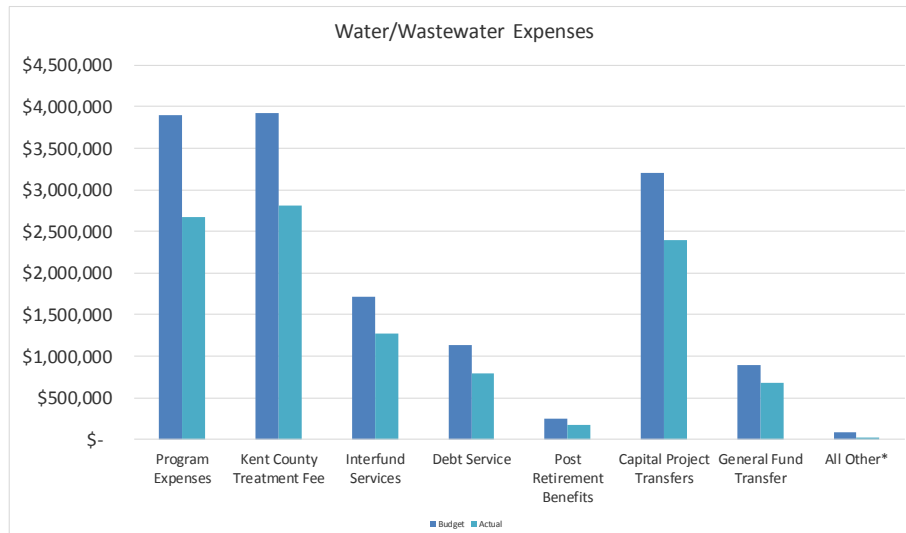
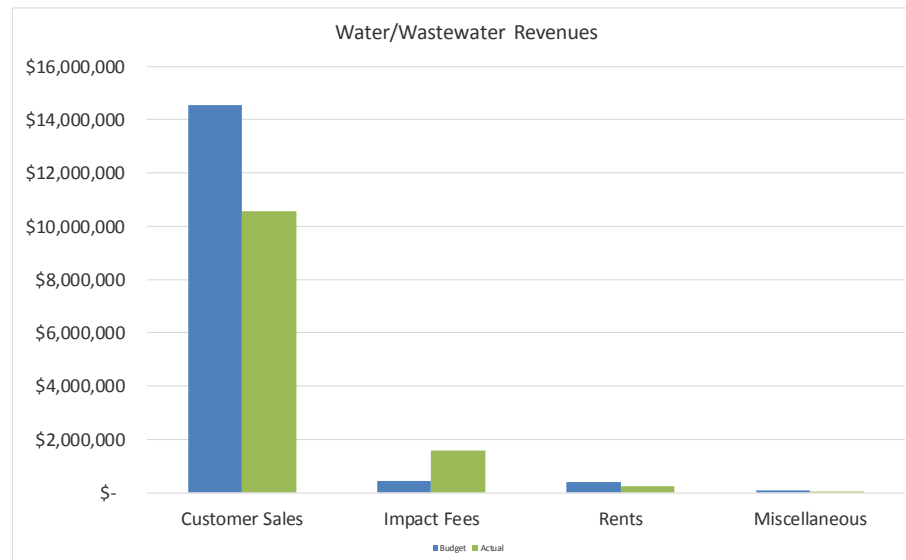
**Revenues**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 10,579,401	73%
Impact Fees	440,000	1,578,173	359%
Rents	391,400	245,259	63%
Miscellaneous	72,400	55,075	76%
	<u>\$ 15,439,000</u>	<u>\$ 12,457,908</u>	<u>81%</u>

**Expenditures**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 2,671,803	69%
Kent County Treatment Fee	3,926,500	2,809,131	72%
Interfund Services	1,716,100	1,272,038	74%
Debt Service	1,137,400	798,004	70%
Post Retirement Benefits	249,700	181,665	73%
Capital Project Transfers	3,200,000	2,400,000	75%
General Fund Transfer	900,000	684,000	76%
All Other*	91,900	20,956	23%
	<u>\$ 15,118,400</u>	<u>\$ 10,837,597</u>	<u>72%</u>

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



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

**Revenues**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$ 63,128,466	78%
Distribution of Earnings	(6,176,700)	(4,843,890)	78%
All Other*	982,000	695,467	71%
	<u>\$ 75,697,500</u>	<u>\$ 58,980,043</u>	<u>78%</u>

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

**Expenditures**

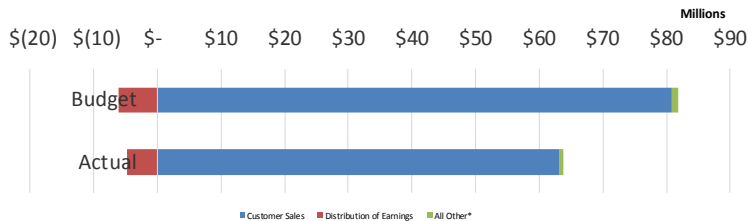
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$ 35,535,988	72%
Electric Operating Division Exp.	6,660,200	4,453,927	67%
Interfund Services	3,660,100	2,702,779	74%
Debt Service	1,605,500	1,211,214	75%
Post Retirement Benefits	1,820,300	1,363,500	75%
Pension Unfunded Liability	1,000,000	756,000	76%
Capital Project Transfers	5,000,000	3,750,000	75%
General Fund Transfer	10,000,000	10,000,000	100%
Rate Stabilization Reserve	5,200,000	-	0%
All Other*	2,162,400	1,596,378	74%
	<u>\$ 86,183,600</u>	<u>\$ 61,369,786</u>	<u>71%</u>

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

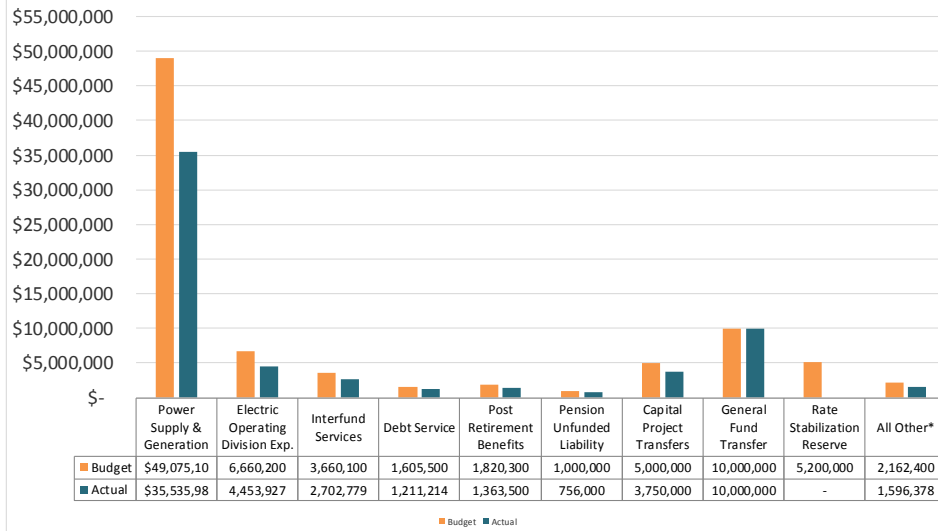
**Megawatt Hours Sold & Purchased**

	<u>Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	713,501	567,208
Sales per MWh	\$102.98	\$101.09
Purchased/Generated MWh	763,129	587,757
All In MWh Supply & Generation	\$64.31	\$60.44

Electric Fund - Revenues

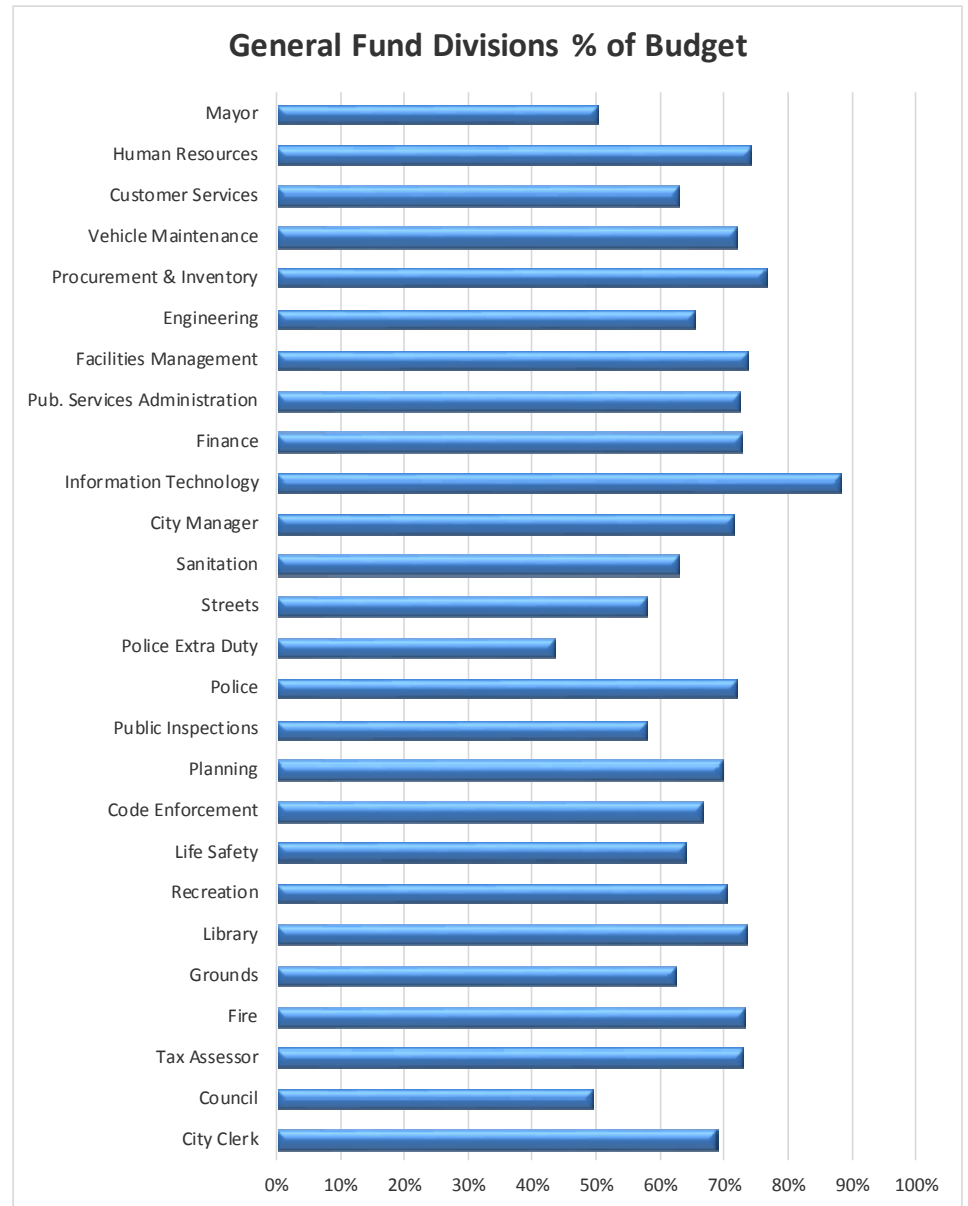


Electric Fund - Expenditures



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	\$ 299,001	68%
Council	155,100	76,291	49%
Tax Assessor	238,500	173,264	73%
Fire	774,900	565,097	73%
Grounds	1,142,000	709,208	62%
Library	1,708,300	1,249,815	73%
Recreation	764,200	536,626	70%
Life Safety	499,600	317,867	64%
Code Enforcement	449,700	299,085	67%
Planning	563,400	390,441	69%
Public Inspections	721,000	416,597	58%
Police	16,483,900	11,814,805	72%
Police Extra Duty	560,000	242,460	43%
Streets	1,119,400	646,495	58%
Sanitation	2,563,900	1,608,395	63%
City Manager	751,500	534,337	71%
Information Technology	777,400	683,927	88%
Finance	1,038,900	752,803	72%
Pub. Services Administration	718,300	518,922	72%
Facilities Management	629,700	463,278	74%
Engineering	277,700	180,779	65%
Procurement & Inventory	605,100	462,129	76%
Vehicle Maintenance	838,200	600,413	72%
Customer Services	1,169,500	733,947	63%
Human Resources	436,600	323,052	74%
Mayor	119,300	59,618	50%
	<u>\$ 35,542,800</u>	<u>\$ 24,658,652</u>	





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

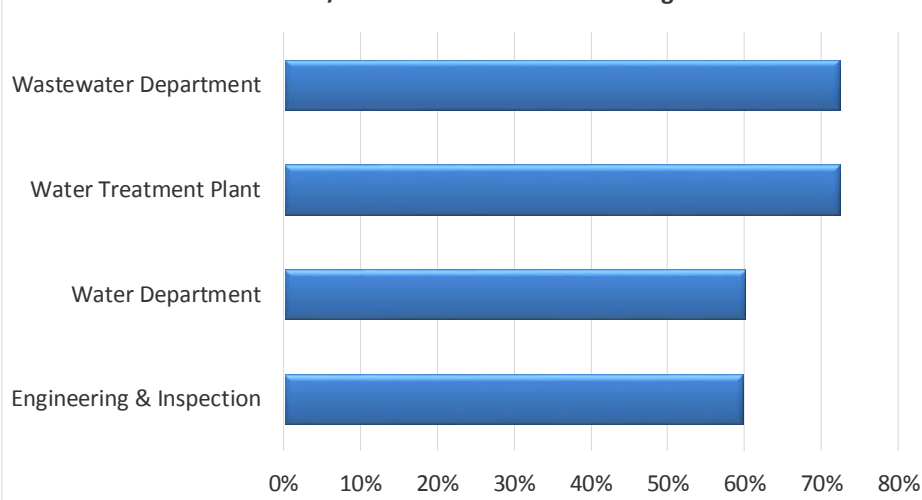
**Water/Wastewater Division Expenses**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 308,470	60%
Water Department	635,700	380,980	60%
Water Treatment Plant	1,780,500	1,286,581	72%
Wastewater Department	962,800	695,772	72%
	<u>\$ 3,896,800</u>	<u>\$ 2,671,803</u>	

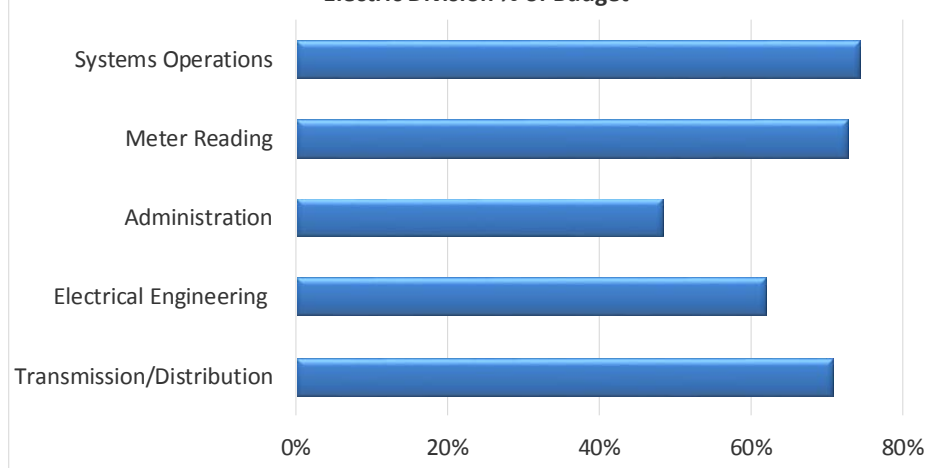
**Electric Division Expenses**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 2,545,060	71%
Electrical Engineering	1,226,400	758,866	62%
Administration	797,000	385,692	48%
Meter Reading	392,500	285,264	73%
Systems Operations	644,700	479,045	74%
	<u>\$ 6,660,200</u>	<u>\$ 4,453,927</u>	

**Water/Wastewater Division % of Budget**



**Electric Division % of Budget**

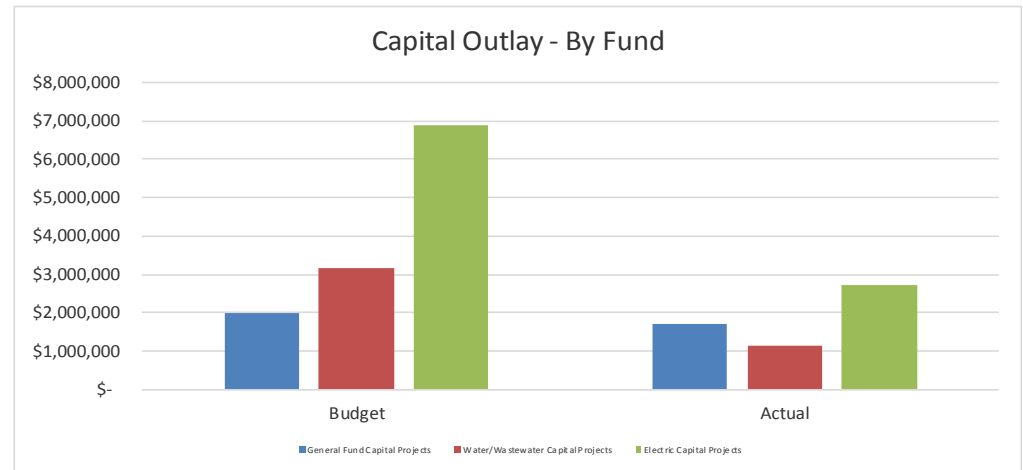
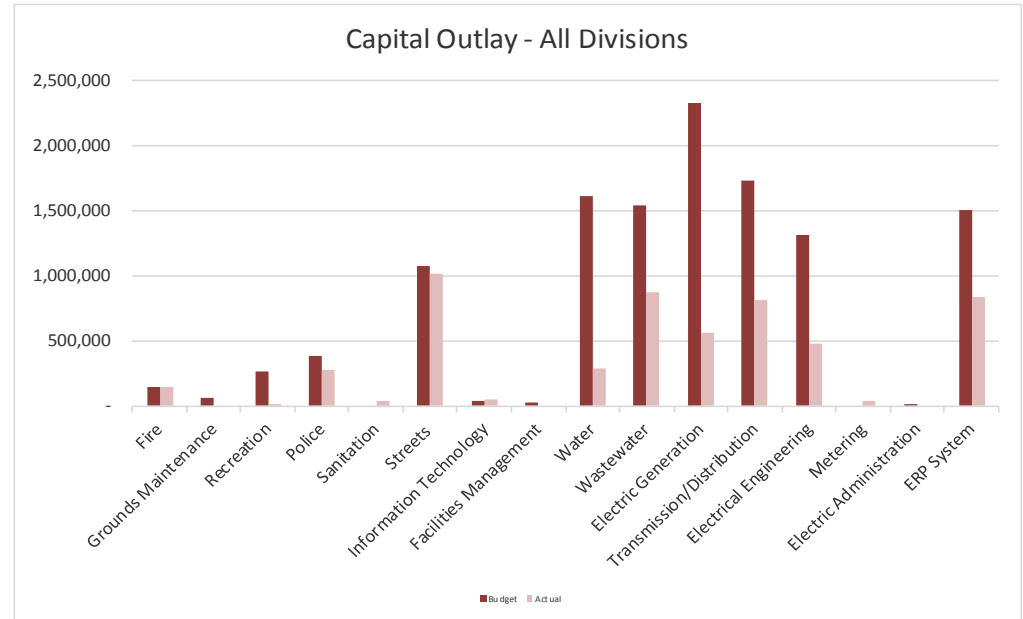


**City of Dover**  
**Capital Outlay Summary (All Funds)**  
**Fiscal Year to Date (March 2018)**

<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	18,097	7%
Police	379,900	275,698	73%
Sanitation	-	39,994	0%
Streets	1,070,000	1,010,212	94%
Information Technology	36,600	54,079	148%
Facilities Management	25,100	-	0%
Transfer to Parkland Reserve	-	29,723	0%
<b>General Fund Capital Projects</b>	<b>\$ 1,990,800</b>	<b>\$ 1,729,604</b>	<b>87%</b>

<u>Water/Wastewater Fund</u>			
Water	\$ 1,608,400	\$ 284,715	18%
Wastewater	1,543,000	873,081	57%
Water Treatment Plant	-	7,703	0%
<b>Water/Wastewater Capital Projects</b>	<b>\$ 3,151,400</b>	<b>\$ 1,165,498</b>	<b>37%</b>

<u>Electric Fund</u>			
Electric Generation	\$ 2,328,000	\$ 565,049	24%
Transmission/Distribution	1,725,500	811,143	47%
Electrical Engineering	1,315,000	477,367	36%
Metering	-	35,986	0%
Electric Administration	8,500	-	0%
ERP System	1,500,000	838,731	56%
<b>Electric Capital Projects</b>	<b>\$ 6,877,000</b>	<b>\$ 2,728,278</b>	<b>40%</b>
<b>Total Capital Projects</b>	<b>\$ 12,019,200</b>	<b>\$ 5,623,380</b>	<b>47%</b>





# March 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. [issues / (issues + back orders)] * 100</i>	FY 2018 (To date) [3,443/(3,443+134)]*100 96.25%	FY 2017 (Total) [4,581/(4,581+119)]*100 97.47 %	- 1.22%
<b>Turn Over Rate – Indicates that the material stocked is the material being used. (2016-2017 Goal 1 per year) WITHOUT TRANSFORMERS</b>	March 2018 1.02 Turnovers per year	March 2017 0.69 Turnovers per year	+0.33 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of April 12, 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 3/26/2018
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.
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
Puncheon Run Wastewater Pump Station Improvements Engineering Design Support	18-0023PW	One time	Public Works	Forwarded to Public Works on 3/14/2018
Electric Distribution Transformer Disposal	18-0024EL	One Time	Electric	Forwarded to Electric on 4/10/2018
Delaware Tech Pump Station Replacement	18-0025PW	One Time	Public Works	Bid opening scheduled for April 17, 2018 @ 2:00 pm
Silver Lake Pump Station Replacement	18-0026PW	One Time	Public Works	Bid opening scheduled for April 17, 2018 @ 2:30 pm
Walker Woods Pump Station Replacement	18-0027PW	One Time	Public Works	Bid opening scheduled for April 18, 2018 @ 2:00 pm
North Street Water Main Replacement	18-0028PW	One Time	Public Works	Bid opening scheduled for April 26, 2018 @ 2:00 pm
Wellhead Redevelopment Program	18-0029PW	Three Years	Public Works	Bid opening scheduled for May 3, 2018 @ 2:00 pm
DNREC Applications for Water Allocation Permits	18-0030PW	One time	Public Works	Bid opening scheduled for May 8, 2018 @ 2:00 pm
Schutte Park Grading Plan Engineering Design Support	18-0031PW	One time	Public Works	Bid opening scheduled for May 16, 2018 @ 2:00 pm

**FUEL USE   FY 2017 TO DATE   FY 2018 TO DATE**

Unleaded:	99,042 gallons	97,531 gallons
Diesel:	59,324 gallons	56,074 gallons
Dollars Spent:	\$256,426.58	\$276,413.87

**Purchase Orders for Stock by Fund**

	<b><u>FY 2017 TO DATE</u></b>	<b><u>FY 2018 TO DATE</u></b>
Electric:	\$ 870,973.23	\$ 1,038,506.65
Water:	\$ 192,821.83	\$ 103,022.82
General:	\$ 81,740.12	\$ 90,393.41
Total:	\$ 1,145,535.18	\$ 1,231,922.78

**Warehouse Stock**

	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>
Total Dollar Value:	\$ 2,387,169.57	\$ 2,104,259.25
Total Line Items:	1,320	1,302

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

Electric:	\$ 430,690.75	317 Line Items
Water:	\$ 19,539.16	53 Line Items
General:	\$ 36,066.17	143 Line Items
Total:	\$ 486,296.08	513 Line Items

**Issues from Stock by Fund**

	<b><u>FY 2017 TO DATE</u></b>	<b><u>FY 2018 TO DATE</u></b>
Electric:	\$835,315.42	\$ 1,111,009.80
Water:	\$205,716.43	\$ 104,747.19
General:	\$ 94,786.92	\$ 95,055.15
*Total:	\$1,135,884.97	\$ 1,310,881.19

**Money Spent for Postage/Postal Services**

<b><u>FY 2017 TO DATE</u></b>	<b><u>FY 2018 TO DATE</u></b>
\$102,845.01	\$99,743.19

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