

CITY OF DOVER

Finance Department & Procurement and Inventory

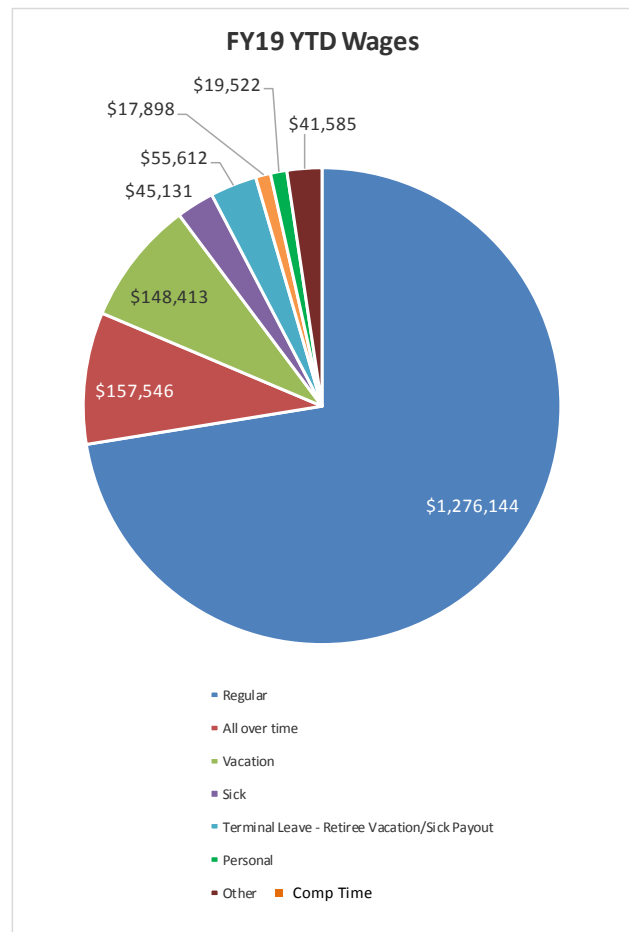
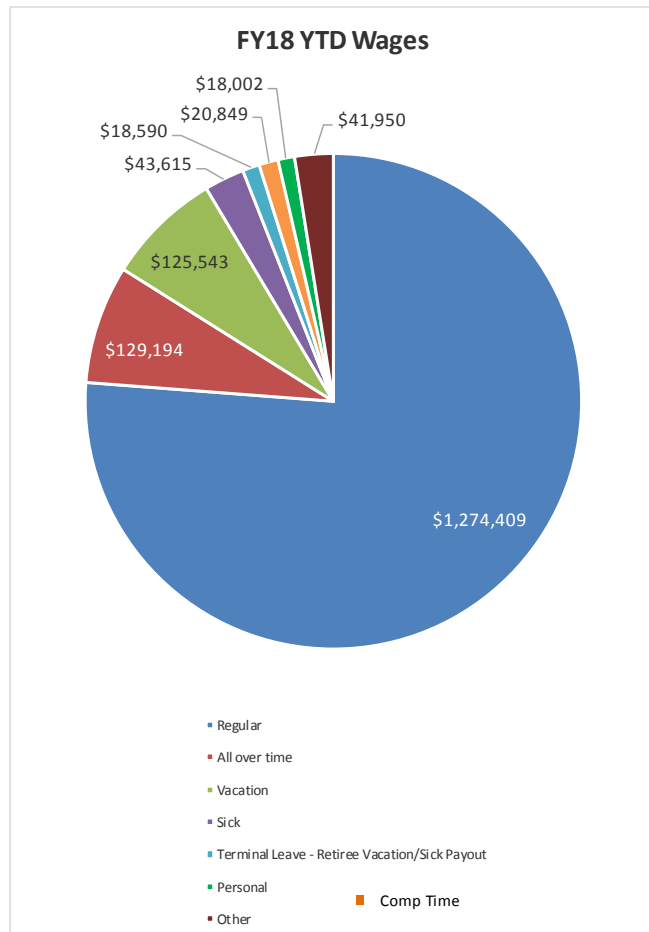
MONTHLY
REPORT
JULY 2018

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 JULY 2018

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY18 YTD	FY19 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	414	637
Total Amount of All Deposits	\$ 21,989,047	\$ 19,646,044
Other Activity		
Number of Pay Periods	2	2
Number of Payroll Checks & Direct Deposits Issued	798	796
Number of Pension Checks Issued	253	257
Total Pension Benefits Paid - Defined Benefit Plan	\$ 442,474	\$ 459,597
ACCOUNTS PAYABLE		
Number of Check Vouchers	305	477
Number of EFT Vouchers	129	211
Vouchers Dollar Amount Disbursed	\$ 5,652,744	\$ 7,712,387



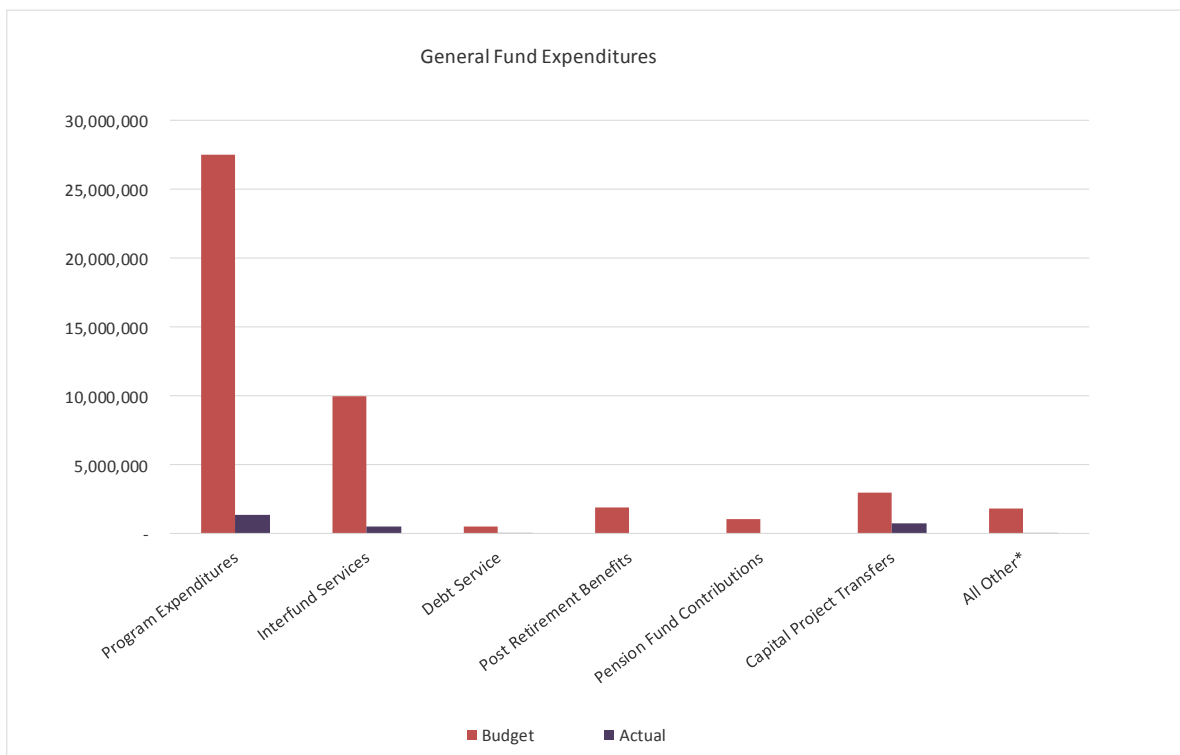
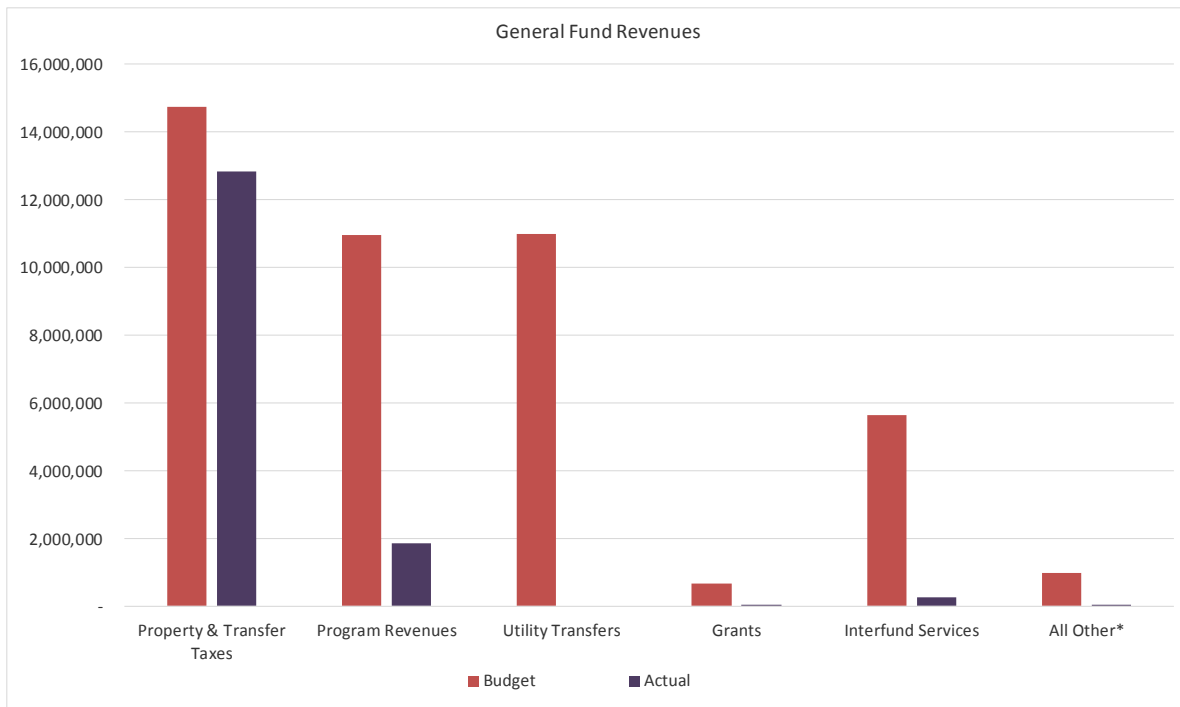
City of Dover
General Fund Summary
Fiscal Year to Date (July 2018)

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,733,700	\$ 12,828,950	87%
Program Revenues	10,947,800	1,860,278	17%
Utility Transfers	11,000,000	-	0%
Grants	679,500	10,900	2%
Interfund Services	5,640,100	250,726	4%
All Other*	978,400	2,478	0%
	<u>\$ 43,979,500</u>	<u>\$ 14,953,332</u>	<u>34%</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	\$ 1,384,280	5%
Interfund Services	9,988,300	489,266	5%
Debt Service	500,000	39,559	8%
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	68,359	4%
	<u>\$ 45,818,700</u>	<u>\$ 2,734,914</u>	<u>6%</u>

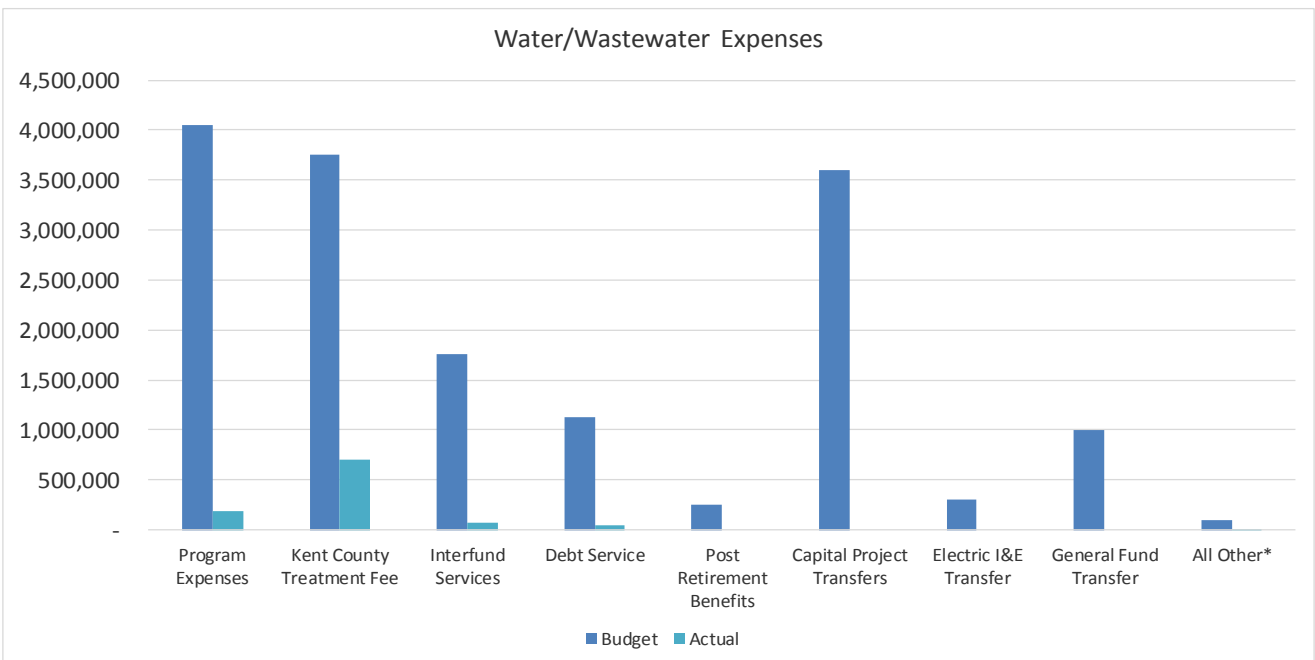
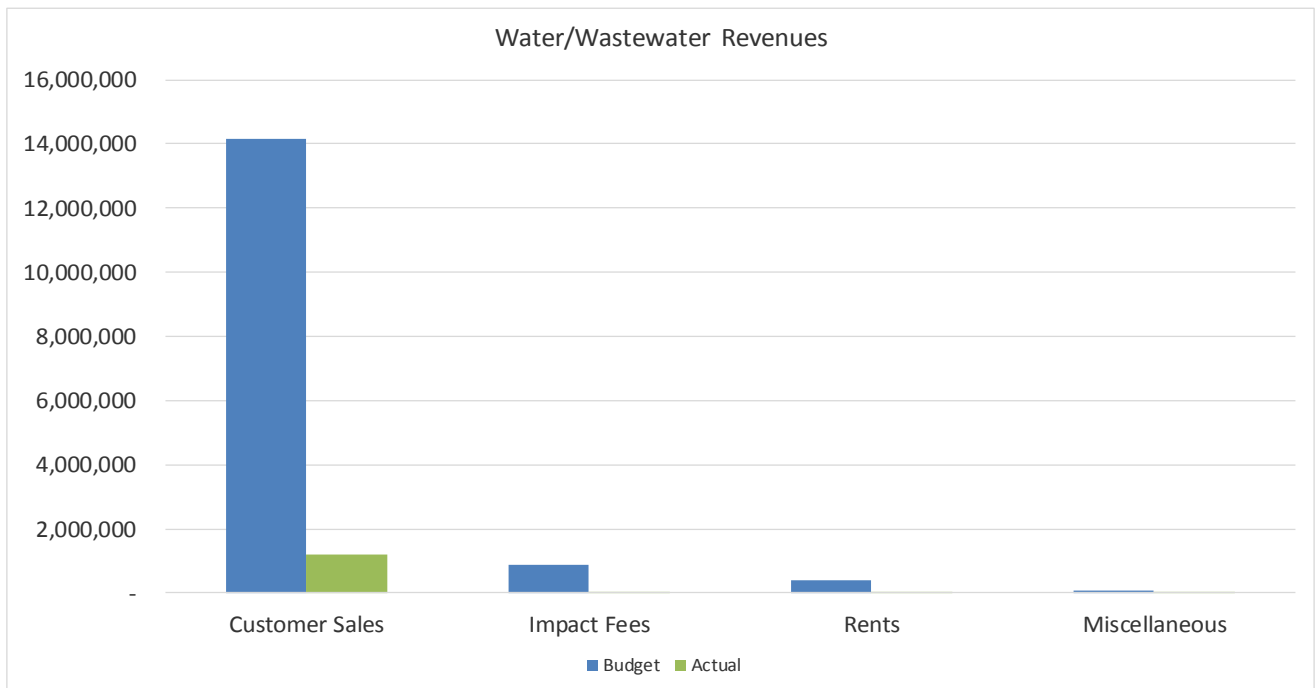
*Includes: DDP Contribution, Misc. Grant Exp., Bank and CC Fees, Street Lights Expense, transfer to Electric I&E, Other Employment Expense & Uncollectibles: Trash and Other.



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

Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,150,400	\$ 1,213,898	9%
Impact Fees	870,000	26,992	3%
Rents	400,600	3,776	1%
Miscellaneous	69,600	5,833	8%
	<u>\$ 15,490,600</u>	<u>\$ 1,250,499</u>	<u>8%</u>
Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,044,400	\$ 190,636	5%
Kent County Treatment Fee	3,750,000	703,539	19%
Interfund Services	1,764,600	75,566	4%
Debt Service	1,131,700	42,683	4%
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	2,329	2%
	<u>\$ 15,943,600</u>	<u>\$ 1,014,753</u>	<u>6%</u>

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



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

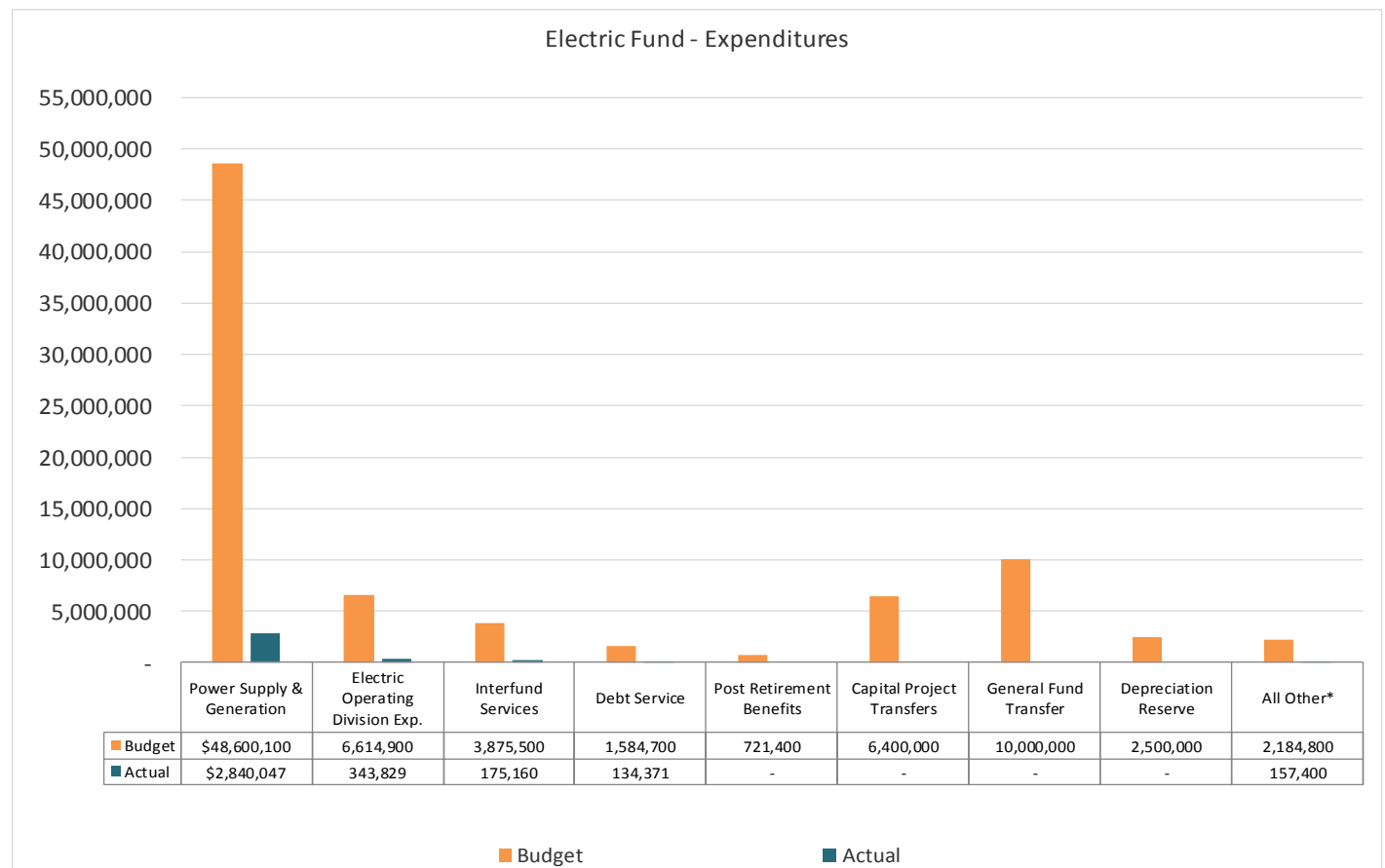
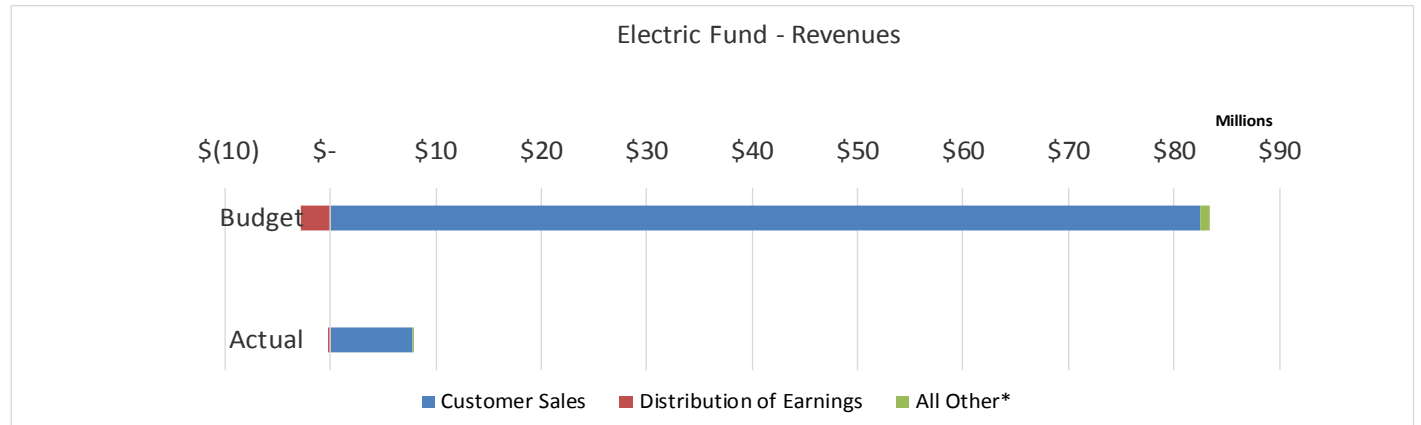
Revenues			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,491,700	\$ 7,767,111	9%
Distribution of Earnings	(2,877,400)	(270,198)	9%
All Other*	951,200	88,699	9%
	<u>\$ 80,565,500</u>	<u>\$ 7,585,612</u>	<u>9%</u>

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

Expenditures			
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 48,600,100	\$ 2,840,047	6%
Electric Operating Division Exp.	6,614,900	343,829	5%
Interfund Services	3,875,500	175,160	5%
Debt Service	1,584,700	134,371	8%
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	157,400	7%
	<u>\$ 82,481,400</u>	<u>\$ 3,650,807</u>	<u>4%</u>

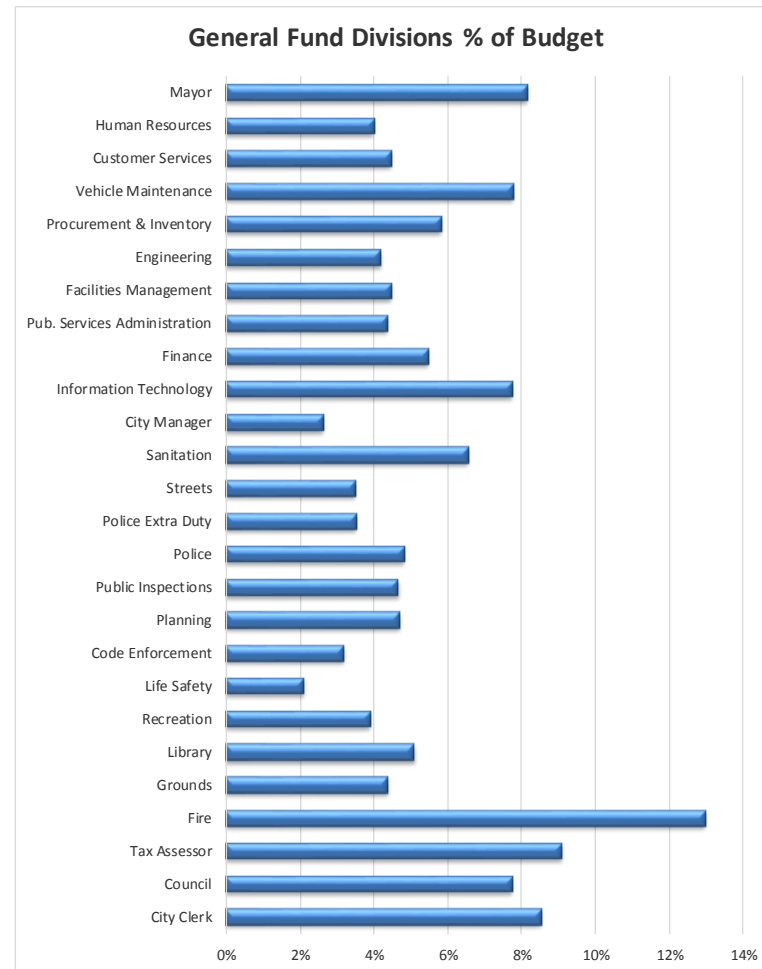
*Includes: Bank & CC Fees, Utility Tax, Interest on Deposit, Legal Exp., Green Energy, A/R Write-offs, Other Employment Expenses

<u>Megawatt Hours Sold & Purchased</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	741,430	70,852
Sales per MWh	\$105.63	\$104.15
Purchased/Generated MWh	772,323	83,102
All In MWh Supply & Generation	\$62.93	\$34.18



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 442,500	\$ 37,691	9%
Council	144,800	11,178	8%
Tax Assessor	244,500	22,179	9%
Fire	789,800	102,406	13%
Grounds	1,195,000	52,109	4%
Library	1,767,400	89,854	5%
Recreation	1,000,600	38,789	4%
Life Safety	504,200	10,613	2%
Code Enforcement	610,500	19,393	3%
Planning	568,200	26,623	5%
Public Inspections	568,100	26,458	5%
Police	16,737,500	804,581	5%
Police Extra Duty	600,000	21,140	4%
Streets	1,409,100	49,019	3%
Sanitation	2,475,200	161,625	7%
City Manager	1,005,200	26,355	3%
Information Technology	731,000	56,396	8%
Finance	946,200	51,602	5%
Pub. Services Administration	720,800	31,306	4%
Facilities Management	657,900	29,273	4%
Engineering	277,600	11,600	4%
Procurement & Inventory	721,000	41,936	6%
Vehicle Maintenance	832,500	64,512	8%
Customer Services	1,197,100	53,385	4%
Human Resources	485,600	19,361	4%
Mayor	173,700	14,162	8%
	\$ 36,806,000	\$ 1,873,546	



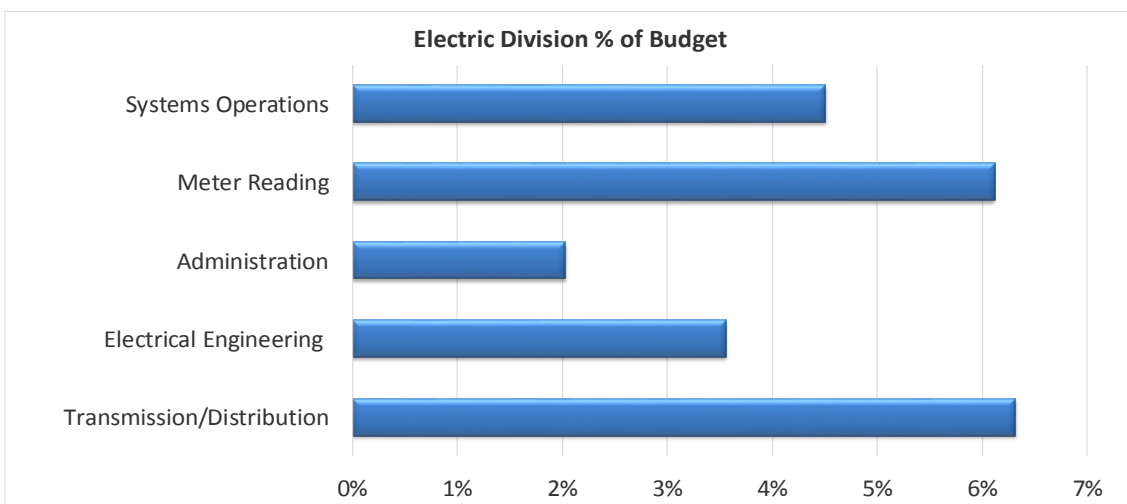
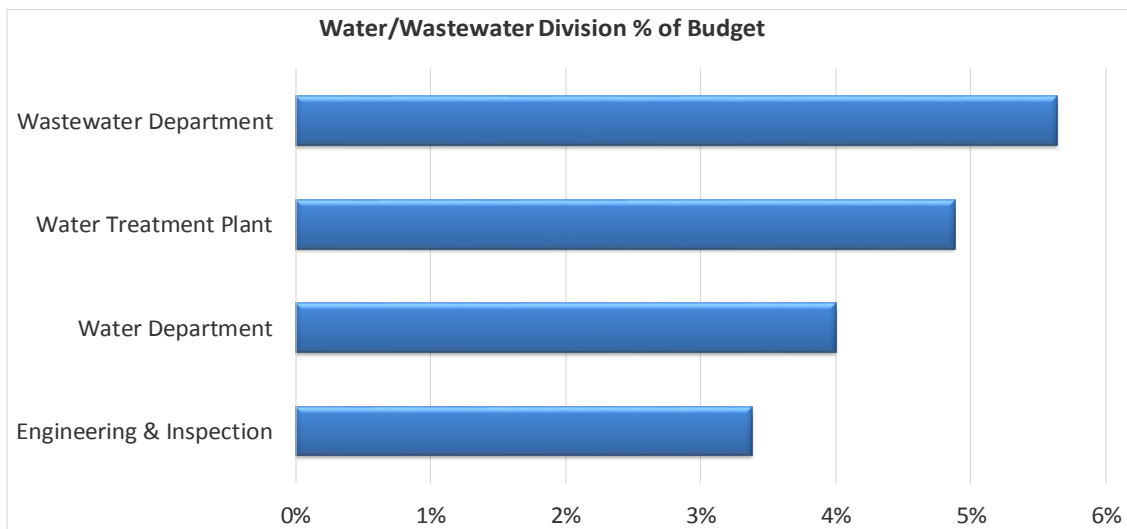
**City of Dover
Utilities Summary
Fiscal Year to Date (July 2018)**

Water/Wastewater Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 502,400	\$ 16,961	3%
Water Department	750,000	29,997	4%
Water Treatment Plant	1,805,800	88,096	5%
Wastewater Department	986,200	55,582	6%
	<u>\$ 4,044,400</u>	<u>\$ 190,636</u>	

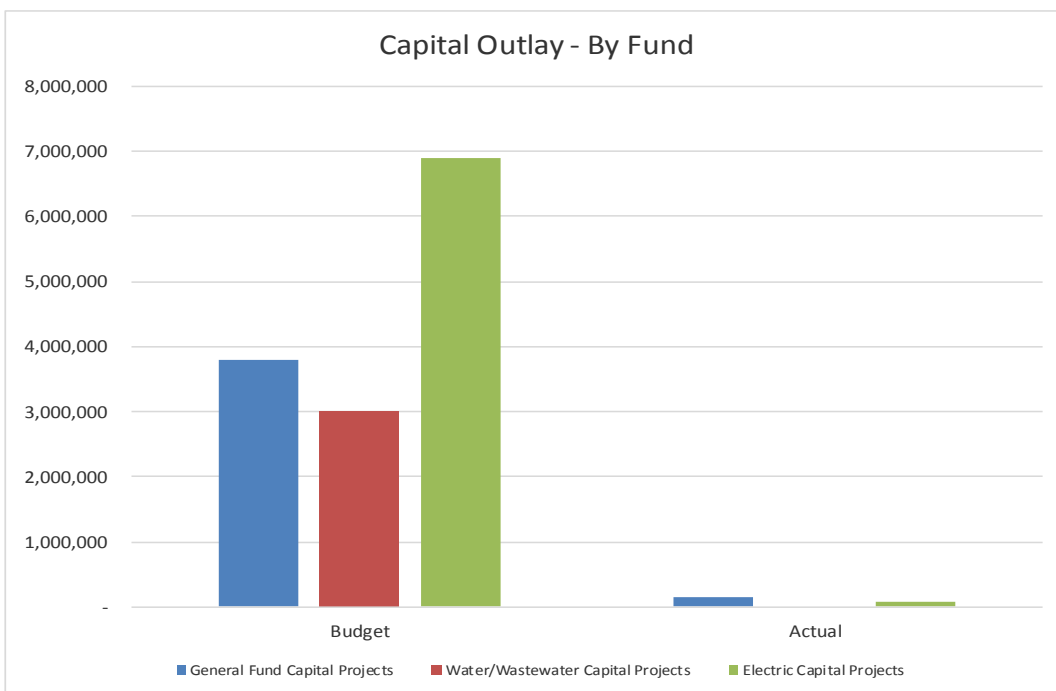
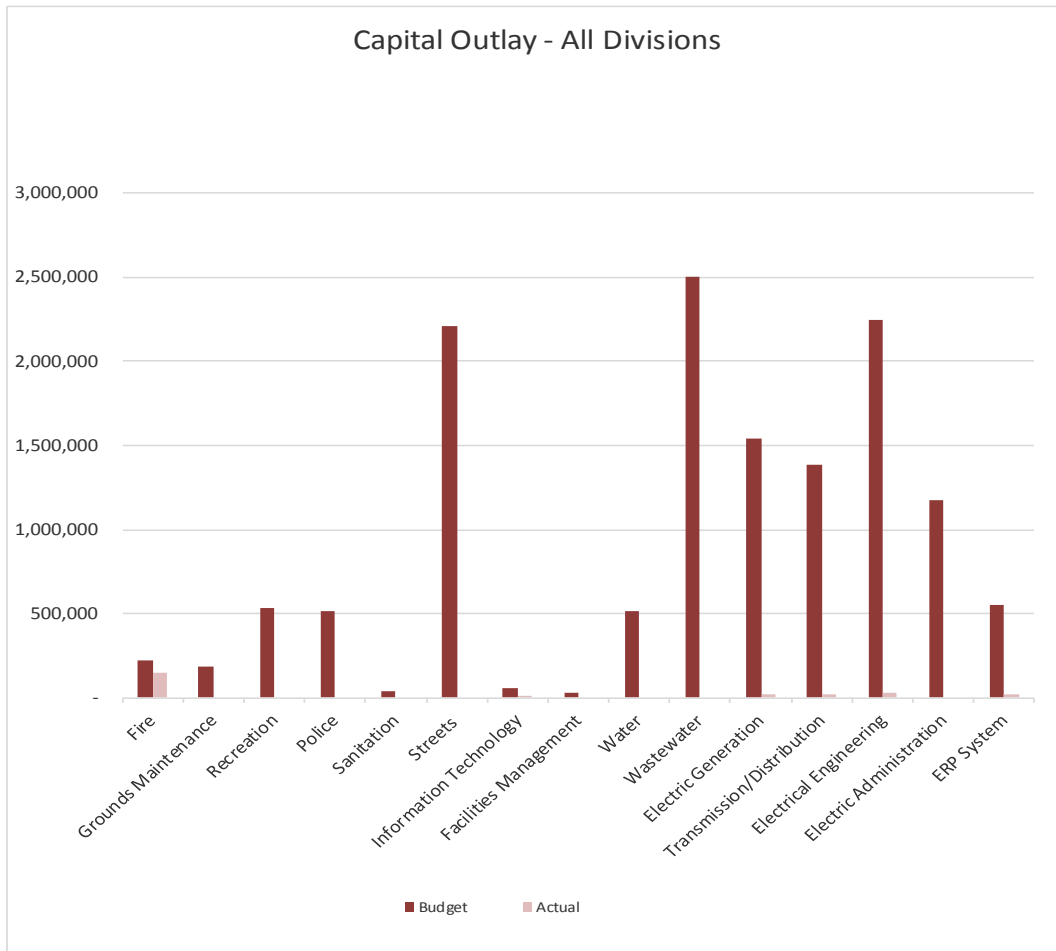
Electric Division Expenses

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,673,500	\$ 231,952	6%
Electrical Engineering	1,223,500	43,504	4%
Administration	625,400	12,688	2%
Meter Reading	401,800	24,580	6%
Systems Operations	690,700	31,105	5%
	<u>\$ 6,614,900</u>	<u>\$ 343,829</u>	



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

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 222,500	\$ 145,614	65%
Grounds Maintenance	188,000	-	0%
Recreation	536,100	-	0%
Police	512,000	-	0%
Sanitation	34,400	-	0%
Streets	2,215,000	-	0%
Information Technology	57,600	199	0%
Facilities Management	28,800	-	0%
General Fund Capital Projects	\$ 3,794,400	\$ 145,813	4%
<u>Water/Wastewater Fund</u>			
Water	\$ 515,300	\$ -	0%
Wastewater	2,505,200	-	0%
Water Treatment Plant	4,000,000	-	0%
Water/Wastewater Capital Projects	\$ 7,020,500	\$ -	0%
<u>Electric Fund</u>			
Electric Generation	\$ 1,546,000	\$ 23,110	1%
Transmission/Distribution	1,383,000	19,243	1%
Electrical Engineering	2,245,500	25,816	1%
Electric Administration	1,175,200	-	0%
ERP System	548,000	19,255	4%
Electric Capital Projects	\$ 6,897,700	\$ 87,424	1%
Total Capital Projects	\$ 17,712,600	\$ 233,237	1%



July 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) [347/(347+11)]*100 96.93%	FY 2018 (Total) [4,471/(4,471+168)]*100 96.38 %	+ 0.55%
Turn Over Rate – Indicates that the material stocked is the material being used. (2018-2019 Goal 1 per year) WITHOUT TRANSFORMERS	July 2018 0.89 Turnovers per year	July 2017 0.82 Turnovers per year	+0.07 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of August 2, 2018
Wellhead Redevelopment Program	18-0029PW	Three Years	Public Works	Forwarded to Public Works on 5/3/2018. Submitting to CCW for July 10, 2018 meeting.
Schutte Park Grading Plan Engineering Design Support	18-0031PW	One time	Public Works	Forwarded to Public Works on 5/16/ 2018. Submitting to CCW for July 10, 2018 meeting.
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	Bid opening scheduled for August 14, 2018 @ 2:00 pm
Underground Utility Locating Services	19-0004COD	Three Year	P/W & Electric	RFP opening scheduled for August 22, 2018 @ 2:00 pm

<u>FUEL USE</u>	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Unleaded:	11,601.6 gallons	11,039.7 gallons
Diesel:	5,773.3 gallons	5,804.8 gallons
Dollars Spent:	\$38,743.39	\$24,399.97

<u>STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)</u>
Electric: \$ 388,957.82 312 Line Items
Water: \$ 20,664.25 53 Line Items
General: \$ 42,730.17 142 Line Items
Total: \$ 452,352.24 507 Line Items

<u>Purchase Orders for Stock by Fund</u>	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 26,084.52	\$ 28,666.66
Water:	\$ 13,733.65	\$ 9,662.87
General:	\$ 24,753.39	\$ 14,362.98
Total:	\$ 64,571.56	\$ 52,692.51

<u>Issues from Stock by Fund</u>	<u>FY 2019 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 68,520.10	\$ 41,661.47
Water:	\$ 11,217.27	\$ 18,486.05
General:	\$ 11,019.52	\$ 7,729.29
*Total:	\$101,241.51	\$ 67,876.81

<u>Warehouse Stock</u>	<u>FY 2019</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,091,070.28	\$ 2,193,326.96
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>
	\$ 14,376.79	\$ 14,478.04

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