

CITY OF DOVER

*Finance Department
&
Procurement and Inventory*



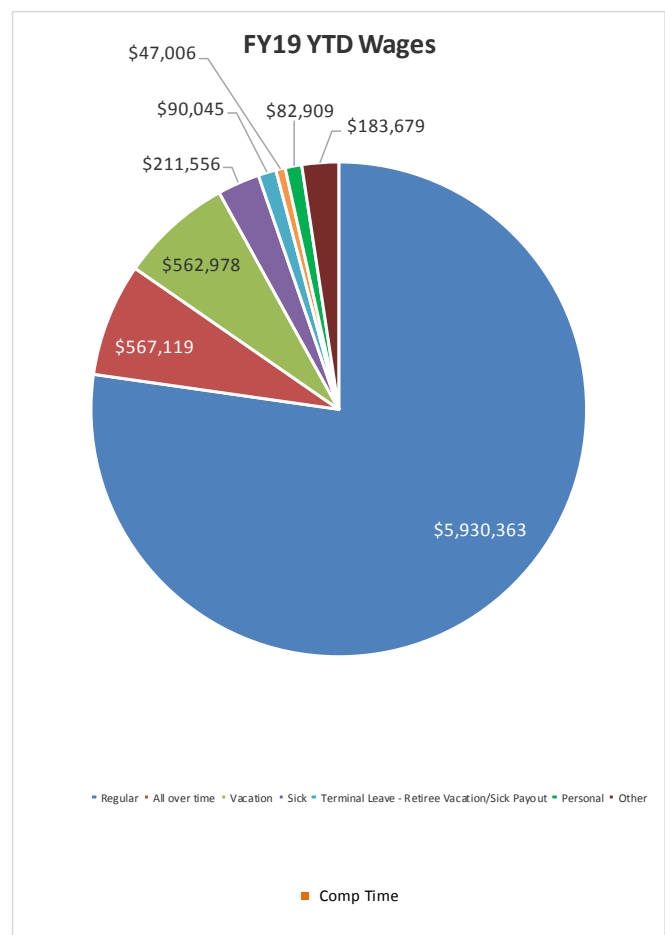
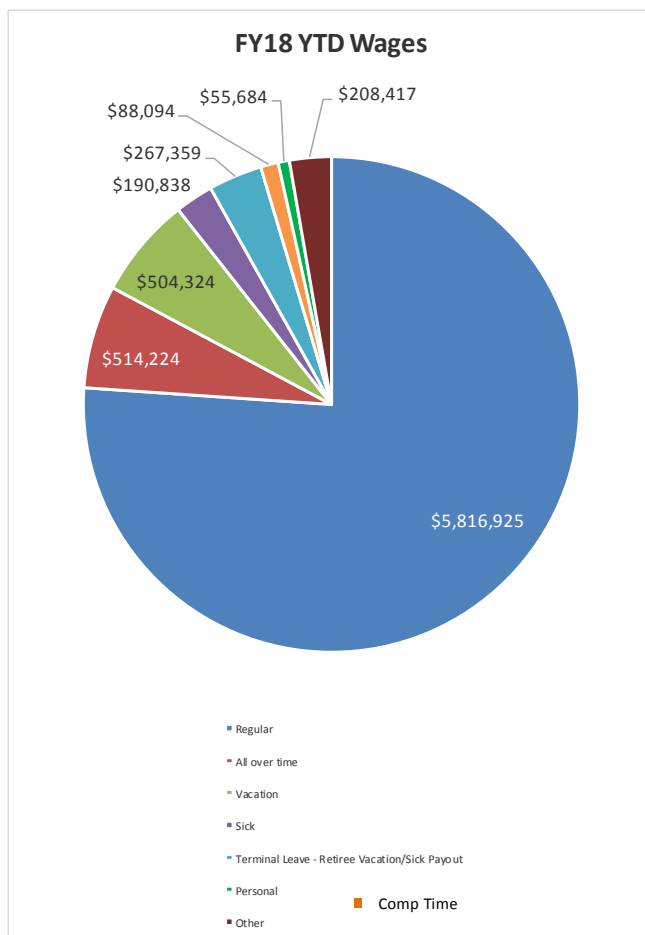
**MONTHLY REPORT
OCTOBER 2018**

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 OCTOBER 2018

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand , ACH & Wire , Lockbox)	2,285	2,512
Total Amount of All Deposits	\$54,587,161	\$ 57,303,692
Other Activity		
Number of Pay Periods	9	9
Number of Payroll Checks & Direct Deposits Issued	3,535	3,540
Number of Pension Checks Issued	1,017	1,029
Total Pension Benefits Paid - Defined Benefit Plan	\$ 1,810,450	\$ 1,838,108
ACCOUNTS PAYABLE		
Number of Check Vouchers	2,129	2,365
Number of EFT Vouchers	819	938
Vouchers Dollar Amount Disbursed	\$ 24,378,604	\$ 27,317,514



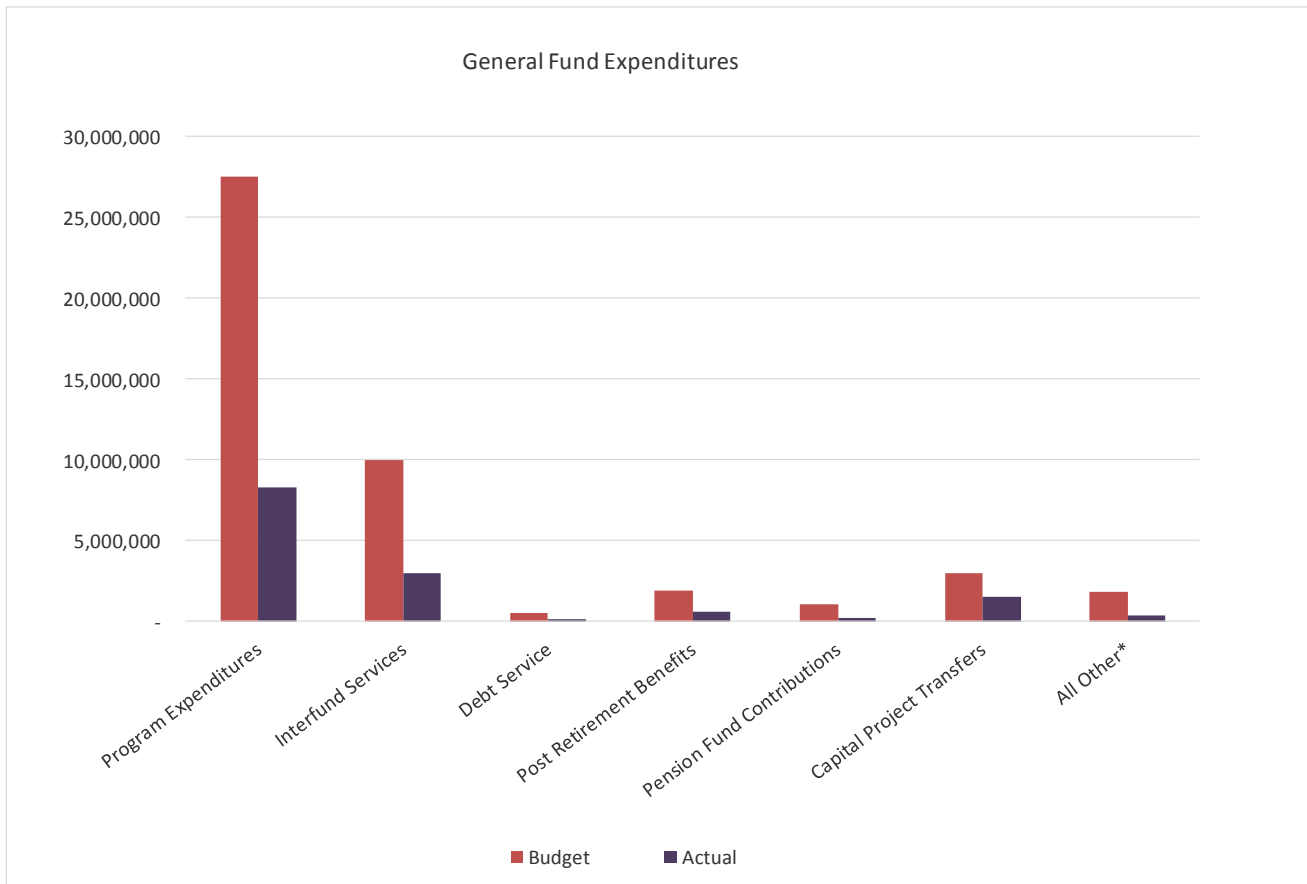
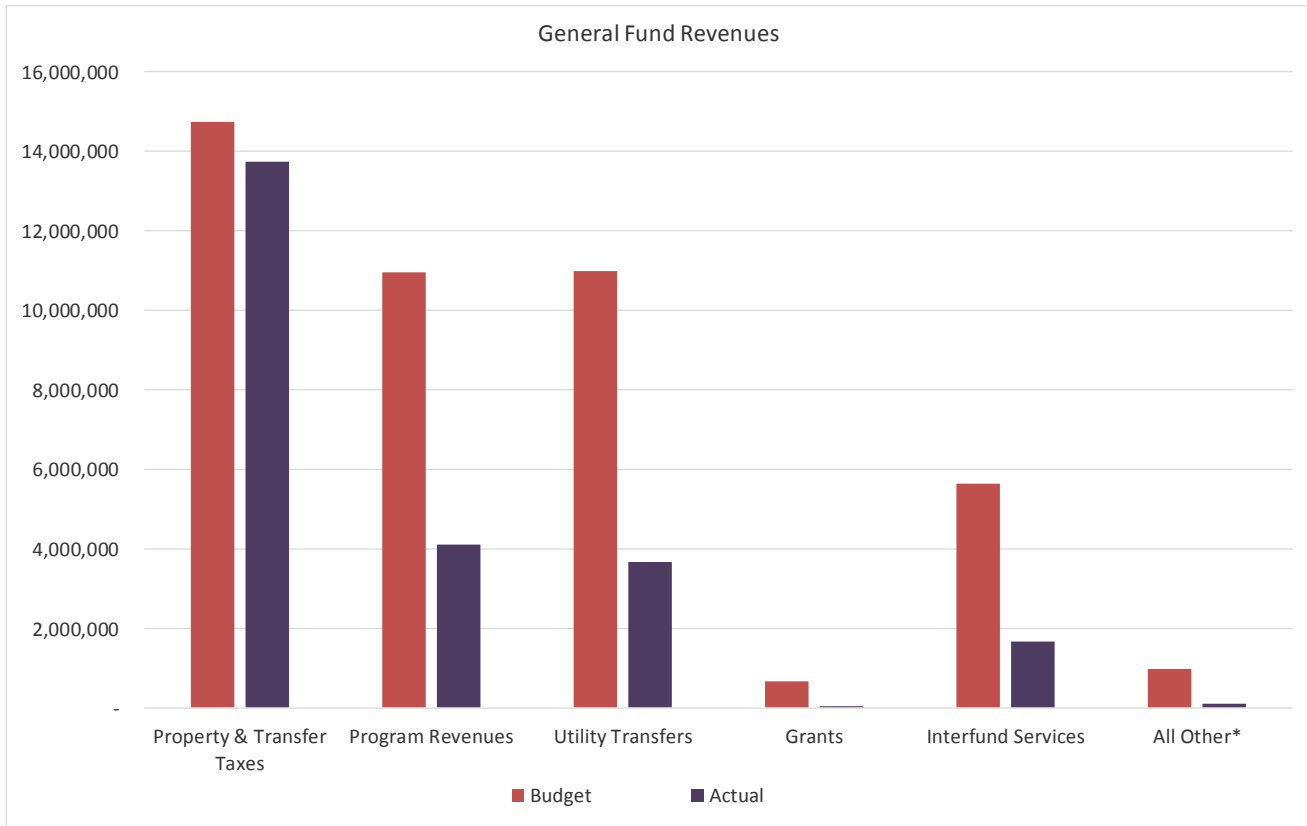
City of Dover
General Fund Summary
Fiscal Year to Date (October 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 13,743,692	93%
Program Revenues	10,947,800	4,096,453	37%
Utility Transfers	11,000,000	3,666,680	33%
Grants	679,500	13,583	2%
Interfund Services	5,640,100	1,665,168	30%
All Other*	978,400	91,638	9%
	<u>\$ 43,979,500</u>	<u>\$ 23,277,214</u>	<u>53%</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	\$ 8,311,208	30%
Interfund Services	9,988,300	2,990,043	30%
Debt Service	500,000	157,388	31%
Post Retirement Benefits	1,894,900	631,640	33%
Pension Fund Contributions	1,051,000	195,000	19%
Capital Project Transfers	3,013,800	1,506,900	50%
All Other*	1,818,000	359,671	20%
	<u>\$ 45,818,700</u>	<u>\$ 14,151,850</u>	<u>31%</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.

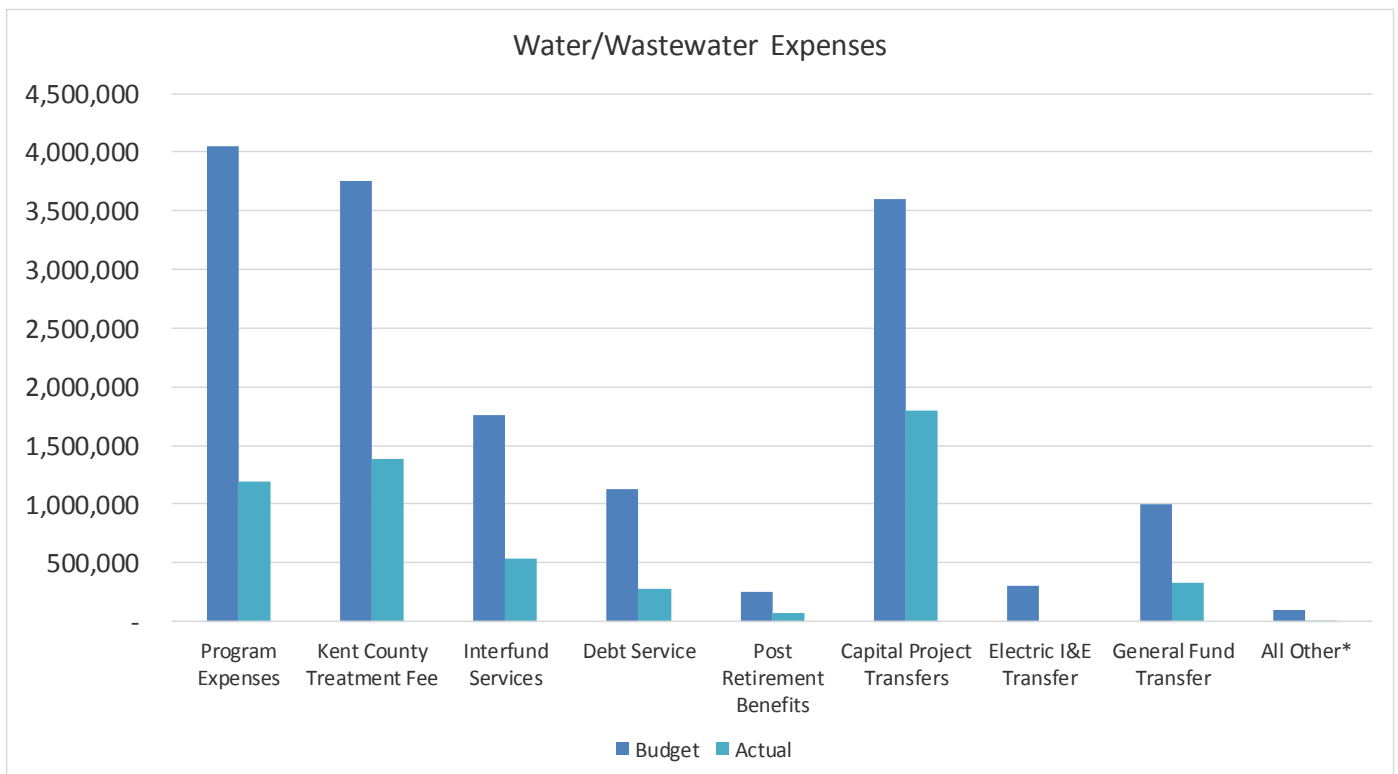
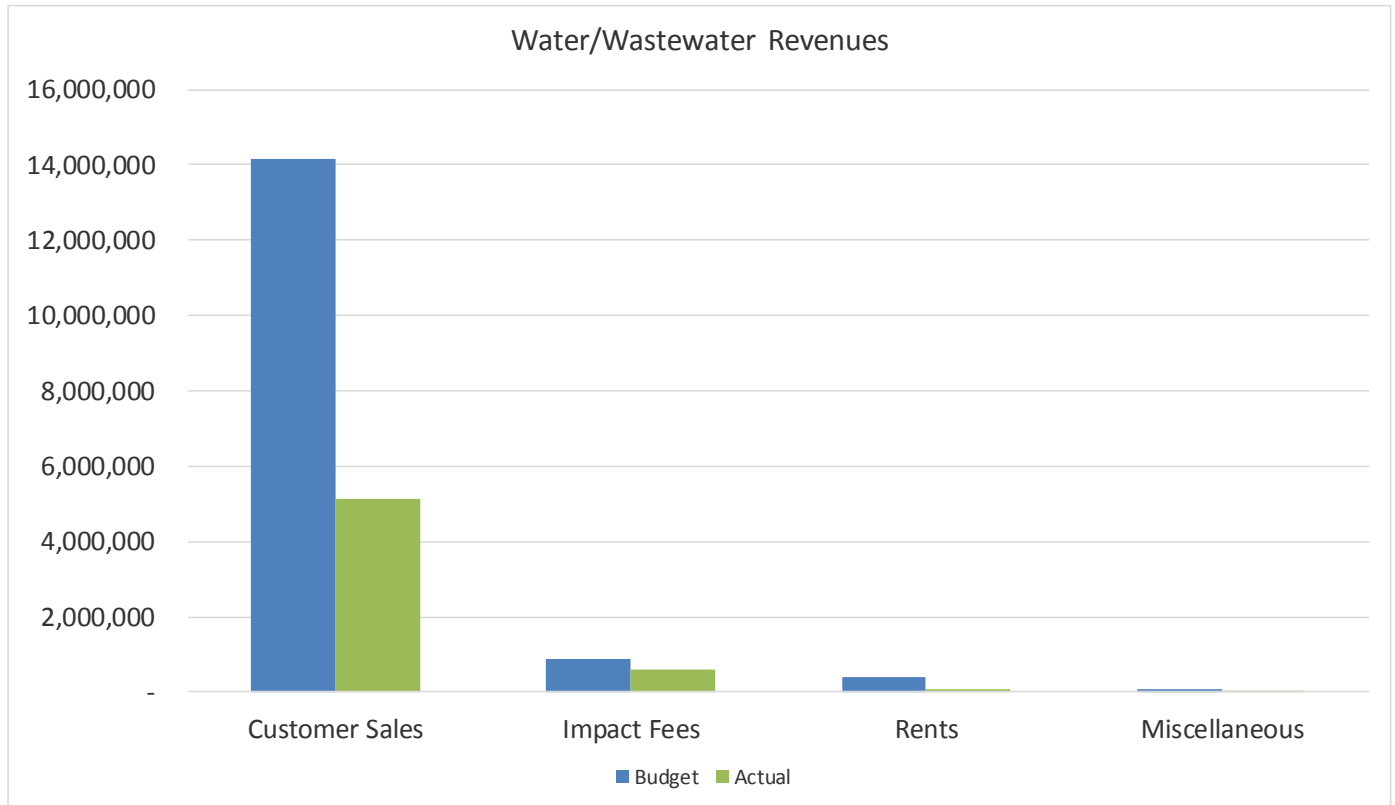


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (October 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 5,140,284	36%
Impact Fees	870,000	614,792	71%
Rents	400,600	77,113	19%
Miscellaneous	69,600	20,429	29%
	<u>\$ 15,490,600</u>	<u>\$ 5,852,618</u>	<u>38%</u>

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 1,192,650	29%
Kent County Treatment Fee	3,750,000	1,384,820	37%
Interfund Services	1,764,600	537,869	30%
Debt Service	1,131,700	278,341	25%
Post Retirement Benefits	256,900	71,760	28%
Capital Project Transfers	3,600,000	1,800,000	50%
Electric I&E Transfer	298,000	-	0%
General Fund Transfer	1,000,000	333,360	33%
All Other*	98,000	9,603	10%
	<u>\$ 15,943,600</u>	<u>\$ 5,608,403</u>	<u>35%</u>

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



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

	Revenues		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 31,484,300	38%
Distribution of Earnings	(2,877,400)	(1,106,752)	38%
All Other*	951,200	406,648	43%
	<u>\$ 80,565,500</u>	<u>\$ 30,784,196</u>	<u>38%</u>

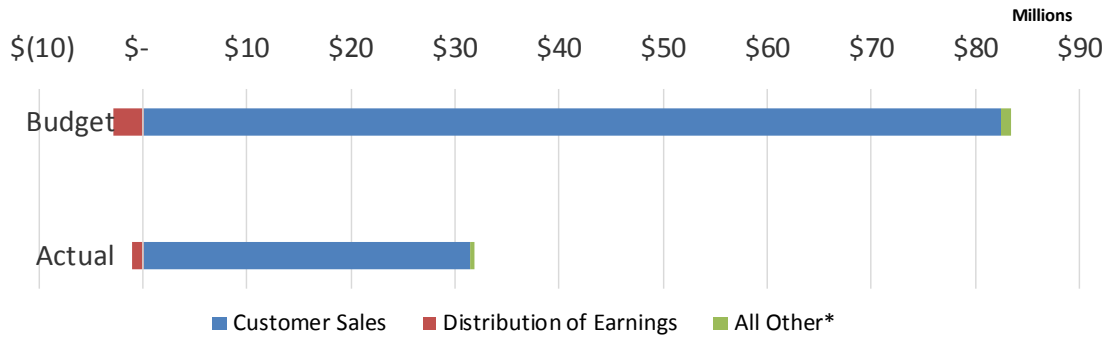
*Includes: Weyandt Hall Rents, Miscellaneous Revenue, Interest Earnings

	Expenditures		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 48,600,100	\$ 16,552,935	34%
Electric Operating Division Exp.	6,614,900	1,792,566	27%
Interfund Services	3,875,500	1,127,299	29%
Debt Service	1,584,700	514,430	32%
Post Retirement Benefits	721,400	240,480	33%
Capital Project Transfers	6,400,000	3,200,000	50%
General Fund Transfer	10,000,000	3,333,320	33%
Depreciation Reserve	2,500,000	-	0%
All Other*	2,184,800	657,288	30%
	<u>\$ 82,481,400</u>	<u>\$ 27,418,318</u>	<u>33%</u>

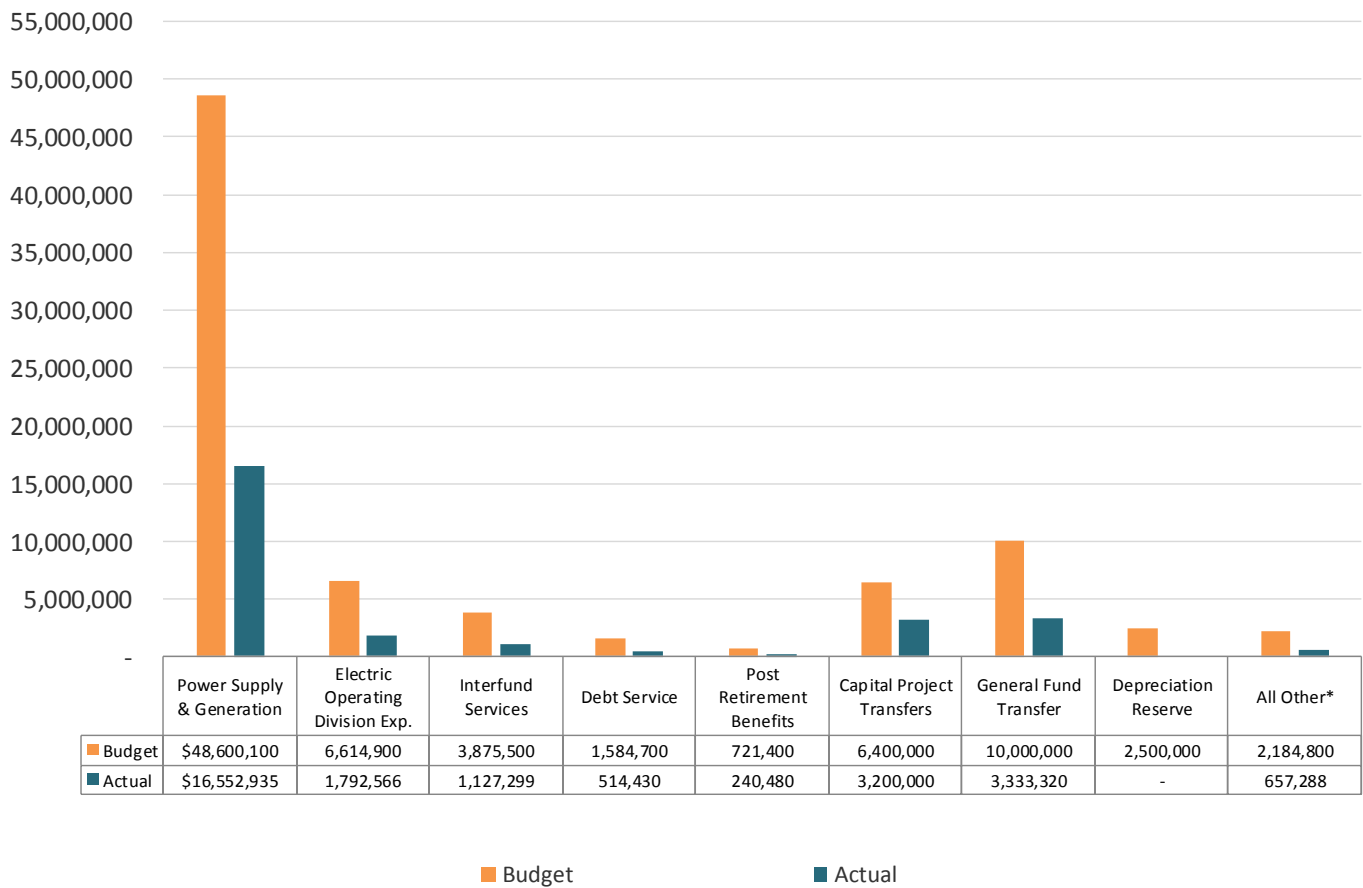
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Other Employment Expenses

<u>Megawatt Hours Sold & Purchased</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	741,430	288,972
Sales per MWh	\$105.63	\$103.46
Purchased/Generated MWh	772,323	300,230
All In MWh Supply & Generation	\$62.93	\$55.13

Electric Fund - Revenues

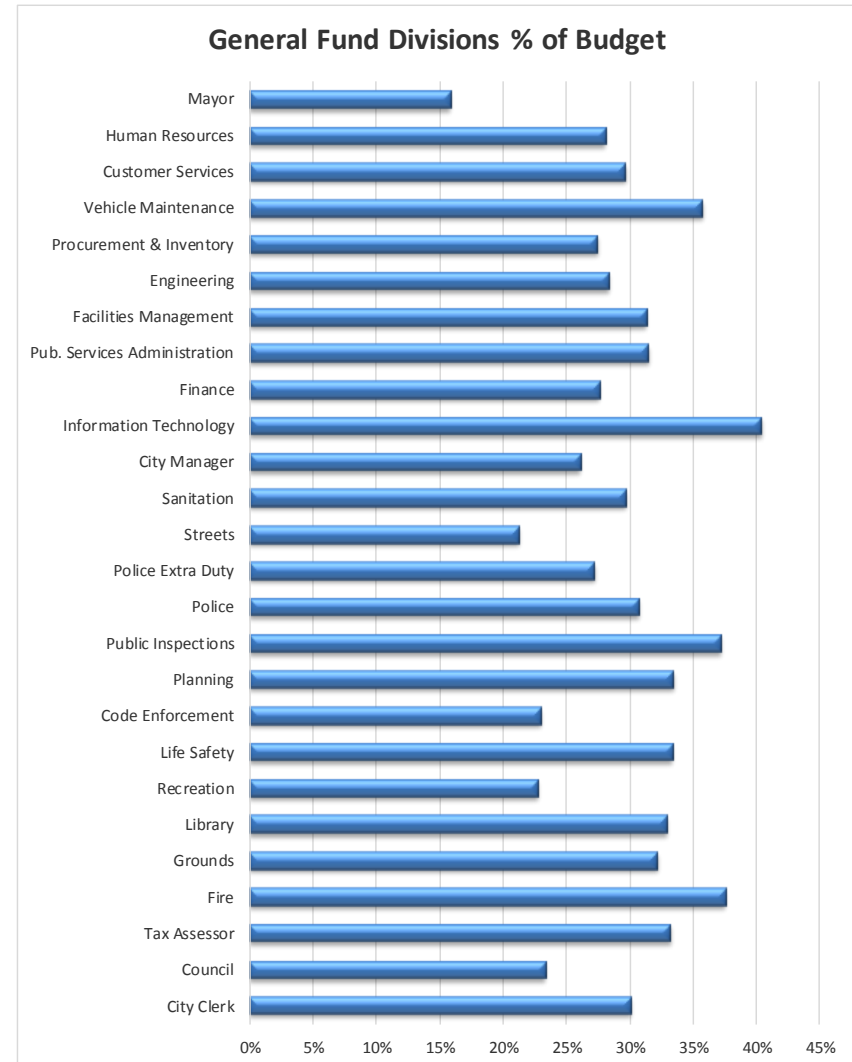


Electric Fund - Expenditures



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 133,148	30%
Council	144,800	33,799	23%
Tax Assessor	244,500	81,221	33%
Fire	789,800	296,569	38%
Grounds	1,195,000	384,562	32%
Library	1,767,400	581,252	33%
Recreation	1,000,600	227,334	23%
Life Safety	504,200	168,265	33%
Code Enforcement	610,500	140,291	23%
Planning	568,200	189,885	33%
Public Inspections	568,100	211,305	37%
Police	16,737,500	5,139,819	31%
Police Extra Duty	600,000	163,121	27%
Streets	1,409,100	299,542	21%
Sanitation	2,475,200	733,902	30%
City Manager	1,005,200	262,008	26%
Information Technology	731,000	294,874	40%
Finance	946,200	260,877	28%
Pub. Services Administration	720,800	226,680	31%
Facilities Management	657,900	205,992	31%
Engineering	277,600	78,702	28%
Procurement & Inventory	721,000	197,623	27%
Vehicle Maintenance	832,500	297,686	36%
Customer Services	1,197,100	354,602	30%
Human Resources	485,600	136,249	28%
Mayor	173,700	27,472	16%
	\$ 36,806,000	\$ 11,126,780	



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

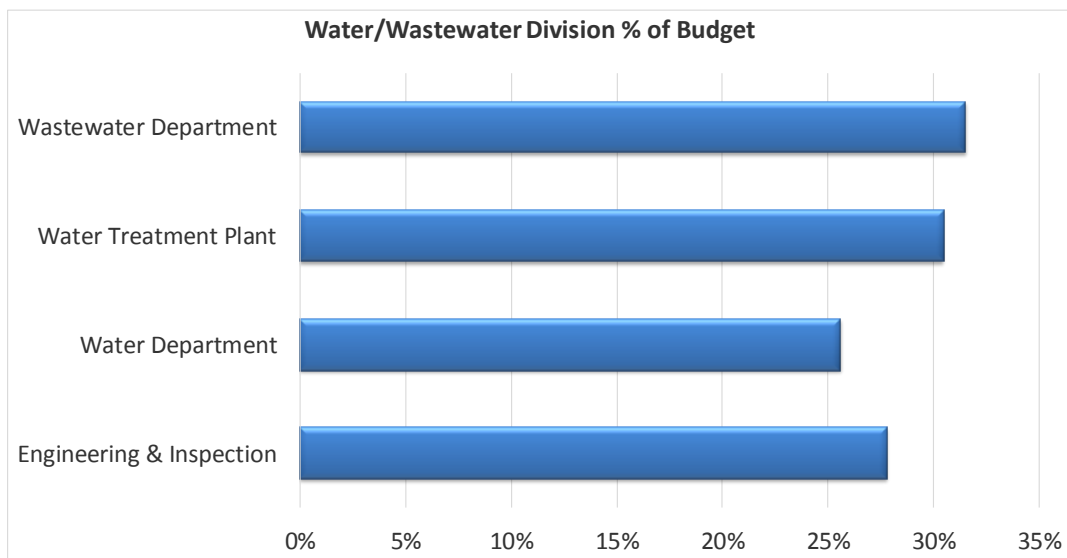
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 139,602	28%
Water Department	750,000	192,002	26%
Water Treatment Plant	1,805,800	550,358	30%
Wastewater Department	986,200	310,688	32%
	<u>\$ 4,044,400</u>	<u>\$ 1,192,650</u>	

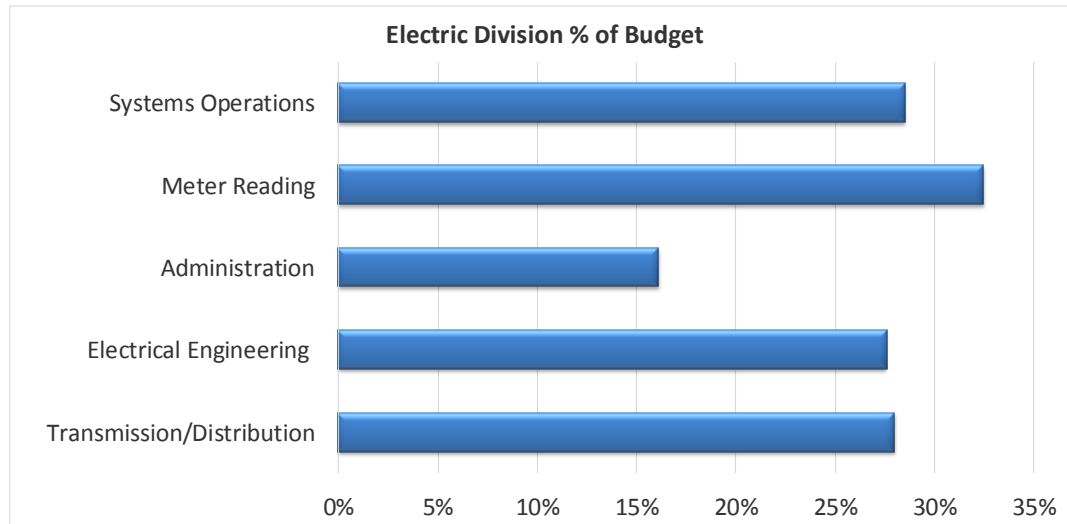
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 1,027,555	28%
Electrical Engineering	1,223,500	337,233	28%
Administration	625,400	100,666	16%
Meter Reading	401,800	130,395	32%
Systems Operations	690,700	196,717	28%
	<u>\$ 6,614,900</u>	<u>\$ 1,792,566</u>	

Water/Wastewater Division % of Budget

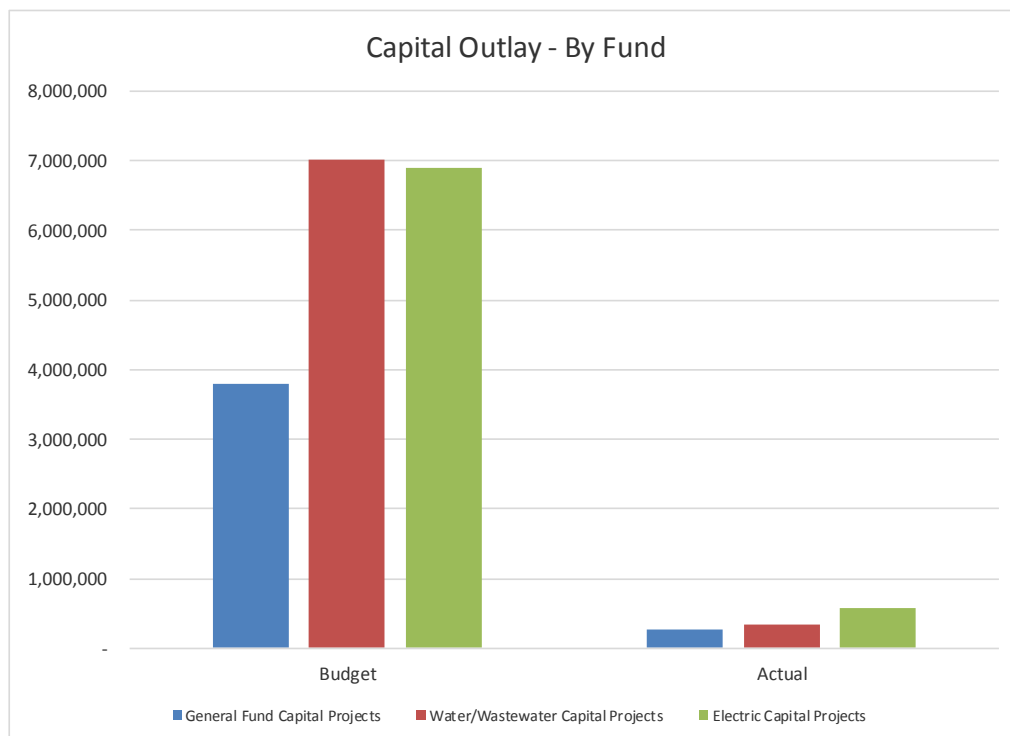
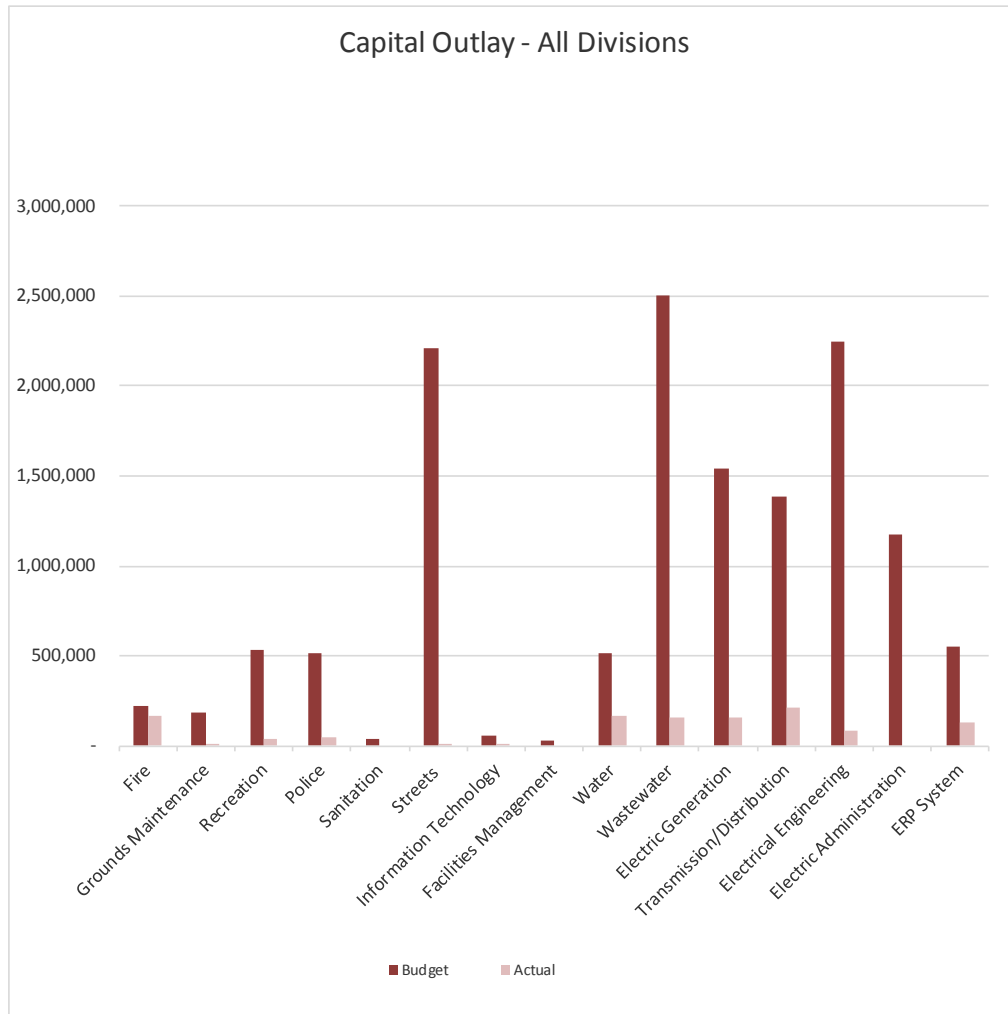


Electric Division % of Budget



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

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 165,032	74%
Grounds Maintenance	188,000	8,700	5%
Recreation	536,100	37,460	7%
Police	512,000	46,118	9%
Sanitation	34,400	-	0%
Streets	2,215,000	2,329	0%
Information Technology	57,600	13,914	24%
Facilities Management	28,800	-	0%
General Fund Capital Projects	\$ 3,794,400	\$ 273,553	7%
<u>Water/Wastewater Fund</u>			
Water	\$ 515,300	\$ 167,445	32%
Wastewater	2,505,200	154,293	6%
Water Treatment Plant	4,000,000	22,985	1%
Water/Wastewater Capital Projects	\$ 7,020,500	\$ 344,723	5%
<u>Electric Fund</u>			
Electric Generation	\$ 1,546,000	\$ 159,535	10%
Transmission/Distribution	1,383,000	209,098	15%
Electrical Engineering	2,245,500	87,874	4%
Electric Administration	1,175,200	-	0%
ERP System	548,000	125,875	23%
Electric Capital Projects	\$ 6,897,700	\$ 582,382	8%
Total Capital Projects	\$ 17,712,600	\$ 1,200,658	7%



October 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) [849/(849+57)]*100 93.71%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	-2.67%
Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS	0.83 Turnovers per year	0.71 Turnovers per year	+0.12 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of November 6, 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.
Lakewood Place Water Main Replacement	19-0005PW	One Time	Public Works	Forwarded to Public Works on 9/19/2018
FY18 Inflow and Infiltration Replacement Project	19-0008PW	One Time	Public Works	Forwarded to Public Works on 10/19/2018
Water/Wastewater Rate Study	19-0009PW	One Time	Public Works	RFP opening scheduled for November 8, 2018 @ 2:00 pm
GIS Inventory Survey for Street Lights	19-0010EL	One Time	Electric	RFP opening scheduled for November 15, 2018 @ 2:00 pm
Joint Arrestors/Fuses Bid	06-2018	Two Year	Procurement	Bid opening scheduled for November 8, 2018 @ 7:00 pm
Joint Insulators Bid	07-2018	Two Year	Procurement	Bid opening scheduled for November 14, 2018 @ 7:00 pm
Joint Anchors/Sleeves Bid	08-2018	Two Year	Procurement	Bid opening scheduled for November 27, 2018 @ 7:00 pm

<u>FUEL USE</u>	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Unleaded:	48,831.4 gallons	45,181.4 gallons
Diesel:	25,027.2 gallons	24,377.2 gallons
Dollars Spent:	\$159,974.13	\$116,831.69

<u>STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)</u>		
Electric:	\$ 416,767.84	315 Line Items
Water:	\$ 20,911.57	55 Line Items
General:	\$ 41,219.16	146 Line Items
Total:	\$ 478,898.57	516 Line Items

<u>Purchase Orders for Stock by Fund</u>		
	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$355,825.66	\$619,254.76
Water:	\$ 73,850.52	\$ 47,271.11
General:	\$ 40,485.02	\$ 46,178.02
Total:	\$470,161.20	\$712,703.89

<u>Issues from Stock by Fund</u>		
	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 388,008.47	\$ 381,981.32
Water:	\$ 53,635.19	\$ 48,711.07
General:	\$ 40,757.92	\$ 47,321.78
*Total:	\$492,886.20	\$ 478,067.43

<u>Warehouse Stock</u>		
	<u>FY 2019</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,009,668.88	\$ 2,238,286.07
Total Line Items:	1,292	1,304

<u>Money Spent for Postage/Postal Services</u>	
<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
\$ 47,623.68	\$ 46,908.63

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