

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 2017
<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 FY2014	ACTUAL FY2015	BUDGET FY2016	PROPOSED FY2017
Personal Services	7,137,295	7,159,085	7,552,109	7,617,155
Materials, Supplies & Equipment	5,018,842	4,825,822	5,556,372	5,388,642
Internal Services	1,374,819	1,571,329	1,620,470	1,649,269
Debt Service	6,415	6,488	91,462	68,699
TOTAL	13,537,371	13,562,724	14,820,413	14,723,765
STAFFING LEVELS	87.00	88.00	88.00	86.00

GENERAL FUND FINANCE DEPARTMENT	ACTUAL FY2014	ACTUAL FY2015	BUDGET FY2016	PROPOSED FY2017
Personal Services	4,966,058	4,910,482	5,177,810	5,331,701
Materials, Supplies & Equipment	3,651,896	3,474,189	3,887,850	3,603,500
Internal Services	833,560	923,052	885,264	899,469
Debt Service	6,415	6,488	49,049	38,237
TOTAL	9,457,929	9,314,211	9,999,973	9,872,907
STAFFING LEVELS	61.70	60.55	61.85	61.45

WATER/SEWER FUND	ACTUAL	ACTUAL	BUDGET	PROPOSED
FINANCE DEPARTMENT	FY2014	FY2015	FY2016	FY2017
Personal Services	2,171,237	2,248,603	2,374,299	2,285,454
Materials, Supplies & Equipment	1,366,946	1,351,633	1,668,522	1,785,142
Internal Services	541,259	648,277	735,206	749,800
Debt Service	0	0	42,413	30,462
TOTAL	4,079,442	4,248,513	4,820,440	4,850,858
STAFFING LEVELS	25.30	27.45	26.15	24.55

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

- In Personal Services, a net total of 0.40 FTE was deleted. Through a reallocation that changed the funding split of ten positions, a net 2.10 FTE were transferred in from the Water/Sewer Fund. More than offsetting this, four vacant positions were deleted, eliminating a net 2.50 FTE. The four vacant deleted positions were a Senior Financial Analyst, an Assistant Billing Manager, a Contract Compliance Officer, and an Account Entry Clerk. The net changes resulted in a savings of \$46,224 to Salary and Benefits.
- Cost of Living Adjustments and employee step increases added \$35,418 to Regular Salaries. Hospitalization and Pension Healthcare also increased a combined total of \$155,349. These increases were slightly offset by \$57,000 in pension savings.
- Overtime increased by \$12,400, due to staffing needs during the Wage Tax filing season.
- Printing costs increased by \$3,500 to assist in printing of the Comprehensive Annual Financial Report (CAFR).
- Temporary Agencies expenses increased by \$16,000 to cover two (2) temps to support early morning vehicle booting and releases.
- Collection Expense-Legal decreased \$18,000 due to Sheriff Sale activity trending downward.
- Collection Expense-Fire Alarms decreased \$10,000 due to more efficient use of personnel to cover related expenses for the False Alarm Reduction Program.
- Collection Expense-Parking Citation Commissions increased by \$67,500 to cover the cost of fees associated with the Padlock digital parking permit application, validation and enforcement system based on license plate scanning.
- Collection Expense-Red-Light Camera Commissions decreased \$350,500 as a result of better pricing obtained through the latest contract with the vendor.
- Collection Expense-Wage & Head Audit increased by \$46,000 to fund accounting and law firms that assist with the collection of Wage Taxes.
- The Internal Services account group increased by a net \$14,205, mainly due to increases in Postage and Data Processing in the amount of \$1,494 and \$13,375 respectively.

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

- In Personal Services, staffing decreased by a net 1.60 FTE as a result of actions taken on 15 positions in the Department. Through a reallocation that changed the funding split of ten positions, a net 2.10 FTE were transferred out to the General Fund. In addition, three vacant split-funded positions were deleted, eliminating a net 1.50 FTE. The three vacant split-funded positions deleted were a Senior Financial Analyst, an Assistant Billing Manager, and an Account Entry Clerk. Finally, offsetting these reductions was the 2.00 FTE addition that resulted from increasing the total number of Billing Analyst and Customer Service Consultant II positions by one each. The net changes resulted in a savings of \$146,182 to Salary and Benefits.
- Printing Costs increased by \$19,400 because the Department will convert from quarterly to monthly water billing, requiring additional envelopes, flyers, and inserts for billing and customer notifications.
- Temporary Agencies increased by \$64,100, to cover the cost of three (3) temps to assist with monthly billing implementation.
- Collection Expense-Legal & Other increased by \$17,500, to cover personnel to assist with the collection of delinquent accounts.
- Indirect Costs went up by \$17,716, per the new Indirect Cost plan.
- Internal Services increased by \$14,594 because of increases in Data Processing and Postage of \$11,926 and \$3,083, respectively.