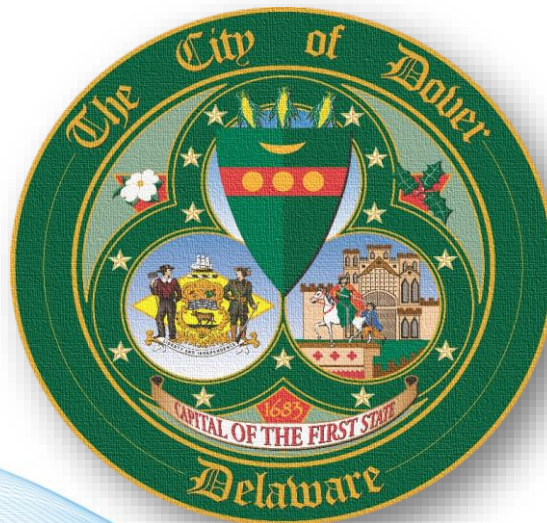


CITY OF DOVER

Finance Department & Procurement and Inventory



MONTHLY REPORT MAY 2018

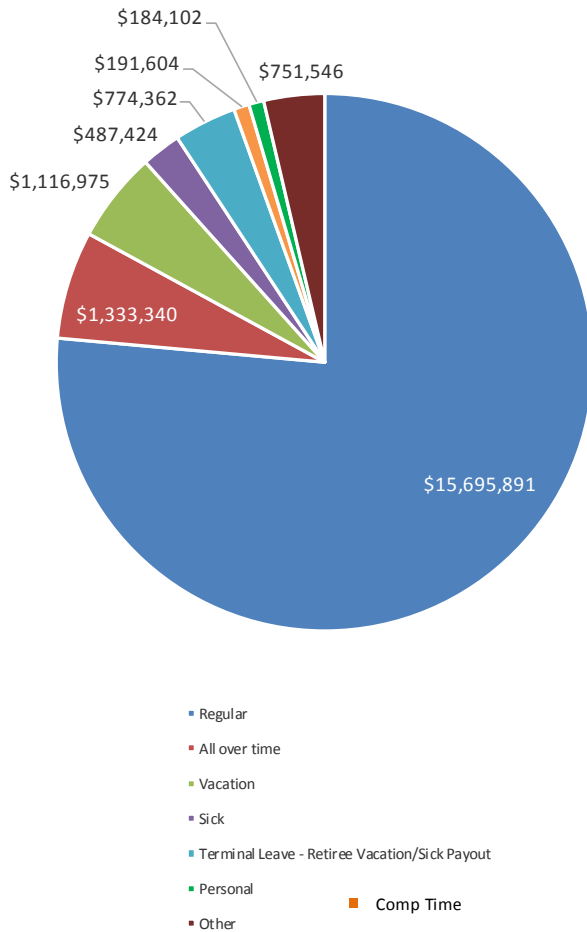
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER ACTIVITY REPORTS MAY 2018

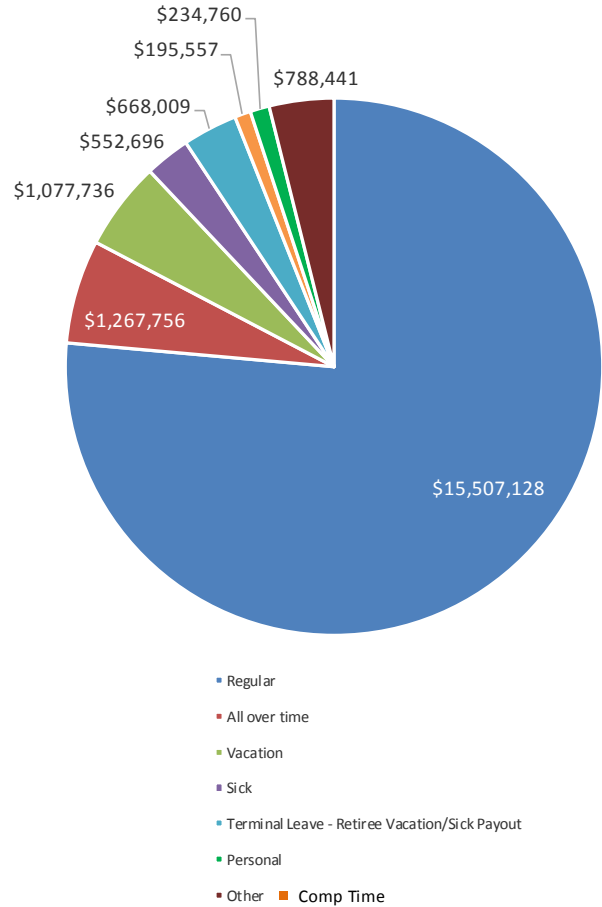
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY17 YTD	FY18 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	6,486	6,292
Total Amount of All Deposits	\$ 120,379,759	\$ 118,510,475
Other Activity		
Number of Pay Periods	24	24
Number of Payroll Checks & Direct Deposits Issued	9,579	9,299
Number of Pension Checks Issued	2,771	2,811
Total Pension Benefits Paid - Defined Benefit Plan	\$ 4,809,235	\$ 5,025,569
ACCOUNTS PAYABLE		
Number of Check Vouchers	5,724	5,938
Number of EFT Vouchers	2,498	2,507
Vouchers Dollar Amount Disbursed	\$ 62,848,376	\$ 69,667,439

FY17 YTD Wages



FY18 YTD Wages



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

Revenues

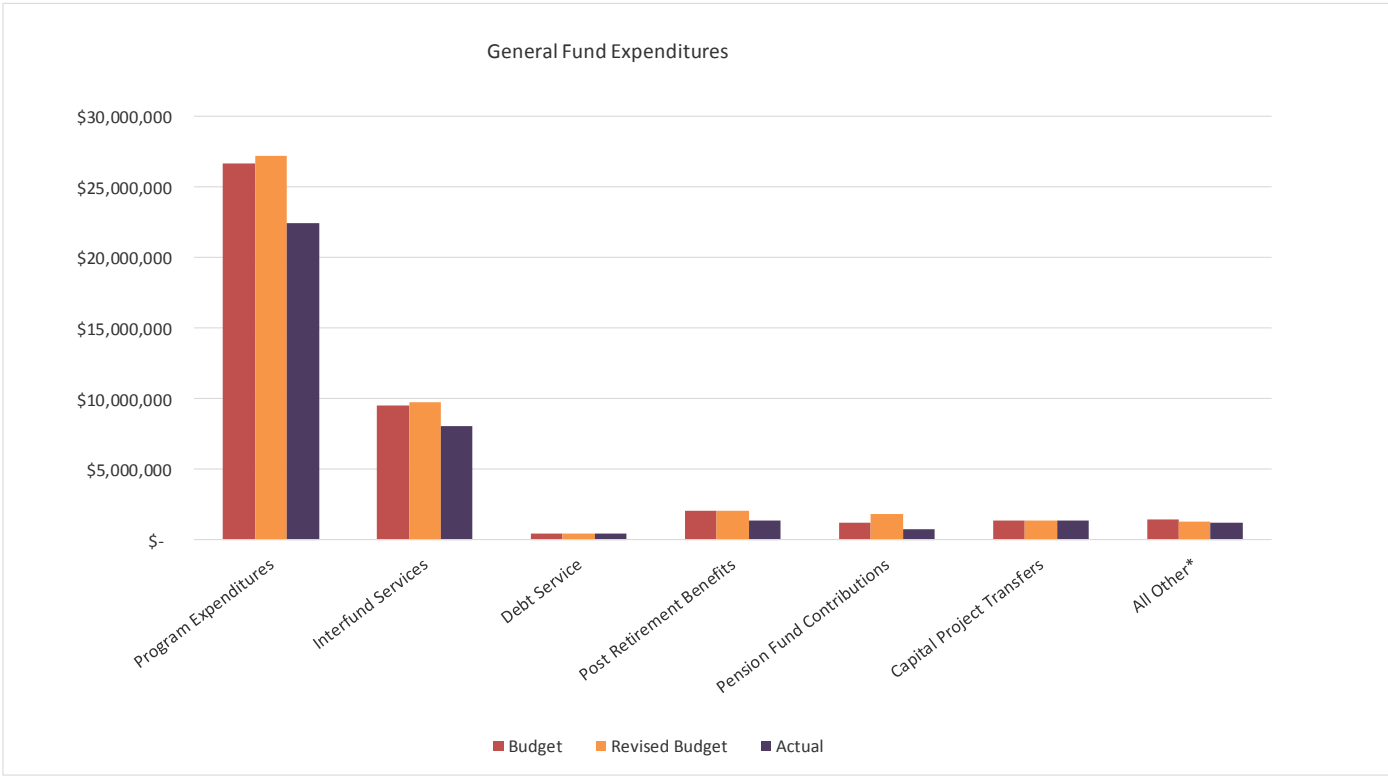
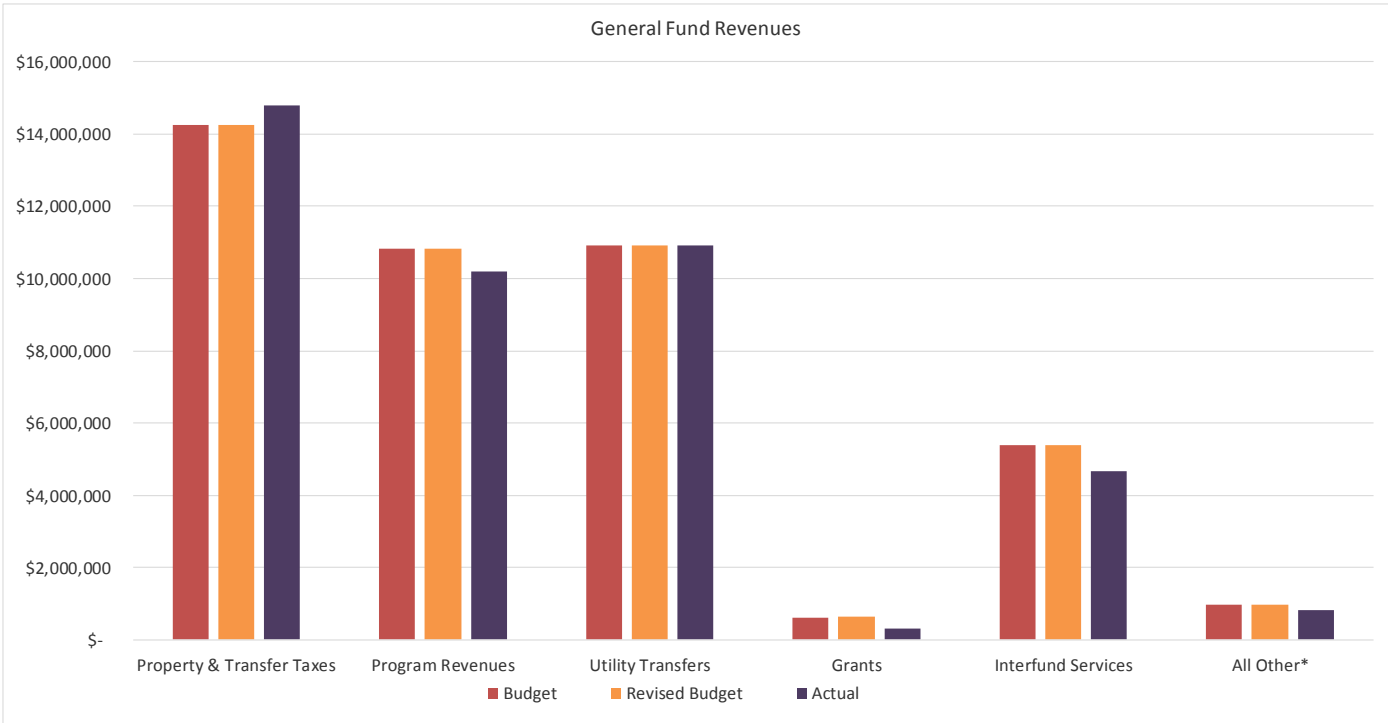
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$ 14,234,900	\$ 14,802,702	104%
Program Revenues	10,834,900	10,838,700	10,194,162	94%
Utility Transfers	10,900,000	10,900,000	10,900,000	100%
Grants	605,000	645,000	328,853	51%
Interfund Services	5,376,200	5,376,200	4,678,044	87%
All Other*	980,000	980,000	828,260	85%
	<u>\$ 42,931,000</u>	<u>\$ 42,974,800</u>	<u>\$ 41,732,021</u>	<u>97%</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	\$ 27,188,400	\$ 22,474,267	83%
Interfund Services	9,553,300	9,735,600	8,064,629	83%
Debt Service	443,100	443,100	421,609	95%
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	1,368,700	100%
All Other*	1,483,500	1,330,700	1,232,294	93%
	<u>\$ 42,861,000</u>	<u>\$ 43,975,000</u>	<u>\$ 35,730,488</u>	<u>81%</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.

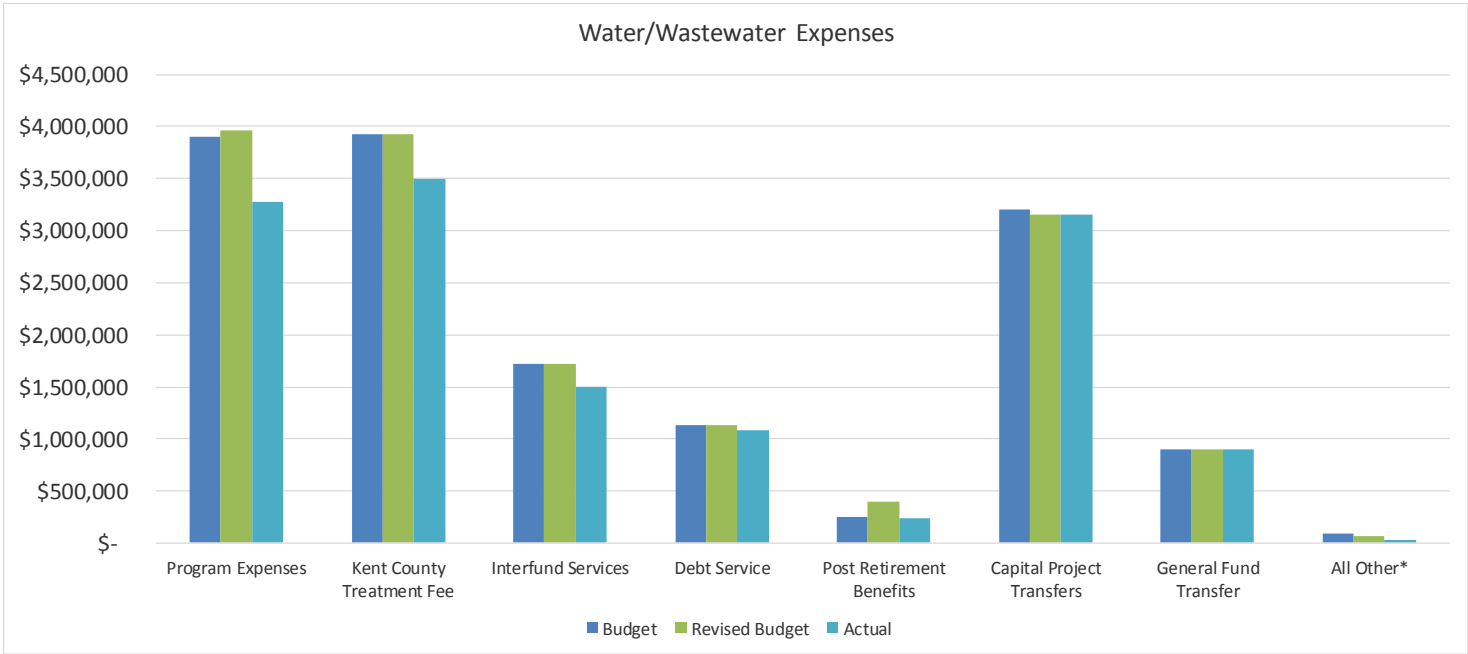
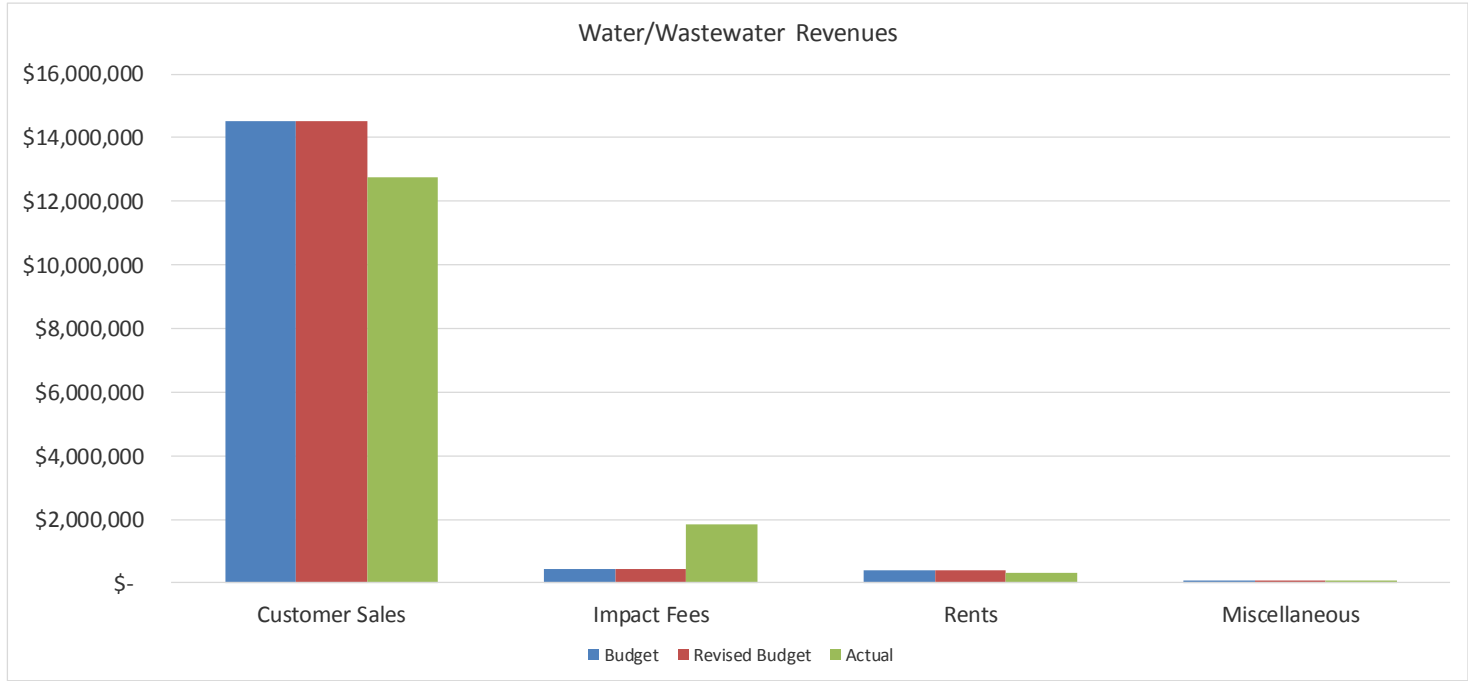


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (May 2018)

Revenues				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 14,535,200	\$ 12,748,275	88%
Impact Fees	440,000	440,000	1,837,165	418%
Rents	391,400	391,400	321,577	82%
Miscellaneous	72,400	72,400	68,450	95%
	<u>\$ 15,439,000</u>	<u>\$ 15,439,000</u>	<u>\$ 14,975,467</u>	<u>97%</u>

Expenditures				
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 3,965,700	\$ 3,277,062	83%
Kent County Treatment Fee	3,926,500	3,926,500	3,496,444	89%
Interfund Services	1,716,100	1,716,100	1,496,842	87%
Debt Service	1,137,400	1,137,400	1,085,190	95%
Post Retirement Benefits	249,700	394,500	242,200	61%
Capital Project Transfers	3,200,000	3,153,000	3,153,000	100%
General Fund Transfer	900,000	900,000	900,000	100%
All Other*	91,900	70,000	25,709	37%
	<u>\$ 15,118,400</u>	<u>\$ 15,263,200</u>	<u>\$ 13,676,447</u>	<u>90%</u>

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



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

Revenues

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$ 80,892,200	\$ 75,756,074	94%
Distribution of Earnings	(6,176,700)	\$ (6,176,700)	(5,801,356)	94%
All Other*	982,000	982,000	909,436	93%
	<u>\$ 75,697,500</u>	<u>\$ 75,697,500</u>	<u>\$ 70,864,154</u>	<u>94%</u>

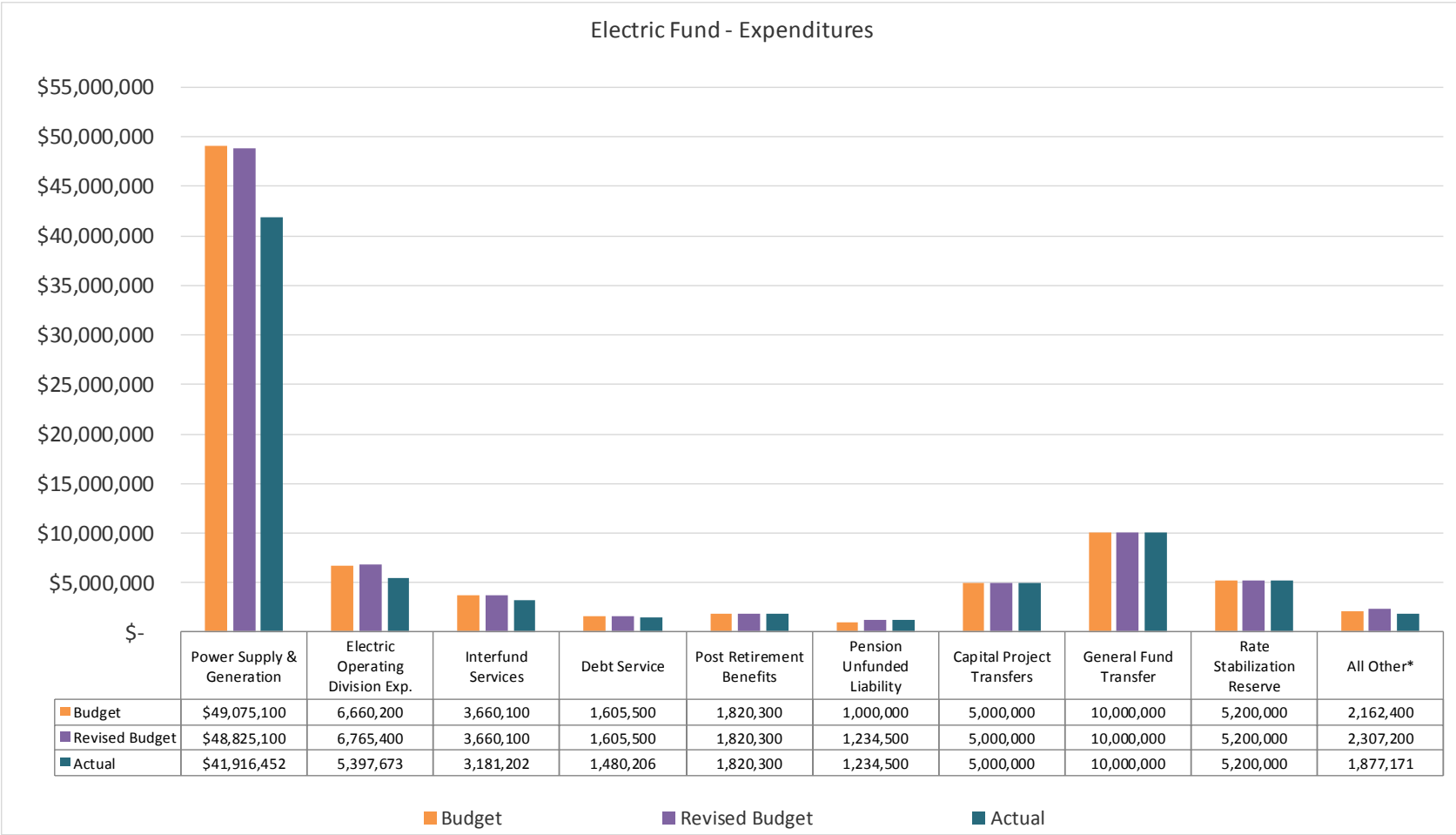
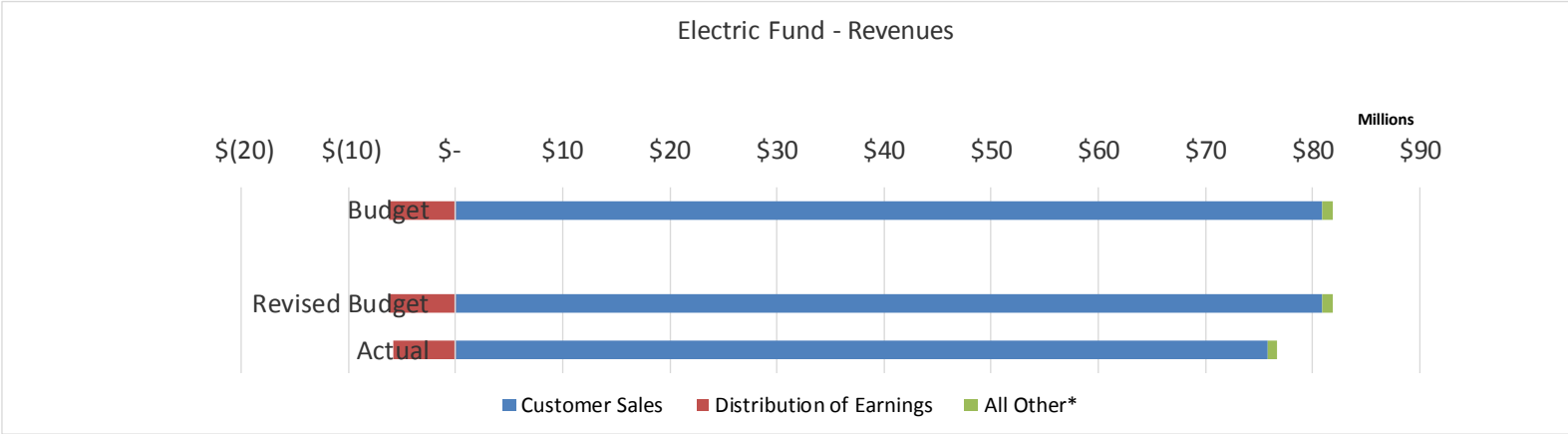
*Includes: Weyandt Hall Rents, Miscellaneous Revenue, Interest Earnings

Expenditures

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$ 48,825,100	\$ 41,916,452	86%
Electric Operating Division Exp.	6,660,200	6,765,400	5,397,673	80%
Interfund Services	3,660,100	3,660,100	3,181,202	87%
Debt Service	1,605,500	1,605,500	1,480,206	92%
Post Retirement Benefits	1,820,300	1,820,300	1,820,300	100%
Pension Unfunded Liability	1,000,000	1,234,500	1,234,500	100%
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	1,877,171	81%
	<u>\$ 86,183,600</u>	<u>\$ 86,418,100</u>	<u>\$ 77,107,504</u>	<u>89%</u>

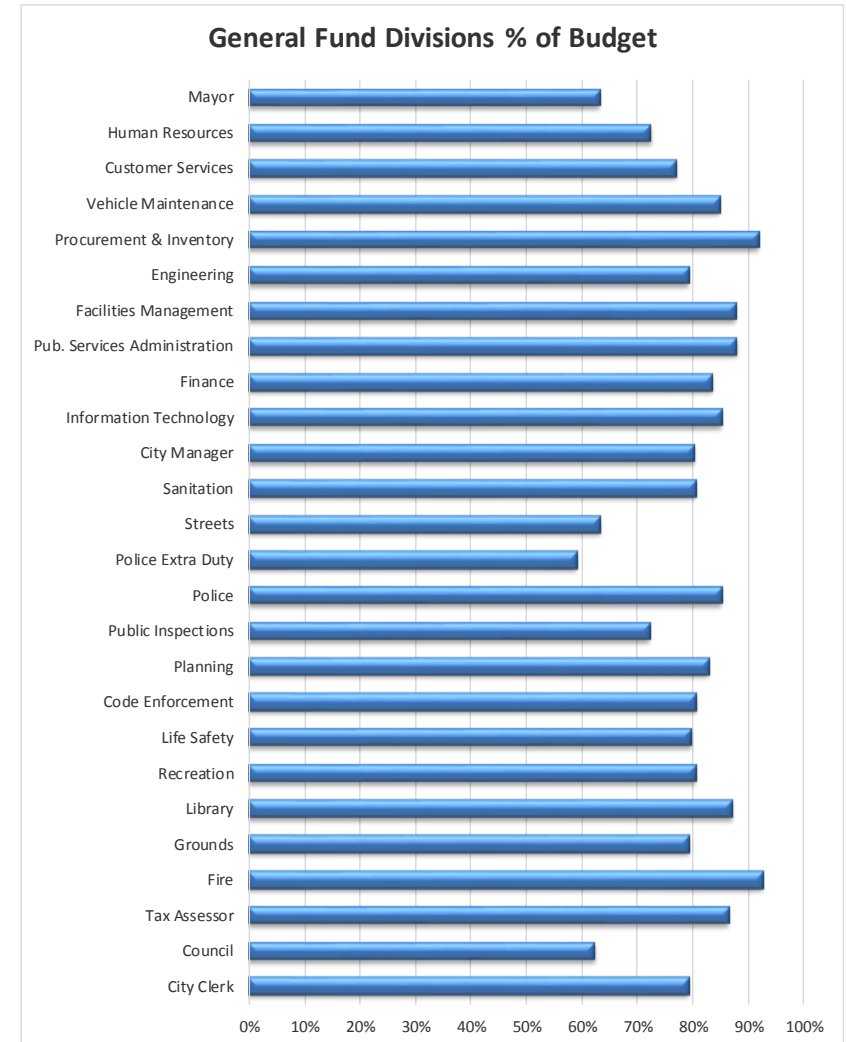
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy,
A/R Write-offs, Contractual Services, Other Employment Expenses

<u>Megawatt Hours Sold & Purchased</u>	<u>Budget</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	713,501	713,501	679,461
Sales per MWh	\$102.98	\$102.98	\$101.27
Purchased/Generated MWh	763,129	763,129	642,744
All In MWh Supply & Generation	\$64.31	\$63.98	\$65.00



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

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	\$ 440,700	\$ 348,575	79%
Council	155,100	145,100	90,237	62%
Tax Assessor	238,500	241,200	208,437	86%
Fire	774,900	774,900	717,578	93%
Grounds	1,142,000	1,101,600	873,195	79%
Library	1,708,300	1,715,800	1,493,701	87%
Recreation	764,200	811,500	652,286	80%
Life Safety	499,600	500,900	399,160	80%
Code Enforcement	449,700	452,100	364,202	81%
Planning	563,400	568,000	469,688	83%
Public Inspections	721,000	724,800	522,699	72%
Police	16,483,900	16,784,400	14,275,405	85%
Police Extra Duty	560,000	600,000	353,978	59%
Streets	1,119,400	1,217,000	769,598	63%
Sanitation	2,563,900	2,519,000	2,026,819	80%
City Manager	751,500	821,600	658,521	80%
Information Technology	777,400	781,200	665,096	85%
Finance	1,038,900	1,041,400	868,964	83%
Pub. Services Administration	718,300	720,100	632,107	88%
Facilities Management	629,700	640,500	561,368	88%
Engineering	277,700	278,800	220,716	79%
Procurement & Inventory	605,100	610,600	560,380	92%
Vehicle Maintenance	838,200	865,200	733,366	85%
Customer Services	1,169,500	1,174,700	903,634	77%
Human Resources	436,600	538,600	389,429	72%
Mayor	119,300	119,300	75,196	63%
	<u>\$ 35,542,800</u>	<u>\$ 36,189,000</u>	<u>\$ 29,834,335</u>	



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

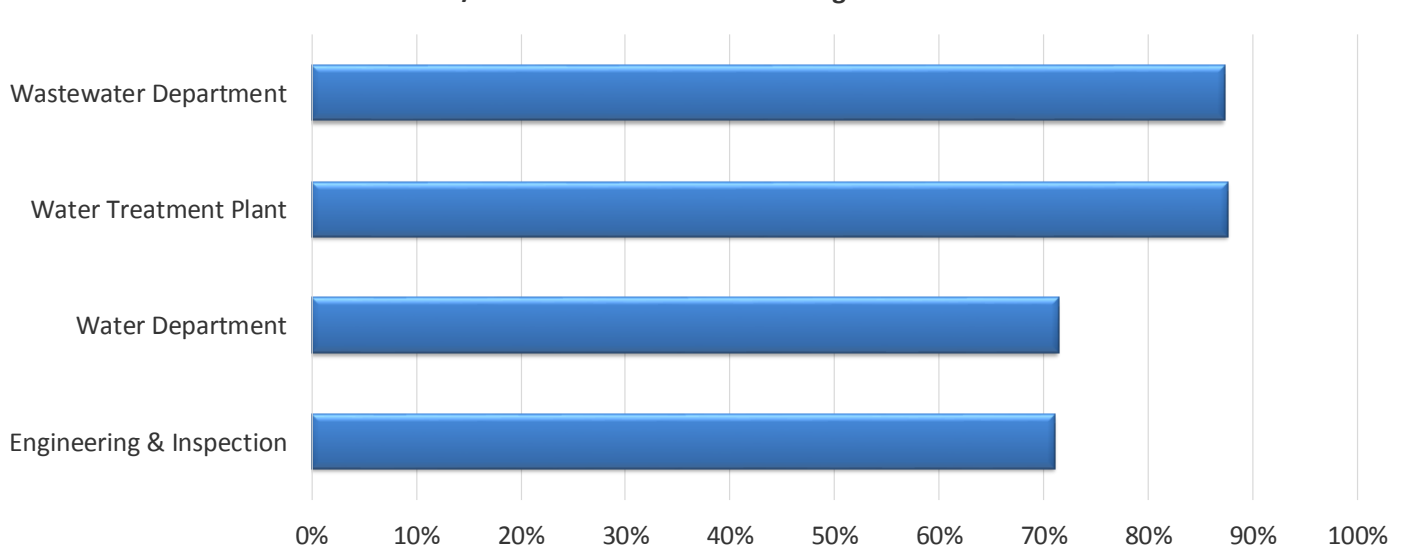
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 523,300	\$ 371,781	71%
Water Department	635,700	660,300	471,380	71%
Water Treatment Plant	1,780,500	1,791,100	1,569,030	88%
Wastewater Department	962,800	991,000	864,871	87%
	<u>\$ 3,896,800</u>	<u>\$ 3,965,700</u>	<u>\$ 3,277,062</u>	

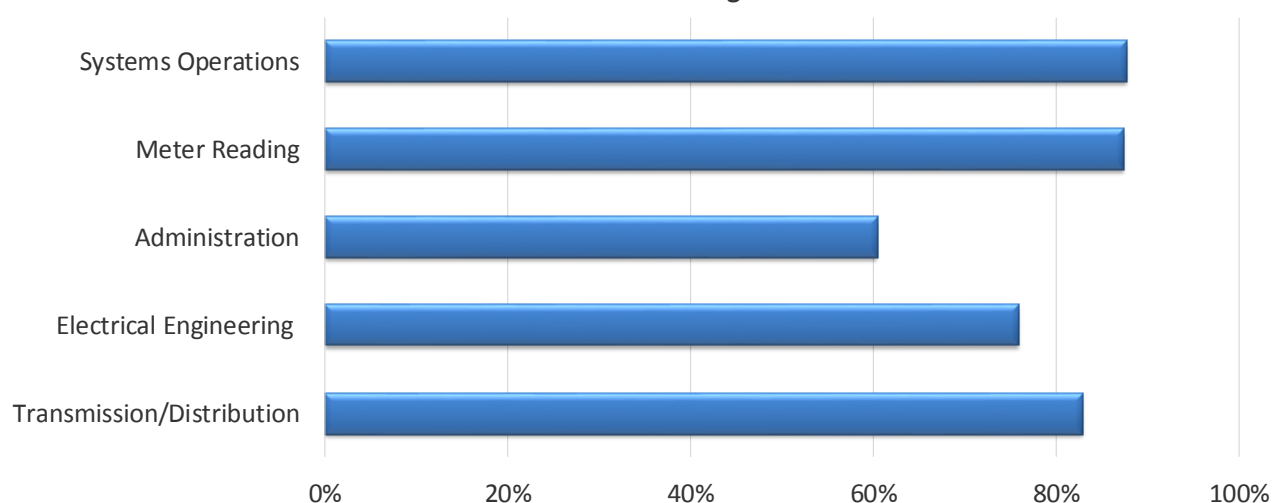
Electric Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 3,690,300	\$ 3,060,398	83%
Electrical Engineering	1,226,400	1,249,900	949,098	76%
Administration	797,000	775,000	468,065	60%
Meter Reading	392,500	393,500	343,887	87%
Systems Operations	644,700	656,700	576,225	88%
	<u>\$ 6,660,200</u>	<u>\$ 6,765,400</u>	<u>\$ 5,397,673</u>	

Water/Wastewater Division % of Budget



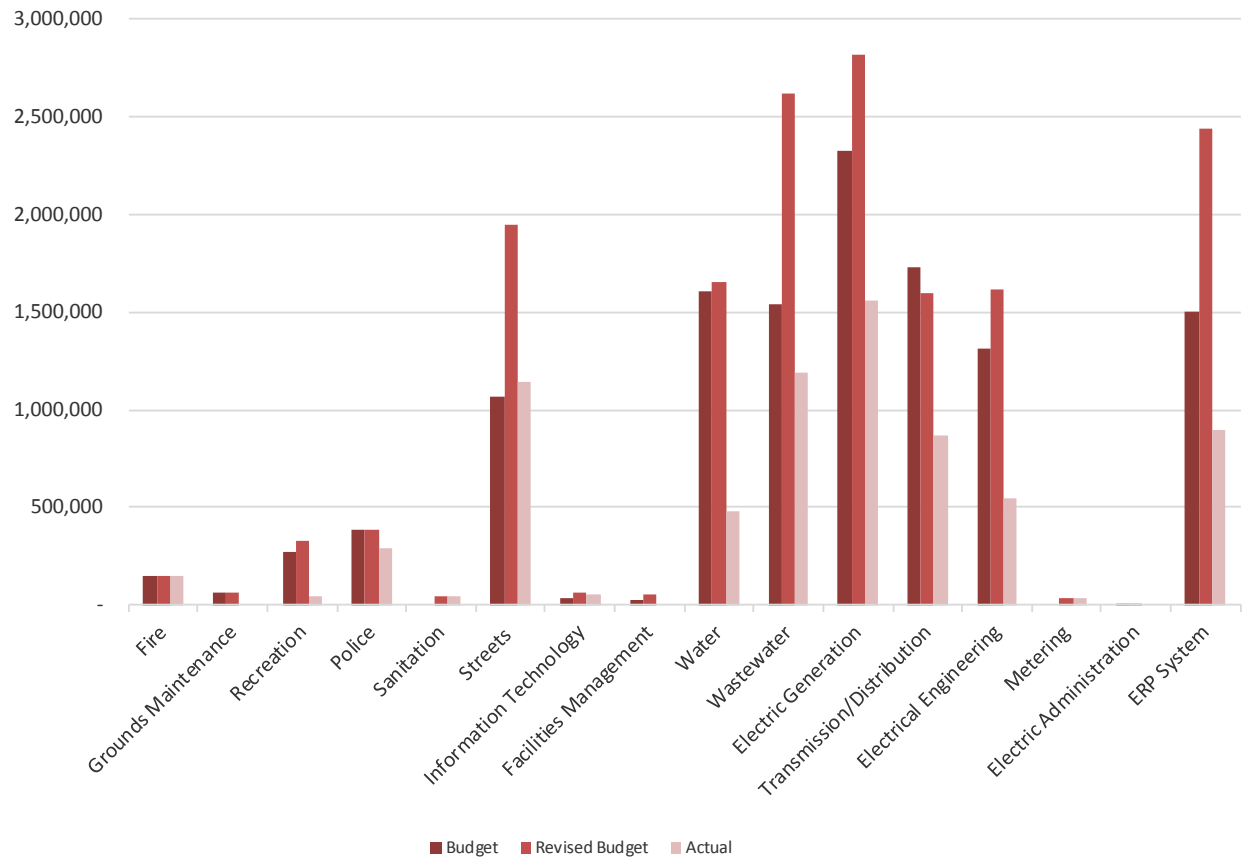
Electric Division % of Budget



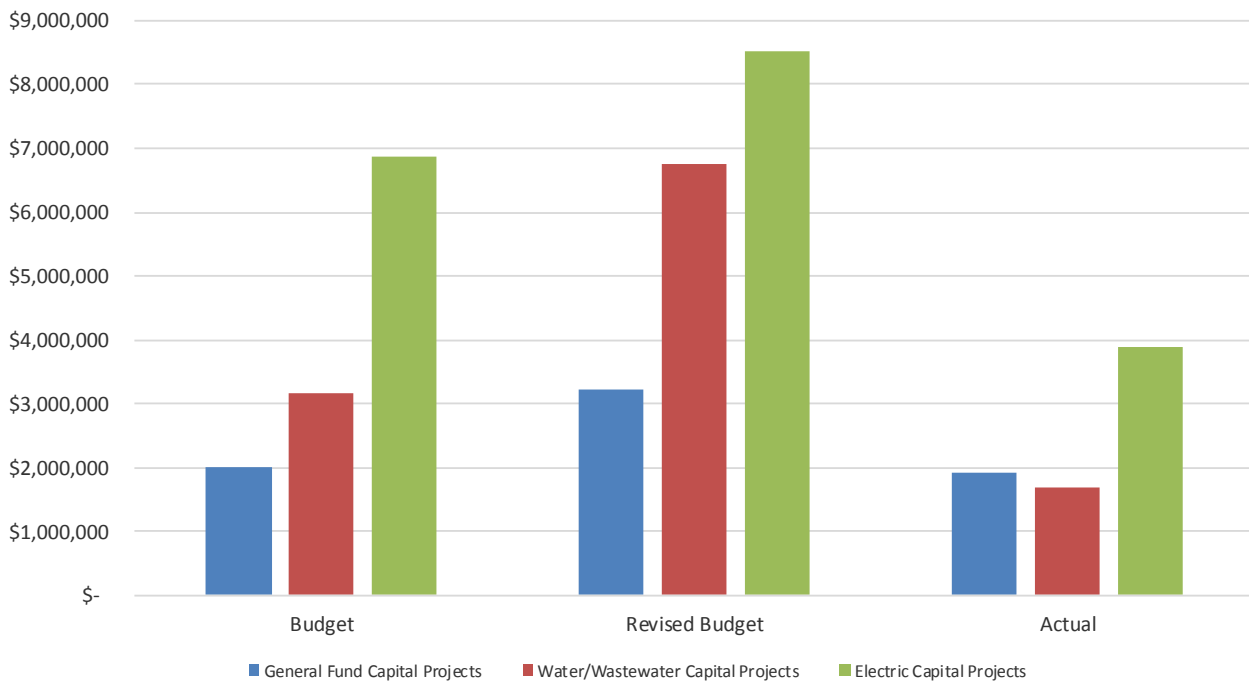
City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (May 2018)

<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	42,395	13%
Police	379,900	379,900	289,474	76%
Sanitation	-	40,000	39,994	100%
Streets	1,070,000	1,949,900	1,146,722	59%
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	\$ 1,904,189	59%
<u>Water/Wastewater Fund</u>				
Water	\$ 1,608,400	\$ 1,652,000	\$ 476,286	29%
Wastewater	1,543,000	2,624,300	1,188,528	45%
Water Treatment Plant	-	2,483,400	15,113	1%
Water/Wastewater Capital Projects	\$ 3,151,400	\$ 6,759,700	\$ 1,679,927	25%
<u>Electric Fund</u>				
Electric Generation	\$ 2,328,000	\$ 2,816,600	\$ 1,559,291	55%
Transmission/Distribution	1,725,500	1,597,800	871,968	55%
Electrical Engineering	1,315,000	1,612,800	541,502	34%
Metering	-	36,000	35,986	100%
Electric Administration	8,500	8,500	-	0%
ERP System	1,500,000	2,441,700	891,381	37%
Electric Capital Projects	\$ 6,877,000	\$ 8,513,400	\$ 3,900,128	46%
Total Capital Projects	\$ 12,019,200	\$ 18,482,700	\$ 7,484,244	40%

Capital Outlay - All Divisions



Capital Outlay - By Fund



May 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) [4,092/(4,092+160)]*100 96.24%	FY 2017 (Total) [4,581/(4,581+119)]*100 97.47 %	- 1.23%
Turn Over Rate – Indicates that the material stocked is the material being used. (2016-2017 Goal 1 per year) WITHOUT TRANSFORMERS	May 2018 0.78 Turnovers per year	May 2017 0.70 Turnovers per year	+0.08 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of June 1, 2018
Water Treatment Plant Process Improvements	18-0014PW	One time	Public Works	Bids forwarded to Public Works on 12/26/2017. Submitting to CCW for June 12, 2018 meeting.
Construction Support Services for the Water Treatment Plant Project	18-0018PW	One time	Public Works	Forwarded to Public Works on 2/7/2018. Submitting to CCW for June 12, 2018 meeting.
Puncheon Run Wastewater Pump Station Improvements Engineering Design Support	18-0023PW	One time	Public Works	Forwarded to Public Works on 3/14/2018. Submitting to CCW for June 12, 2018 meeting.
Delaware Tech Pump Station Replacement	18-0025PW	One Time	Public Works	Forwarded to Public Works on 4/18/2018. Submitting to CCW for June 12, 2018 meeting.
Silver Lake Pump Station Replacement	18-0026PW	One Time	Public Works	Forwarded to Public Works on 4/18/2018. Submitting to CCW for June 12, 2018 meeting.
Walker Woods Pump Station Replacement	18-0027PW	One Time	Public Works	Forwarded to Public Works on 4/18/2018. Submitting to CCW for June 12, 2018 meeting.
North Street Water Main Replacement	18-0028PW	One Time	Public Works	Forwarded to Public Works on 4/26/2018. Submitting to CCW for June 12, 2018 meeting.
Wellhead Redevelopment Program	18-0029PW	Three Years	Public Works	Forwarded to Public Works on 5/3/2018. Submitting to CCW for July 10, 2018 meeting.
Schutte Park Grading Plan Engineering Design Support	18-0031PW	One time	Public Works	Forwarded to Public Works on 5/16/ 2018. Submitting to CCW for July 10, 2018 meeting.
Electric Distribution Transformer Disposal	18-0032EL	Three Years	Electric	Forwarded to Electric on 5/25/2018
Water Meter Term Contract	18-0033CS	Three Years	Public Works	Forwarded to Public Works on 5/29/2018
Demo of 113 Davis Circle	18-0034PI	One time	Inspections	RFQ opening scheduled for June 11, 2018
Demo of 526 Fulton Street	18-0035PI	One time	Inspections	RFQ opening scheduled for June 11, 2018
PME-9 Switchgear for stock	18-0036CS	One time	Procurement	Bid opening scheduled for June 19, 2018 @ 2:00 pm
Single Phase Pad & Pole Mount Transformers for stock	18-0037CS	One time	Procurement	Bid opening scheduled for June 19, 2018 @ 2:30 pm

FUEL USE FY 2017 TO DATE FY 2018 TO DATE

Unleaded:	121,523 gallons	120,791 gallons
Diesel:	71,456 gallons	69,316 gallons
Dollars Spent:	\$290,101.48	\$352,035.55

Purchase Orders for Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$1,131,330.12	\$ 1,119,481.98
Water:	\$ 226,366.59	\$ 121,204.52
General:	\$ 107,398.64	\$ 130,539.49
Total:	\$ 1,465,095.35	\$ 1,371,225.99

Warehouse Stock

	<u>FY 2017</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,387,169.57	\$ 2,158,357.97
Total Line Items:	1,320	1,293

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 411,342.19	317 Line Items
Water:	\$ 20,621.58	55 Line Items
General:	\$ 42,411.32	144 Line Items
Total:	\$ 474,375.09	516 Line Items

Issues from Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$1,138,925.13	\$ 1,223,593.38
Water:	\$ 311,897.55	\$ 131,284.34
General:	\$ 114,838.28	\$ 117,524.79
*Total:	\$1,565,743.05	\$ 1,481,018.26

Money Spent for Postage/Postal Services

<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
\$ 123,336.26	\$ 121,507.61

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