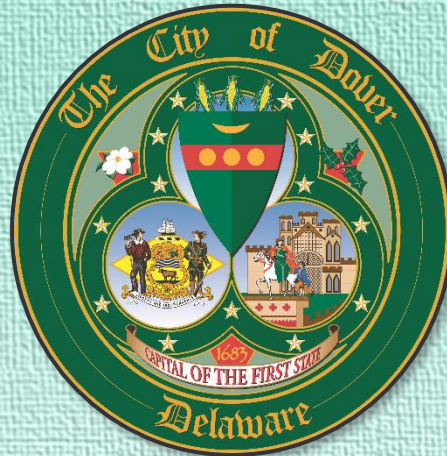


CITY OF DOVER



*Finance Department
&
Procurement and Inventory
MONTHLY REPORT*

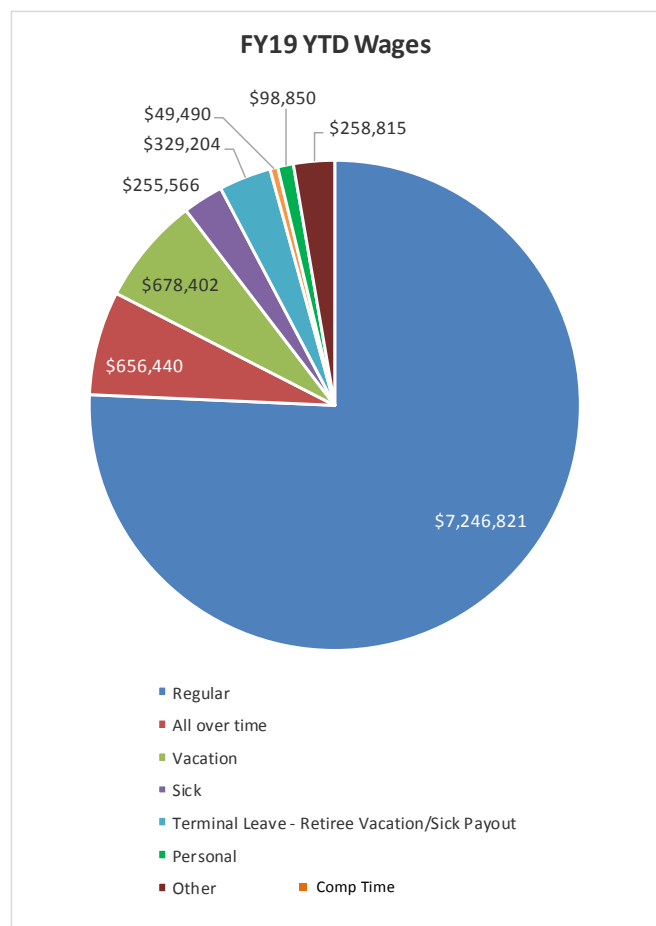
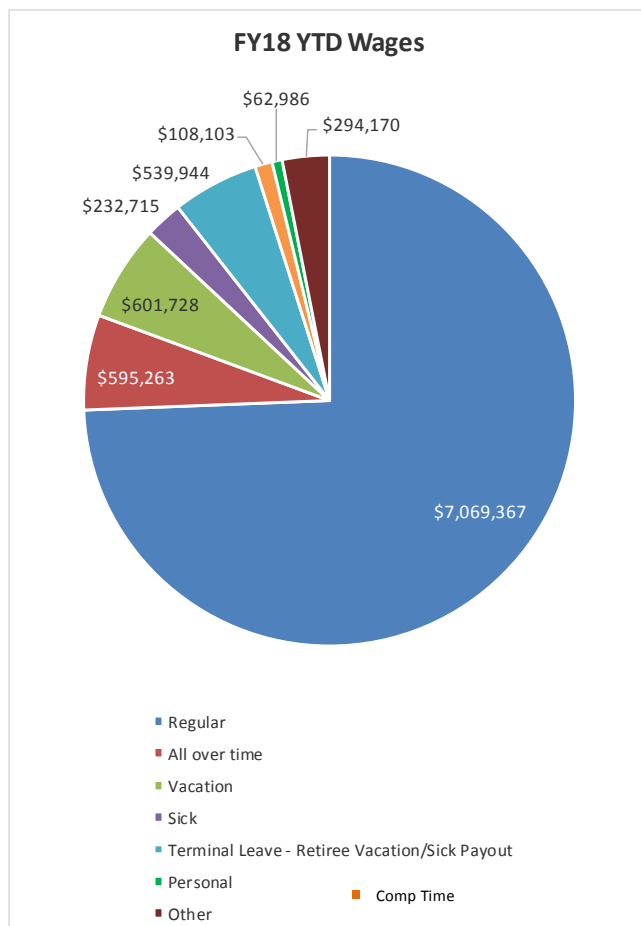
NOVEMBER 2018

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 NOVEMBER 2018

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	2,829	3,061
Total Amount of All Deposits	\$ 63,502,484	\$ 66,601,110
Other Activity		
Number of Pay Periods	11	11
Number of Payroll Checks & Direct Deposits Issued	4,302	4,308
Number of Pension Checks Issued	1,273	1,288
Total Pension Benefits Paid - Defined Benefit Plan	\$ 2,267,948	\$ 2,300,787
ACCOUNTS PAYABLE		
Number of Check Vouchers	2,696	2,945
Number of EFT Vouchers	1,088	1,205
Vouchers Dollar Amount Disbursed	\$ 31,220,479	\$ 33,510,162



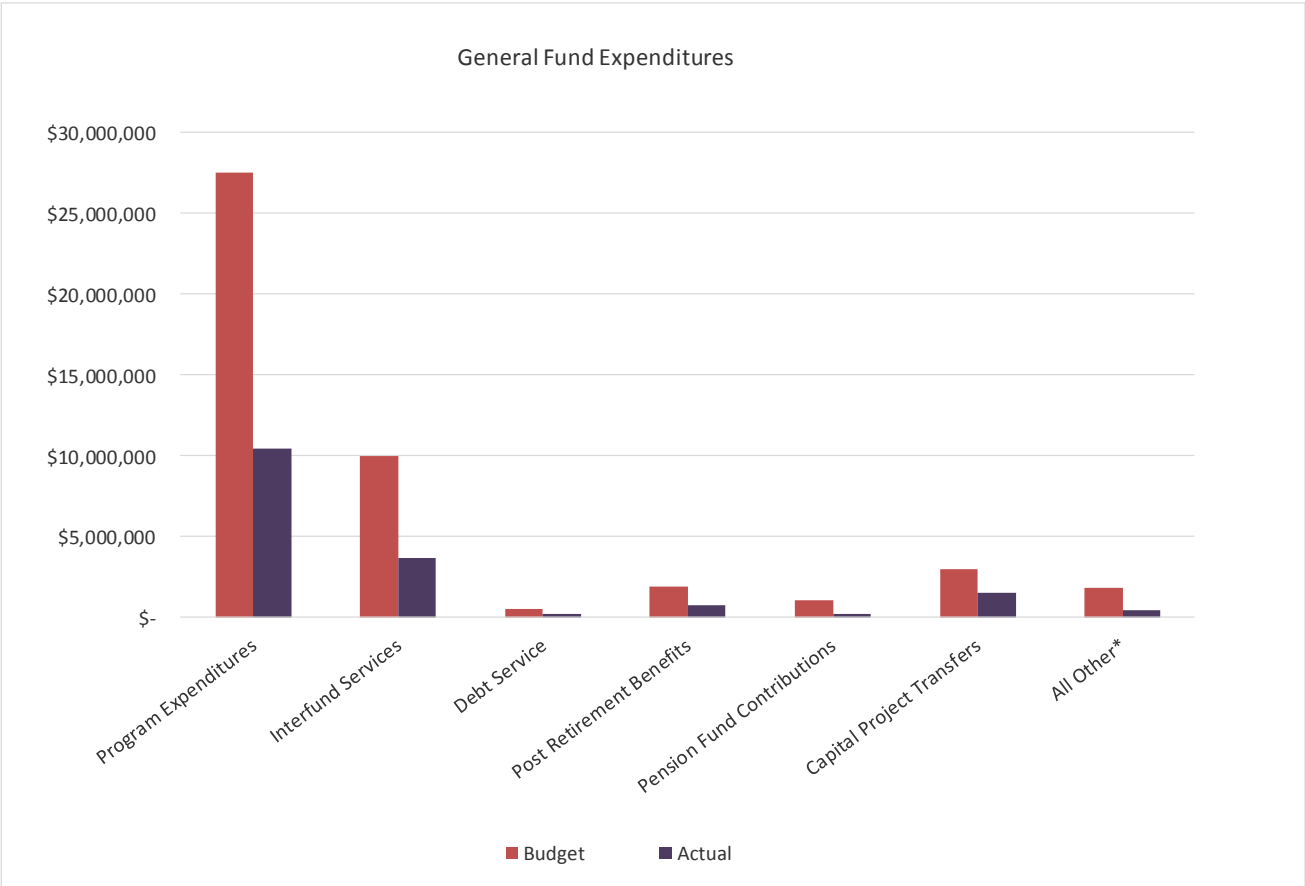
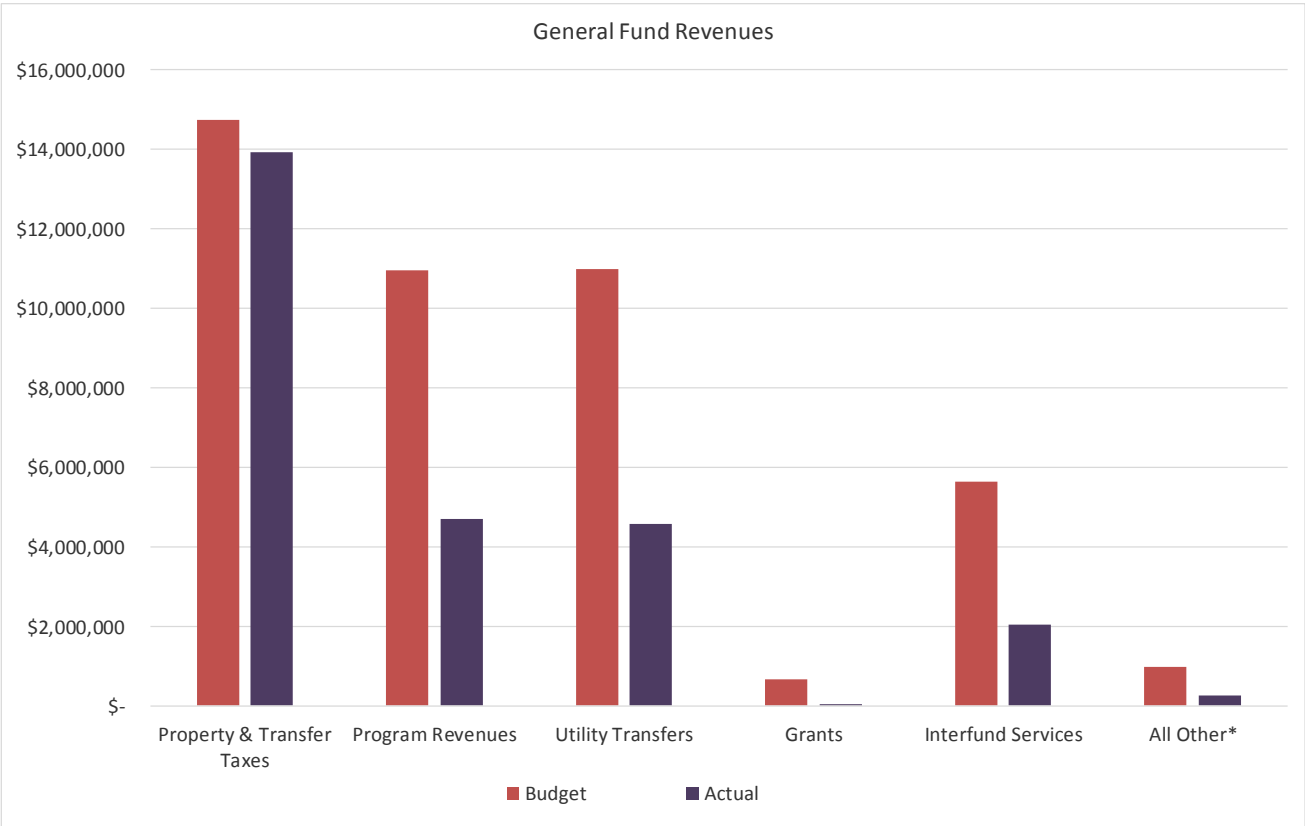
City of Dover
General Fund Summary
Fiscal Year to Date (November 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 13,924,083	95%
Program Revenues	10,947,800	4,707,391	43%
Utility Transfers	11,000,000	4,583,350	42%
Grants	679,500	13,583	2%
Interfund Services	5,640,100	2,041,776	36%
All Other*	978,400	262,029	27%
	<u>\$ 43,979,500</u>	<u>\$ 25,532,212</u>	<u>58%</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	\$ 10,482,918	38%
Interfund Services	9,988,300	3,678,649	37%
Debt Service	500,000	196,825	39%
Post Retirement Benefits	1,894,900	789,550	42%
Pension Fund Contributions	1,051,000	243,750	23%
Capital Project Transfers	3,013,800	1,506,900	50%
All Other*	1,818,000	428,281	24%
	<u>\$ 45,818,700</u>	<u>\$ 17,326,873</u>	<u>38%</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.

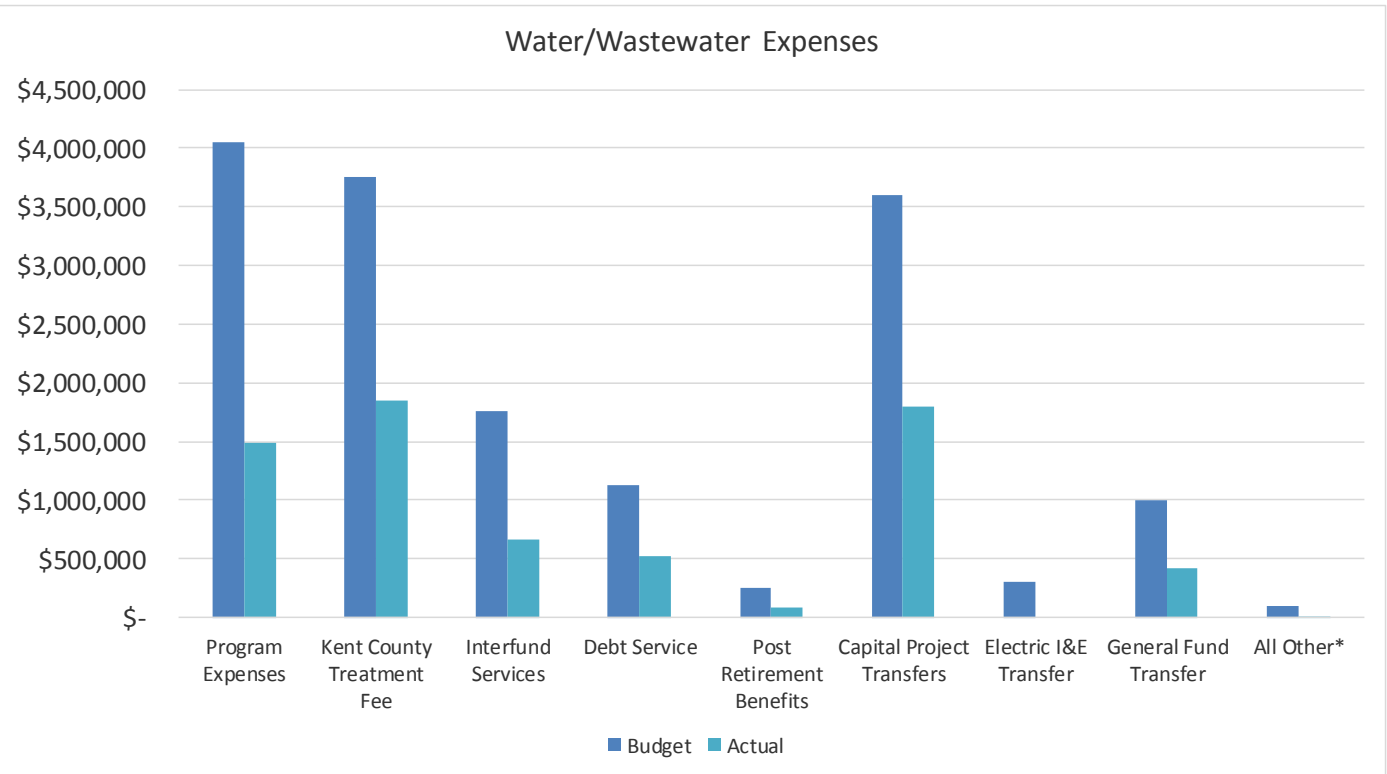
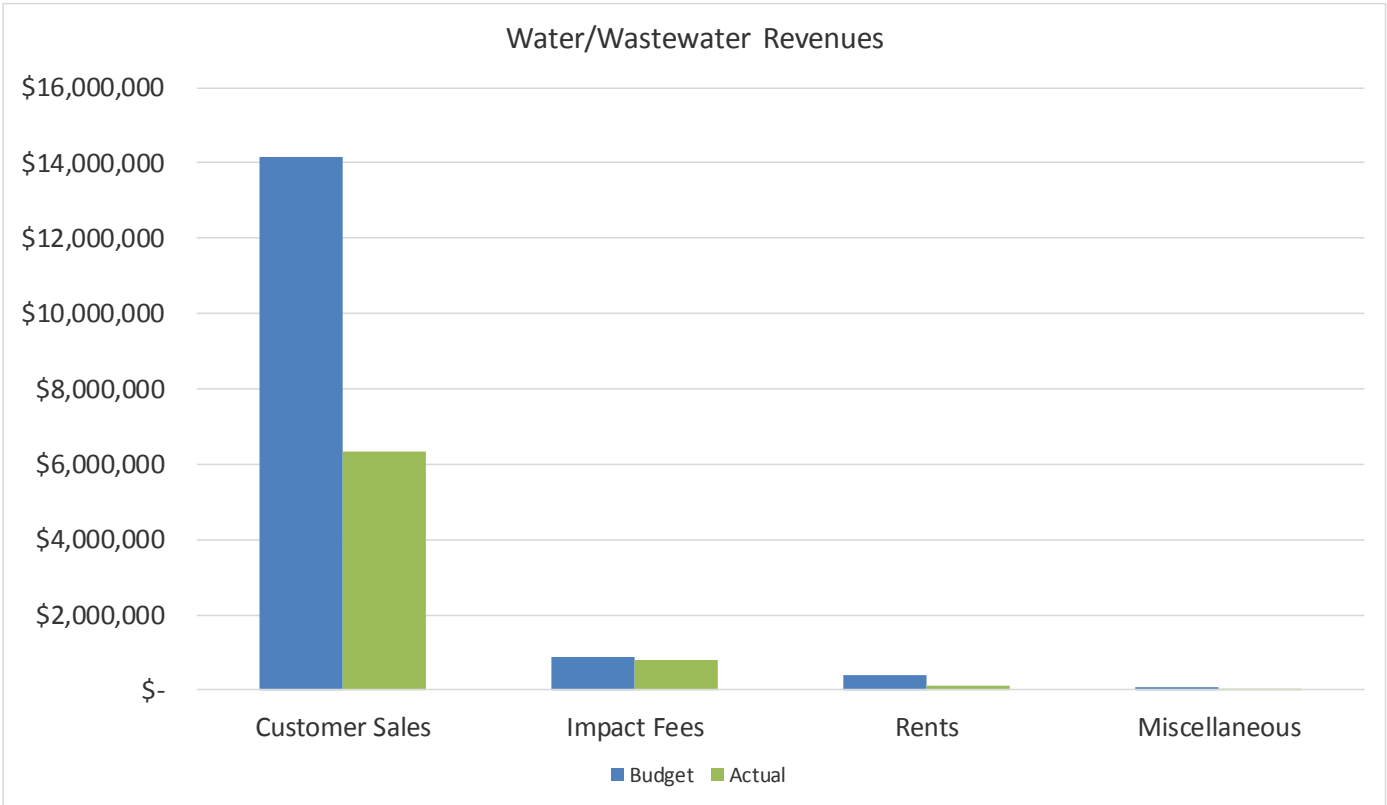


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (November 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 6,317,774	45%
Impact Fees	870,000	782,792	90%
Rents	400,600	123,240	31%
Miscellaneous	69,600	26,135	38%
	<u>\$ 15,490,600</u>	<u>\$ 7,249,941</u>	<u>47%</u>

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 1,491,518	37%
Kent County Treatment Fee	3,750,000	1,843,891	49%
Interfund Services	1,764,600	658,187	37%
Debt Service	1,131,700	523,611	46%
Post Retirement Benefits	256,900	89,720	35%
Capital Project Transfers	3,600,000	1,800,000	50%
Electric I&E Transfer	298,000	-	0%
General Fund Transfer	1,000,000	416,700	42%
All Other*	98,000	12,024	12%
	<u>\$ 15,943,600</u>	<u>\$ 6,835,651</u>	<u>43%</u>

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



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

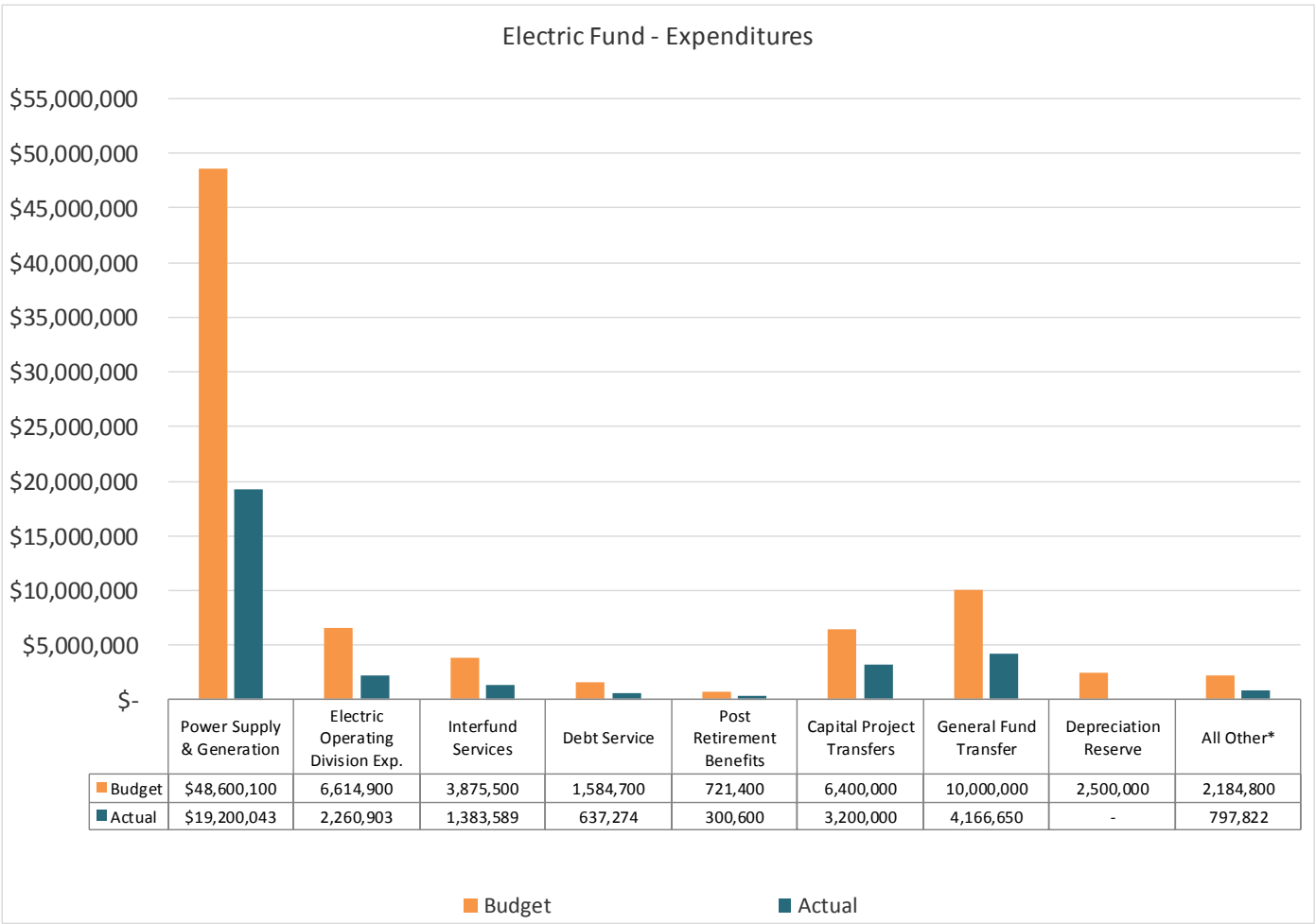
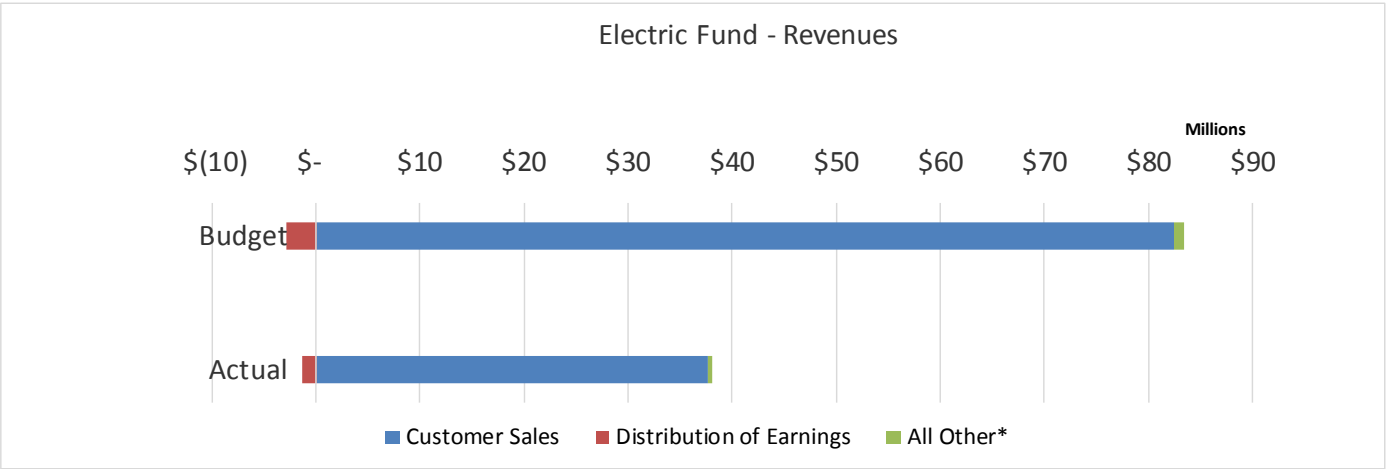
	Revenues		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 37,635,243	46%
Distribution of Earnings	(2,877,400)	(1,317,963)	46%
All Other*	951,200	498,904	52%
	<u>\$ 80,565,500</u>	<u>\$ 36,816,184</u>	<u>46%</u>

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

	Expenditures		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 48,600,100	\$ 19,200,043	40%
Electric Operating Division Exp.	6,614,900	2,260,903	34%
Interfund Services	3,875,500	1,383,589	36%
Debt Service	1,584,700	637,274	40%
Post Retirement Benefits	721,400	300,600	42%
Capital Project Transfers	6,400,000	3,200,000	50%
General Fund Transfer	10,000,000	4,166,650	42%
Depreciation Reserve	2,500,000	-	0%
All Other*	2,184,800	797,822	37%
	<u>\$ 82,481,400</u>	<u>\$ 31,946,881</u>	<u>39%</u>

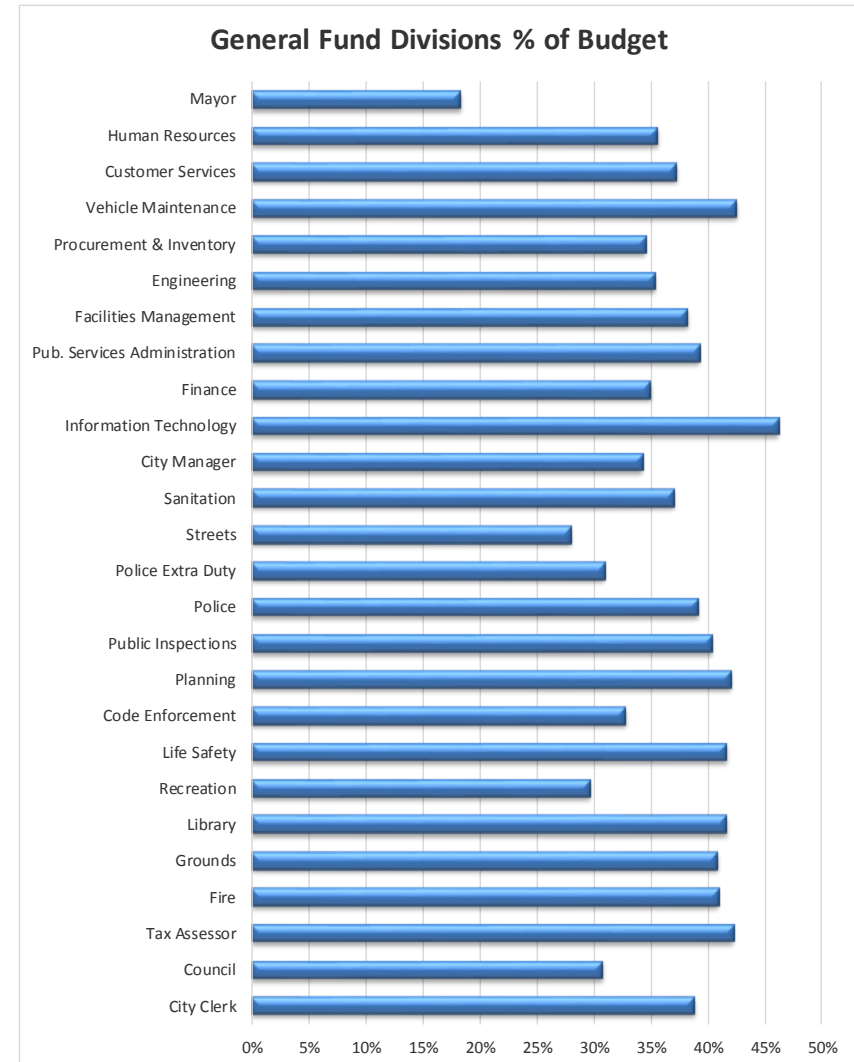
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Other Employment Expenses

<u>Megawatt Hours Sold & Purchased</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	741,430	344,345
Sales per MWh	\$105.63	\$103.78
Purchased/Generated MWh	772,323	357,871
All In MWh Supply & Generation	\$62.93	\$53.65



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 171,801	39%
Council	144,800	44,510	31%
Tax Assessor	244,500	103,126	42%
Fire	789,800	323,267	41%
Grounds	1,195,000	488,557	41%
Library	1,767,400	735,303	42%
Recreation	1,000,600	296,654	30%
Life Safety	504,200	210,046	42%
Code Enforcement	610,500	200,034	33%
Planning	568,200	238,824	42%
Public Inspections	568,100	229,358	40%
Police	16,737,500	6,552,910	39%
Police Extra Duty	600,000	185,369	31%
Streets	1,409,100	394,200	28%
Sanitation	2,475,200	915,753	37%
City Manager	1,005,200	344,083	34%
Information Technology	731,000	337,556	46%
Finance	946,200	330,480	35%
Pub. Services Administration	720,800	282,821	39%
Facilities Management	657,900	250,981	38%
Engineering	277,600	98,074	35%
Procurement & Inventory	721,000	248,666	34%
Vehicle Maintenance	832,500	353,800	42%
Customer Services	1,197,100	446,138	37%
Human Resources	485,600	172,996	36%
Mayor	173,700	31,789	18%
	\$ 36,806,000	\$ 13,987,096	



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

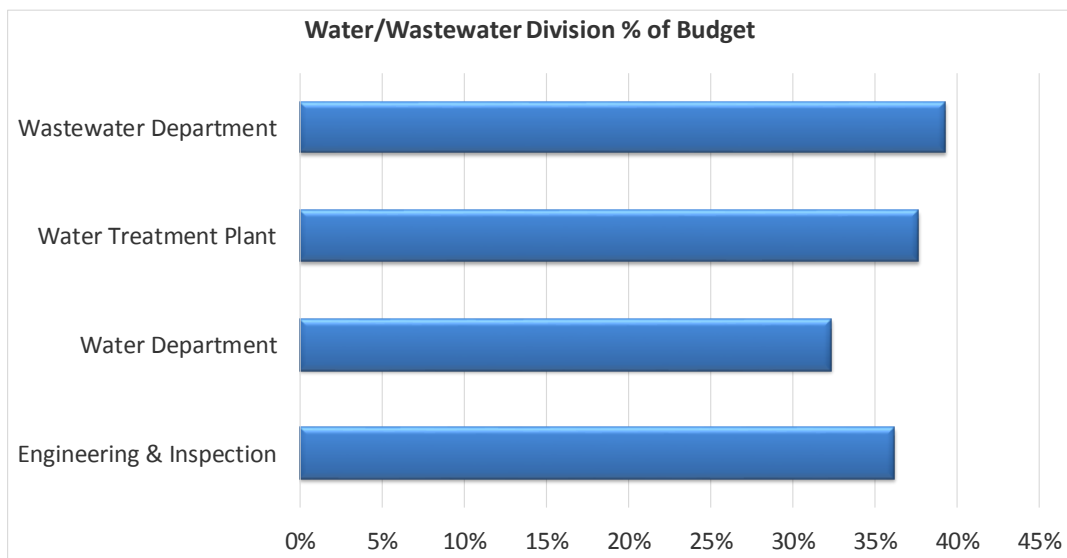
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 181,842	36%
Water Department	750,000	242,639	32%
Water Treatment Plant	1,805,800	679,528	38%
Wastewater Department	986,200	387,509	39%
	<u>\$ 4,044,400</u>	<u>\$ 1,491,518</u>	

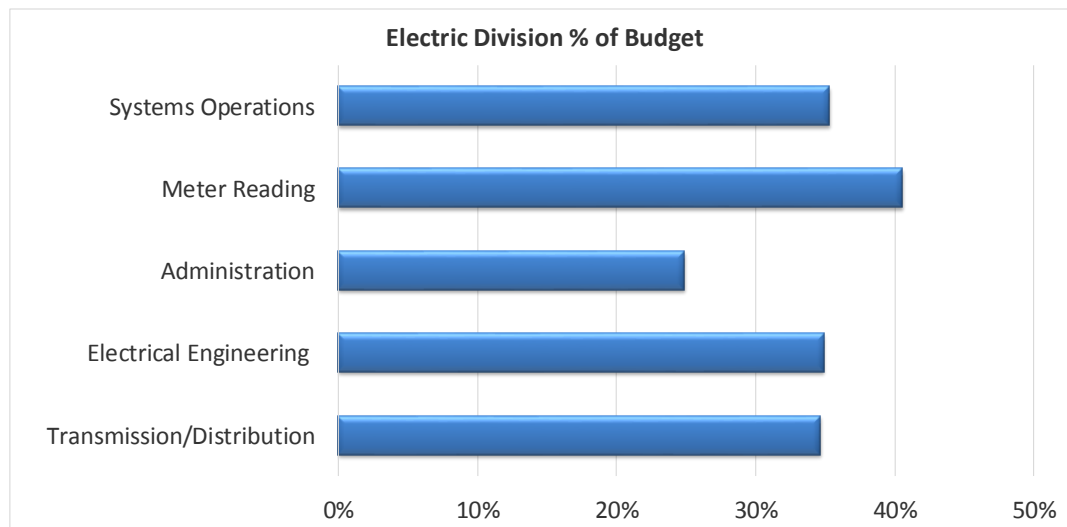
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 1,272,331	35%
Electrical Engineering	1,223,500	426,728	35%
Administration	625,400	155,237	25%
Meter Reading	401,800	162,865	41%
Systems Operations	690,700	243,742	35%
	<u>\$ 6,614,900</u>	<u>\$ 2,260,903</u>	

Water/Wastewater Division % of Budget

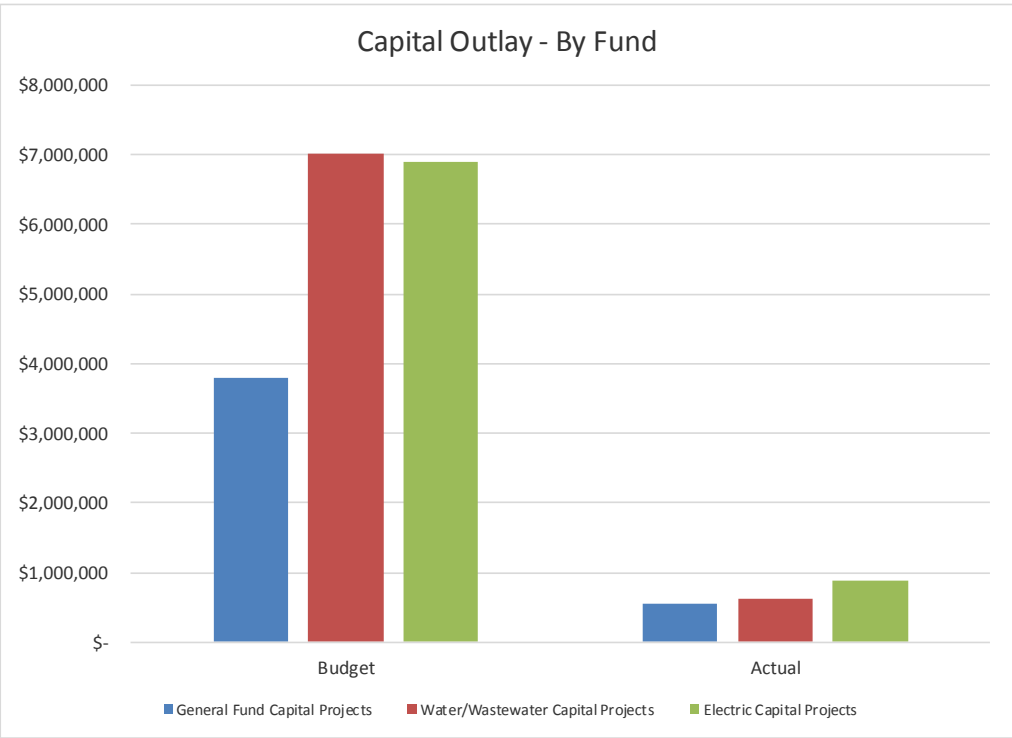
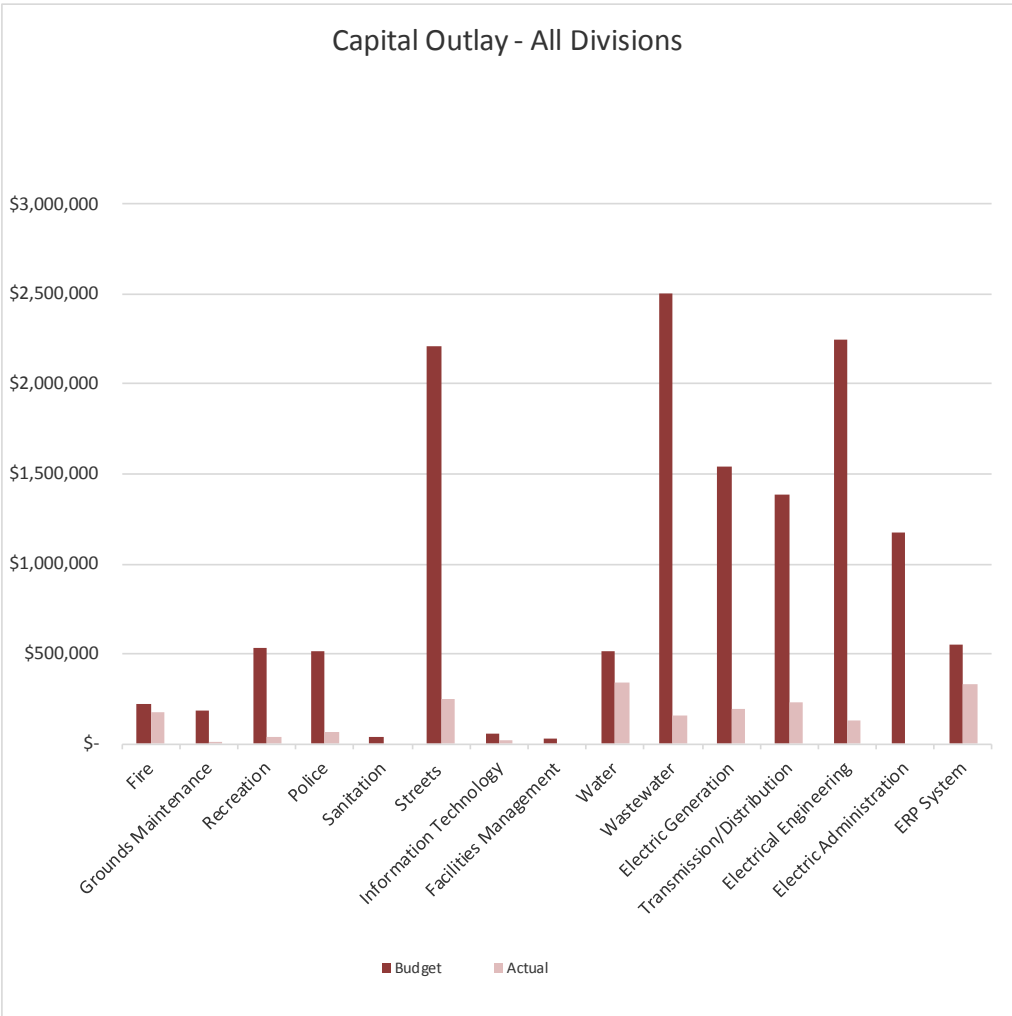


Electric Division % of Budget



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

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 171,504	77%
Grounds Maintenance	188,000	8,700	5%
Recreation	536,100	37,460	7%
Police	512,000	65,197	13%
Sanitation	34,400	-	0%
Streets	2,215,000	251,531	11%
Information Technology	57,600	15,541	27%
Facilities Management	28,800	-	0%
General Fund Capital Projects	\$ 3,794,400	\$ 549,933	14%
<u>Water/Wastewater Fund</u>			
Water	\$ 515,300	\$ 343,727	67%
Wastewater	2,505,200	154,293	6%
Water Treatment Plant	4,000,000	130,279	3%
Water/Wastewater Capital Projects	\$ 7,020,500	\$ 628,299	9%
<u>Electric Fund</u>			
Electric Generation	\$ 1,546,000	\$ 194,466	13%
Transmission/Distribution	1,383,000	229,534	17%
Electrical Engineering	2,245,500	125,417	6%
Electric Administration	1,175,200	-	0%
ERP System	548,000	330,212	60%
Electric Capital Projects	\$ 6,897,700	\$ 879,629	13%
Total Capital Projects	\$ 17,712,600	\$ 2,057,861	12%



November 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) [1765/(1765+68)]*100 96.53%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	+0.15%
<i>Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS</i>	0.69 Turnovers per year	0.80 Turnovers per year	-0.11 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	Status as of December 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	Forwarded to Public Works on 11/08/2018
GIS Inventory Survey for Street Lights	19-0010EL	One Time	Electric	Forwarded to Electric on 11/16/2018
Tree Trimming Bid	19-0011EL	Three Year	Electric	Bid opening scheduled for 12/13/2018 @ 2:00 pm
Joint Crossarm and Braces Bid	09-2018	Two Year	Procurement	Forwarded to Electric on 12/4/2018
Joint PVC Bid	12-2018	One Year	Procurement	Bid opening scheduled for 12/20/2018 @ 7:00 pm
Design and Construction of Parks and Recreation Building	19-0012PR	One Time	Parks & Rec	Bid opening scheduled for 01/08/2019 @ 2:00pm

FUEL USE FY 2019 TO DATE FY 2018 TO DATE

Unleaded:	56,757.9 gallons	55,407.0 gallons
Diesel:	31,761.6 gallons	31,548.3 gallons
Dollars Spent:	\$193,492.51	\$149,415.38

STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 415,333.57	314 Line Items
Water:	\$ 19,186.39	43 Line Items
General:	\$ 41,117.21	147 Line Items
Total:	\$ 475,637.17	504 Line Items

Purchase Orders for Stock by Fund

	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$403,707.07	\$717,408.95
Water:	\$ 75,033.53	\$ 50,359.27
General:	\$ 53,136.94	\$ 48,819.72
Total:	\$531,926.54	\$816,587.94

Issues from Stock by Fund

	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 435,355.32	\$ 614,198.94
Water:	\$ 73,916.58	\$ 58,494.26
General:	\$ 47,526.27	\$ 59,412.22
*Total:	\$567,282.79	\$ 732,149.20

Warehouse Stock

	<u>FY 2019</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,037,731.44	\$ 2,238,286.07
Total Line Items:	1,297	1,304

Money Spent for Postage/Postal Services

<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
\$ 57,382.51	\$ 57,335.40

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