

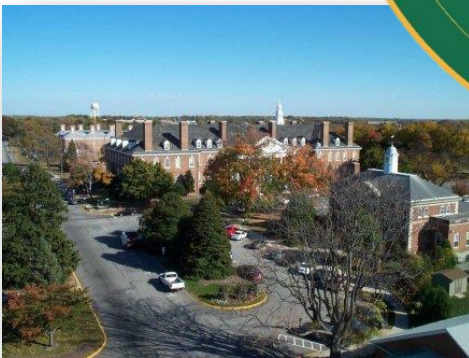
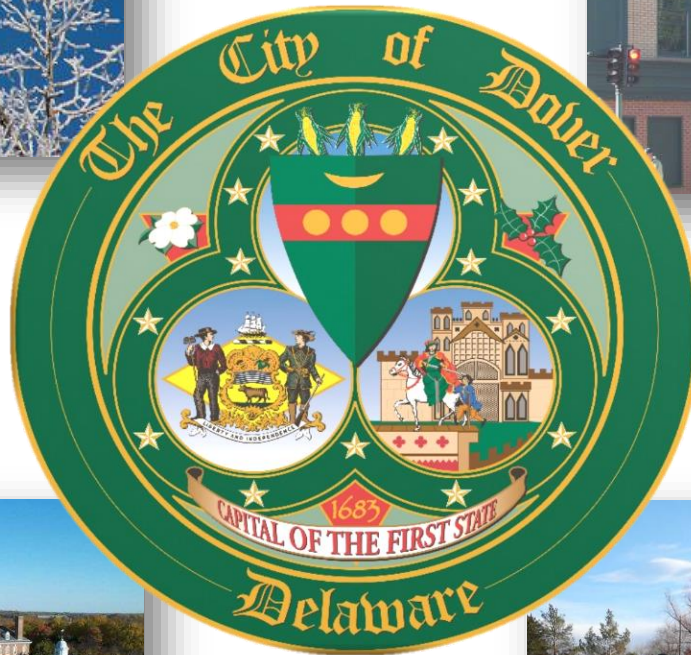
# CITY OF DOVER

## FINANCE DEPARTMENT

&

## PROCUREMENT AND INVENTORY

JANUARY 2018



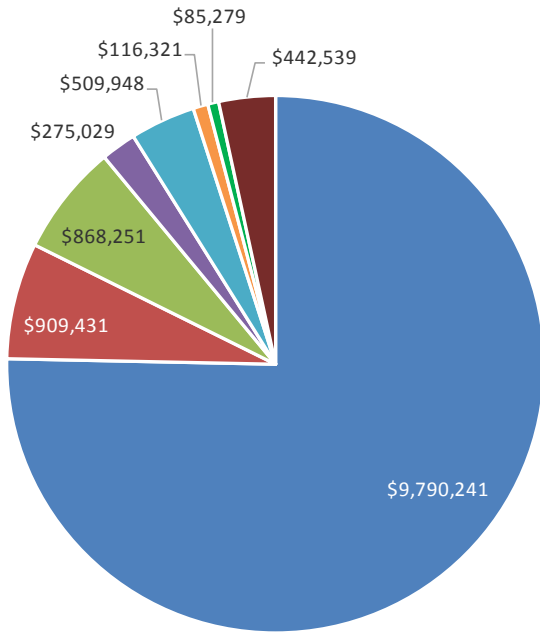
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

# CITY OF DOVER ACTIVITY REPORTS JANUARY 2018

## FINANCE DEPARTMENT ACTIVITY LEVELS

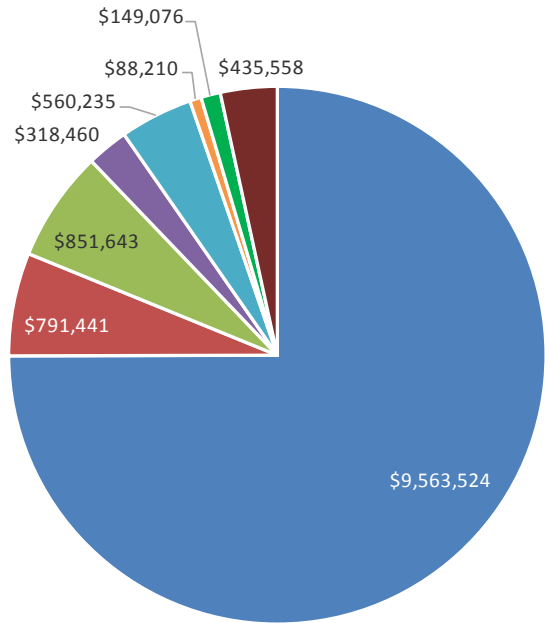
	FY17 YTD	FY18 YTD
<b>BANK TRENDS</b>		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,151	3,906
Total Amount of All Deposits	\$ 82,307,789	\$ 81,095,689
<b>Other Activity</b>		
Number of Pay Periods	15	15
Number of Payroll Checks & Direct Deposits Issued	6,038	5,830
Number of Pension Checks Issued	1,768	1,785
Total Pension Benefits Paid - Defined Benefit Plan	\$ 3,046,918	\$ 3,183,055
<b>ACCOUNTS PAYABLE</b>		
Number of Check Vouchers	3,420	3,690
Number of EFT Vouchers	1,506	1,466
Vouchers Dollar Amount Disbursed	\$ 39,703,295	\$ 44,173,995

**FY17 YTD Wages**



- Regular
- All over time
- Vacation
- Sick
- Terminal Leave - Retiree Vacation/Sick Payout
- Personal
- Comp Time

**FY18 YTD Wages**



- Regular
- All over time
- Vacation
- Sick
- Terminal Leave - Retiree Vacation/Sick Payout
- Personal
- Comp Time

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

**Revenues**

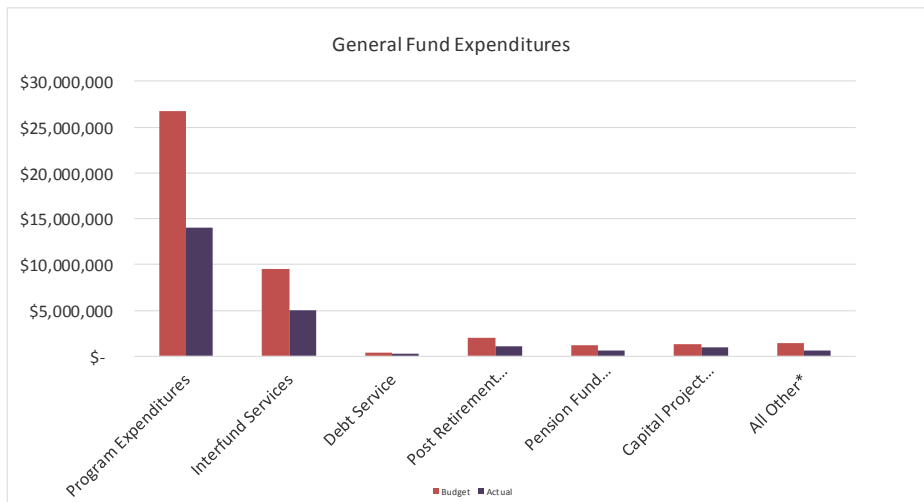
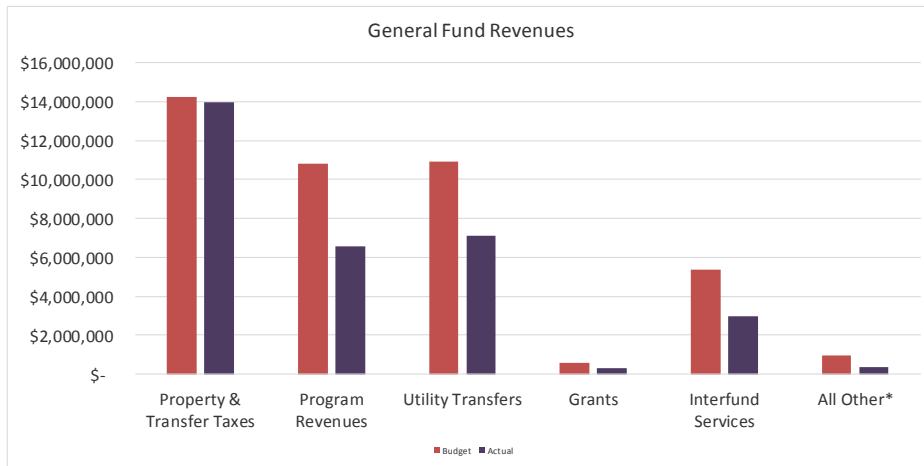
	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 14,234,900	\$ 13,977,945	98%
Program Revenues	10,834,900	6,545,859	60%
Utility Transfers	10,900,000	7,128,000	65%
Grants	605,000	284,620	47%
Interfund Services	5,376,200	2,981,304	55%
All Other*	980,000	336,757	34%
	<u>\$ 42,931,000</u>	<u>\$ 31,254,485</u>	<u>73%</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	\$ 26,724,500	\$ 14,035,002	53%
Interfund Services	9,553,300	4,992,467	52%
Debt Service	443,100	267,070	60%
Post Retirement Benefits	2,063,000	1,032,000	50%
Pension Fund Contributions	1,224,900	664,989	54%
Capital Project Transfers	1,368,700	1,026,350	75%
All Other*	1,483,500	674,115	45%
	<u>\$ 42,861,000</u>	<u>\$ 22,691,993</u>	<u>53%</u>

\*Includes: DDP Contribution, Misc. Grant Exp., Bank and CC Fees, Street Lights Expense, Inventory write-offs, & Uncollectibles: Trash and Other, Other Employment Exp.



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

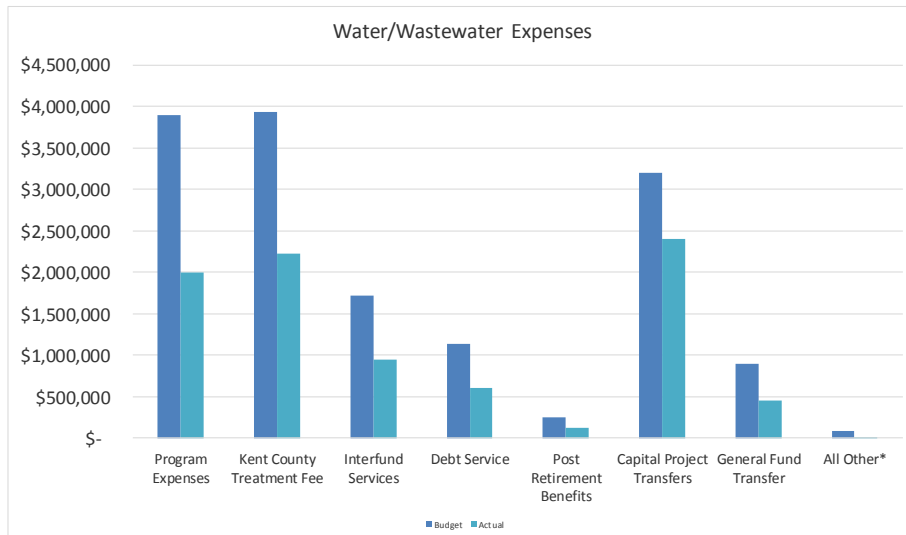
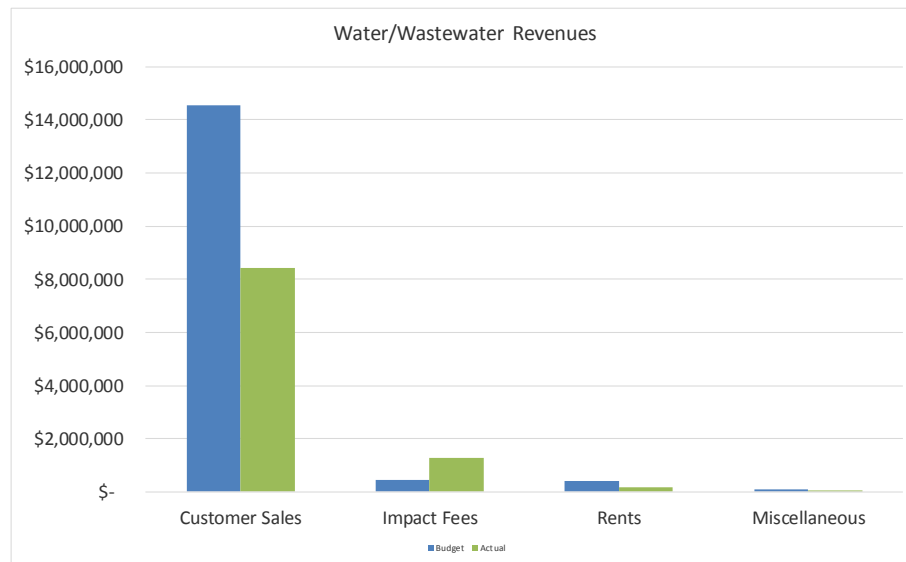
**Revenues**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 14,535,200	\$ 8,421,103	58%
Impact Fees	440,000	1,266,173	288%
Rents	391,400	172,220	44%
Miscellaneous	72,400	43,501	60%
	<u>\$ 15,439,000</u>	<u>\$ 9,902,997</u>	<u>64%</u>

**Expenditures**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,896,800	\$ 1,998,814	51%
Kent County Treatment Fee	3,926,500	2,219,482	57%
Interfund Services	1,716,100	952,483	56%
Debt Service	1,137,400	606,296	53%
Post Retirement Benefits	249,700	121,110	49%
Capital Project Transfers	3,200,000	2,400,000	75%
General Fund Transfer	900,000	456,000	51%
All Other*	91,900	16,065	17%
	<u>\$ 15,118,400</u>	<u>\$ 8,770,250</u>	<u>58%</u>

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



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

**Revenues**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 80,892,200	\$ 50,102,244	62%
Distribution of Earnings	(6,176,700)	(3,856,060)	62%
All Other*	982,000	518,066	53%
	<u>\$ 75,697,500</u>	<u>\$ 46,764,250</u>	<u>62%</u>

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

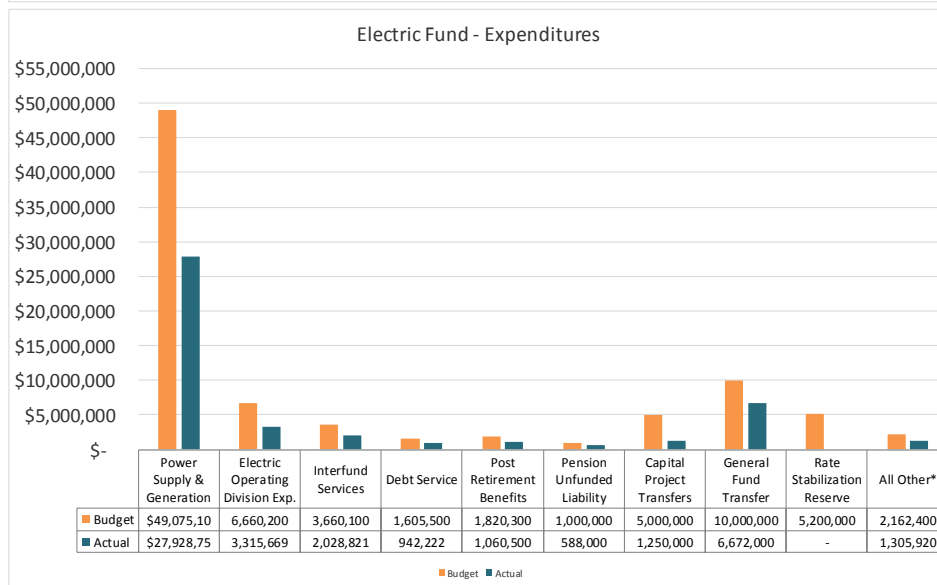
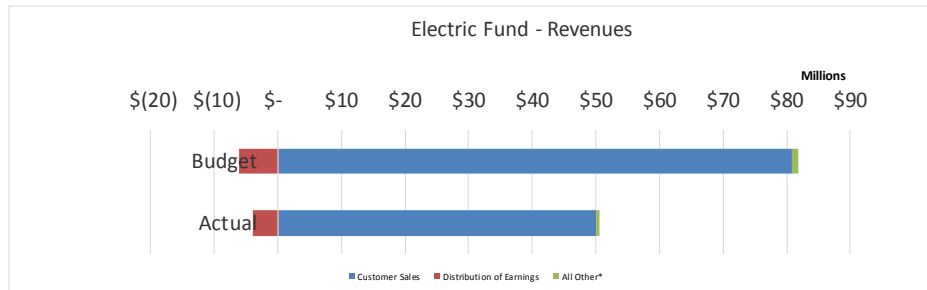
**Expenditures**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 49,075,100	\$ 27,928,759	57%
Electric Operating Division Exp.	6,660,200	3,315,669	50%
Interfund Services	3,660,100	2,028,821	55%
Debt Service	1,605,500	942,222	59%
Post Retirement Benefits	1,820,300	1,060,500	58%
Pension Unfunded Liability	1,000,000	588,000	59%
Capital Project Transfers	5,000,000	1,250,000	25%
General Fund Transfer	10,000,000	6,672,000	67%
Rate Stabilization Reserve	5,200,000	-	0%
All Other*	2,162,400	1,305,920	60%
	<u>\$ 86,183,600</u>	<u>\$ 45,091,891</u>	<u>52%</u>

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

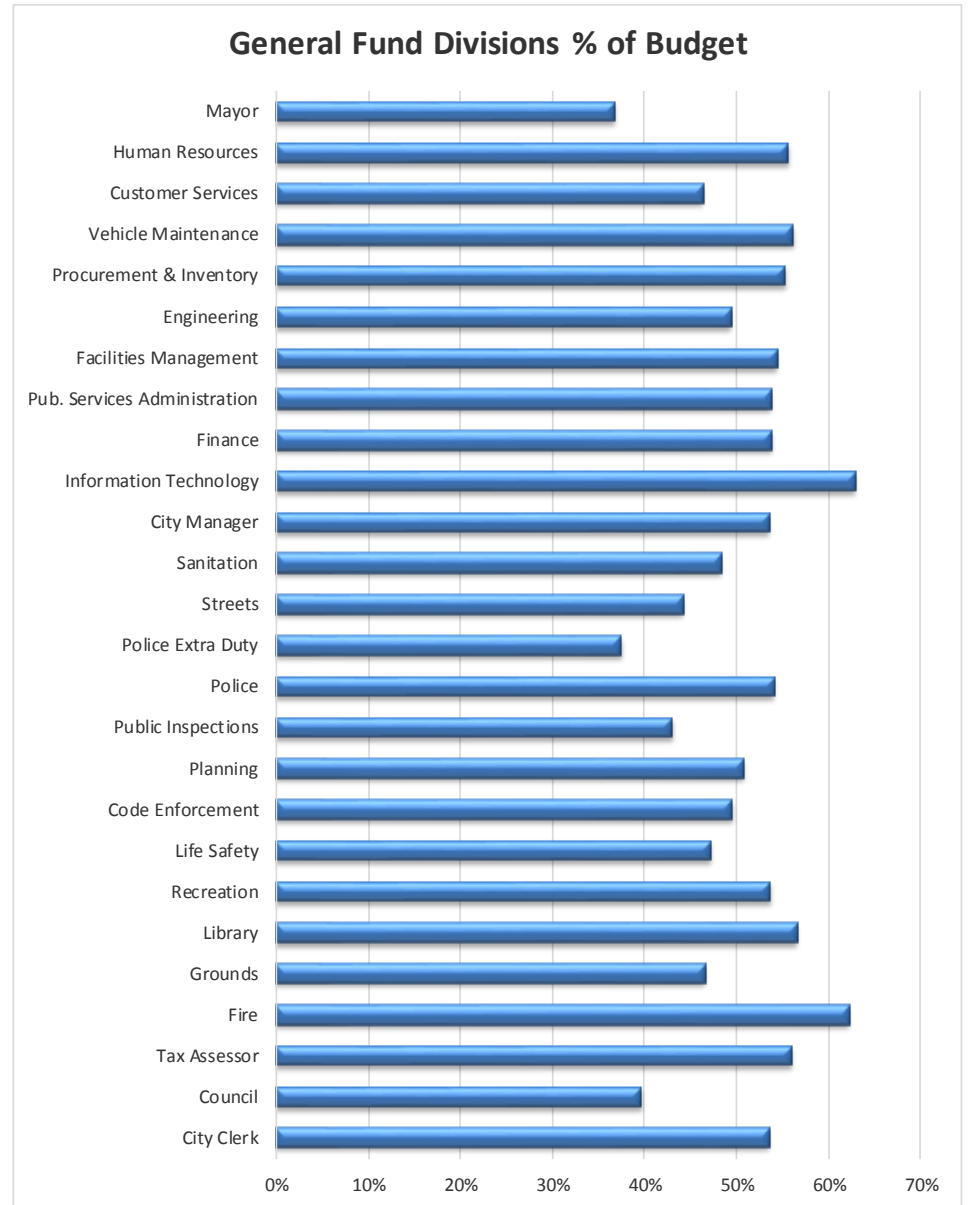
**Megawatt Hours Sold & Purchased**

	<u>Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	713,501	451,550
Sales per MWh	\$102.98	\$100.75
Purchased/Generated MWh	763,129	469,606
All In MWh Supply & Generation	\$64.31	\$59.47



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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 436,700	\$ 233,757	54%
Council	155,100	61,389	40%
Tax Assessor	238,500	133,397	56%
Fire	774,900	481,279	62%
Grounds	1,142,000	531,680	47%
Library	1,708,300	966,610	57%
Recreation	764,200	409,675	54%
Life Safety	499,600	235,411	47%
Code Enforcement	449,700	222,400	49%
Planning	563,400	285,747	51%
Public Inspections	721,000	309,851	43%
Police	16,483,900	8,909,636	54%
Police Extra Duty	560,000	209,858	37%
Streets	1,119,400	494,925	44%
Sanitation	2,563,900	1,239,100	48%
City Manager	751,500	402,347	54%
Information Technology	777,400	488,390	63%
Finance	1,038,900	558,790	54%
Pub. Services Administration	718,300	385,711	54%
Facilities Management	629,700	342,456	54%
Engineering	277,700	137,113	49%
Procurement & Inventory	605,100	334,025	55%
Vehicle Maintenance	838,200	470,428	56%
Customer Services	1,169,500	541,540	46%
Human Resources	436,600	242,800	56%
Mayor	119,300	43,816	37%
	<u>\$ 35,542,800</u>	<u>\$ 18,672,131</u>	



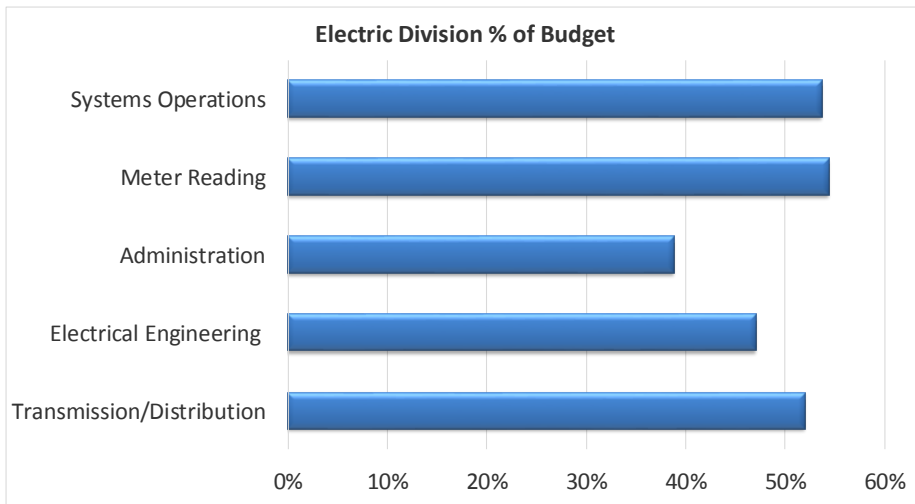
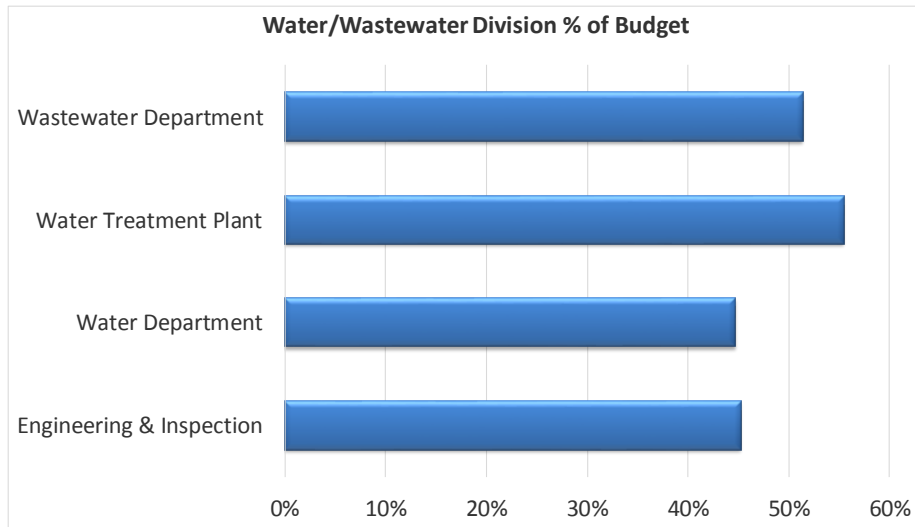
**City of Dover  
Utilities Summary  
Fiscal Year to Date (January 2018)**

**Water/Wastewater Division Expenses**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 517,800	\$ 234,219	45%
Water Department	635,700	283,843	45%
Water Treatment Plant	1,780,500	986,218	55%
Wastewater Department	962,800	494,534	51%
	<u>\$ 3,896,800</u>	<u>\$ 1,998,814</u>	

**Electric Division Expenses**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 3,599,600	\$ 1,869,973	52%
Electrical Engineering	1,226,400	577,041	47%
Administration	797,000	309,260	39%
Meter Reading	392,500	213,271	54%
Systems Operations	644,700	346,124	54%
	<u>\$ 6,660,200</u>	<u>\$ 3,315,669</u>	

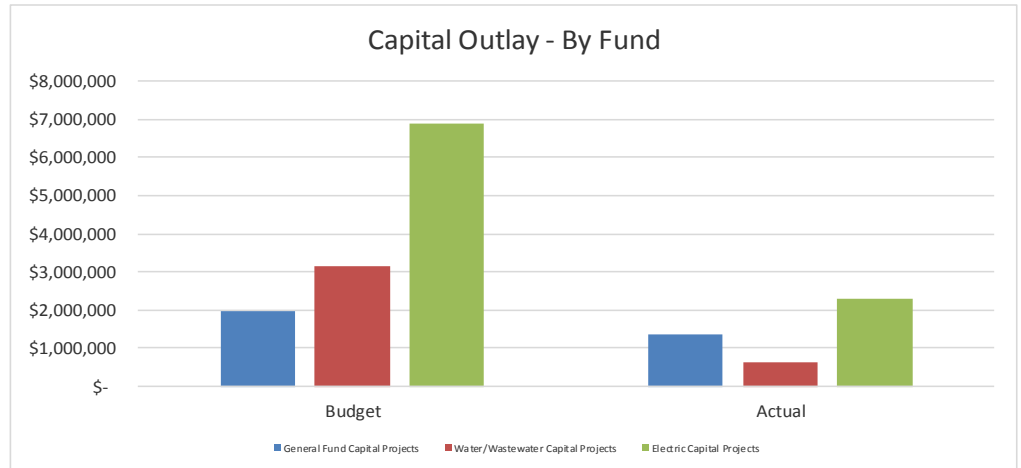
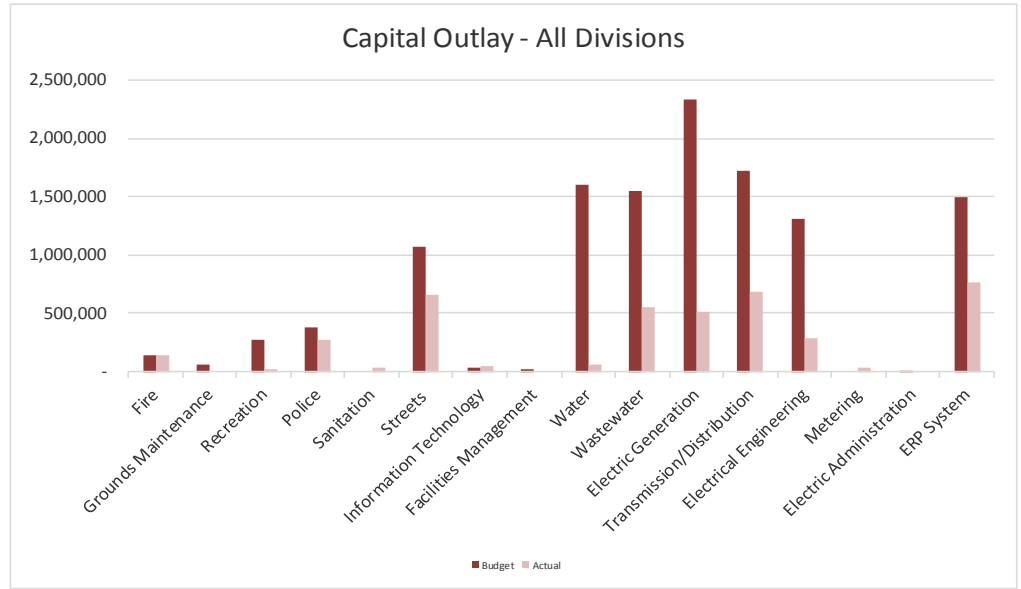


**City of Dover**  
**Capital Outlay Summary (All Funds)**  
**Fiscal Year to Date (January 2018)**

<u>General Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ -	\$ 156,188	0%
Fire	145,700	145,614	100%
Grounds Maintenance	62,500	-	0%
Recreation	271,000	17,420	6%
Police	379,900	275,698	73%
Sanitation	-	39,994	0%
Streets	1,070,000	663,116	62%
Information Technology	36,600	53,879	147%
Facilities Management	25,100	-	0%
Transfer to Parkland Reserve	-	25,723	0%
<b>General Fund Capital Projects</b>	<b>\$ 1,990,800</b>	<b>\$ 1,377,631</b>	<b>69%</b>

<u>Water/Wastewater Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Water	\$ 1,608,400	\$ 57,436	4%
Wastewater	1,543,000	555,619	36%
<b>Water/Wastewater Capital Projects</b>	<b>\$ 3,151,400</b>	<b>\$ 613,055</b>	<b>19%</b>

<u>Electric Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Electric Generation	\$ 2,328,000	\$ 512,605	22%
Transmission/Distribution	1,725,500	688,957	40%
Electrical Engineering	1,315,000	288,292	22%
Metering	-	35,986	0%
Electric Administration	8,500	-	0%
ERP System	1,500,000	769,747	51%
<b>Electric Capital Projects</b>	<b>\$ 6,877,000</b>	<b>\$ 2,295,587</b>	<b>33%</b>
<b>Total Capital Projects</b>	<b>\$ 12,019,200</b>	<b>\$ 4,286,273</b>	<b>36%</b>



# January 2018 Procurement & Inventory Report

Measure	FY 2018	FY 2017	DIFFERENCE
<i>Issue Effectiveness – How often the warehouse has what the departments need when it's needed. [issues / (issues + back orders)] * 100</i>	FY 2018 (To date) [2,570/(2,570+99)]*100 96.29%	FY 2017 (Total) [4,581/(4,581+119)]*100 97.47 %	- 1.18%
<b>Turn Over Rate – Indicates that the material stocked is the material being used. (2016-2017 Goal 1 per year) WITHOUT TRANSFORMERS</b>	January 2018 0.95 Turnovers per year	January 2017 0.65 Turnovers per year	+0.30 Turnovers per year

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	STATUS as of February 5, 2018
Ambulance Services for the City of Dover	18-0010CM	Three Years	City Manager's Office	Forwarded to Kay Sass on 12/19/2017
Diversity and Inclusion	18-0012HR	One time	Human Resources	Forwarded to Human Resources on 11/30/2017.
Water Treatment Plant Process Improvements	18-0014PW	One time	Public Works	Bids forwarded to Public Works on 12/26/2017
Professional Support for HVAC Repair Design Weyandt Hall	18-0015PW	One time	Public Works	Only one RFP received. Forwarded to Public Works on 12/13/2017.
Electric Utility Management & Benchmarking Assessment for the City of Dover Electric Utility	18-0016CM	One time	City Manager's Office	Proposals forwarded to City Manager's office on 1/24/2018
Parks & Recreation Landscape Architect	18-0017PR	One time	Parks & Recreation	Forwarded to Library, Parks, and Public Works on 1/17/2017
Construction Support Services for the Water Treatment Plant Project	18-0018PW	One time	Public Works	RFP opening scheduled for February 7, 2018 @ 2:00 pm
Demolition of 954 Lincoln Street	18-0019PI	One time	Inspections	Quotes due February 6, 2018
Demolition of 2292 White Oak Road	18-0020PI	One time	Inspections	Quotes due February 6, 2018
Transformer's For Stock	18-0021CS	One time	Procurement	Bid Opening February 5, 2018 @ 2:00 pm
Switchgear for Stock	18-0022CS	One time	Procurement	Bid Opening February 13, 2018 @ 2:00 pm

## FUEL USE FY 2017 TO DATE FY 2018 TO DATE

Unleaded:	77,985 gallons	76,391 gallons
Diesel:	47,948 gallons	44,498 gallons
Dollars Spent:	\$201,579.84	\$214,347.45

## STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)

Electric:	\$ 442,384.22	312 Line Items
Water:	\$ 19,432.74	51 Line Items
General:	\$ 35,989.64	143 Line Items
Total:	\$ 497,806.60	506 Line Items

## Purchase Orders for Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$ 620,526.73	\$802,620.77
Water:	\$ 151,055.79	\$ 79,450.56
General:	\$ 56,757.14	\$ 71,041.57
Total:	\$ 828,639.66	\$953,112.90

## Issues from Stock by Fund

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
Electric:	\$668,357.54	\$939,171.00
Water:	\$145,641.46	\$ 79,949.21
General:	\$ 69,299.43	\$ 75,754.12
*Total:	\$1,094,943.38	\$860,359.64

## Warehouse Stock

	<u>FY 2017</u>	<u>FY 2018</u>
Total Dollar Value:	\$ 2,413,824.02	\$ 2,160,862.01
Total Line Items:	1,317	1,302

## Money Spent for Postage/Postal Services

	<u>FY 2017 TO DATE</u>	<u>FY 2018 TO DATE</u>
	\$81,633.72	\$77,846.39

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