

CITY OF DOVER

Finance Department & Procurement and Inventory

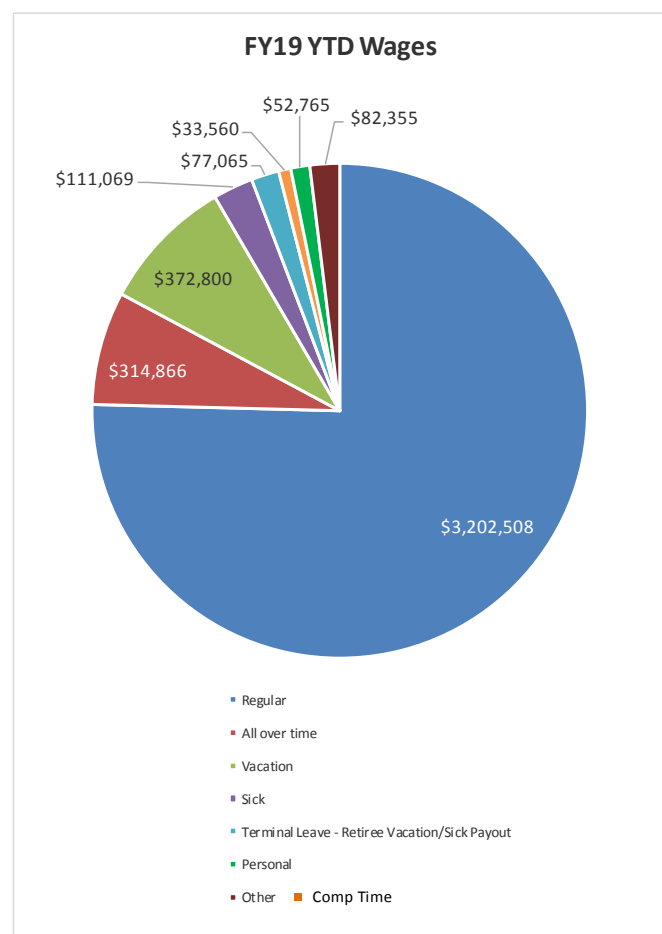
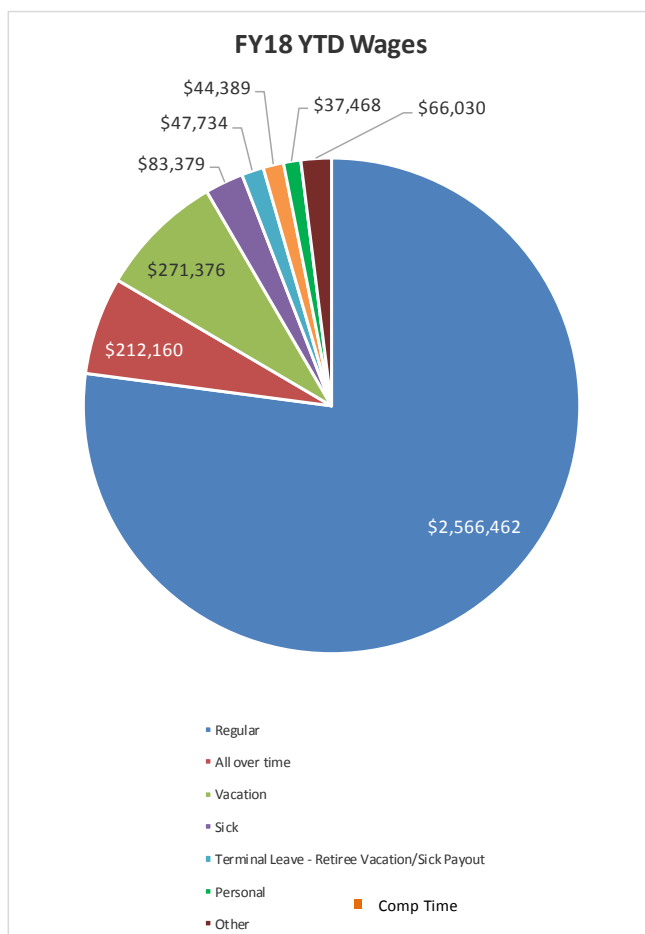
**MONTHLY
REPORT
AUGUST 2018**

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 AUGUST 2018

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,088	1,307
Total Amount of All Deposits	\$ 33,977,882	\$ 35,757,537
Other Activity		
Number of Pay Periods	4	5
Number of Payroll Checks & Direct Deposits Issued	1,599	1,965
Number of Pension Checks Issued	508	513
Total Pension Benefits Paid - Defined Benefit Plan	\$ 904,038	\$ 916,807
ACCOUNTS PAYABLE		
Number of Check Vouchers	1,067	1,217
Number of EFT Vouchers	415	506
Vouchers Dollar Amount Disbursed	\$ 12,750,589	\$ 11,757,655



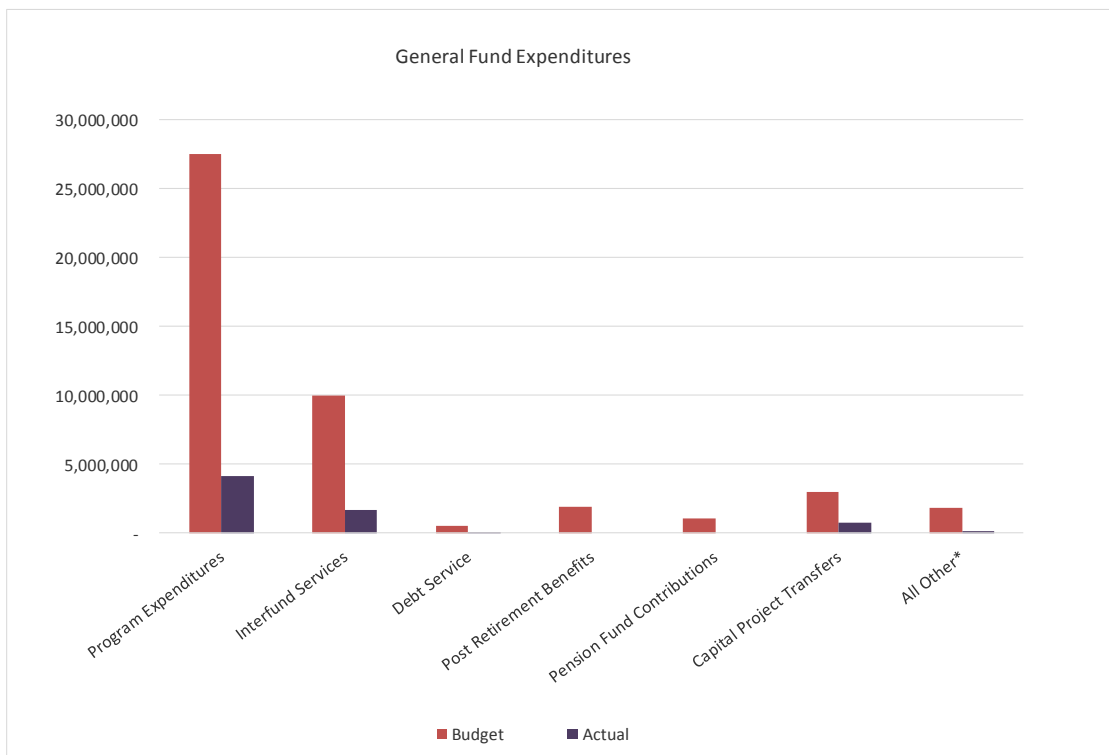
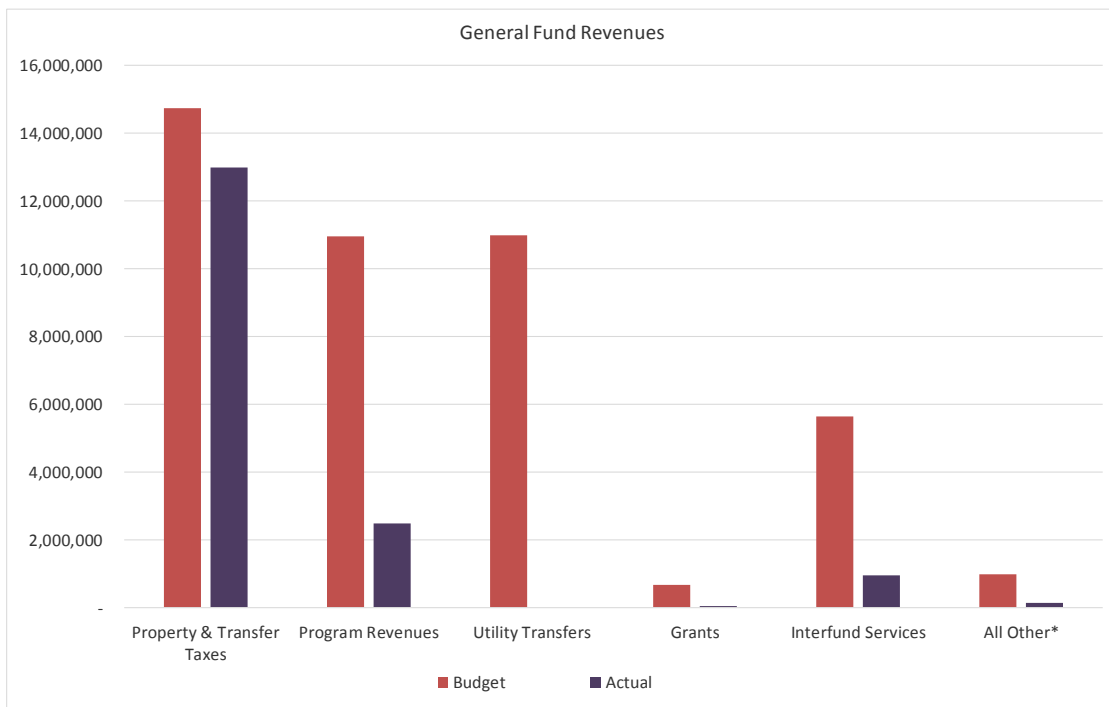
City of Dover
General Fund Summary
Fiscal Year to Date (August 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 12,997,828	88%
Program Revenues	10,947,800	2,484,077	23%
Utility Transfers	11,000,000	-	0%
Grants	679,500	10,900	2%
Interfund Services	5,640,100	951,603	17%
All Other*	978,400	122,182	12%
	<u>\$ 43,979,500</u>	<u>\$ 16,566,590</u>	<u>38%</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	\$ 27,552,700	\$ 4,141,368	15%
Interfund Services	9,988,300	1,662,088	17%
Debt Service	500,000	78,525	16%
Post Retirement Benefits	1,894,900	-	0%
Pension Fund Contributions	1,051,000	-	0%
Capital Project Transfers	3,013,800	753,450	25%
All Other*	1,818,000	142,394	8%
	<u>\$ 45,818,700</u>	<u>\$ 6,777,825</u>	<u>15%</u>

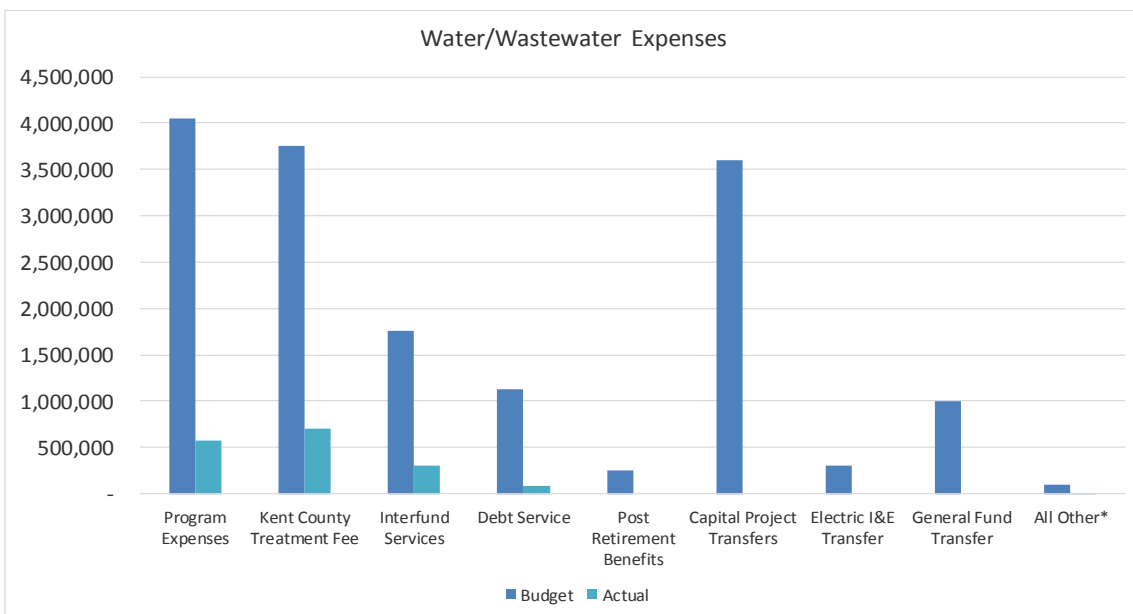
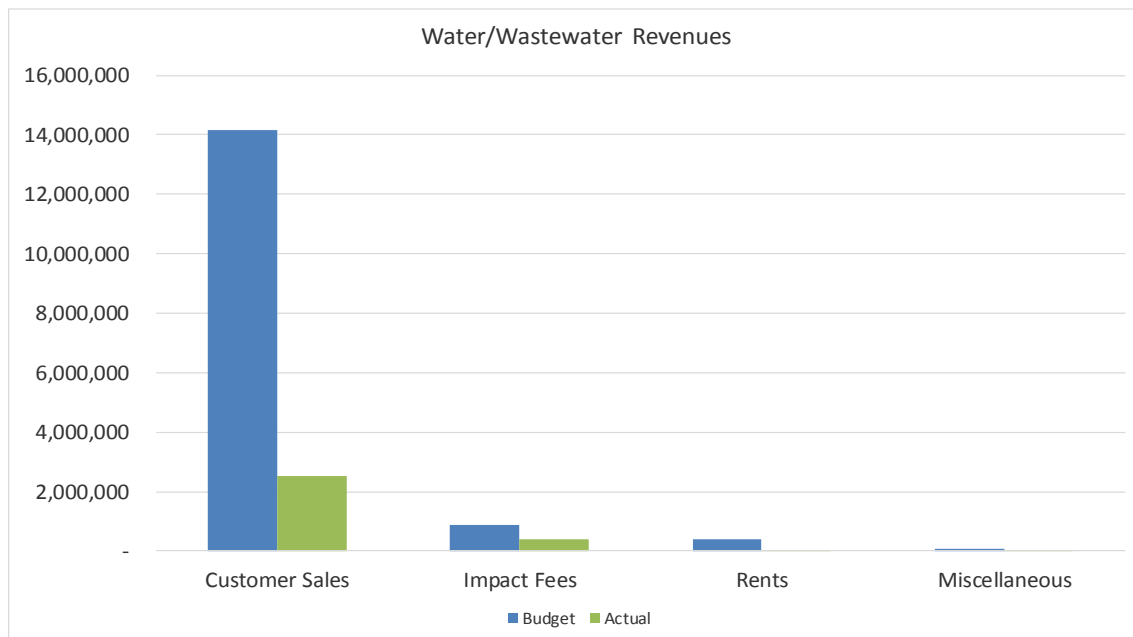
*Includes: DDP Contribution, Misc. Grant Exp., Bank and CC Fees, Street Lights
Expense, transfer to Electric I&E, Other Employment Expense &
Uncollectibles: Trash and Other.



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

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 2,531,762	18%
Impact Fees	870,000	410,992	47%
Rents	400,600	7,553	2%
Miscellaneous	69,600	12,434	18%
	<u>\$ 15,490,600</u>	<u>\$ 2,962,741</u>	<u>19%</u>
Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 568,643	14%
Kent County Treatment Fee	3,750,000	706,034	19%
Interfund Services	1,764,600	301,901	17%
Debt Service	1,131,700	85,866	8%
Post Retirement Benefits	256,900	-	0%
Capital Project Transfers	3,600,000	-	0%
Electric I&E Transfer	298,000	-	0%
General Fund Transfer	1,000,000	-	0%
All Other*	98,000	4,956	5%
	<u>\$ 15,943,600</u>	<u>\$ 1,667,400</u>	<u>10%</u>

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



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

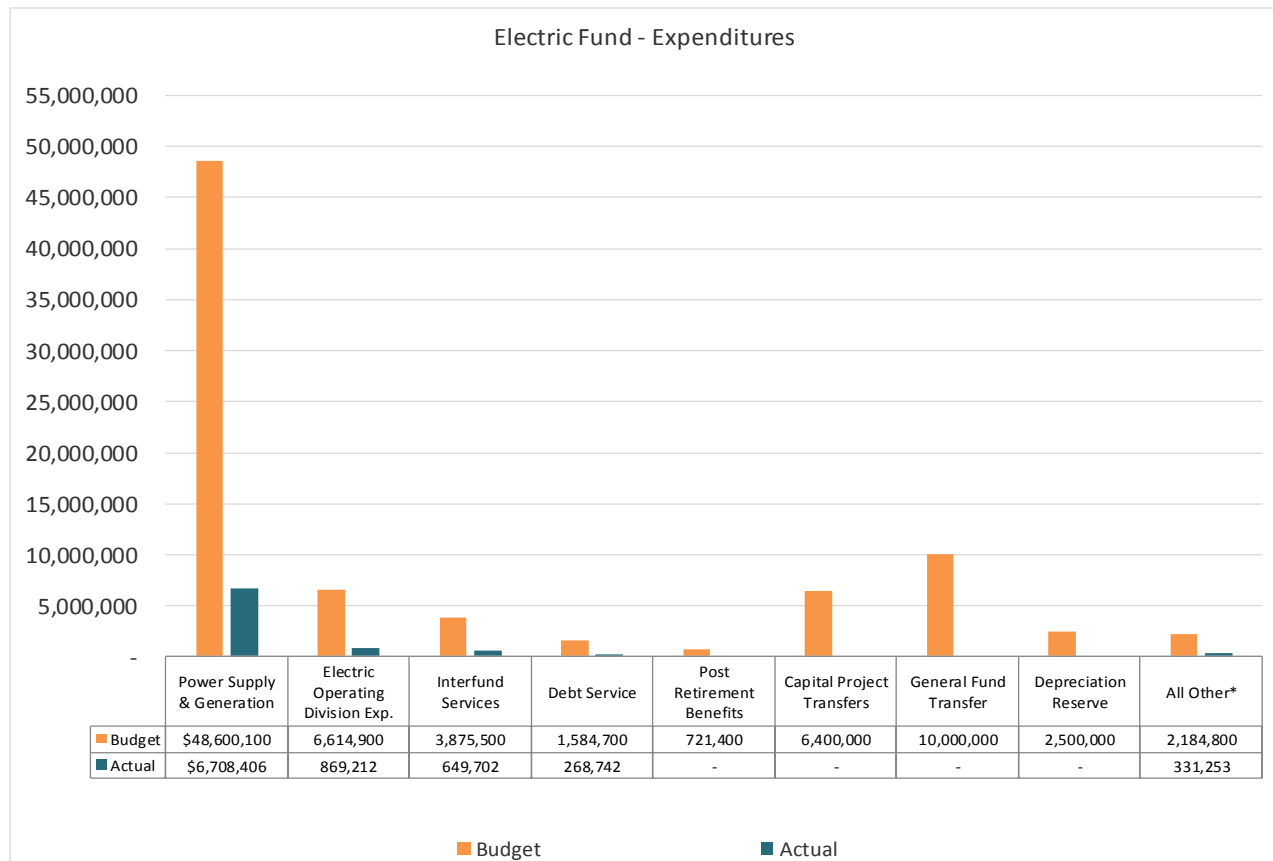
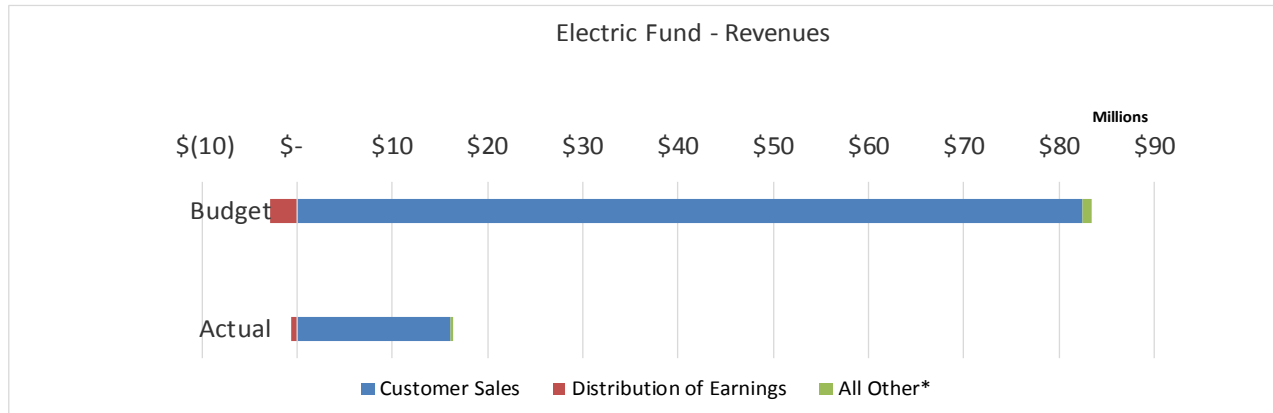
Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 16,158,225	20%
Distribution of Earnings	(2,877,400)	(567,391)	20%
All Other*	951,200	235,999	25%
	<u>\$ 80,565,500</u>	<u>\$ 15,826,833</u>	<u>20%</u>

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

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 48,600,100	\$ 6,708,406	14%
Electric Operating Division Exp.	6,614,900	869,212	13%
Interfund Services	3,875,500	649,702	17%
Debt Service	1,584,700	268,742	17%
Post Retirement Benefits	721,400	-	0%
Capital Project Transfers	6,400,000	-	0%
General Fund Transfer	10,000,000	-	0%
Depreciation Reserve	2,500,000	-	0%
All Other*	2,184,800	331,253	15%
	<u>\$ 82,481,400</u>	<u>\$ 8,827,315</u>	<u>11%</u>

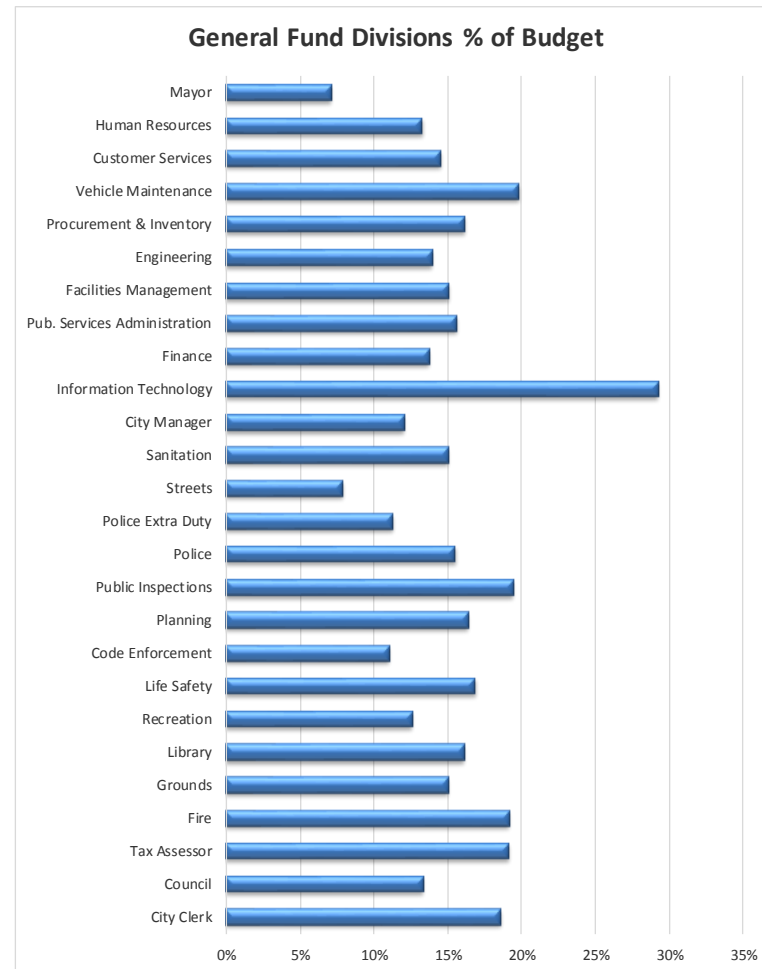
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Other Employment Expenses

<u>Megawatt Hours Sold & Purchased</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	741,430	148,766
Sales per MWh	\$105.63	\$103.17
Purchased/Generated MWh	772,323	166,886
All In MWh Supply & Generation	\$62.93	\$40.20



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 81,955	19%
Council	144,800	19,227	13%
Tax Assessor	244,500	46,659	19%
Fire	789,800	150,882	19%
Grounds	1,195,000	179,368	15%
Library	1,767,400	283,746	16%
Recreation	1,000,600	125,957	13%
Life Safety	504,200	84,836	17%
Code Enforcement	610,500	67,496	11%
Planning	568,200	92,949	16%
Public Inspections	568,100	110,284	19%
Police	16,737,500	2,590,615	15%
Police Extra Duty	600,000	67,549	11%
Streets	1,409,100	110,538	8%
Sanitation	2,475,200	371,219	15%
City Manager	1,005,200	121,064	12%
Information Technology	731,000	213,406	29%
Finance	946,200	130,097	14%
Pub. Services Administration	720,800	112,404	16%
Facilities Management	657,900	99,057	15%
Engineering	277,600	38,638	14%
Procurement & Inventory	721,000	116,347	16%
Vehicle Maintenance	832,500	164,931	20%
Customer Services	1,197,100	173,444	14%
Human Resources	485,600	64,229	13%
Mayor	173,700	12,324	7%
	\$ 36,806,000	\$ 5,629,221	



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

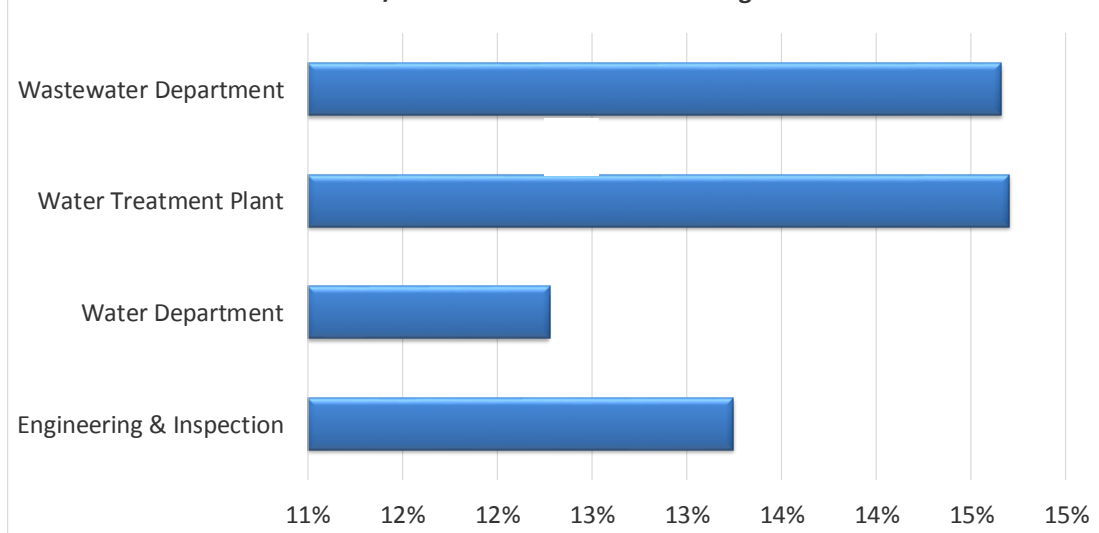
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 66,541	13%
Water Department	750,000	92,040	12%
Water Treatment Plant	1,805,800	265,491	15%
Wastewater Department	986,200	144,571	15%
	<u>\$ 4,044,400</u>	<u>\$ 568,643</u>	

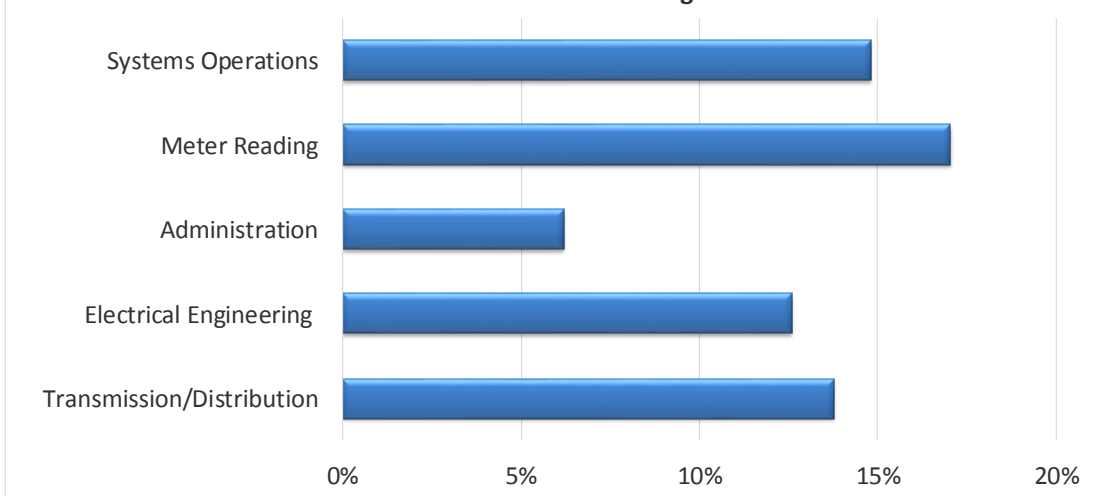
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 505,762	14%
Electrical Engineering	1,223,500	154,043	13%
Administration	625,400	38,714	6%
Meter Reading	401,800	68,452	17%
Systems Operations	690,700	102,241	15%
	<u>\$ 6,614,900</u>	<u>\$ 869,212</u>	

Water/Wastewater Division % of Budget

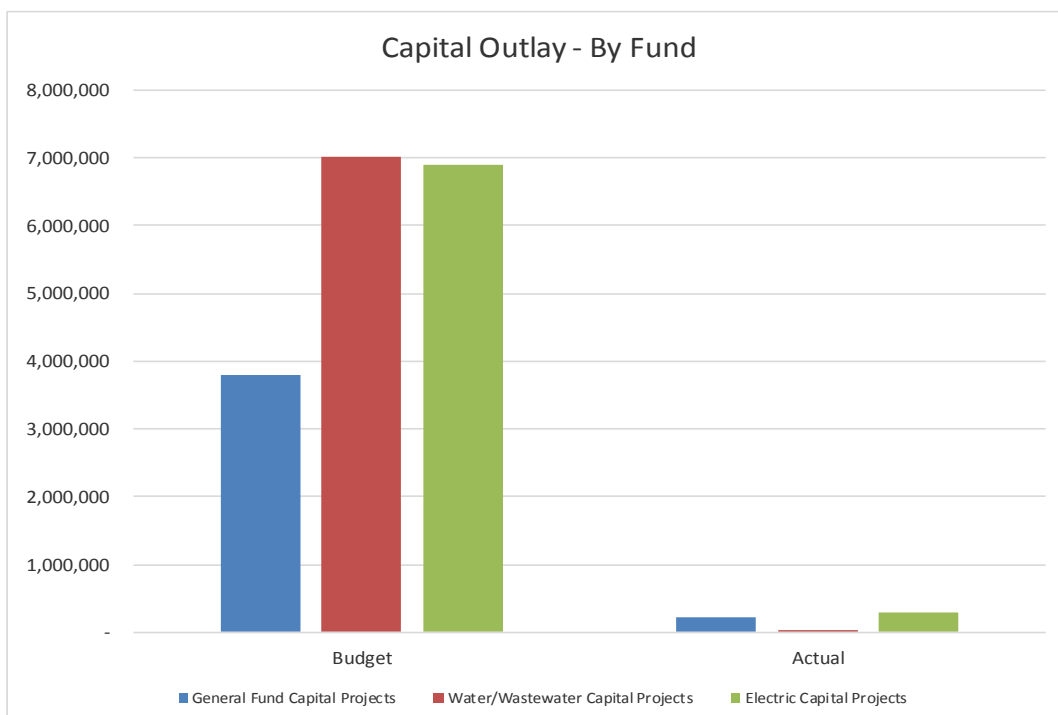
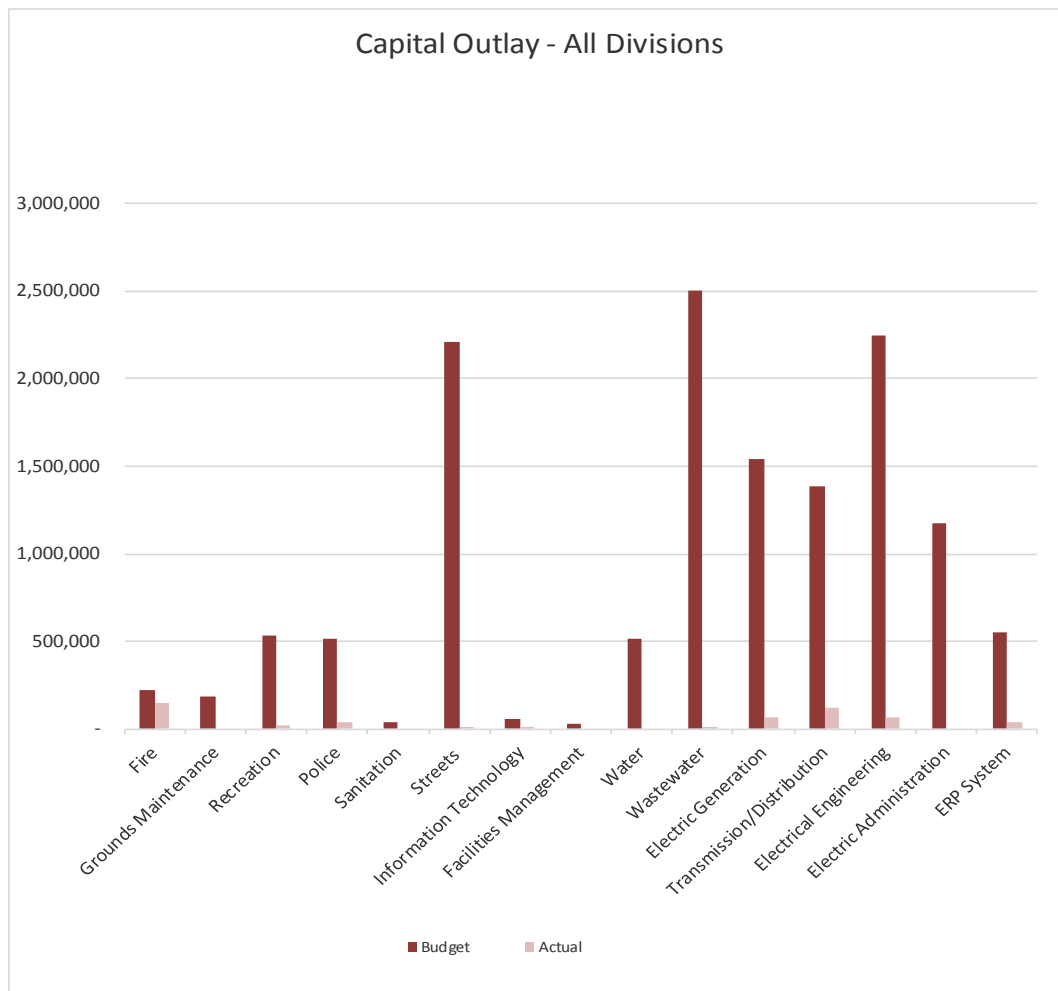


Electric Division % of Budget



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

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 152,086	68%
Grounds Maintenance	188,000	-	0%
Recreation	536,100	15,010	3%
Police	512,000	37,992	7%
Sanitation	34,400	-	0%
Streets	2,215,000	2,213	0%
Information Technology	57,600	199	0%
Facilities Management	28,800	-	0%
General Fund Capital Projects	\$ 3,794,400	\$ 207,500	5%
<u>Water/Wastewater Fund</u>			
Water	\$ 515,300	\$ -	0%
Wastewater	2,505,200	12,431	0%
Water Treatment Plant	4,000,000	-	0%
Water/Wastewater Capital Projects	\$ 7,020,500	\$ 12,431	0%
<u>Electric Fund</u>			
Electric Generation	\$ 1,546,000	\$ 61,968	4%
Transmission/Distribution	1,383,000	116,771	8%
Electrical Engineering	2,245,500	64,608	3%
Electric Administration	1,175,200	-	0%
ERP System	548,000	37,716	7%
Electric Capital Projects	\$ 6,897,700	\$ 281,063	4%
Total Capital Projects	\$ 17,712,600	\$ 500,994	3%



August 2018 Procurement & Inventory Report

Measure	FY 2019	FY 2018	DIFFERENCE
<i>Issue Effectiveness – How often the warehouse has what the departments need when it's needed. [issues / (issues + back orders)] * 100</i>	FY 2019 (To date) [506/(506+33)]*100 93.88%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	-2.50%
Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS	August 2018 0.94 Turnovers per year	August 2017 0.82 Turnovers per year	+0.12 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of September 10, 2018
FY 2018 Street & Alley Program	18-0039PW	One time	Public Works	Forwarded to Public Works on 7/20/2018
Ambulance Services	19-0001CM	Three Year	City Manager	Forwarded to Kay Sass on 7/30/2018.
Diversity & Inclusion	19-0002HR	One Time	Human Resources	RFP opening scheduled for September 12, 2018 @ 2:00 pm
FY 18 I&I Relining Project	19-0003PW	One Time	Public Works	Forwarded to Public Works on 8/14/2018.
Underground Utility Locating Services	19-0004COD	Three Year	P/W & Electric	Forwarded to Electric/Public Works on 8/23/2018
Lakewood Place Water Main Replacement	19-0005PW	One Time	Public Works	Bid opening scheduled for September 19, 2018 @ 2:00 pm

<u>FUEL USE</u>	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Unleaded:	23,990.3 gallons	22,570.7 gallons
Diesel:	12,471.5 gallons	12438.1 gallons
Dollars Spent:	\$81,977.49	\$54,201.60

<u>STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)</u>		
Electric:	\$ 401,070.10	312 Line Items
Water:	\$ 20,911.57	55 Line Items
General:	\$ 42,609.55	145 Line Items
Total:	\$ 464,591.22	512 Line Items

<u>Purchase Orders for Stock by Fund</u>		
	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$148,931.69	\$121,150.79
Water:	\$ 28,319.24	\$ 30,488.82
General:	\$ 33,507.13	\$ 28,373.35
Total:	\$210,758.06	\$180,012.96

<u>Issues from Stock by Fund</u>		
	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 223,088.05	\$ 126,447.90
Water:	\$ 23,772.30	\$ 23,697.44
General:	\$ 22,780.01	\$ 21,654.71
*Total:	\$280,124.98	\$ 171,817.52

<u>Warehouse Stock</u>		
	<u>FY 2019</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,073,130.21	\$ 2,238,286.07
Total Line Items:	1,294	1,304

<u>Money Spent for Postage/Postal Services</u>	
<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
\$ 25,185.79	\$ 25,430.03

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