

CITY OF DOVER

FINANCE DEPARTMENT & PROCUREMENT AND INVENTORY



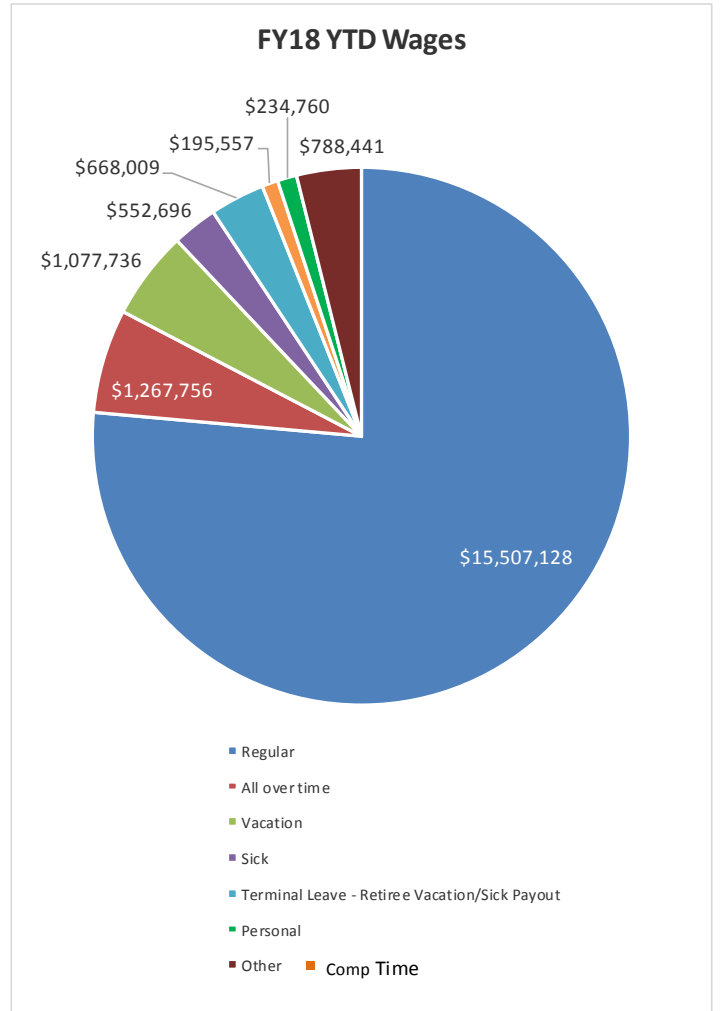
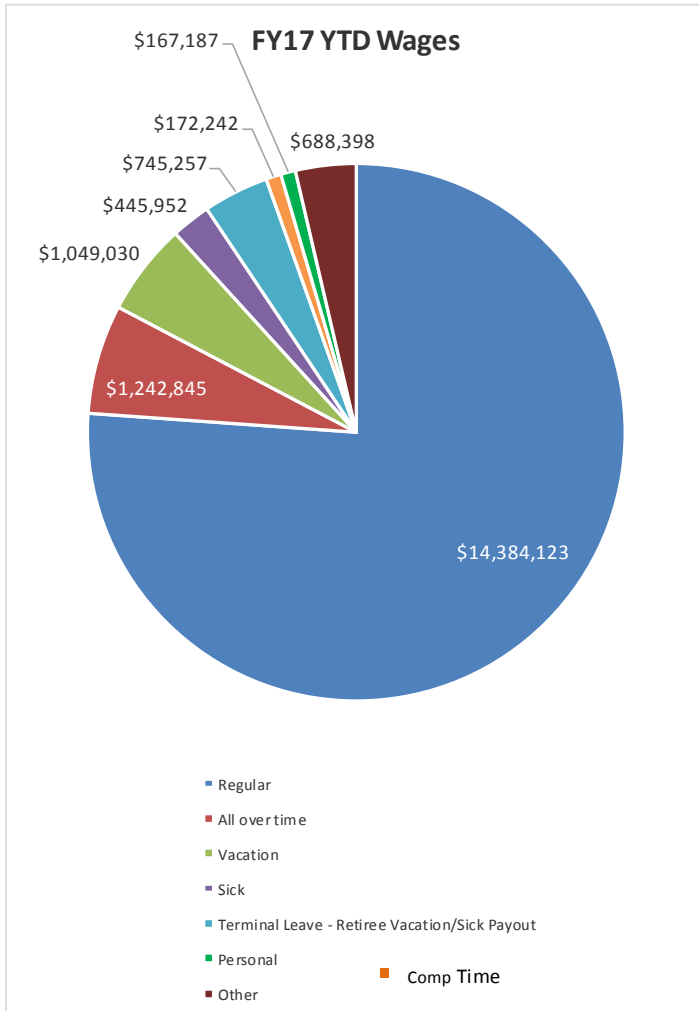
APRIL 2018

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 APRIL 2018

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY17 YTD	FY18 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,875	5,691
Total Amount of All Deposits	\$ 109,303,661	\$ 108,969,389
Other Activity		
Number of Pay Periods	22	24
Number of Payroll Checks & Direct Deposits Issued	8,806	9,299
Number of Pension Checks Issued	2,521	2,811
Total Pension Benefits Paid - Defined Benefit Plan	\$ 4,370,896	\$ 5,025,569
ACCOUNTS PAYABLE		
Number of Check Vouchers	5,050	5,401
Number of EFT Vouchers	2,191	2,030
Vouchers Dollar Amount Disbursed	\$ 56,649,351	\$ 62,268,828



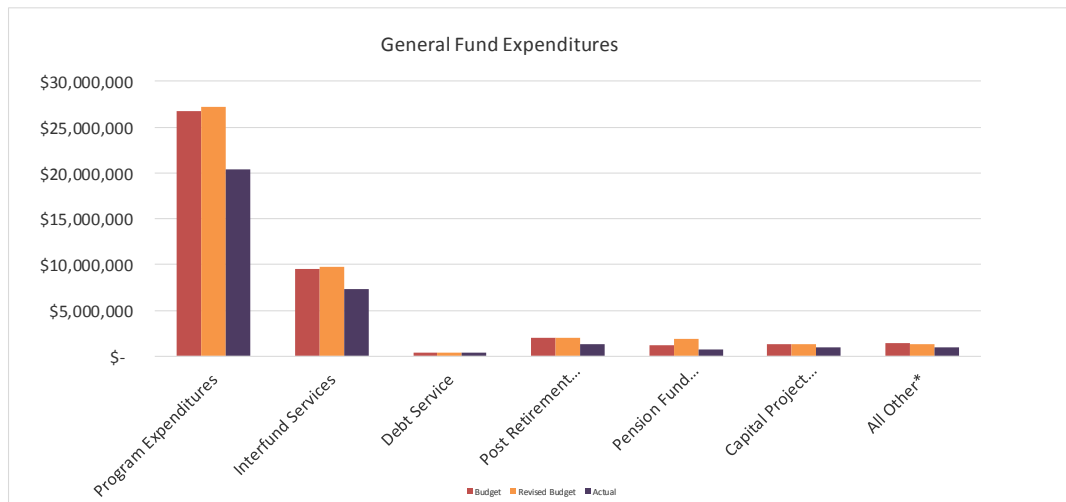
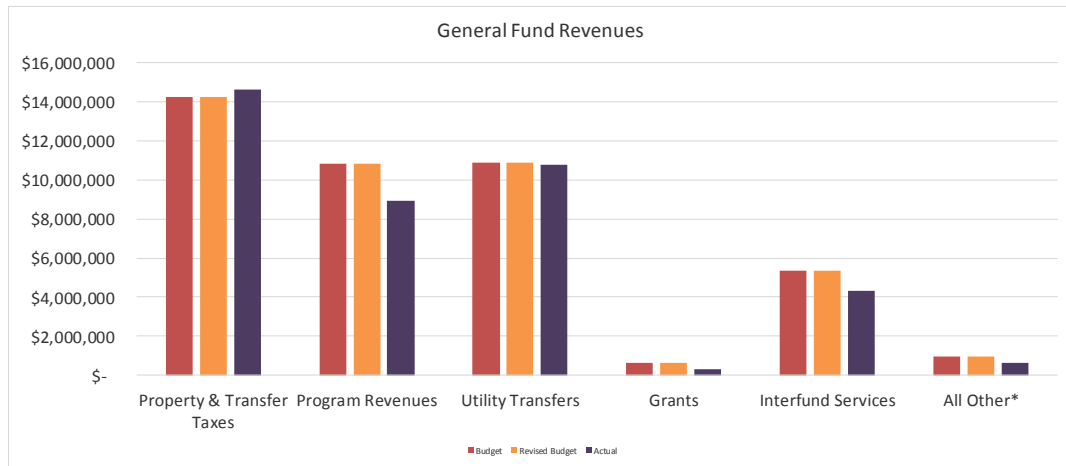
City of Dover
General Fund Summary
Fiscal Year to Date (April 2018)

Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$ 14,234,900	\$ 14,627,040	103%
Program Revenues	10,834,900	10,838,700	8,936,956	82%
Utility Transfers	10,900,000	10,900,000	10,760,000	99%
Grants	605,000	645,000	309,990	48%
Interfund Services	5,376,200	5,376,200	4,292,267	80%
All Other*	980,000	980,000	649,673	66%
	<u>\$ 42,931,000</u>	<u>\$ 42,974,800</u>	<u>\$ 39,575,926</u>	<u>92%</u>

*Includes: Franchise Fees, Miscellaneous Revenues, Garrison Farm Rent, Verizon Grant and Other Reserves

Expenditures				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenditures	\$ 26,724,500	\$ 27,213,400	\$ 20,442,657	75%
Interfund Services	9,553,300	9,710,600	7,327,039	75%
Debt Service	443,100	443,100	382,991	86%
Post Retirement Benefits	2,063,000	2,063,000	1,376,000	67%
Pension Fund Contributions	1,224,900	1,845,500	792,989	43%
Capital Project Transfers	1,368,700	1,368,700	1,026,350	75%
All Other*	1,483,500	1,330,700	951,120	71%
	<u>\$ 42,861,000</u>	<u>\$ 43,975,000</u>	<u>\$ 32,299,146</u>	<u>73%</u>

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

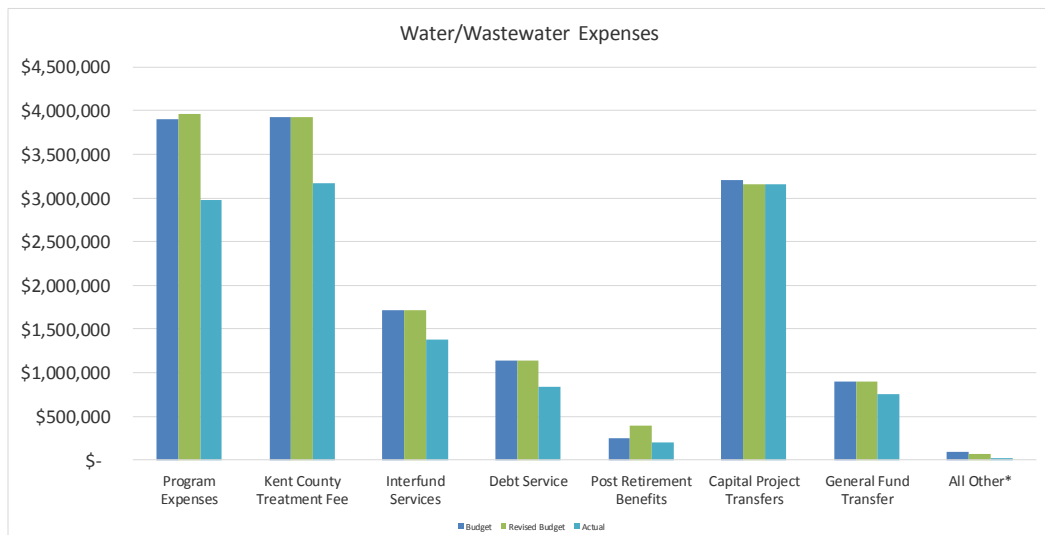
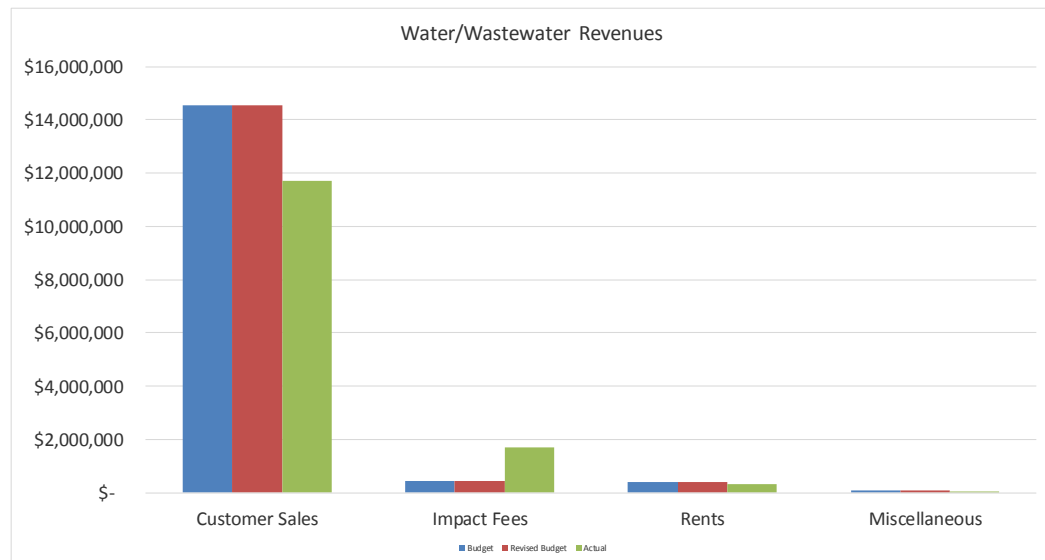


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (April 2018)

Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 14,535,200	\$ 11,703,041	81%
Impact Fees	440,000	440,000	1,714,173	390%
Rents	391,400	391,400	317,800	81%
Miscellaneous	72,400	72,400	62,543	86%
	\$ 15,439,000	\$ 15,439,000	\$ 13,797,557	89%

Expenditures				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 3,965,700	\$ 2,978,455	75%
Kent County Treatment Fee	3,926,500	3,926,500	3,168,076	81%
Interfund Services	1,716,100	1,716,100	1,375,078	80%
Debt Service	1,137,400	1,137,400	840,304	74%
Post Retirement Benefits	249,700	394,500	201,850	51%
Capital Project Transfers	3,200,000	3,153,000	3,153,000	100%
General Fund Transfer	900,000	900,000	760,000	84%
All Other*	91,900	70,000	23,256	33%
	\$ 15,118,400	\$ 15,263,200	\$ 12,500,019	82%

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



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

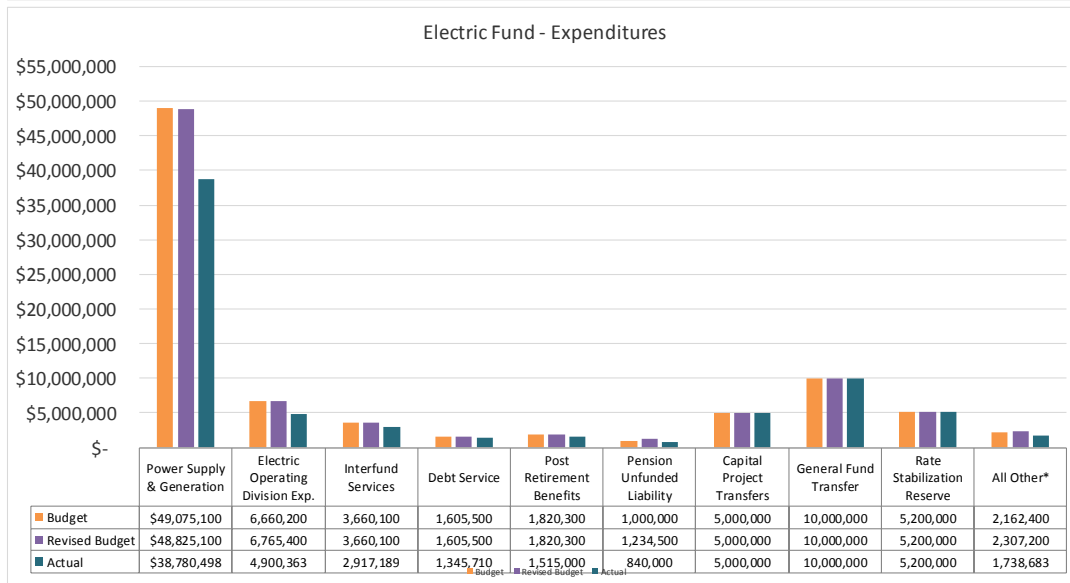
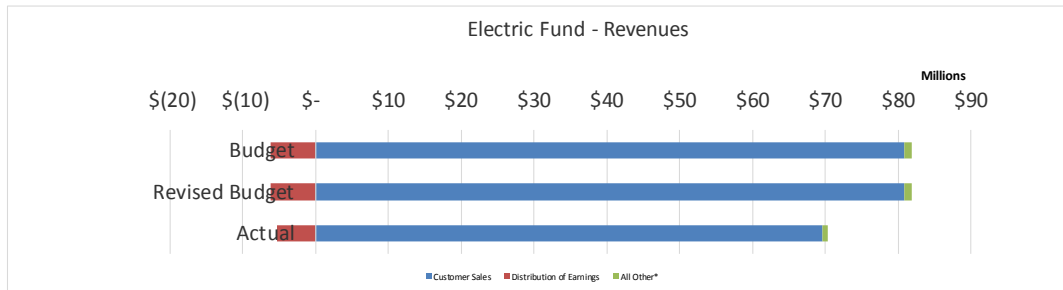
Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$ 80,892,200	\$ 69,559,866	86%
Distribution of Earnings	(6,176,700)	\$ (6,176,700)	(5,334,598)	86%
All Other*	982,000	982,000	832,114	85%
	<u>\$ 75,697,500</u>	<u>\$ 75,697,500</u>	<u>\$ 65,057,382</u>	<u>86%</u>

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

Expenditures				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$ 48,825,100	\$ 38,780,498	79%
Electric Operating Division Exp.	6,660,200	6,765,400	4,900,363	72%
Interfund Services	3,660,100	3,660,100	2,917,189	80%
Debt Service	1,605,500	1,605,500	1,345,710	84%
Post Retirement Benefits	1,820,300	1,820,300	1,515,000	83%
Pension Unfunded Liability	1,000,000	1,234,500	840,000	68%
Capital Project Transfers	5,000,000	5,000,000	5,000,000	100%
General Fund Transfer	10,000,000	10,000,000	10,000,000	100%
Rate Stabilization Reserve	5,200,000	5,200,000	5,200,000	100%
All Other*	2,162,400	2,307,200	1,738,683	75%
	<u>\$ 86,183,600</u>	<u>\$ 86,418,100</u>	<u>\$ 72,237,443</u>	<u>84%</u>

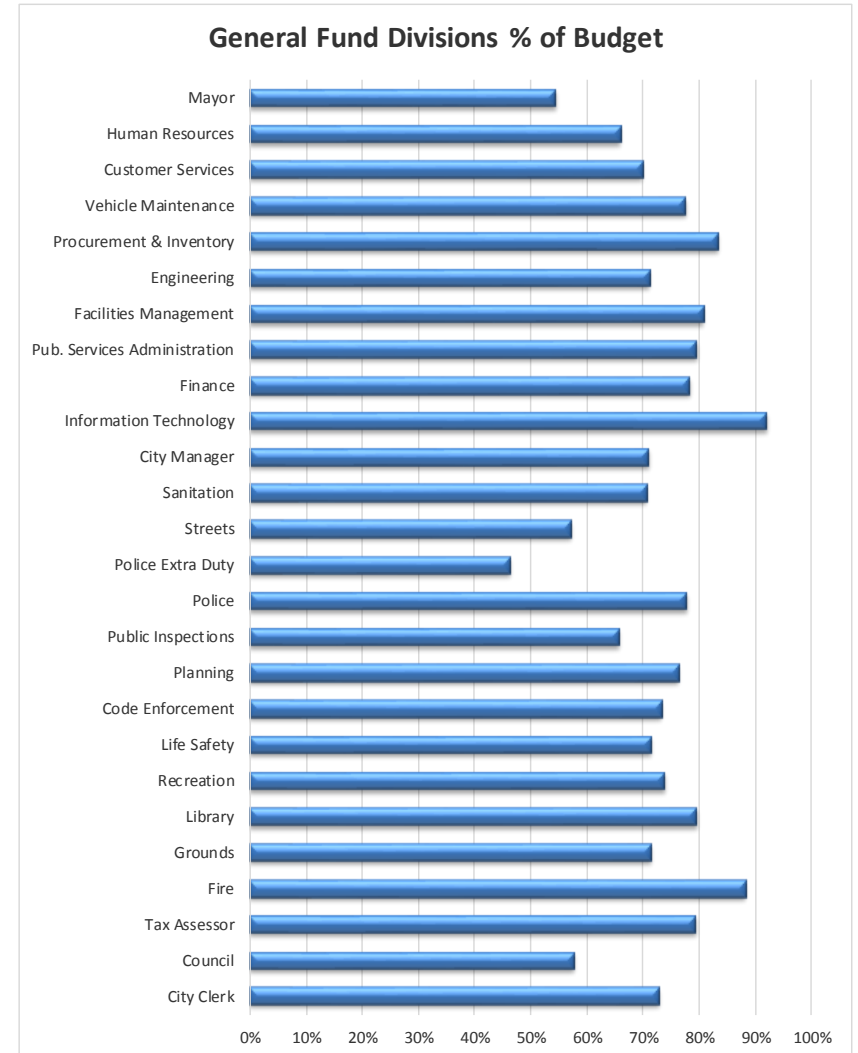
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Contractual Services, Other Employment Expenses

Megawatt Hours Sold & Purchased	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	713,501	713,501	624,720
Sales per MWh	\$102.98	\$102.98	\$101.14
Purchased/Generated MWh	763,129	763,129	642,744
All In MWh Supply & Generation	\$64.31	\$63.98	\$60.24



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

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	\$ 440,700	\$ 320,589	73%
Council	155,100	145,100	83,626	58%
Tax Assessor	238,500	241,200	191,264	79%
Fire	774,900	774,900	683,390	88%
Grounds	1,142,000	1,101,600	785,624	71%
Library	1,708,300	1,715,800	1,364,839	80%
Recreation	764,200	811,500	598,783	74%
Life Safety	499,600	500,900	357,801	71%
Code Enforcement	449,700	452,100	330,559	73%
Planning	563,400	568,000	433,661	76%
Public Inspections	721,000	724,800	476,419	66%
Police	16,483,900	16,784,400	13,038,202	78%
Police Extra Duty	560,000	600,000	277,698	46%
Streets	1,119,400	1,217,000	695,769	57%
Sanitation	2,563,900	2,544,000	1,796,088	71%
City Manager	751,500	821,600	582,728	71%
Information Technology	777,400	781,200	718,352	92%
Finance	1,038,900	1,041,400	815,082	78%
Pub. Services Administration	718,300	720,100	572,332	79%
Facilities Management	629,700	640,500	516,529	81%
Engineering	277,700	278,800	198,184	71%
Procurement & Inventory	605,100	610,600	508,374	83%
Vehicle Maintenance	838,200	840,200	650,610	77%
Customer Services	1,169,500	1,174,700	819,915	70%
Human Resources	436,600	538,600	355,352	66%
Mayor	119,300	119,300	64,900	54%
	<u>\$ 35,542,800</u>	<u>\$ 36,189,000</u>	<u>\$ 27,236,670</u>	



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

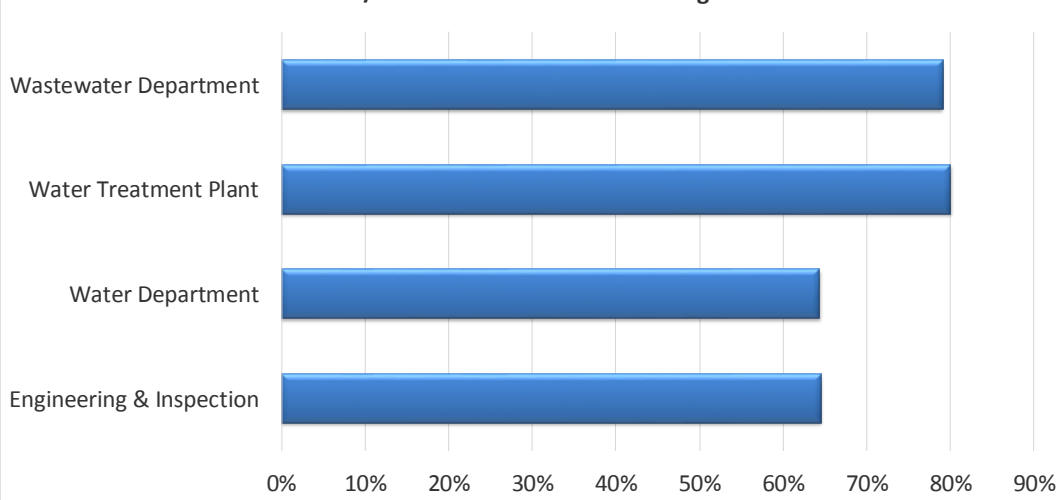
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 523,300	\$ 337,667	65%
Water Department	635,700	660,300	424,926	64%
Water Treatment Plant	1,780,500	1,791,100	1,432,719	80%
Wastewater Department	962,800	991,000	783,143	79%
	<u>\$ 3,896,800</u>	<u>\$ 3,965,700</u>	<u>\$ 2,978,455</u>	

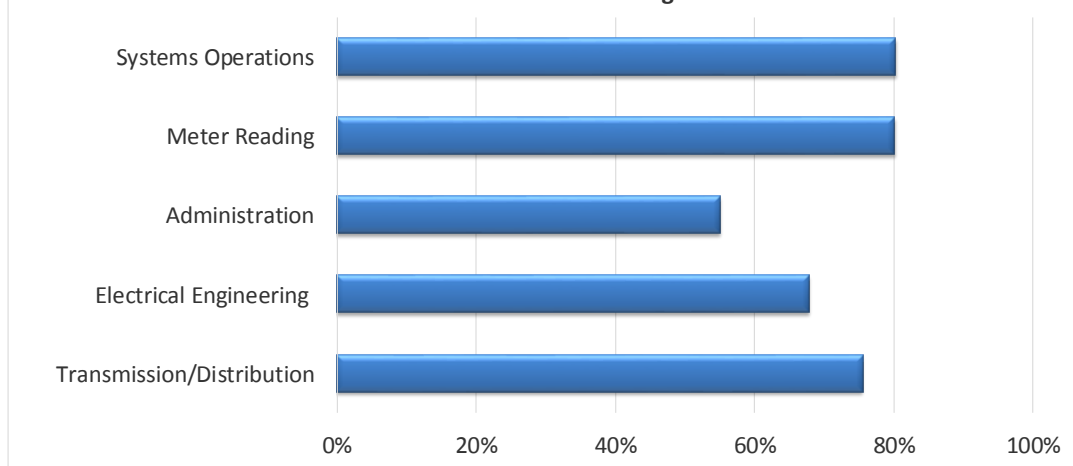
Electric Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 3,690,300	\$ 2,784,491	75%
Electrical Engineering	1,226,400	1,249,900	847,056	68%
Administration	797,000	775,000	426,569	55%
Meter Reading	392,500	393,500	315,258	80%
Systems Operations	644,700	656,700	526,989	80%
	<u>\$ 6,660,200</u>	<u>\$ 6,765,400</u>	<u>\$ 4,900,363</u>	

Water/Wastewater Division % of Budget



Electric Division % of Budget

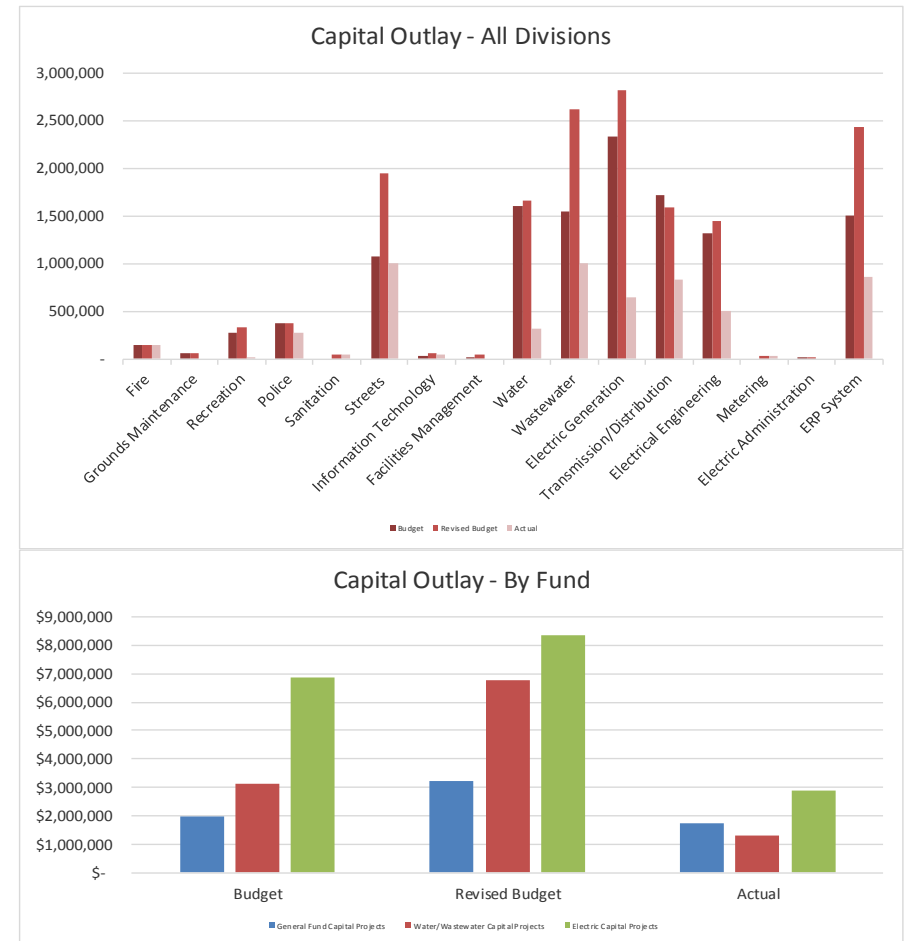


City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (April 2018)

<u>General Fund</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ -	\$ 156,200	\$ 156,188	100%
Fire	145,700	145,700	145,614	100%
Grounds Maintenance	62,500	62,500	-	0%
Recreation	271,000	331,800	23,859	7%
Police	379,900	379,900	282,098	74%
Sanitation	-	40,000	39,994	100%
Streets	1,070,000	1,949,900	1,011,477	52%
Information Technology	36,600	63,600	54,079	85%
Facilities Management	25,100	54,200	-	0%
Transfer to Parkland Reserve	-	25,800	29,723	115%
General Fund Capital Projects	\$ 1,990,800	\$ 3,209,600	\$ 1,743,031	54%

<u>Water/Wastewater Fund</u>				
Water	\$ 1,608,400	\$ 1,659,500	\$ 315,508	19%
Wastewater	1,543,000	2,624,300	1,009,394	38%
Water Treatment Plant	-	2,475,900	7,703	0%
Water/Wastewater Capital Projects	\$ 3,151,400	\$ 6,759,700	\$ 1,332,605	20%

<u>Electric Fund</u>				
Electric Generation	\$ 2,328,000	\$ 2,816,600	\$ 648,036	23%
Transmission/Distribution	1,725,500	1,597,800	838,503	52%
Electrical Engineering	1,315,000	1,442,700	500,256	35%
Metering	-	36,000	35,986	100%
Electric Administration	8,500	8,500	-	0%
ERP System	1,500,000	2,441,700	859,737	35%
Electric Capital Projects	\$ 6,877,000	\$ 8,343,300	\$ 2,882,518	35%
Total Capital Projects	\$ 12,019,200	\$ 18,312,600	\$ 5,958,155	33%



April 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) [3,760/(3,760+156)]*100 96.02%	FY 2017 (Total) [4,581/(4,581+119)]*100 97.47 %	- 1.45%
Turn Over Rate – Indicates that the material stocked is the material being used. (2016-2017 Goal 1 per year) WITHOUT TRANSFORMERS	April 2018 0.93 Turnovers per year	April 2017 0.77 Turnovers per year	+0.16 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of May 08, 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
Construction Support Services for the Water Treatment Plant Project	18-0018PW	One time	Public Works	Forwarded to Public Works 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
Delaware Tech Pump Station Replacement	18-0025PW	One Time	Public Works	Forwarded to Public Works on 4/18/2018
Silver Lake Pump Station Replacement	18-0026PW	One Time	Public Works	Forwarded to Public Works on 4/18/2018
Walker Woods Pump Station Replacement	18-0027PW	One Time	Public Works	Forwarded to Public Works on 4/18/2018
North Street Water Main Replacement	18-0028PW	One Time	Public Works	Forwarded to Public Works on 4/26/2018
Wellhead Redevelopment Program	18-0029PW	Three Years	Public Works	Forwarded to Public Works on 5/3/2018
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
Electric Distribution Transformer Disposal	18-0032EL	Three Years	Electric	RFP opening scheduled for May 24, 2018 @ 2:00 pm
Water Meter Term Contract	18-0033CS	Three Years	Public Works	RFP opening scheduled for May 29, 2018 @ 2:00 pm

<u>FUEL USE</u>	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Unleaded:	109,705 gallons	108,866 gallons
Diesel:	64,986 gallons	62,344 gallons
Dollars Spent:	\$284,133.60	\$310,255.02

Purchase Orders for Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$1,109,086.58	\$ 1,066,593.34
Water:	\$ 192,877.49	\$ 114,100.26
General:	\$ 86,610.48	\$ 106,828.02
Total:	\$ 1,388,574.55	\$ 1,287,521.62

Warehouse Stock

	<u>FY 2017</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,387,169.57	\$ 2,108,642.57
Total Line Items:	1,320	1,293

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 427,694.15	315 Line Items
Water:	\$ 19,704.30	54 Line Items
General:	\$ 36,026.56	142 Line Items
Total:	\$ 485,425.01	511 Line Items

Issues from Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$993,697.36	\$ 1,161,652.66
Water:	\$243,892.45	\$ 119,834.13
General:	\$103,610.97	\$ 105,974.77
*Total:	\$1,341,266.98	\$ 1,387,530.61

Money Spent for Postage/Postal Services

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

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