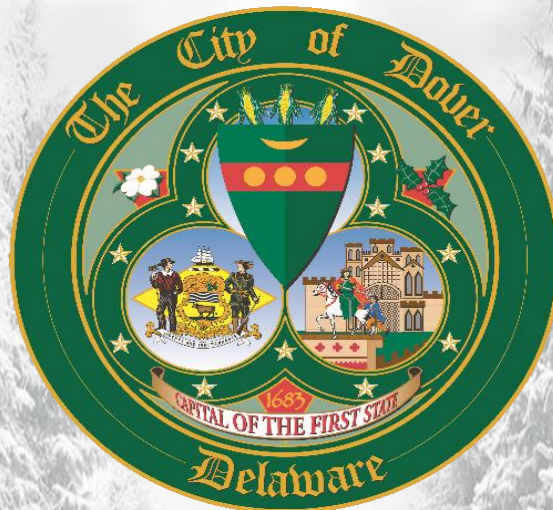


CITY OF DOVER



Finance Department & Procurement and Inventory

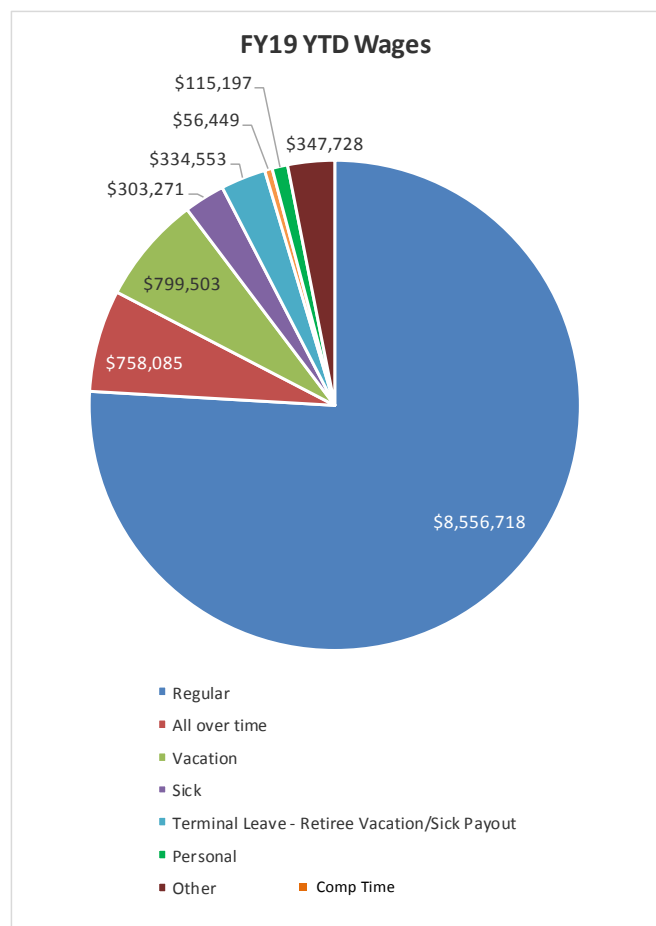
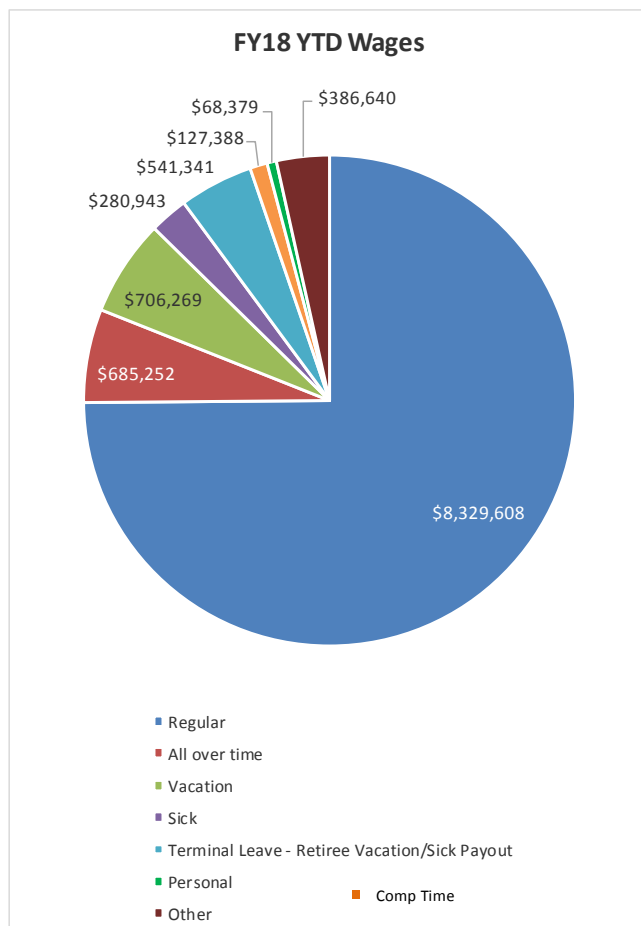
MONTHLY REPORT December 2018

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 DECEMBER 2018

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand , ACH & Wire , Lockbox)	3,330	3,576
Total Amount of All Deposits	\$ 71,945,576	\$ 75,062,026
Other Activity		
Number of Pay Periods	13	13
Number of Payroll Checks & Direct Deposits Issued	5,066	5,081
Number of Pension Checks Issued	1,529	1,545
Total Pension Benefits Paid - Defined Benefit Plan	\$ 2,725,445	\$ 2,768,435
ACCOUNTS PAYABLE		
Number of Check Vouchers	3,101	3,307
Number of EFT Vouchers	1,254	1,322
Vouchers Dollar Amount Disbursed	\$ 36,652,703	\$ 35,521,174



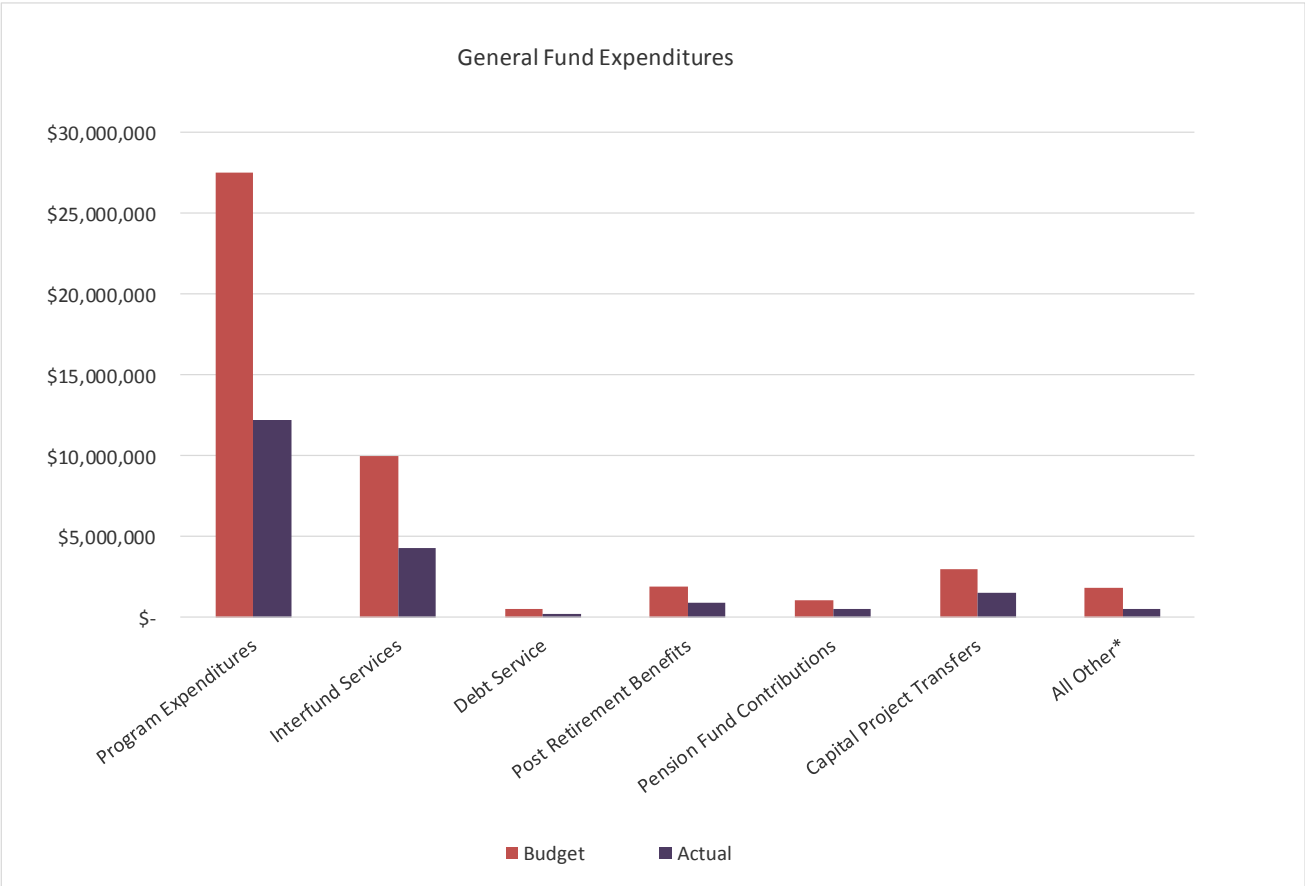
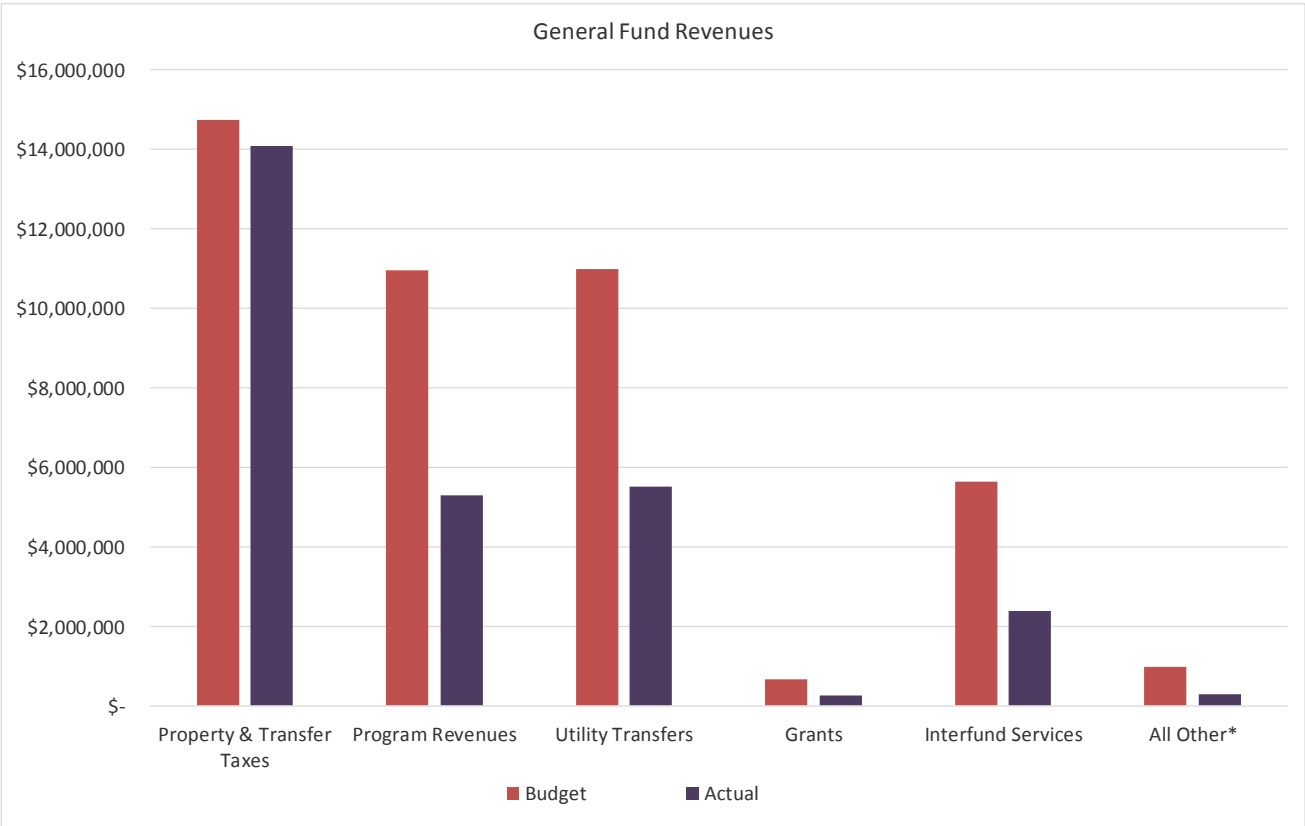
City of Dover
General Fund Summary
Fiscal Year to Date (December 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 14,077,852	96%
Program Revenues	10,947,800	5,309,429	48%
Utility Transfers	11,000,000	5,500,020	50%
Grants	679,500	262,834	39%
Interfund Services	5,640,100	2,387,094	42%
All Other*	978,400	302,258	31%
	<u>\$ 43,979,500</u>	<u>\$ 27,839,487</u>	<u>63%</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	\$ 12,219,118	44%
Interfund Services	9,988,300	4,270,043	43%
Debt Service	500,000	236,299	47%
Post Retirement Benefits	1,894,900	947,460	50%
Pension Fund Contributions	1,051,000	541,751	52%
Capital Project Transfers	3,013,800	1,506,900	50%
All Other*	1,818,000	495,107	27%
	<u>\$ 45,818,700</u>	<u>\$ 20,216,678</u>	<u>44%</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.

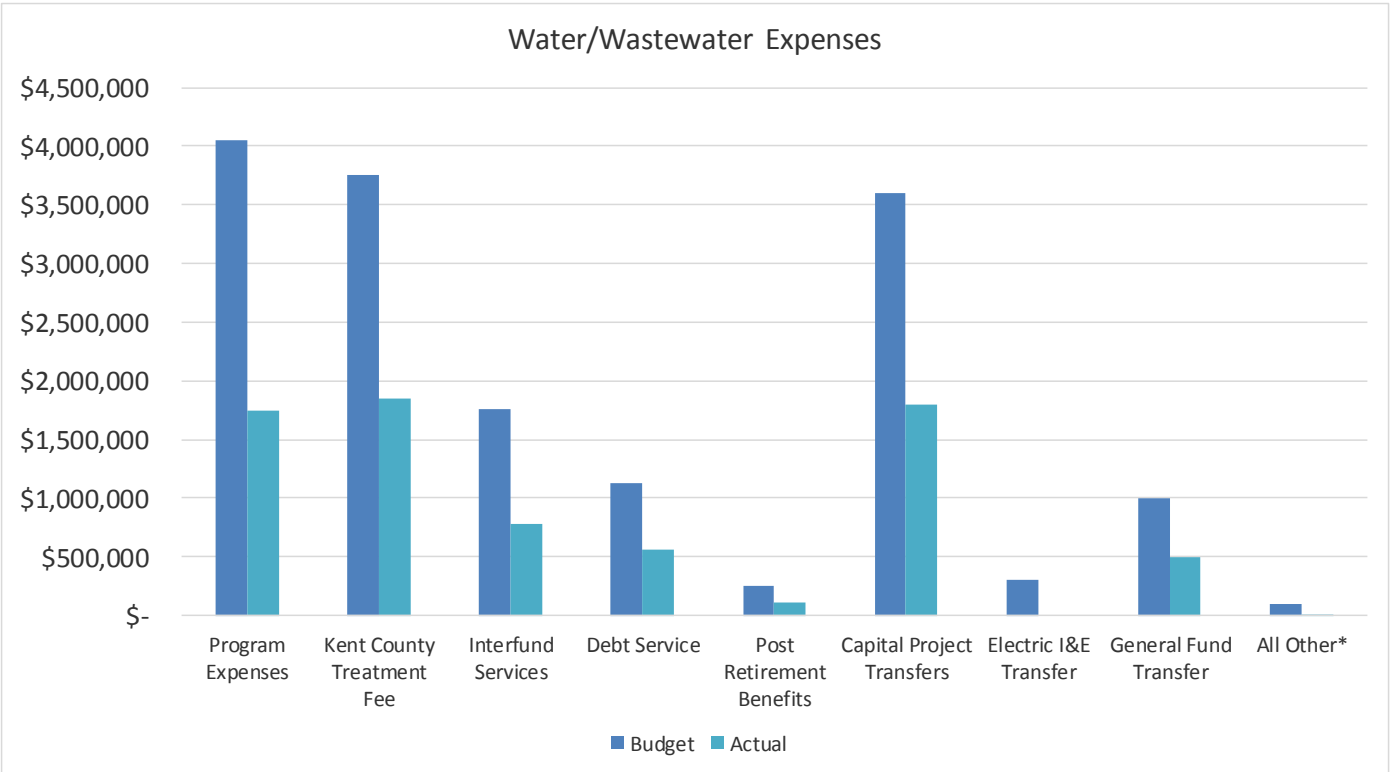
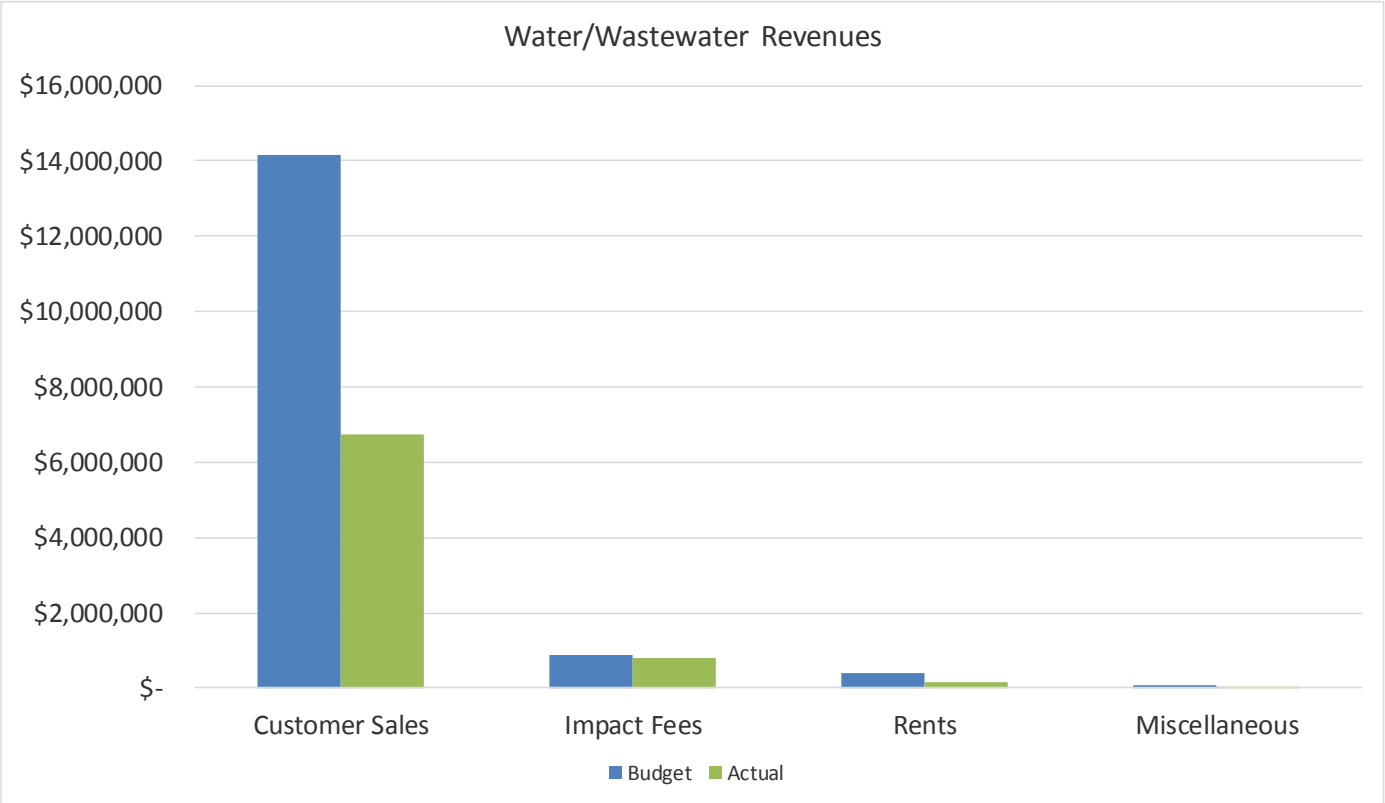


City of Dover
Water/Wastewater Fund Summary
Fiscal Year to Date (December 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 6,735,758	48%
Impact Fees	870,000	798,792	92%
Rents	400,600	173,463	43%
Miscellaneous	69,600	31,027	45%
	<u>\$ 15,490,600</u>	<u>\$ 7,739,040</u>	<u>50%</u>

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 1,750,898	43%
Kent County Treatment Fee	3,750,000	1,843,891	49%
Interfund Services	1,764,600	775,967	44%
Debt Service	1,131,700	566,294	50%
Post Retirement Benefits	256,900	107,680	42%
Capital Project Transfers	3,600,000	1,800,000	50%
Electric I&E Transfer	298,000	-	0%
General Fund Transfer	1,000,000	500,040	50%
All Other*	98,000	13,130	13%
	<u>\$ 15,943,600</u>	<u>\$ 7,357,900</u>	<u>46%</u>

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



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

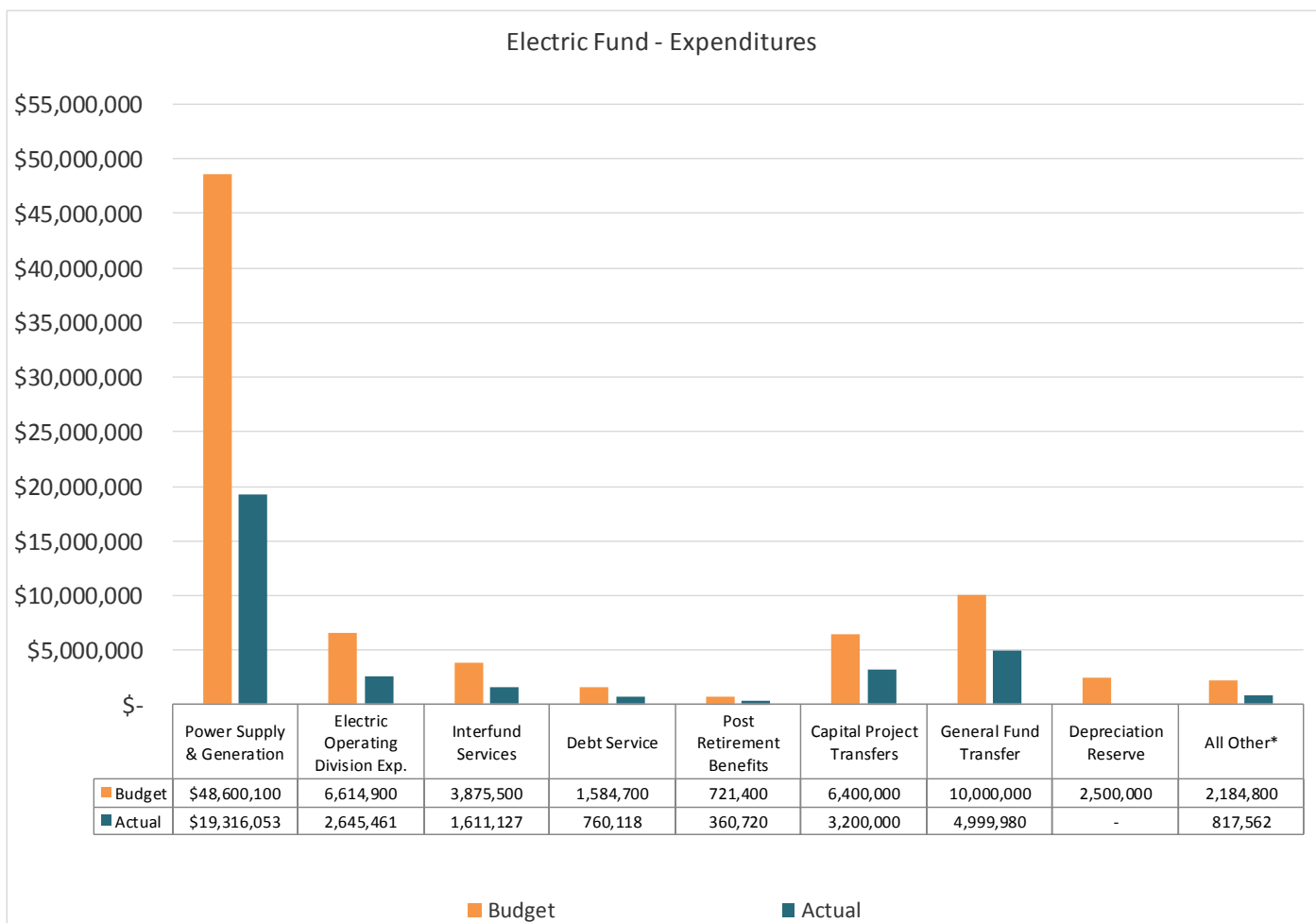
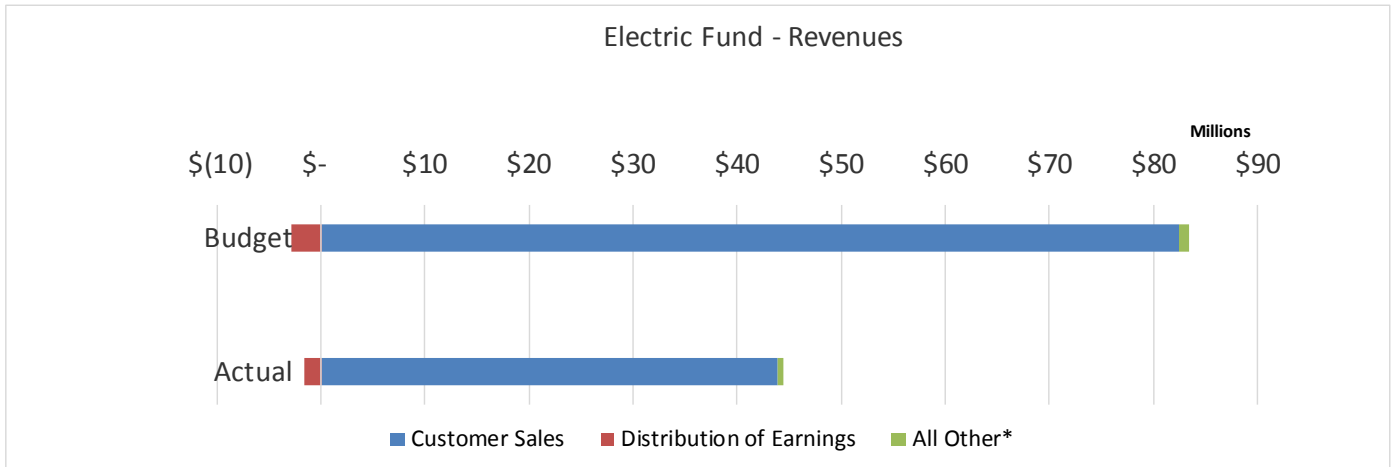
	Revenues		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 43,844,554	53%
Distribution of Earnings	(2,877,400)	(1,531,006)	53%
All Other*	951,200	553,730	58%
	<u>\$ 80,565,500</u>	<u>\$ 42,867,278</u>	<u>53%</u>

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

	Expenditures		
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 48,600,100	\$ 19,316,053	40%
Electric Operating Division Exp.	6,614,900	2,645,461	40%
Interfund Services	3,875,500	1,611,127	42%
Debt Service	1,584,700	760,118	48%
Post Retirement Benefits	721,400	360,720	50%
Capital Project Transfers	6,400,000	3,200,000	50%
General Fund Transfer	10,000,000	4,999,980	50%
Depreciation Reserve	2,500,000	-	0%
All Other*	2,184,800	817,562	37%
	<u>\$ 82,481,400</u>	<u>\$ 33,711,021</u>	<u>41%</u>

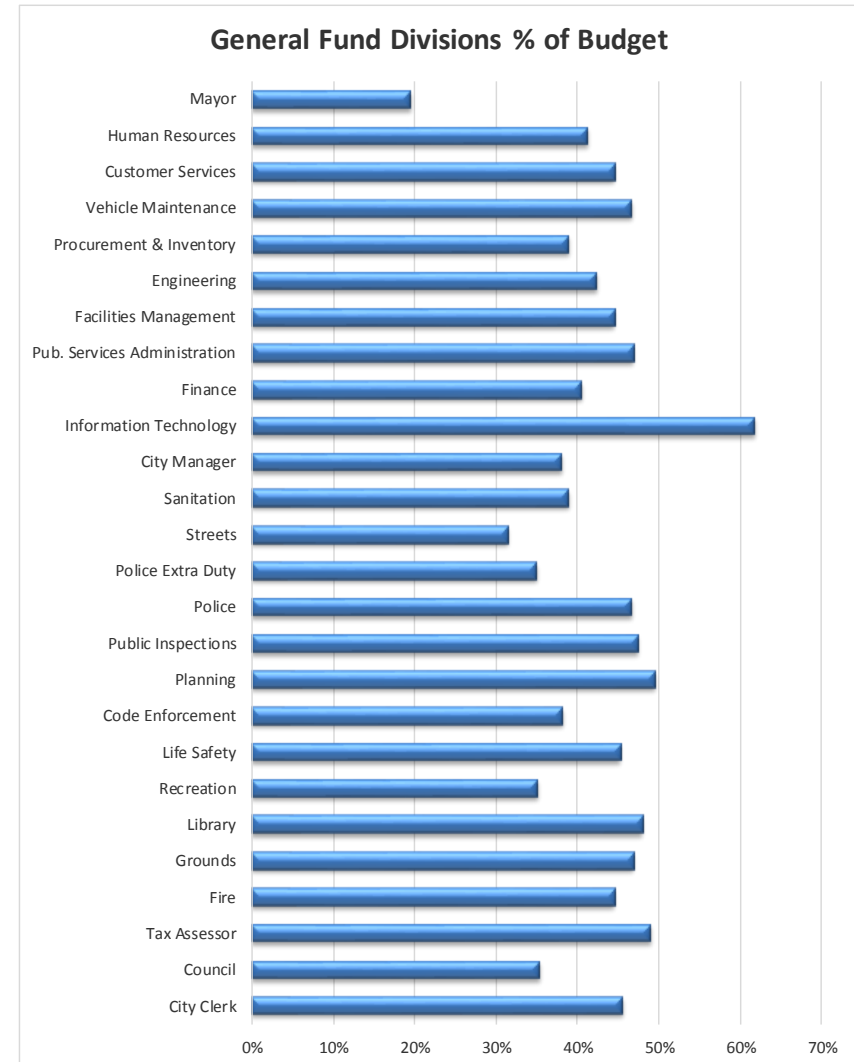
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Other Employment Expenses

<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	\$120.92
Purchased/Generated MWh	772,323	357,871
All In MWh Supply & Generation	\$62.93	\$53.97



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 201,634	46%
Council	144,800	51,113	35%
Tax Assessor	244,500	119,611	49%
Fire	789,800	351,726	45%
Grounds	1,195,000	560,140	47%
Library	1,767,400	848,142	48%
Recreation	1,000,600	351,177	35%
Life Safety	504,200	228,150	45%
Code Enforcement	610,500	232,699	38%
Planning	568,200	280,992	49%
Public Inspections	568,100	269,172	47%
Police	16,737,500	7,807,041	47%
Police Extra Duty	600,000	209,543	35%
Streets	1,409,100	442,165	31%
Sanitation	2,475,200	961,258	39%
City Manager	1,005,200	382,051	38%
Information Technology	731,000	450,770	62%
Finance	946,200	383,452	41%
Pub. Services Administration	720,800	337,985	47%
Facilities Management	657,900	292,994	45%
Engineering	277,600	117,442	42%
Procurement & Inventory	721,000	280,627	39%
Vehicle Maintenance	832,500	387,925	47%
Customer Services	1,197,100	532,804	45%
Human Resources	485,600	200,228	41%
Mayor	173,700	33,849	19%
	<u>\$ 36,806,000</u>	<u>\$ 16,314,690</u>	



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

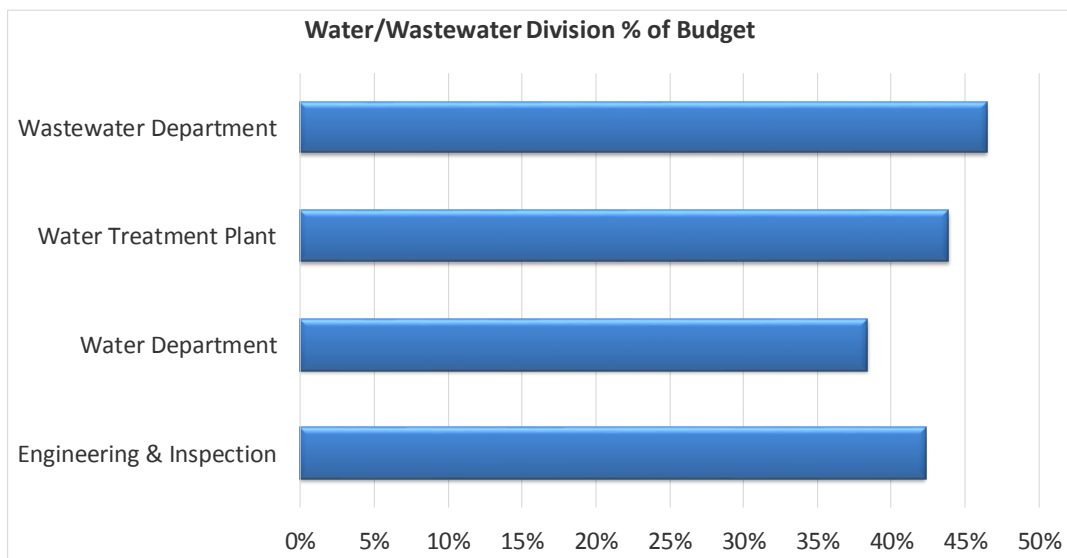
Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 212,460	42%
Water Department	750,000	287,954	38%
Water Treatment Plant	1,805,800	792,388	44%
Wastewater Department	986,200	458,096	46%
	<u>\$ 4,044,400</u>	<u>\$ 1,750,898</u>	

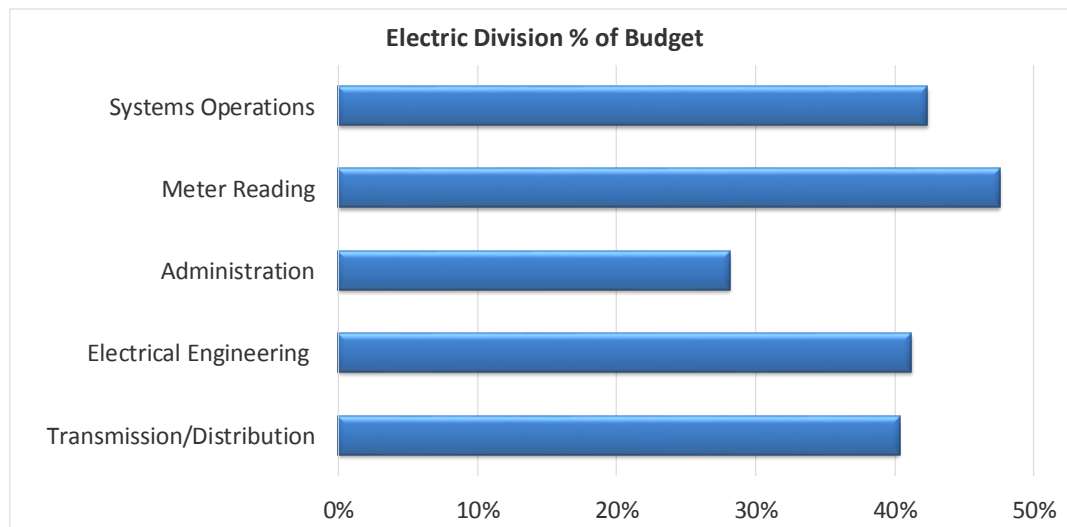
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 1,482,577	40%
Electrical Engineering	1,223,500	503,874	41%
Administration	625,400	175,737	28%
Meter Reading	401,800	191,055	48%
Systems Operations	690,700	292,218	42%
	<u>\$ 6,614,900</u>	<u>\$ 2,645,461</u>	

Water/Wastewater Division % of Budget

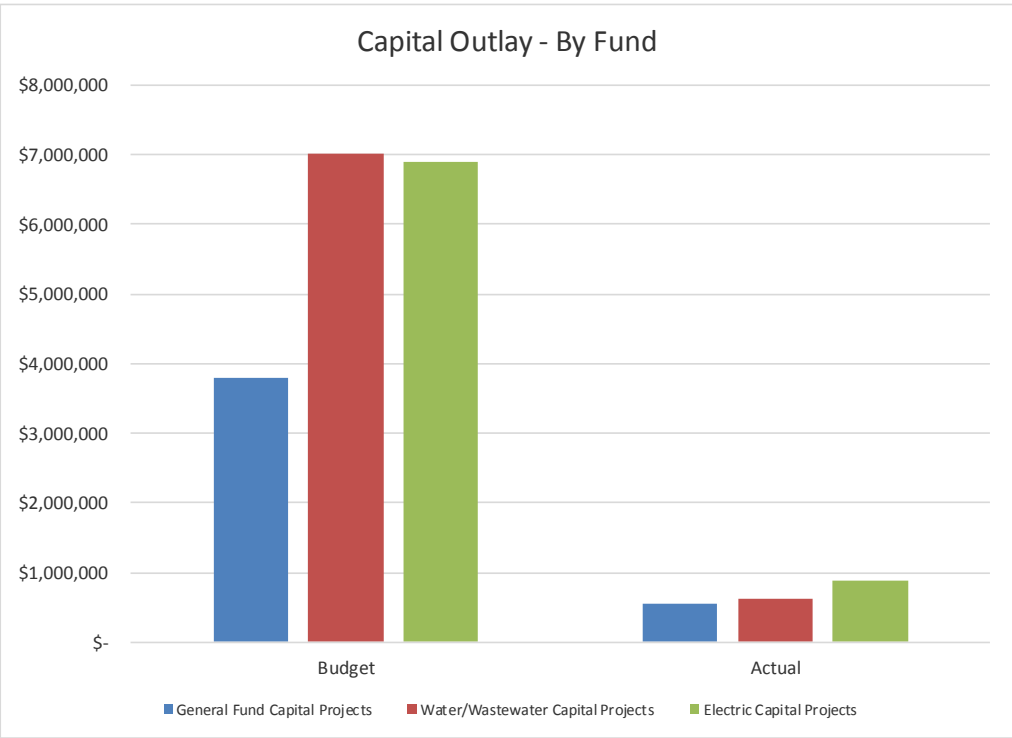
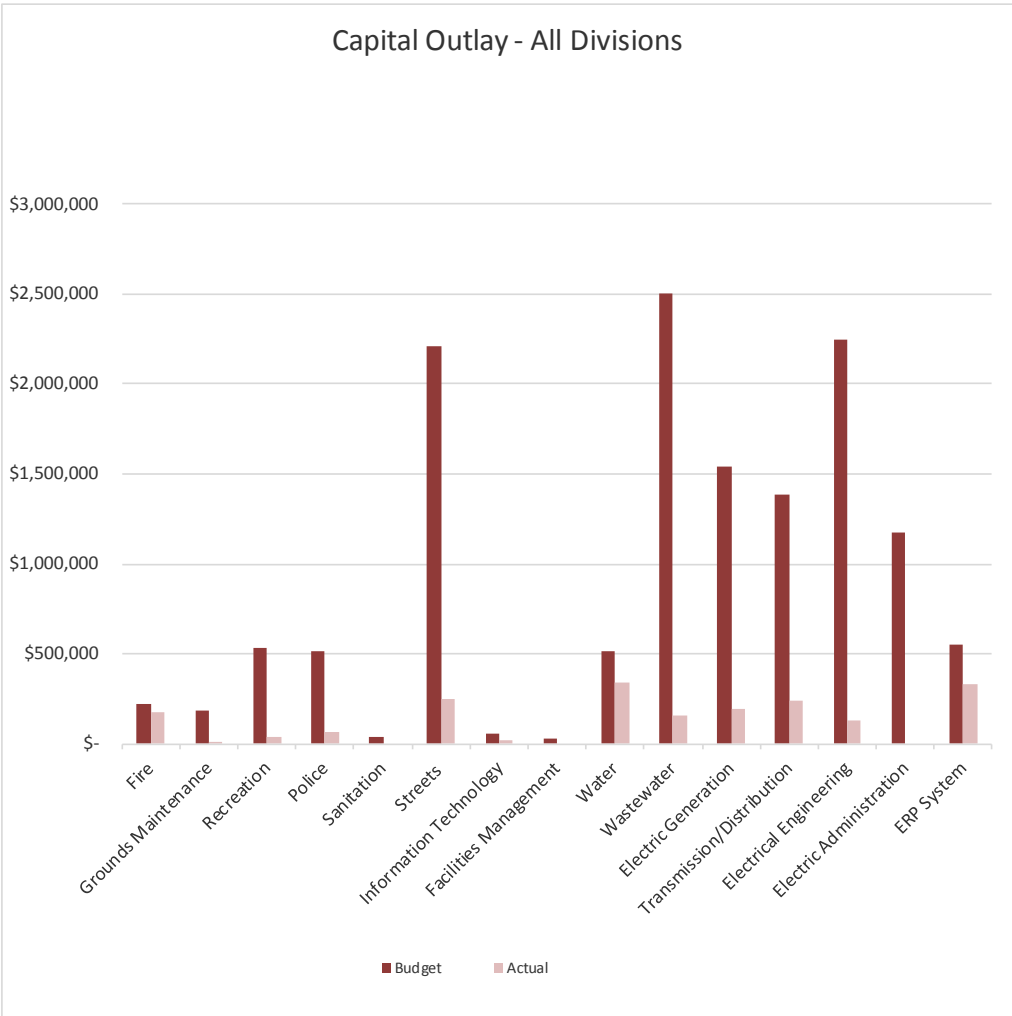


Electric Division % of Budget



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

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 177,977	80%
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	\$ 556,406	15%
<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	\$ 195,936	13%
Transmission/Distribution	1,383,000	236,433	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	\$ 887,998	13%
Total Capital Projects	\$ 17,712,600	\$ 2,072,703	12%



December 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) [2,064/(2,064+74)]*100 96.41%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	+0.03%
Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS	0.66 Turnovers per year	0.79 Turnovers per year	-0.13 Turnovers per year

BID STATUS

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of December 7, 2018
Ambulance Services	19-0001CM	Three Year	City Manager	Forwarded to Kay Sass on 7/30/2018.
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	Forwarded to Electric on 12/13/2018

FUEL USE	FY 2019 TO DATE	FY 2018 TO DATE	STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)	
Unleaded:	66,379 gallons	65,061 gallons	Electric:	\$ 450,756.64 318 Line Items
Diesel:	37,284 gallons	37,696 gallons	Water:	\$ 19,186.39 43 Line Items
Dollars Spent:	\$220,492.33	\$179,278.24	General:	\$ 41,399.18 150 Line Items
			Total:	\$ 511,342.21 511 Line Items

Purchase Orders for Stock by Fund		
	FY 2019 TO DATE	FY 2018 TO DATE
Electric:	\$424,744.27	\$780,327.88
Water:	\$ 75,706.39	\$ 77,292.26
General:	\$ 56,844.52	\$ 61,038.06
Total:	\$557,344.18	\$918,658.20

Issues from Stock by Fund		
	FY 2019 TO DATE	FY 2018 TO DATE
Electric:	\$477,781.48	\$ 726,648.63
Water:	\$ 87,148.26	\$ 67,180.60
General:	\$ 55,323.81	\$ 66,477.15
*Total:	\$630,892.01	\$ 860,359.64

Warehouse Stock		
	FY2019	FY2018
Total Dollar Value:	\$ 2,116,215.53	\$ 2,259,465.83
Total Line Items:	1,296	1,312

Money Spent for Postage/Postal Services		
	FY 2019 TO DATE	FY2018 TO DATE
	\$67,582.07	\$67,042.52

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