

DEPARTMENT OF FINANCE

The mission of the Department of Finance is to manage the fiscal activities of the City to maintain and improve the City's financial position. The Department completes its mission by billing and collecting revenues, providing water meter-reading service, maintaining the city's accounting system, preparing the annual financial statements, coordinating City procurement and purchasing and providing excellent customer service.

PRIORITIES FOR FISCAL YEAR 2018
<ul style="list-style-type: none"> • Increase the level of customer satisfaction and responsiveness to citizens and vendors. • Ensure timeliness and accuracy of periodic financial reports. • Increase the ease of doing business with the City of Wilmington through electronic media. • Implementation of monthly utility billing. • Implementation of Purchasing Control Card. • Implementation of Digital Parking Permits. • Increase the collection of delinquent accounts.

SUMMARY OF FUNDING FOR THE DEPARTMENT OF FINANCE

TOTAL ALL FUNDS FINANCE DEPARTMENT	ACTUAL FY2015	ACTUAL FY2016	BUDGET FY2017	PROPOSED FY2018
Personal Services	7,159,085	7,474,065	7,617,155	7,889,816
Materials, Supplies & Equipment	4,825,822	5,005,898	5,388,642	5,314,137
Internal Services	1,571,329	1,223,354	1,649,269	1,595,973
Debt Service	6,488	31,581	68,699	53,230
TOTAL	13,562,724	13,734,898	14,723,765	14,853,156
STAFFING LEVELS	88.00	88.00	86.00	85.00

GENERAL FUND FINANCE DEPARTMENT	ACTUAL FY2015	ACTUAL FY2016	BUDGET FY2017	PROPOSED FY2018
Personal Services	4,910,482	5,158,949	5,331,701	5,494,132
Materials, Supplies & Equipment	3,474,189	3,496,380	3,603,500	3,583,100
Internal Services	923,052	746,045	899,469	866,963
Debt Service	6,488	18,061	38,237	23,044
TOTAL	9,314,211	9,419,435	9,872,907	9,967,239
STAFFING LEVELS	60.55	61.85	61.45	60.45

WATER/SEWER FUND FINANCE DEPARTMENT	ACTUAL FY2015	ACTUAL FY2016	BUDGET FY2017	PROPOSED FY2018
Personal Services	2,248,603	2,315,116	2,285,454	2,395,684
Materials, Supplies & Equipment	1,351,633	1,509,518	1,785,142	1,731,037
Internal Services	648,277	477,309	749,800	729,010
Debt Service	0	13,520	30,462	30,186
TOTAL	4,248,513	4,315,463	4,850,858	4,885,917
STAFFING LEVELS	27.45	26.15	24.55	24.55

**MAJOR FUNDING CHANGES FROM PRIOR YEAR
GENERAL FUND**

- A vacant Parking Regulation Enforcement Officer (1.00 FTE) was deleted for a savings of \$52,375. This was offset by the upgrade of thirteen other positions (including seven that are split-funded), upgraded through the Biennial Classification Appeal Process in FY 2017 that cost \$23,445.
- Cost of living adjustments and employee step increases added \$58,426 to Regular Salaries. Hospitalization and Pension Healthcare also increased a combined total of \$92,121.
- Overtime decreased by \$33,100, due to lesser need for staffing during the Wage Tax filing season.
- Professional Fees decreased by \$77,500, as the Department will rely more on its internal resources during Wage Tax filing season and for the preparation of the Comprehensive Annual Financial Report.
- Collection Expense-Fire Alarms decreased \$5,000 as a result of efficient use of personnel to cover related expenses for the False Alarm Reduction Program.
- Collection Expense-Parking Citation Commissions increased by \$72,500 to cover the cost of fees associated with the Padlock digital parking permit application, validation, and enforcement system (based on license plate scanning) and the parking citations contract, which increased 2.5%.
- Collection Expense-Red-Light Camera Commissions increased \$80,000 to capture costs associated with the red light ticket and video enforcement program.
- Collection Expense-Wage & Head Audit decreased by \$106,000, due primarily to more efficient use of internal resources to assist accounting and law firms with the collection of Wage Taxes.
- Collection Expense-Credit Card Fees increased by \$20,000, as a result of an increased number of customers using a credit card for payments.
- The Internal Services account group decreased by a net \$32,506, mainly due to decreases in Data Processing and Word Processing in the amount of \$17,701 and \$9,034, respectively.

**MAJOR FUNDING CHANGES FROM PRIOR YEAR
WATER/SEWER FUND**

- Personal Services increased \$110,230. Seven split-funded positions were upgraded during the Biennial Classification Appeal Process in FY 2017 that added \$14,633 to salary and benefits.
- Cost of living adjustments and employee step increases added \$31,811 to Regular Salaries. Hospitalization and Pension Healthcare also increased a combined total of \$60,379.
- Professional Fees decreased by \$45,600, as the Department will rely more on its internal resources during Wage Tax filing season and for the preparation of the Comprehensive Annual Financial Report.
- Because sheriff sale activity is trending downward, the associated Collection Expense-Legal Fees and Collection Expense-Court Cost were reduced by \$80,840 and \$41,000, respectively.
- The Indirect Costs expense went up by \$120,957, reflecting the budgeted increases in the supporting services provided to the Water/Sewer Fund's utility functions by the General Fund.
- Internal Services decreased by \$20,790 because of decreases in Data Processing and Postage of \$15,782 and \$7,838, respectively.