

CITY OF DOVER

*Finance Department
&
Procurement and Inventory*

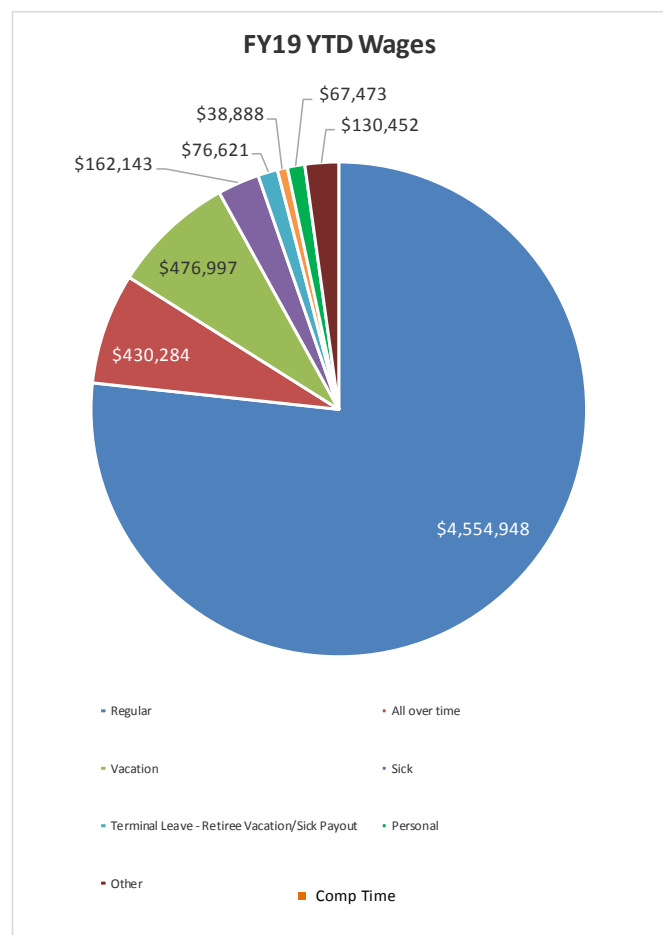
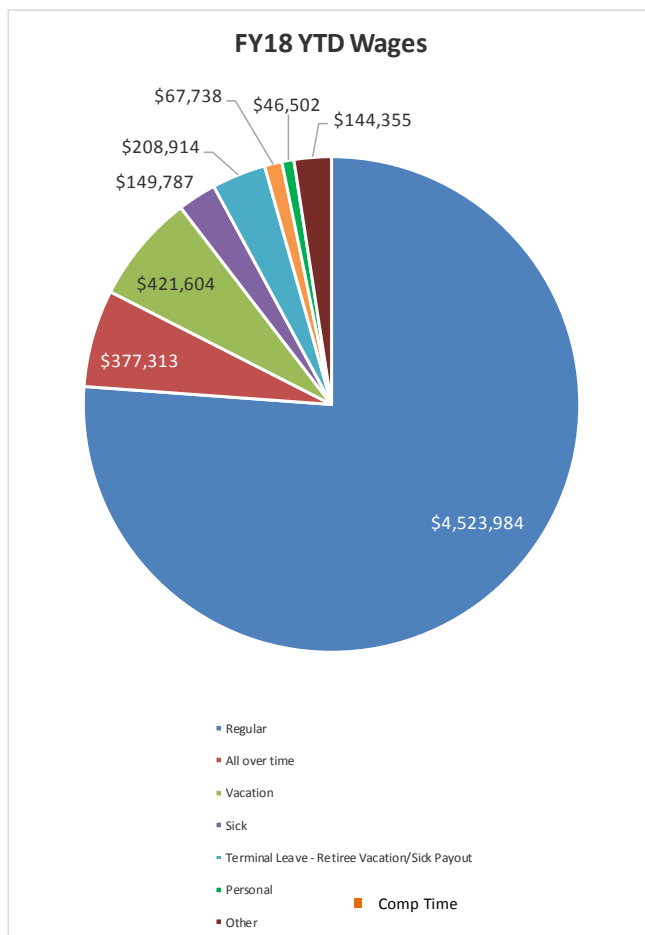
*MONTHLY REPORT
SEPTEMBER 2018*

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 SEPTEMBER 2018

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,660	1,862
Total Amount of All Deposits	\$ 44,361,087	\$ 45,741,422
Other Activity		
Number of Pay Periods	7	7
Number of Payroll Checks & Direct Deposits Issued	2,765	2,765
Number of Pension Checks Issued	762	770
Total Pension Benefits Paid - Defined Benefit Plan	\$ 1,355,991	\$ 1,375,604
ACCOUNTS PAYABLE		
Number of Check Vouchers	1,555	1,684
Number of EFT Vouchers	608	700
Vouchers Dollar Amount Disbursed	\$ 18,701,215	\$ 20,563,855



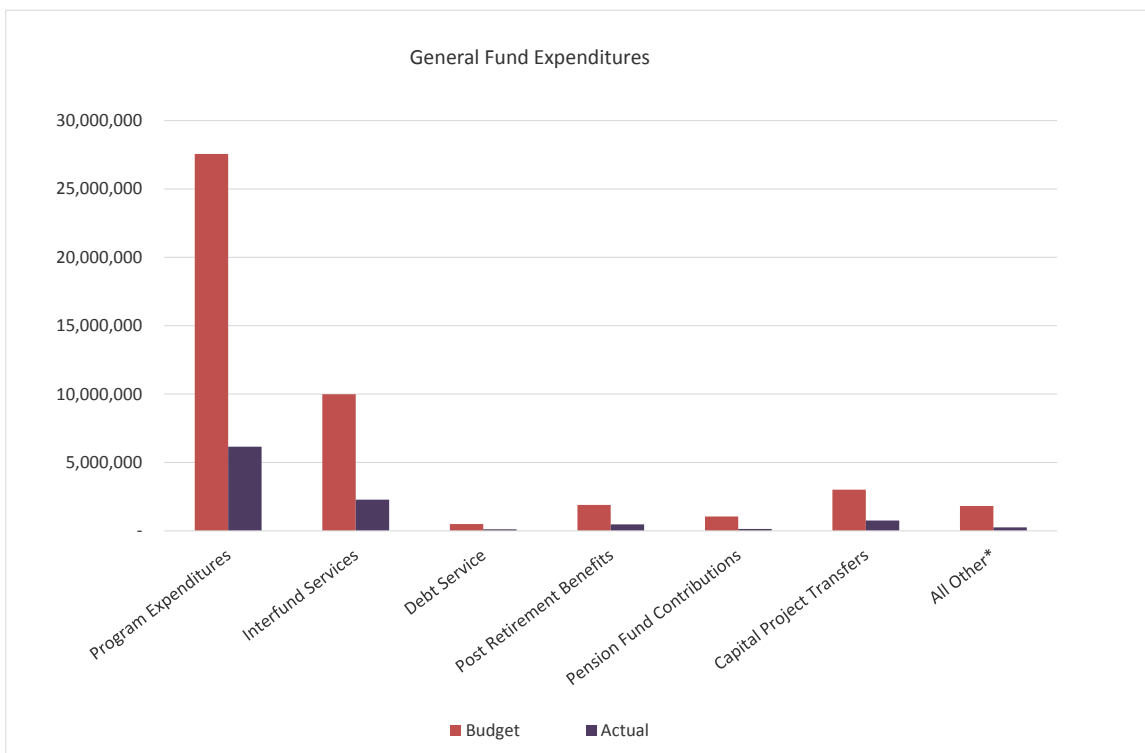
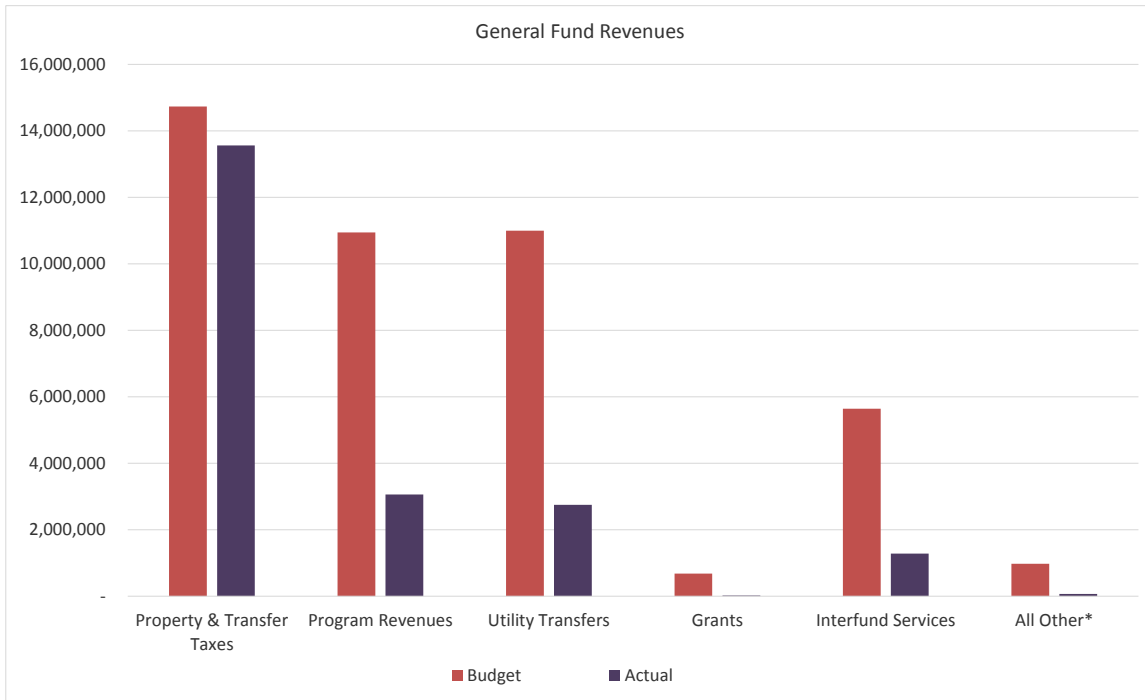
City of Dover
General Fund Summary
Fiscal Year to Date (September 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 13,563,149	92%
Program Revenues	10,947,800	3,062,171	28%
Utility Transfers	11,000,000	2,749,990	25%
Grants	679,500	24,483	4%
Interfund Services	5,640,100	1,285,006	23%
All Other*	978,400	70,276	7%
	<u>\$ 43,979,500</u>	<u>\$ 20,755,075</u>	<u>47%</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	\$ 6,154,808	22%
Interfund Services	9,988,300	2,276,024	23%
Debt Service	500,000	117,833	24%
Post Retirement Benefits	1,894,900	473,730	25%
Pension Fund Contributions	1,051,000	146,250	14%
Capital Project Transfers	3,013,800	753,450	25%
All Other*	1,818,000	252,565	14%
	<u>\$ 45,818,700</u>	<u>\$ 10,174,660</u>	<u>22%</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.

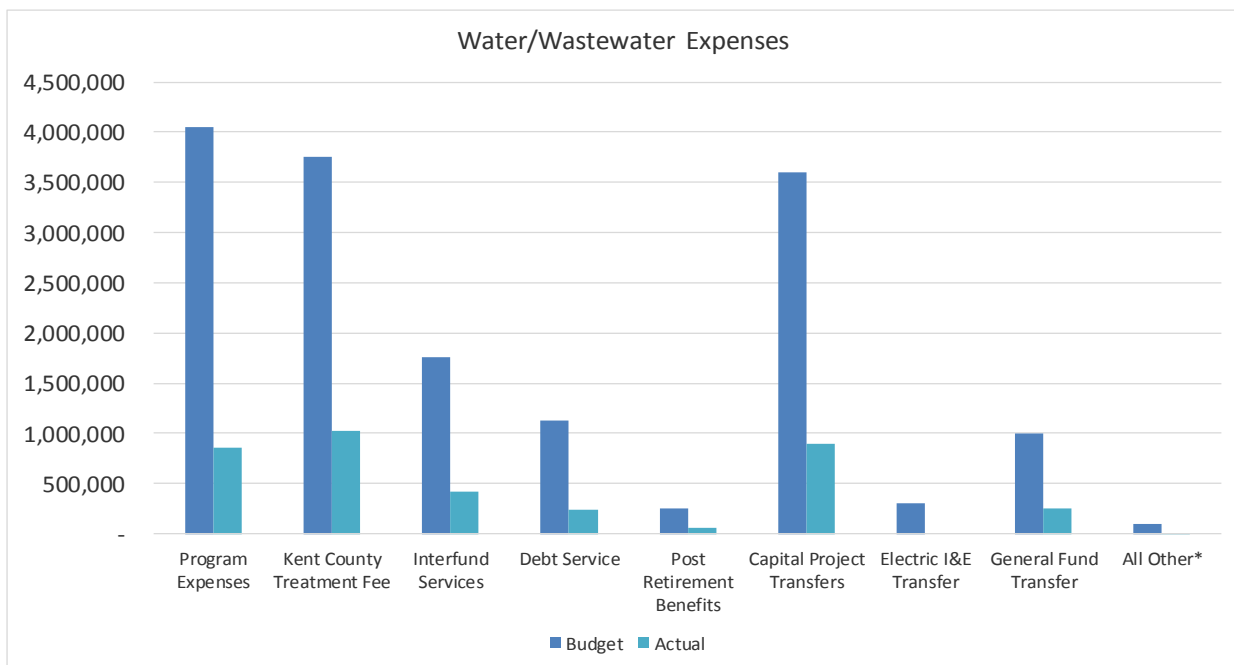
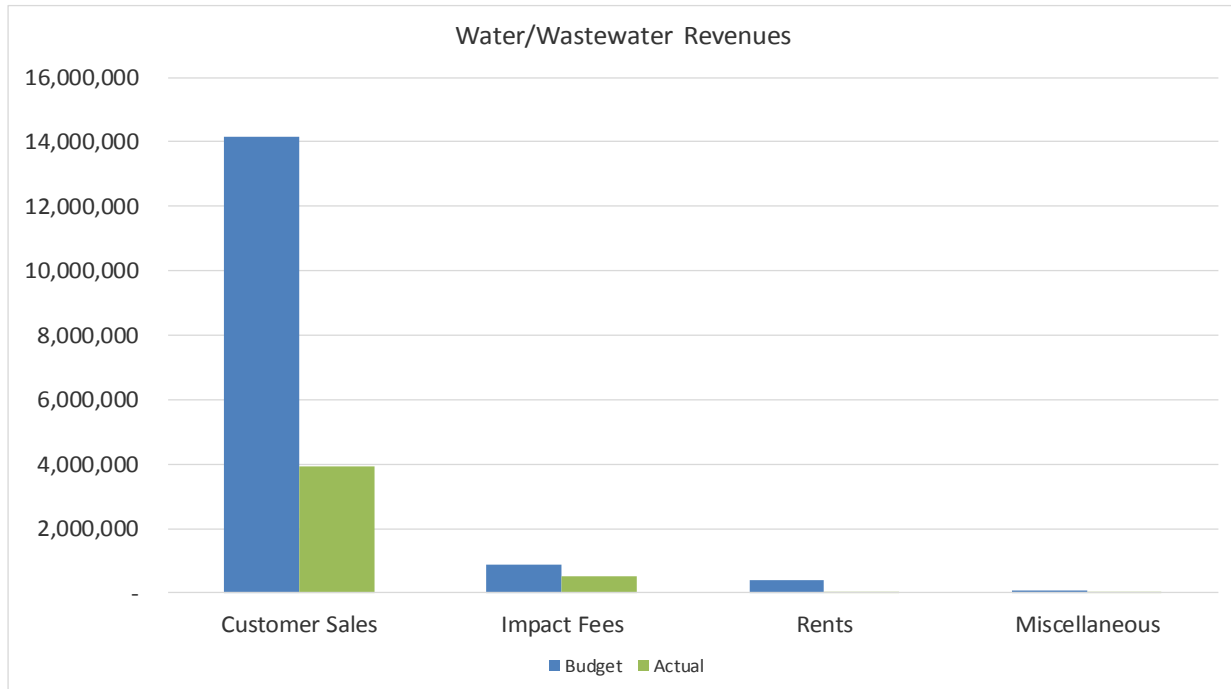


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (September 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 3,922,056	28%
Impact Fees	870,000	534,792	61%
Rents	400,600	11,329	3%
Miscellaneous	69,600	21,795	31%
	<u>\$ 15,490,600</u>	<u>\$ 4,489,972</u>	<u>29%</u>

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 859,887	21%
Kent County Treatment Fee	3,750,000	1,024,555	27%
Interfund Services	1,764,600	414,335	23%
Debt Service	1,131,700	235,658	21%
Post Retirement Benefits	256,900	53,800	21%
Capital Project Transfers	3,600,000	900,000	25%
Electric I&E Transfer	298,000	-	0%
General Fund Transfer	1,000,000	250,020	25%
All Other*	98,000	7,421	8%
	<u>\$ 15,943,600</u>	<u>\$ 3,745,676</u>	<u>23%</u>

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



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

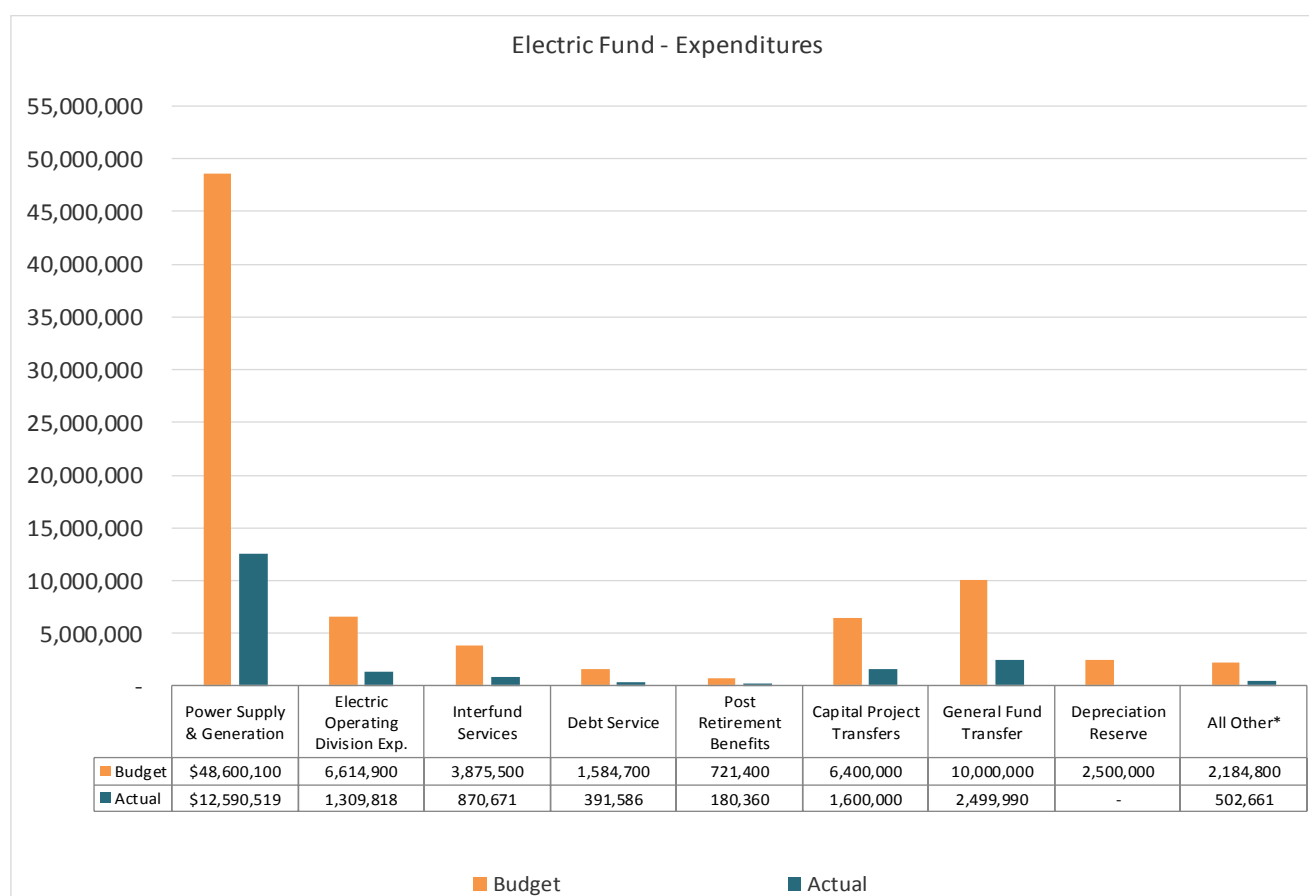
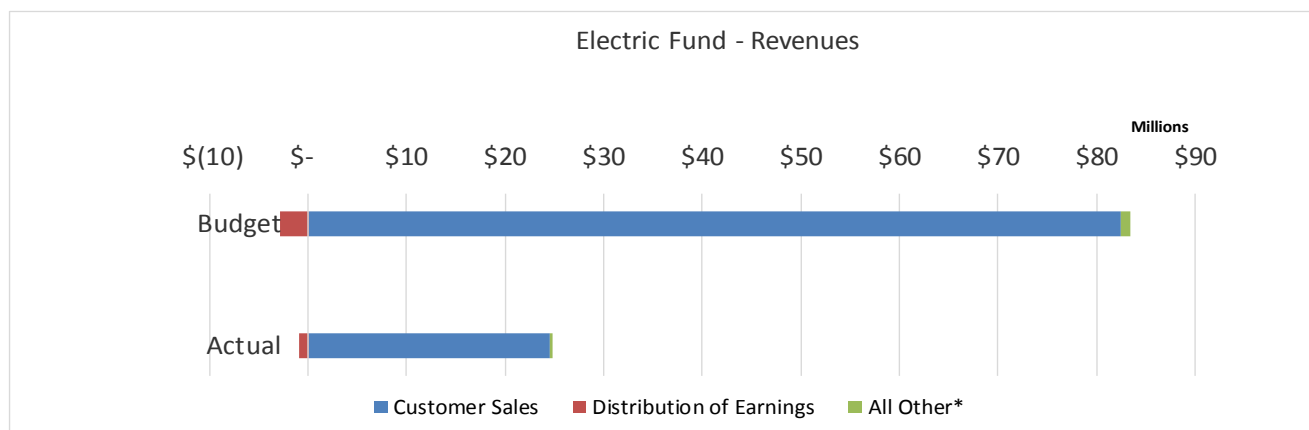
Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 24,535,285	30%
Distribution of Earnings	(2,877,400)	(864,162)	30%
All Other*	951,200	332,073	35%
	<u>\$ 80,565,500</u>	<u>\$ 24,003,196</u>	<u>30%</u>

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

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 48,600,100	\$ 12,590,519	26%
Electric Operating Division Exp.	6,614,900	1,309,818	20%
Interfund Services	3,875,500	870,671	22%
Debt Service	1,584,700	391,586	25%
Post Retirement Benefits	721,400	180,360	25%
Capital Project Transfers	6,400,000	1,600,000	25%
General Fund Transfer	10,000,000	2,499,990	25%
Depreciation Reserve	2,500,000	-	0%
All Other*	2,184,800	502,661	23%
	<u>\$ 82,481,400</u>	<u>\$ 19,945,605</u>	<u>24%</u>

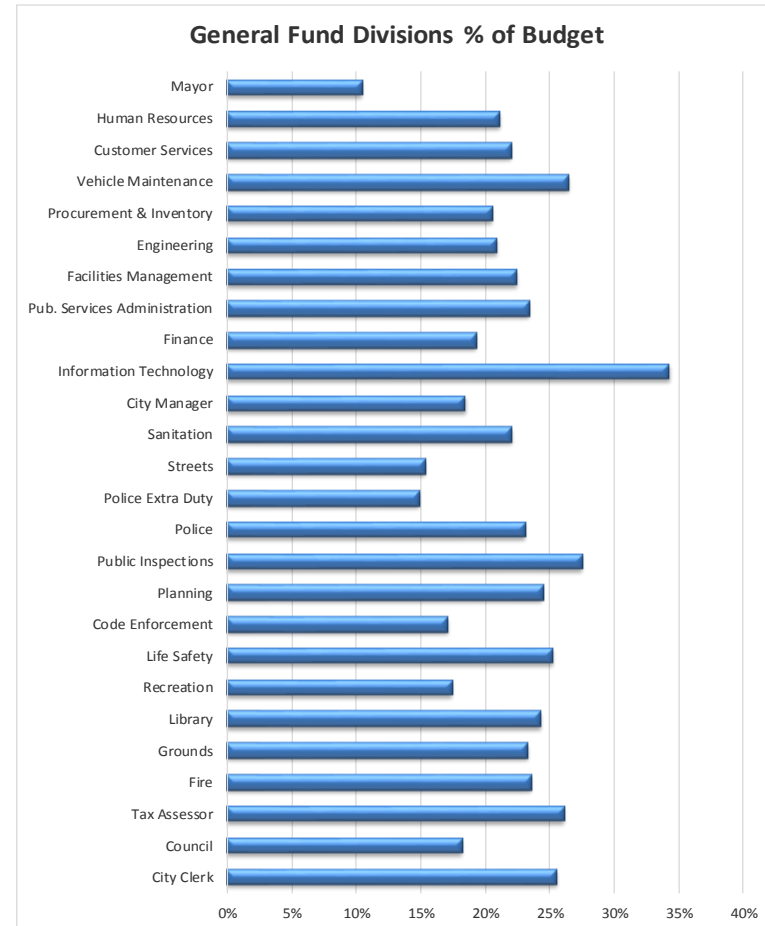
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Other Employment Expenses

<u>Megawatt Hours Sold & Purchased</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	741,430	225,367
Sales per MWh	\$105.63	\$103.40
Purchased/Generated MWh	772,323	237,817
All In MWh Supply & Generation	\$62.93	\$52.94



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 112,860	26%
Council	144,800	26,325	18%
Tax Assessor	244,500	63,680	26%
Fire	789,800	185,747	24%
Grounds	1,195,000	277,692	23%
Library	1,767,400	429,157	24%
Recreation	1,000,600	174,566	17%
Life Safety	504,200	127,114	25%
Code Enforcement	610,500	104,249	17%
Planning	568,200	138,868	24%
Public Inspections	568,100	156,310	28%
Police	16,737,500	3,867,874	23%
Police Extra Duty	600,000	89,197	15%
Streets	1,409,100	215,228	15%
Sanitation	2,475,200	544,824	22%
City Manager	1,005,200	185,014	18%
Information Technology	731,000	250,212	34%
Finance	946,200	182,334	19%
Pub. Services Administration	720,800	168,606	23%
Facilities Management	657,900	147,641	22%
Engineering	277,600	57,994	21%
Procurement & Inventory	721,000	147,793	20%
Vehicle Maintenance	832,500	219,795	26%
Customer Services	1,197,100	262,834	22%
Human Resources	485,600	102,522	21%
Mayor	173,700	18,161	10%
	<u>\$ 36,806,000</u>	<u>\$ 8,256,597</u>	



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

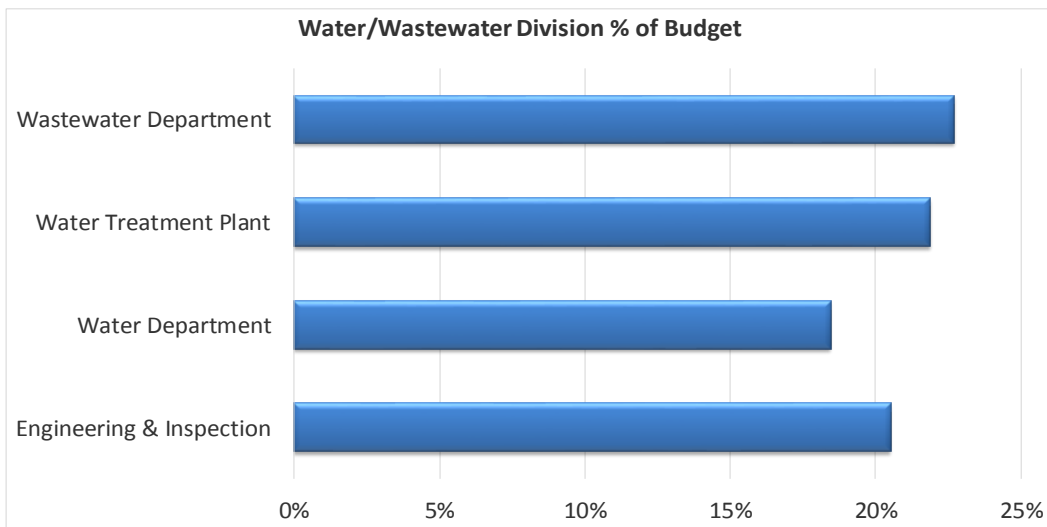
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 103,071	21%
Water Department	750,000	138,395	18%
Water Treatment Plant	1,805,800	394,653	22%
Wastewater Department	986,200	223,768	23%
	<u>\$ 4,044,400</u>	<u>\$ 859,887</u>	

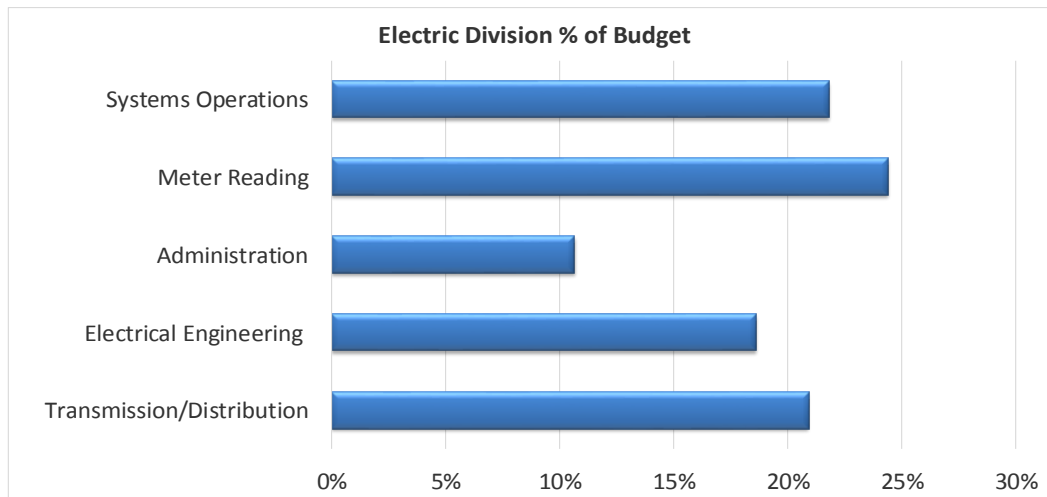
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 767,544	21%
Electrical Engineering	1,223,500	227,441	19%
Administration	625,400	66,409	11%
Meter Reading	401,800	97,920	24%
Systems Operations	690,700	150,504	22%
	<u>\$ 6,614,900</u>	<u>\$ 1,309,818</u>	

Water/Wastewater Division % of Budget

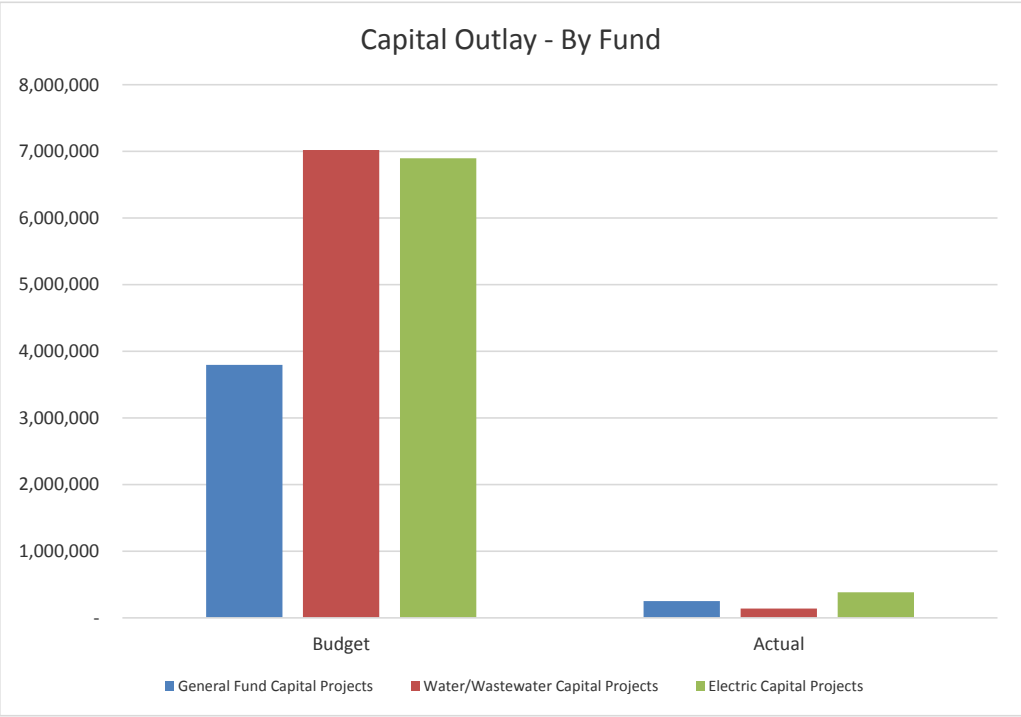
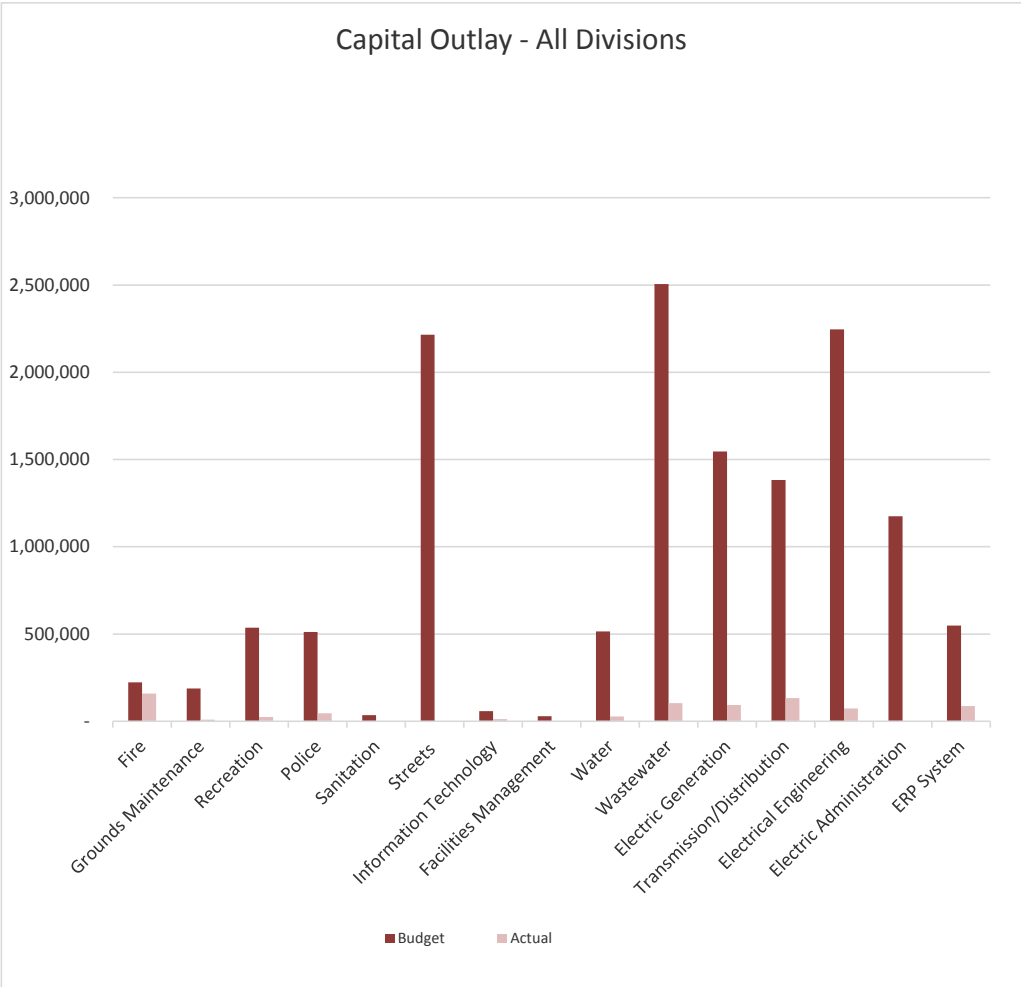


Electric Division % of Budget



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

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 158,559	71%
Grounds Maintenance	188,000	8,700	5%
Recreation	536,100	23,670	4%
Police	512,000	46,118	9%
Sanitation	34,400	-	0%
Streets	2,215,000	1,620	0%
Information Technology	57,600	12,264	21%
Facilities Management	28,800	-	0%
General Fund Capital Projects	\$ 3,794,400	\$ 250,931	7%
<u>Water/Wastewater Fund</u>			
Water	\$ 515,300	\$ 27,602	5%
Wastewater	2,505,200	103,649	4%
Water Treatment Plant	4,000,000	9,254	0%
Water/Wastewater Capital Projects	\$ 7,020,500	\$ 140,505	2%
<u>Electric Fund</u>			
Electric Generation	\$ 1,546,000	\$ 93,221	6%
Transmission/Distribution	1,383,000	131,853	10%
Electrical Engineering	2,245,500	73,382	3%
Electric Administration	1,175,200	-	0%
ERP System	548,000	86,060	16%
Electric Capital Projects	\$ 6,897,700	\$ 384,516	6%
Total Capital Projects	\$ 17,712,600	\$ 775,952	4%



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) [667/(667+45)]*100 93.68%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	-2.70%
Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS	0.89 Turnovers per year	0.84 Turnovers per year	+0.05 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of October 4, 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	Forwarded to H/R on 9/14/2018.
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	Forwarded to Public Works on 9/19/2018
Joint Transformer Bid	02-2018	Two Year	Procurement	Bid opening scheduled for October 4, 2018 @ 7:00 pm
Real Estate	19-0006CM	One Time	City Manager	Bid opening scheduled for October 30, 2018 @ 2:00 pm
Transformers for Stock	19-0007CS	One Time	Procurement	Forwarded to Electric on 10/3/2018
FY18 Inflow and Infiltration Replacement	19-0008PW	One Time	Public Works	Bid opening scheduled for October 19, 2018 @ 2:00 pm
Joint Enclosure and Fiberglass Pad Bid	03-2018	Two Year	Procurement	Bid opening scheduled for October 10, 2018 @ 7:00 pm
Joint Lighting Bid	4-2018	One Year	Procurement	Bid opening scheduled for October 17, 2018 @ 7:00 pm

<u>FUEL USE</u>	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Unleaded:	34,652.7 gallons	33,474.0 gallons
Diesel:	18,264.3 gallons	18,343.6 gallons
Dollars Spent:	\$39,979.23	\$84,902.44

<u>STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)</u>		
Electric:	\$ 401,713.15	310 Line Items
Water:	\$ 20,911.57	55 Line Items
General:	\$ 41,609.15	146 Line Items
Total:	\$ 464,233.87	511 Line Items

Purchase Orders for Stock by Fund

	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$177,225.89	\$566,888.31
Water:	\$ 39,020.90	\$ 40,861.93
General:	\$ 34,741.44	\$ 36,162.28
Total:	\$250,988.23	\$643,912.52

Issues from Stock by Fund

	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 272,176.61	\$ 281,405.04
Water:	\$ 40,006.85	\$ 38,278.53
General:	\$ 29,490.92	\$ 38,241.32
*Total:	\$352,159.00	\$ 357,978.15

Warehouse Stock

	<u>FY 2019</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,054,096.01	\$ 2,238,286.07
Total Line Items:	1,292	1,304

Money Spent for Postage/Postal Services

<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
\$ 36,197.60	\$ 36,645.40

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