

CITY OF DOVER

Finance Department & Procurement and Inventory

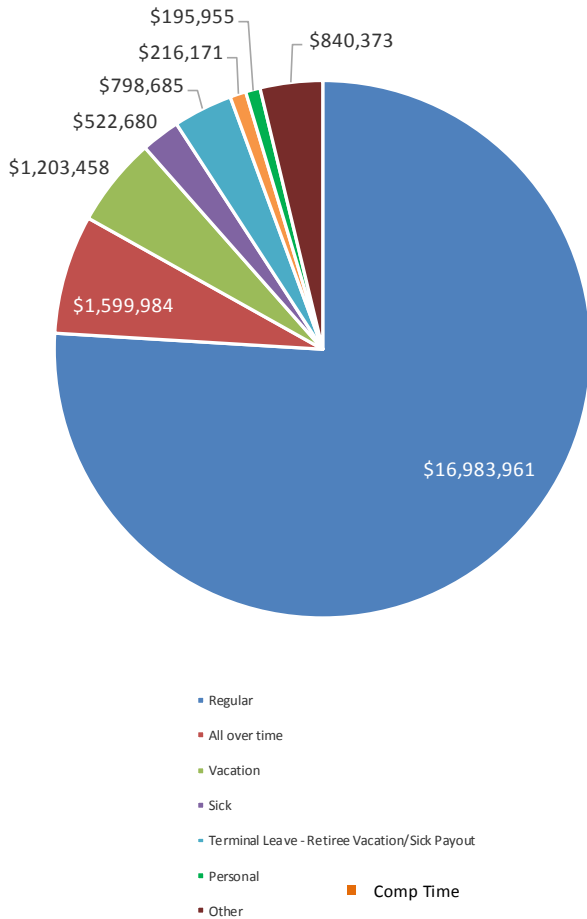
**PRELIMINARY
MONTHLY
REPORT
JUNE 2018**

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.

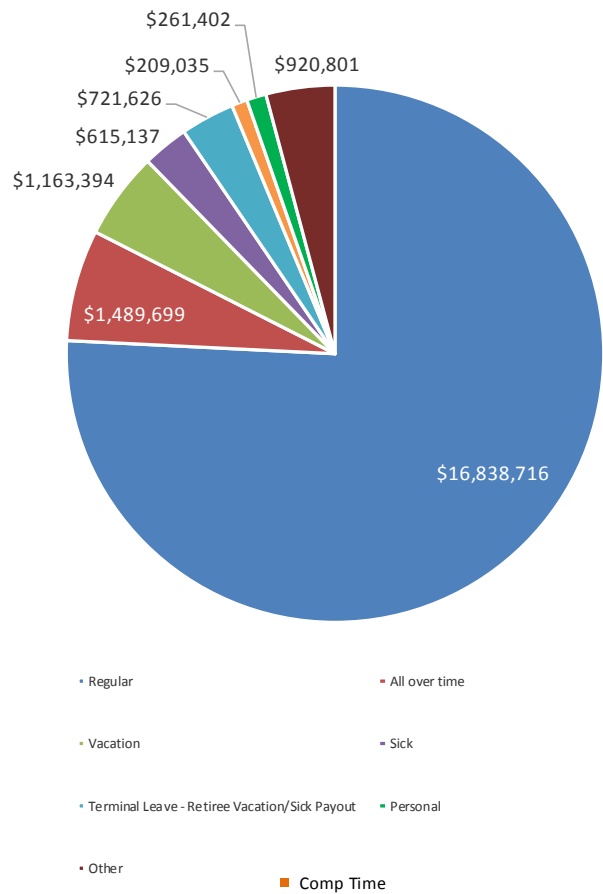
CITY OF DOVER
ACTIVITY REPORTS
JUNE 2018
PRELIMINARY
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY17 YTD	FY18 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	7,104	6,868
Total Amount of All Deposits	\$ 129,588,504	\$ 129,700,350
Other Activity		
Number of Pay Periods	26	26
Number of Payroll Checks & Direct Deposits Issued	10,357	10,136
Number of Pension Checks Issued	3,023	3,068
Total Pension Benefits Paid - Defined Benefit Plan	\$ 5,251,339	\$ 5,485,165
ACCOUNTS PAYABLE		
Number of Check Vouchers	6,191	6,556
Number of EFT Vouchers	2,718	2,630
Vouchers Dollar Amount Disbursed	\$ 70,397,072	\$ 75,494,617

FY17 YTD Wages



FY18 YTD Wages



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

PRELIMINARY

Revenues

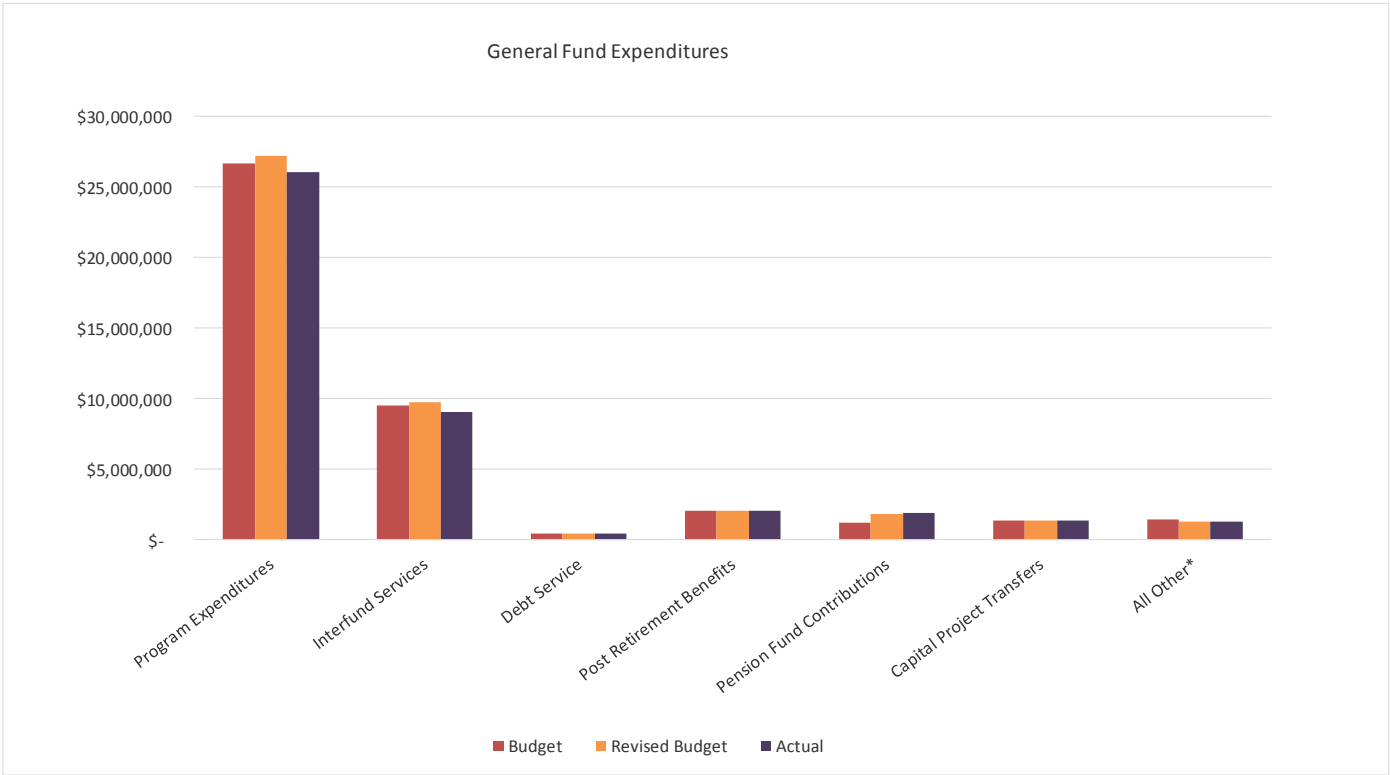
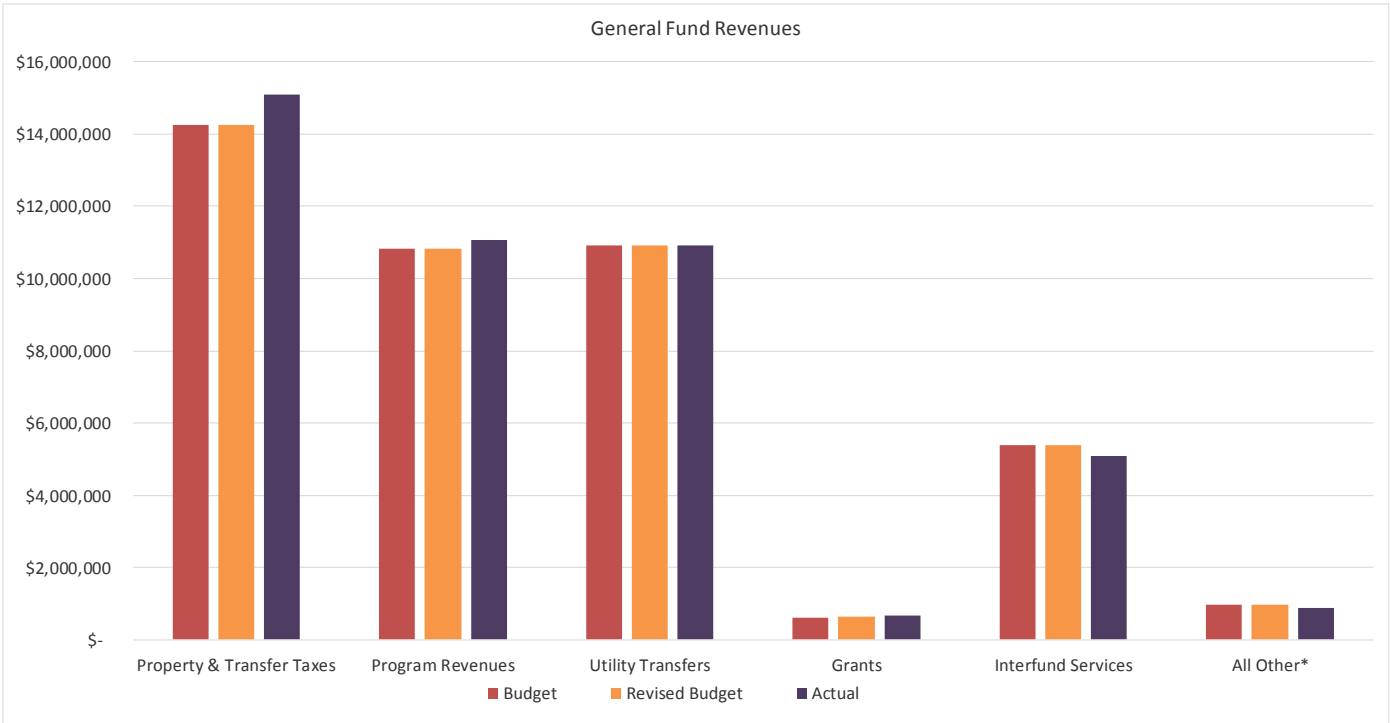
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$ 14,234,900	\$ 15,088,241	106%
Program Revenues	10,834,900	10,838,700	11,054,616	102%
Utility Transfers	10,900,000	10,900,000	10,900,000	100%
Grants	605,000	645,000	680,211	105%
Interfund Services	5,376,200	5,376,200	5,078,812	94%
All Other*	980,000	980,000	882,034	90%
	<u>\$ 42,931,000</u>	<u>\$ 42,974,800</u>	<u>\$ 43,683,914</u>	<u>102%</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	\$ 26,033,136	96%
Interfund Services	9,553,300	9,735,600	9,089,482	93%
Debt Service	443,100	443,100	460,810	104%
Post Retirement Benefits	2,063,000	2,063,000	2,063,000	100%
Pension Fund Contributions	1,224,900	1,845,500	1,912,340	104%
Capital Project Transfers	1,368,700	1,368,700	1,368,700	100%
All Other*	1,483,500	1,330,700	1,299,562	98%
	<u>\$ 42,861,000</u>	<u>\$ 43,975,000</u>	<u>\$ 42,227,030</u>	<u>96%</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 (June 2018)
PRELIMINARY

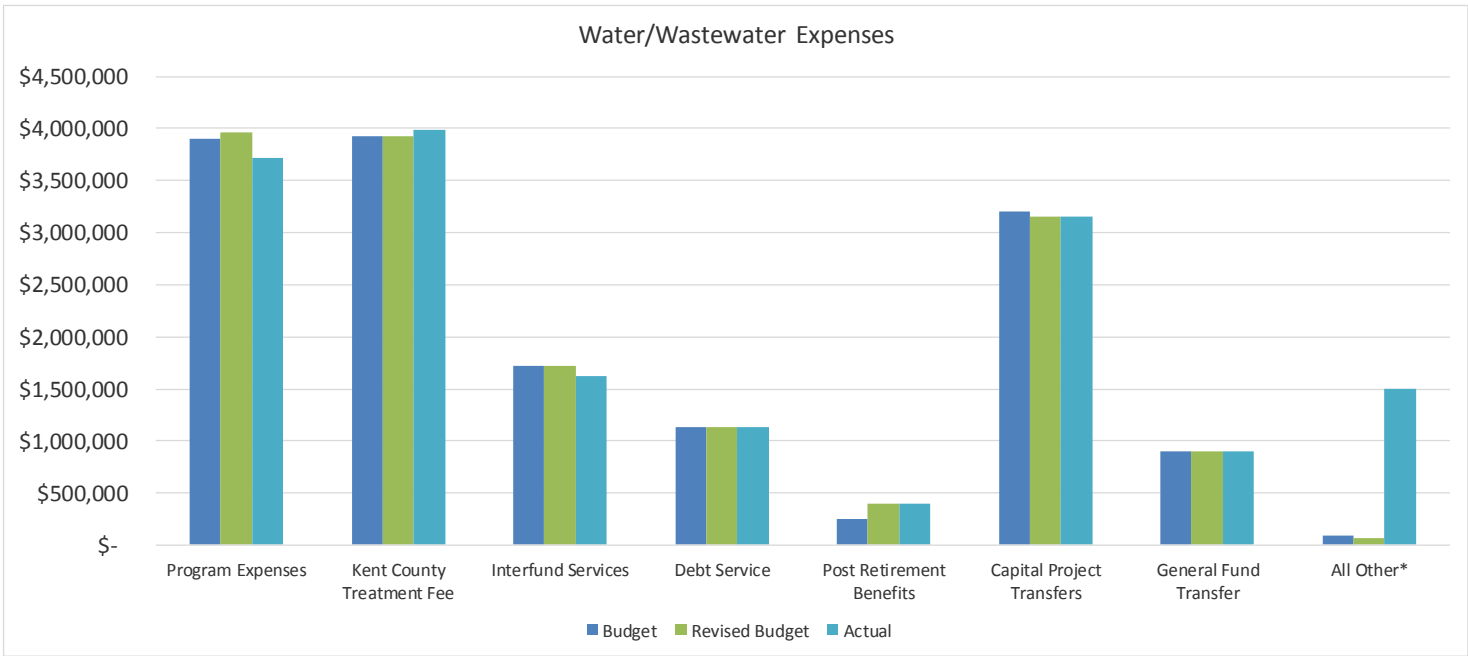
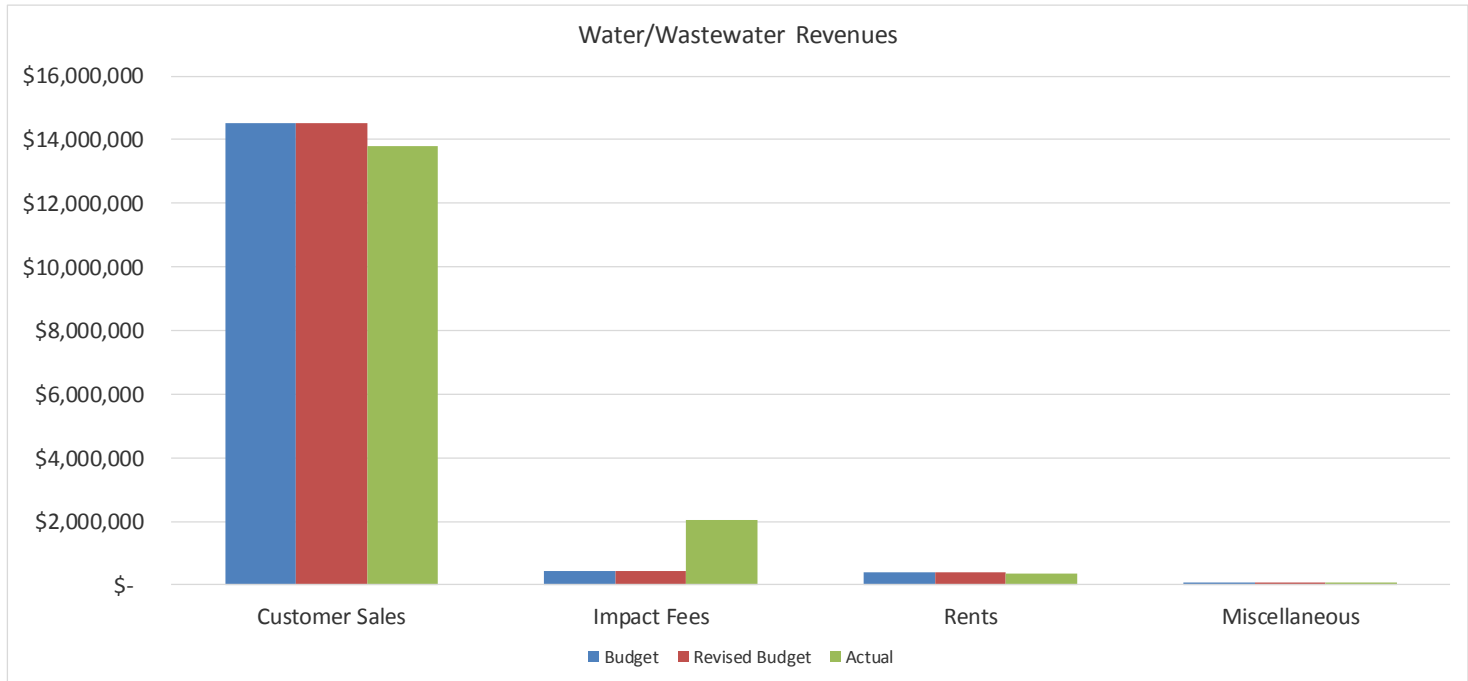
Revenues

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 14,535,200	\$ 13,810,691	95%
Impact Fees	440,000	440,000	2,032,357	462%
Rents	391,400	391,400	363,535	93%
Miscellaneous	72,400	72,400	84,991	117%
	<u>\$ 15,439,000</u>	<u>\$ 15,439,000</u>	<u>\$ 16,291,574</u>	<u>106%</u>

Expenditures

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 3,965,700	\$ 3,716,524	94%
Kent County Treatment Fee	3,926,500	3,926,500	3,985,933	102%
Interfund Services	1,716,100	1,716,100	1,628,171	95%
Debt Service	1,137,400	1,137,400	1,137,435	100%
Post Retirement Benefits	249,700	394,500	394,500	100%
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	1,505,020	2150%
	<u>\$ 15,118,400</u>	<u>\$ 15,263,200</u>	<u>\$ 16,420,583</u>	<u>108%</u>

*Includes: Bank & CC Fees, Bond Issuance Cost, Other Employment Expenses, Impact Fee Reserve Transfer



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

PRELIMINARY

Revenues

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$ 80,892,200	\$ 82,749,450	102%
Distribution of Earnings	(6,176,700)	(6,176,700)	(6,337,115)	103%
All Other*	982,000	982,000	998,614	102%
	<u>\$ 75,697,500</u>	<u>\$ 75,697,500</u>	<u>\$ 77,410,949</u>	<u>102%</u>

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

Expenditures

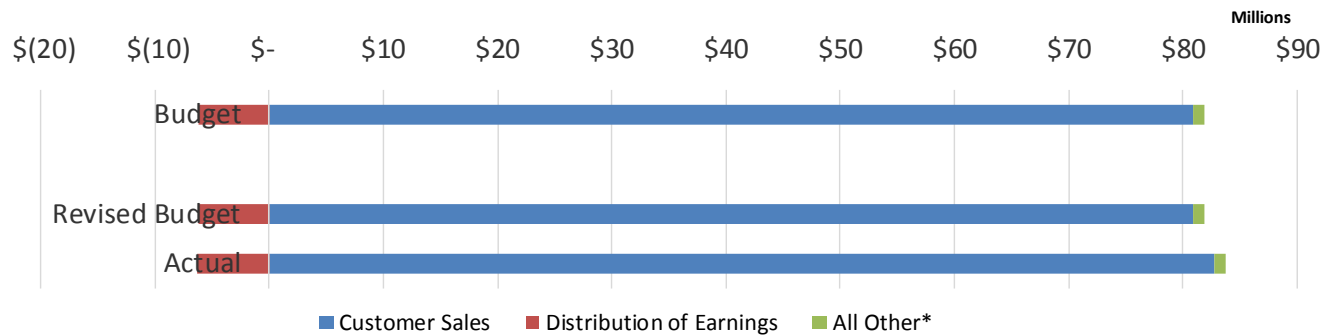
	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$ 48,825,100	\$ 48,147,500	99%
Electric Operating Division Exp.	6,660,200	6,765,400	6,110,853	90%
Interfund Services	3,660,100	3,660,100	3,450,641	94%
Debt Service	1,605,500	1,605,500	1,613,204	100%
Post 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	2,224,434	96%
	<u>\$ 86,183,600</u>	<u>\$ 86,418,100</u>	<u>\$ 84,801,432</u>	<u>98%</u>

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

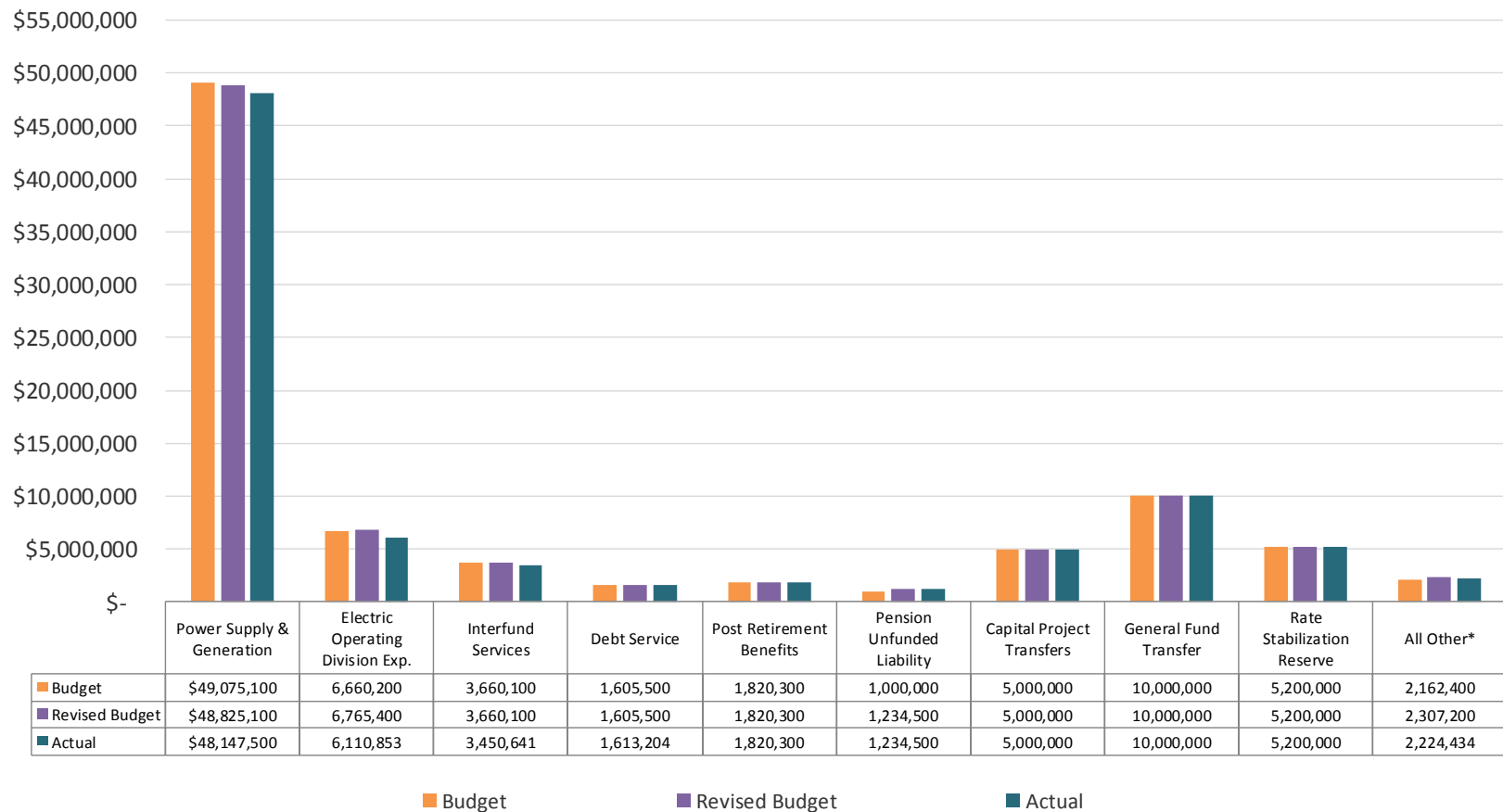
Megawatt Hours Sold & Purchased

	<u>Budget</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	746,260	746,260	742,239
Sales per MWh	\$98.46	\$98.46	\$101.26
Purchased/Generated MWh	776,902	776,902	775,661
All In MWh Supply & Generation	\$63.17	\$62.85	\$62.07

Electric Fund - Revenues

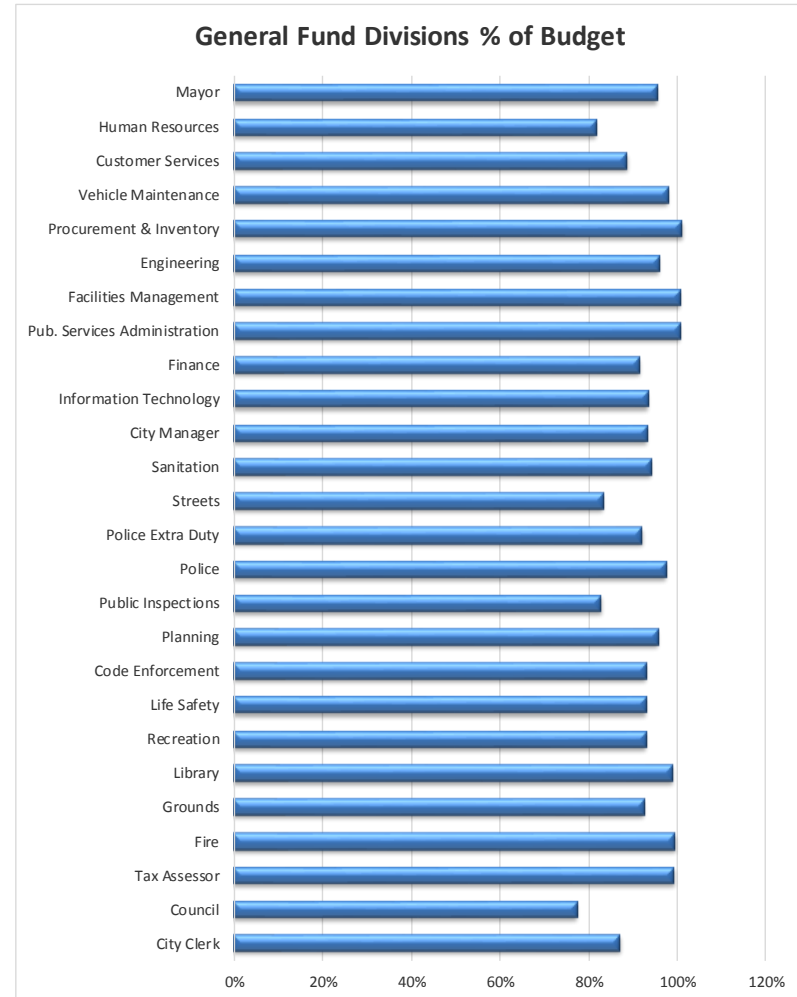


Electric Fund - Expenditures



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

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	\$ 440,700	\$ 383,402	87%
Council	155,100	145,100	112,166	77%
Tax Assessor	238,500	241,200	239,122	99%
Fire	774,900	774,900	771,156	100%
Grounds	1,142,000	1,101,600	1,017,957	92%
Library	1,708,300	1,715,800	1,695,597	99%
Recreation	764,200	811,500	752,468	93%
Life Safety	499,600	500,900	465,049	93%
Code Enforcement	449,700	452,100	419,368	93%
Planning	563,400	568,000	543,174	96%
Public Inspections	721,000	724,800	598,975	83%
Police	16,483,900	16,784,400	16,349,149	97%
Police Extra Duty	560,000	600,000	552,061	92%
Streets	1,119,400	1,217,000	1,011,419	83%
Sanitation	2,563,900	2,519,000	2,368,067	94%
City Manager	751,500	821,600	765,145	93%
Information Technology	777,400	781,200	729,597	93%
Finance	1,038,900	1,041,400	951,261	91%
Pub. Services Administration	718,300	720,100	723,758	101%
Facilities Management	629,700	640,500	644,338	101%
Engineering	277,700	278,800	267,531	96%
Procurement & Inventory	605,100	610,600	616,895	101%
Vehicle Maintenance	838,200	865,200	846,223	98%
Customer Services	1,169,500	1,174,700	1,040,918	89%
Human Resources	436,600	538,600	439,515	82%
Mayor	119,300	119,300	113,746	95%
	\$ 35,542,800	\$ 36,189,000	\$ 34,418,057	



City of Dover
Utilities Summary
Fiscal Year to Date (June 2018)
PRELIMINARY

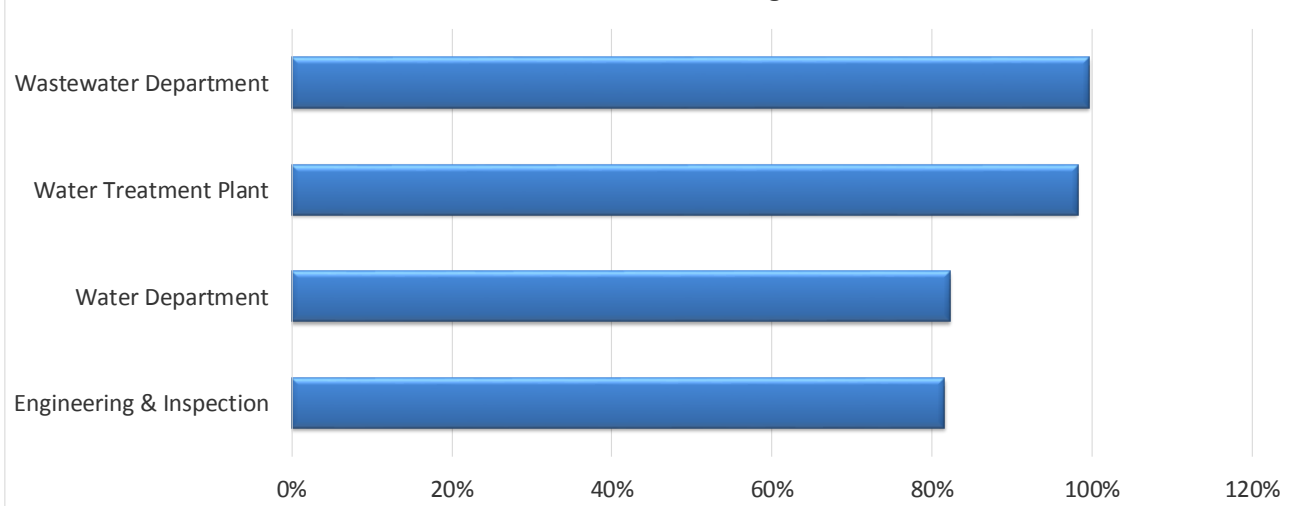
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 523,300	\$ 426,798	82%
Water Department	635,700	660,300	543,114	82%
Water Treatment Plant	1,780,500	1,791,100	1,758,736	98%
Wastewater Department	962,800	991,000	987,876	100%
	\$ 3,896,800	\$ 3,965,700	\$ 3,716,524	

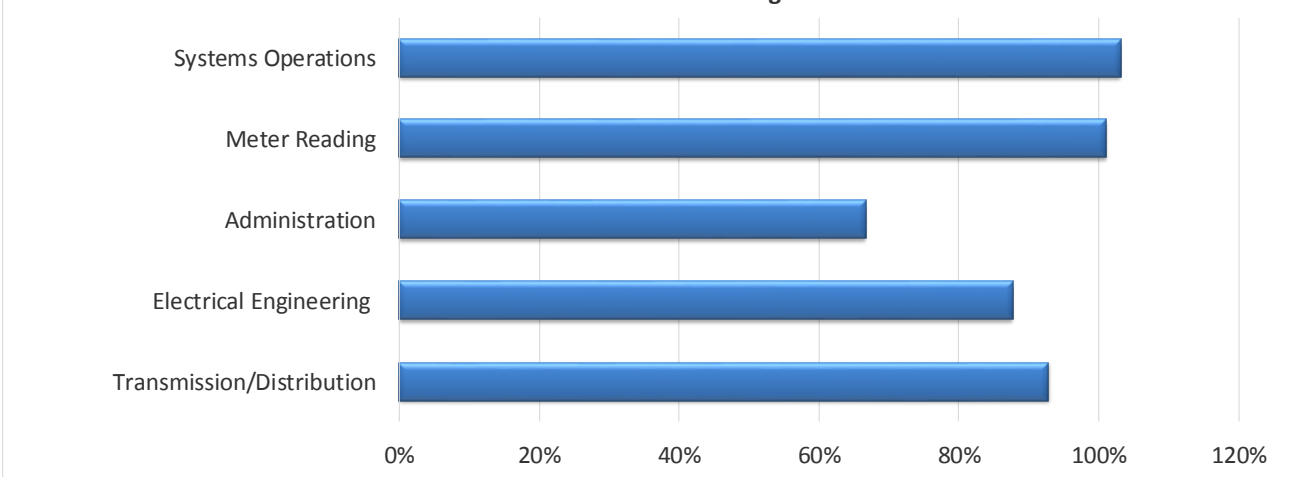
Electric Division Expenses

	<u>Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 3,690,300	\$ 3,424,497	93%
Electrical Engineering	1,226,400	1,249,900	1,095,161	88%
Administration	797,000	775,000	516,422	67%
Meter Reading	392,500	393,500	397,335	101%
Systems Operations	644,700	656,700	677,438	103%
	\$ 6,660,200	\$ 6,765,400	\$ 6,110,853	

Water/Wastewater Division % of Budget

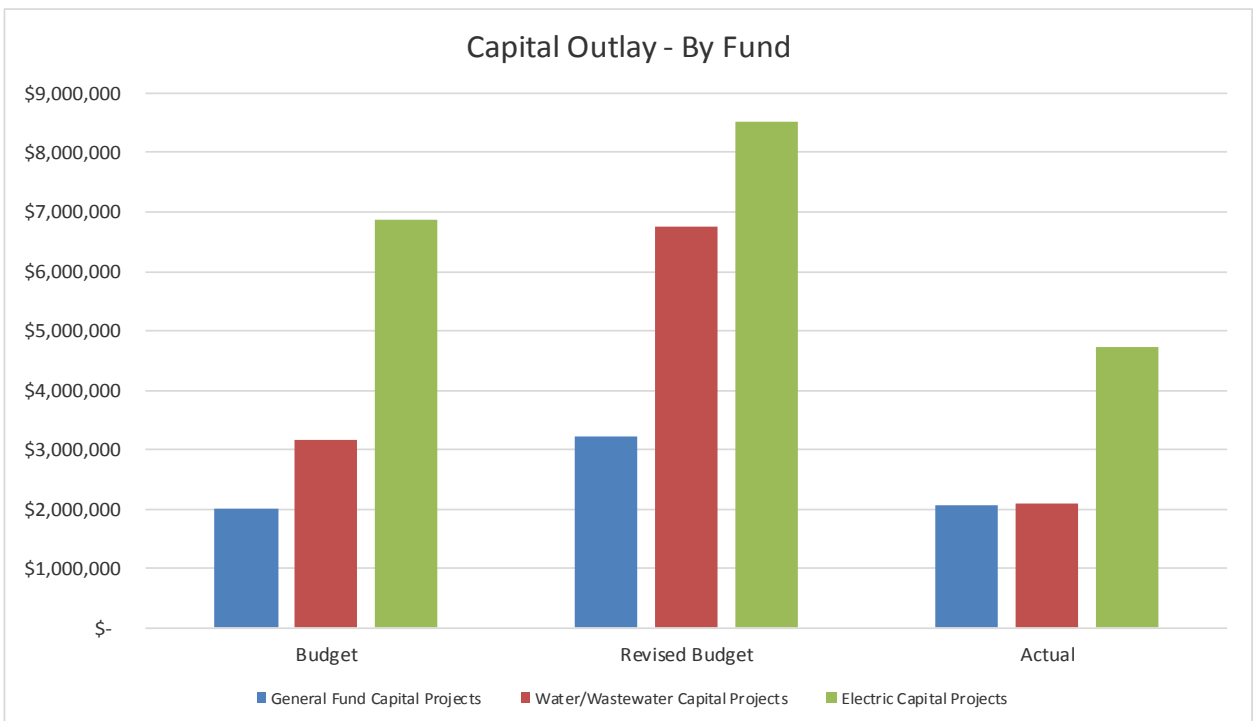
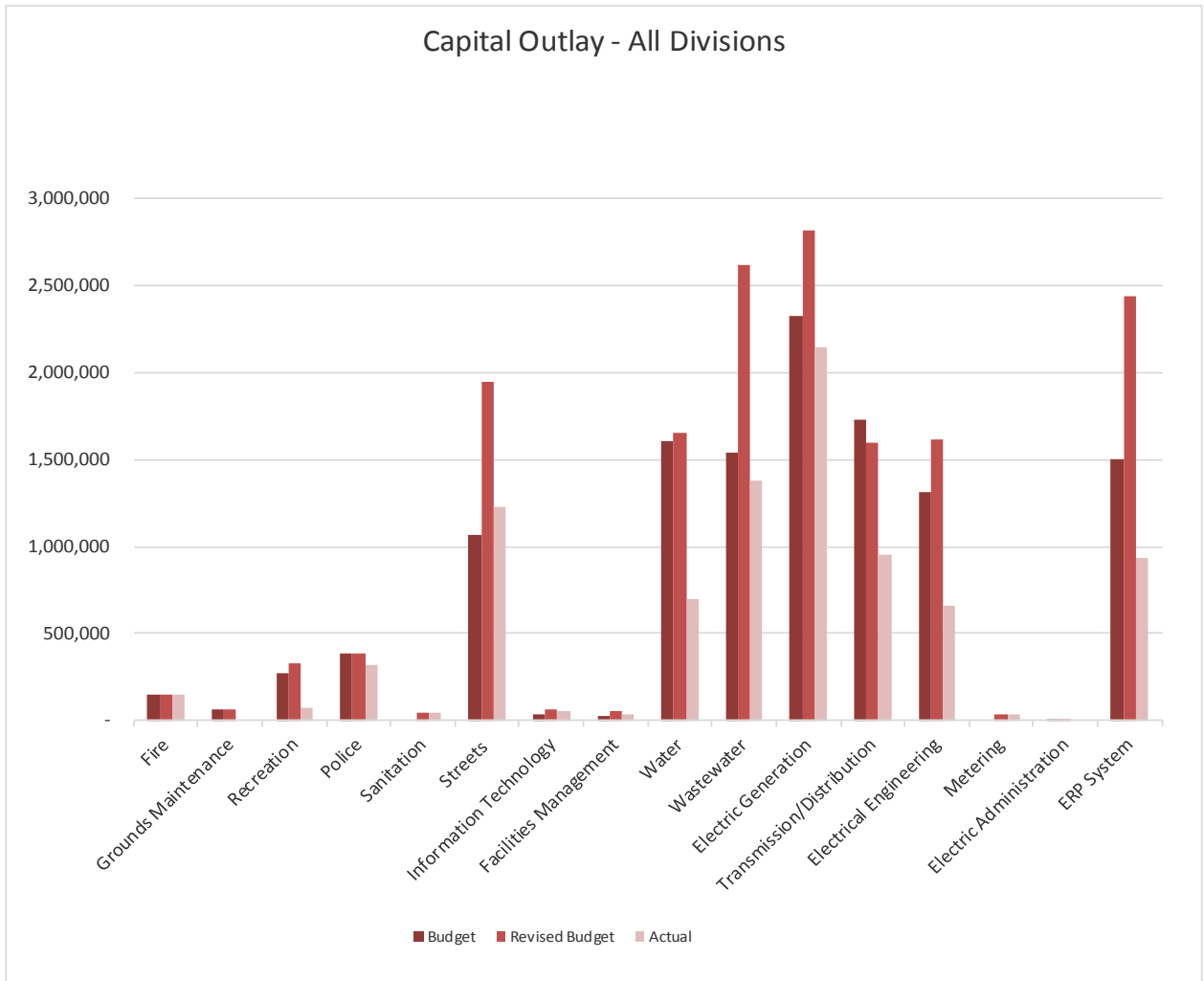


Electric Division % of Budget



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

<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	73,593	22%
Police	379,900	379,900	313,323	82%
Sanitation	-	40,000	39,994	100%
Streets	1,070,000	1,949,900	1,227,773	63%
Information Technology	36,600	63,600	56,404	89%
Facilities Management	25,100	54,200	28,993	53%
Transfer to Parkland Reserve	-	25,800	32,848	127%
General Fund Capital Projects	\$ 1,990,800	\$ 3,209,600	\$ 2,074,729	65%
<u>Water/Wastewater Fund</u>				
Water	\$ 1,608,400	\$ 1,652,000	\$ 700,072	42%
Wastewater	1,543,000	2,624,300	1,376,981	52%
Water Treatment Plant	-	2,483,400	15,113	1%
Water/Wastewater Capital Projects	\$ 3,151,400	\$ 6,759,700	\$ 2,092,165	31%
<u>Electric Fund</u>				
Electric Generation	\$ 2,328,000	\$ 2,816,600	\$ 2,150,352	76%
Transmission/Distribution	1,725,500	1,597,800	956,760	60%
Electrical Engineering	1,315,000	1,612,800	655,508	41%
Metering	-	36,000	35,986	100%
Electric Administration	8,500	8,500	-	0%
ERP System	1,500,000	2,441,700	932,631	38%
Electric Capital Projects	\$ 6,877,000	\$ 8,513,400	\$ 4,731,238	56%
Total Capital Projects	\$ 12,019,200	\$ 18,482,700	\$ 8,898,133	48%



June 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) [4,471/(4,471+168)]*100 96.38%	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	June 2018 0.76 Turnovers per year	June 2017 0.73 Turnovers per year	+0.03 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of July 9, 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
FY 2018 Street & Alley Program	18-0039PW	One time	Public Works	Bid opening scheduled for July 17, 2018 @ 2:00 pm
Shirts & Hats Term Contract	18-0040CS	Three Years	Procurement	RFQ's due July 11, 2018

FUEL USE FY 2018 TO DATE FY 2017 TO DATE

Unleaded:	133,498.8 gallons	134,200.5 gallons
Diesel:	75,734 gallons	78,257.2 gallons
Dollars Spent:	\$395,134.38	\$347,849.14

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 410,546.79	315 Line Items
Water:	\$ 20,690.37	54 Line Items
General:	\$ 42,215.08	140 Line Items
Total:	\$ 473,452.24	509 Line Items

Purchase Orders for Stock by Fund

	<u>FY 2018 TO DATE</u>	<u>FY 2017 TO DATE</u>
Electric:	\$1,231,918.81	\$ 1,184,037.48
Water:	\$ 148,603.20	\$ 248,824.64
General:	\$ 128,398.60	\$ 111,856.87
Total:	\$ 1,508,920.61	\$ 1,544,718.99

Issues from Stock by Fund

	<u>FY 2018 TO DATE</u>	<u>FY 2017 TO DATE</u>
Electric:	\$1,325,627.93	\$ 1,308,758.38
Water:	\$ 150,902.12	\$ 319,821.96
General:	\$ 128,757.46	\$ 129,561.29
*Total:	\$1,613,903.26	\$ 1,758,276.03

Warehouse Stock

	<u>FY 2018</u>	<u>FY 2017</u>
Total Dollar Value:	\$ 2,133,382.50	\$ 2,200,372.78
Total Line Items:	1,292	1,304

Money Spent for Postage/Postal Services

<u>FY 2018 TO DATE</u>	<u>FY 2017 TO DATE</u>
\$ 132,508.94	\$ 133,623.27

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