



**FINANCE DEPARTMENT**

**2018**

**BUDGET PRESENTATION**

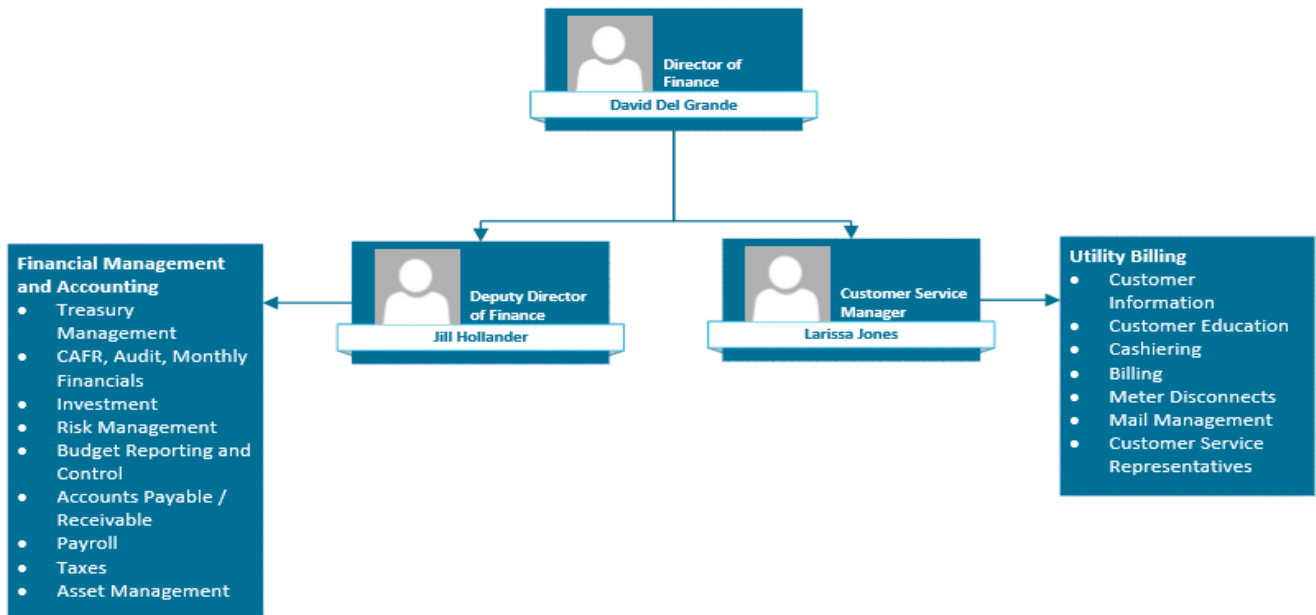
**TO CITY COUNCIL**

**SEPTEMBER 11, 2017**

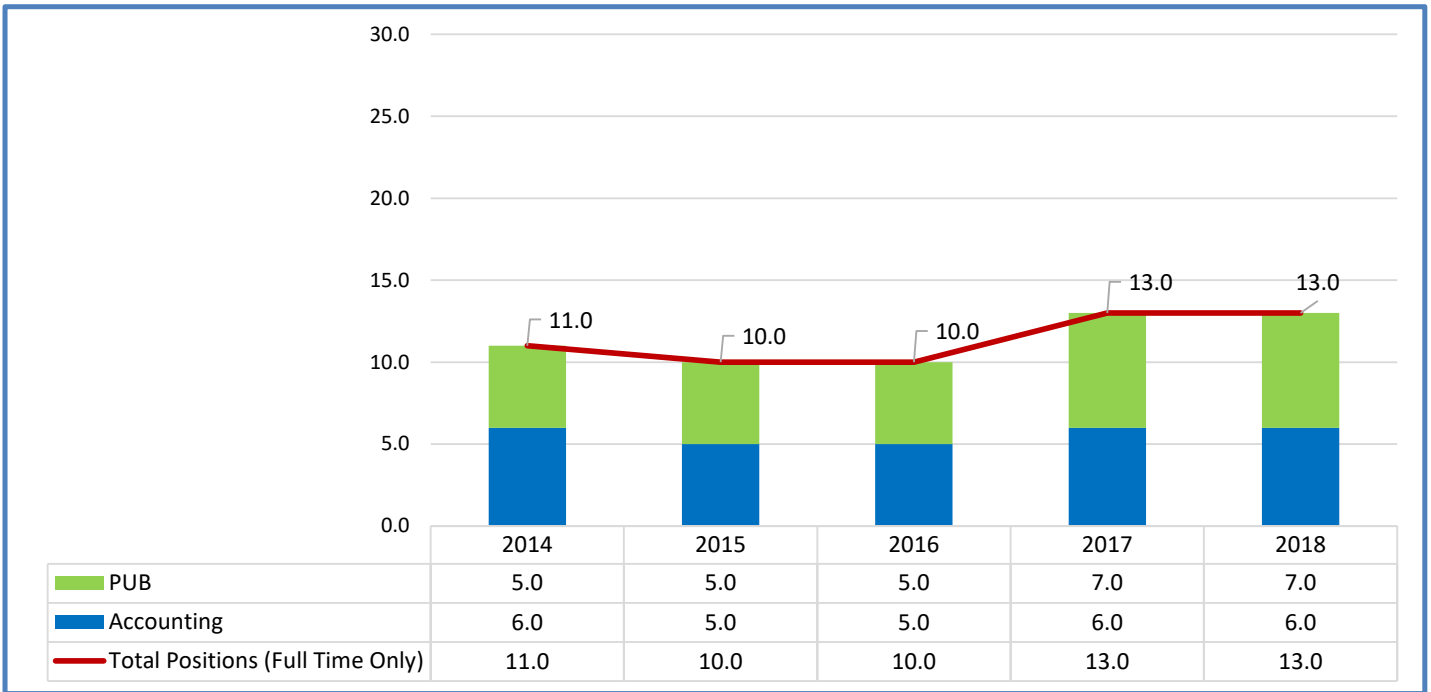
**DEPARTMENT OF FINANCE  
DOCUMENT VERSION CONTROL**

<b>Version</b>	<b>Date Submitted</b>	<b>Description of Change(s):</b>
1	9/1/2017	Initial Submission

**DEPARTMENT OF FINANCE  
FY2017 ORGANIZATIONAL CHART**



**DEPARTMENT OF FINANCE  
Full Time History/Vacancies as of July 1, 2017**



<b>FULL TIME VACANCIES (Included Above)</b>			
<b>Division</b>	<b>Title</b>	<b>#</b>	<b>Reason for Vacancy (date)</b>
Accounting	None	0.0	
Payment & Utility Billing	None	0.0	
<b>Total</b>		<b>0.0</b>	

<b>COMMENTS</b>			
<b>Division</b>	<b>Title</b>	<b>Change (+/-)</b>	<b>Reason for Adjustment</b>
Accounting	None	0.0	
Payment & Utility Billing	PUB System Support Analyst	1.0	
	Application Support Analyst	(1.0)	
<b>Total</b>		<b>0.0</b>	

\*Please refer to page 20, APPENDIX B, for Part Time totals from 2017-2018

## **DEPARTMENT OF FINANCE PROGRAM NARRATIVE**

### **City of Newark: Finance Department**

The City of Newark Finance Department is the centralized financial reporting and service organization comprised of Financial Management, Accounting, Budgeting and Payments & Utility Billing (PUB). Our function is to provide support to both our internal and external customers.

#### **Accounting:**

The accounting program is responsible for financial accountability and reporting, asset and liability management, revenue recognition and billing, and the disbursement of funds. Financial accountability duties include accurately recording information and reporting data in understandable formats for internal and external purposes. Asset management provides for the security, control and accounting of cash, receivables, operating inventory, buildings and property, equipment and pension funds. Liability management includes proper recording and reporting of all short- and long- term liabilities, such as accounts payable, encumbrances, debt and capital lease obligations. Primary activities include investment management, liability insurance and risk management, and accounting for all of the City's funds. Revenues billed through the accounting office include property taxes, business license fees and other miscellaneous charges. Disbursement of funds refers to the timely and accurate processing of accounts payable and payroll.

#### **Budgeting:**

The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts; a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2017 budget for all funds totals \$49.9 million including a \$4.2 million net capital budget.

The budget program is responsible for revenue estimation, preparation of estimated expenditures for the current year and projection of expenditures for the coming budget year based on input from the City management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the responsibility of the budget program to estimate required resources to fund programs and to propose utility and tax rates at the proper level to fund these programs.

#### **Payments and Utility Billing (PUB):**

The Payments and Utility Billing program is responsible for providing assistance to utility customers in establishing and terminating service, answering billing and service inquiries, executing the billing process for the City's electric, water and sewer utilities, processing customer payments, managing delinquent utility accounts receivable and providing customer education and information on city operations. Commercial and residential utility customers, including City residents and out-of-town water customers, receive monthly billing statements for usage metered by the City's new smart meter technology. The billing volume is managed efficiently by staggering cycles into daily workflow.

**DEPARTMENT OF FINANCE  
PROGRAM NARRATIVE**

**Payments and Utility Billing (PUB) cont'd:**

This group also undertakes mail responsibilities, such as sorting and delivering parcels within municipal locations, processing, folding and inserting outgoing mail, and preparing mail for presort and pickup.

Miscellaneous duties include automated collection calls prior to disconnecting services for non-payment, bank deposits, interfacing with financial intermediaries to streamline payment posting processes, and posting non-utility payments such as tax and business license payments.

## **DEPARTMENT OF FINANCE FY2017 ACCOMPLISHMENTS**

### **Accomplishments achieved by the Finance Department in 2017 are:**

#### **Accounting:**

Anticipation of receiving national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2016 Comprehensive Annual Financial Report.

Received an unmodified opinion from CliftonLarsenAllen LLP, for the City of Newark's financial statements for year-ending December 31, 2016.

The monthly financial report was reformatted to provide Council and our residents with a more user-friendly report that focuses on budgetary performance and expectations.

Working with Information Technology to move the City's tax billing and business license platform from CityView to Munis. This change will result in departmental efficiencies and cost savings.

#### **Budget:**

Multiple steps were taken to improve the City's budget process. Staff implemented the "Budget" module of Munis to integrate the budget process into the current Munis platform. Additional Council Budget Workshops were added to the budget process to involve Council earlier in the annual process. New budget presentations were created to provide more detail of the individual departmental budgets.

#### **Payments and Utility Billing (PUB):**

The PUB office now offers Summary billing to customers with more than one account. This service allows customers to receive a summary of all their bills, and subsequently breaks down the bill by individual customer number. The first roll out was to the University of Delaware.

Bill cycles were consolidated to free up time for PUB. Cycles were reduced from 28 to 14. While the consolidation has proven to save time for the billing technician, we are still measuring the impact it has created on the mailroom.

Energy Conservation Efforts – After meeting offsite with Community Energy Center, we connected with their sister organization, First State Community Action Agency. This agency provides energy counseling; resources to help anyone in need of utility, food, and clothing assistance; as well as grant-funded resources, i.e. air conditions, heater replacement, etc. PUB has an onsite representative available a weekly basis. Since April 20, the agency has served as a third-party vendor to over 60 customers and residents have been extremely receptive to this service. In addition the City's first Energy Efficiency Workshop was held on August 23rd, and provided valuable conservation information to another 60 individuals.

**DEPARTMENT OF FINANCE  
FY2018 GOALS**

**Goals of the Finance Department for 2018 are:**

Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2016 Comprehensive Annual Financial Report.

Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.

Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.

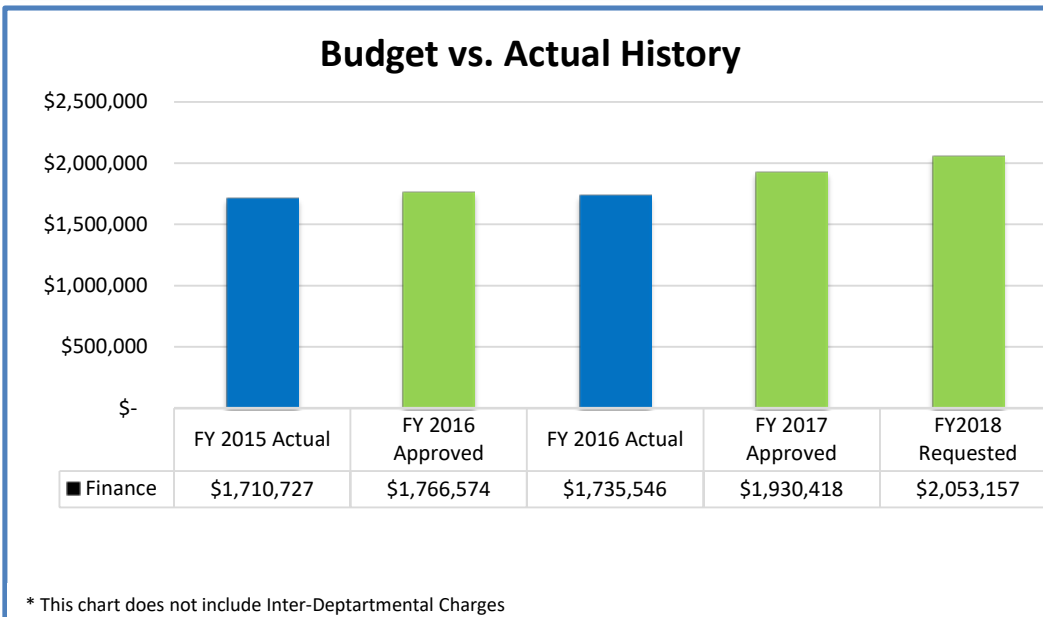
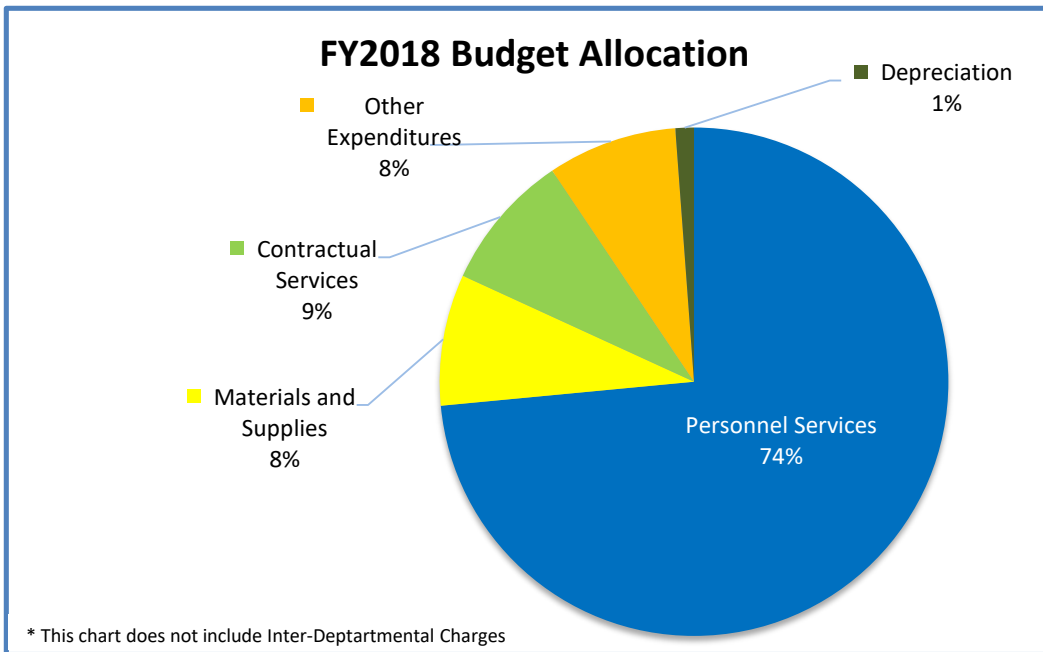
Prepare an annual operating budget and a five-year capital improvement program to meet Charter requirements deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques, and ensure that resource allocation decisions are implemented in the most effective and efficient manner.

Maximize the usage of the Utility Billing software to improve utility information management, accurately capture utility consumption and revenue figures, record and account for income from utility sales, build reliable statistics for use in utility budgeting and forecasting, and provide responsive and courteous customer service in the pursuit of service excellence.



**DEPARTMENT OF FINANCE  
FY2018 BUDGET RECOMMENDATION**

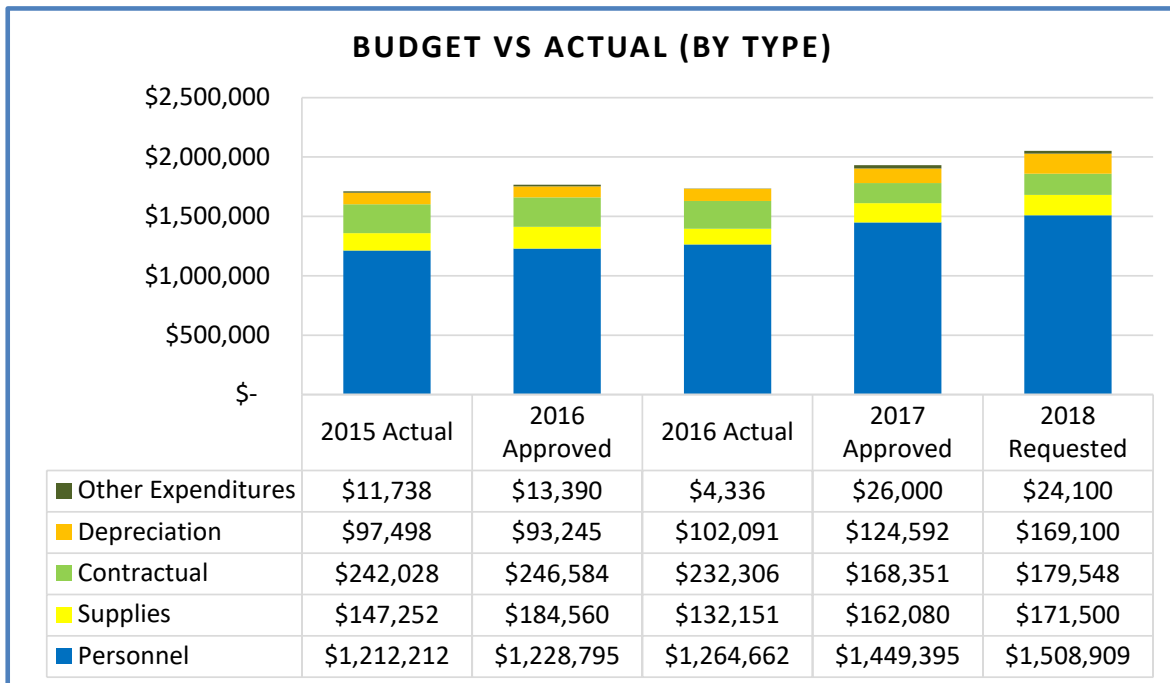
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$1,449,395	\$1,508,909	\$59,514	4.11%
Materials and Supplies	\$162,080	\$171,500	\$9,420	5.81%
Contractual Services	\$168,351	\$179,548	\$11,197	6.65%
Depreciation	\$124,592	\$169,100	\$44,508	35.72%
Other Expenditures	\$26,000	\$24,100	(\$1,900)	-7.31%
<b>Sub-Total:</b>	<b>\$1,930,418</b>	<b>\$2,053,157</b>	<b>\$122,739</b>	<b>6.36%</b>
Inter-Dept. Charges	(\$1,649,662)	(\$1,655,040)	(\$5,378)	0.33%
<b>Total Operating Expenses:</b>	<b>\$280,756</b>	<b>\$398,117</b>	<b>\$117,361</b>	<b>41.80%</b>



**DEPARTMENT OF FINANCE  
FY2018 BUDGET RECOMMENDATION**

Object Level	FY 2015 Actual	FY 2016 Approved	FY 2016 Actual	FY 2017 Approved	FY2018 Requested
Personnel Services	\$ 1,212,212	\$ 1,228,795	\$ 1,264,662	\$ 1,449,395	\$ 1,508,909
Materials and Supplies	\$ 147,252	\$ 184,560	\$ 132,151	\$ 162,080	\$ 171,500
Contractual Services	\$ 242,028	\$ 246,584	\$ 232,306	\$ 168,351	\$ 179,548
Depreciation	\$ 97,498	\$ 93,245	\$ 102,091	\$ 124,592	\$ 169,100
Other Expenditures	\$ 11,738	\$ 13,390	\$ 4,336	\$ 26,000	\$ 24,100
<b>Sub-Total:</b>	<b>\$ 1,710,728</b>	<b>\$ 1,766,574</b>	<b>\$ 1,735,546</b>	<b>\$ 1,930,418</b>	<b>\$ 2,053,157</b>
Inter-Dept. Charge	\$ (1,467,768)	\$ (1,540,812)	\$ (1,529,616)	\$ (1,649,662)	\$ (1,655,040)
<b>Total:</b>	<b>\$ 242,960</b>	<b>\$ 225,762</b>	<b>\$ 205,930</b>	<b>\$ 280,756</b>	<b>\$ 398,117</b>

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	71%	70%	73%	75%	73%
Materials and Supplies	9%	10%	8%	8%	8%
Contractual Services	14%	14%	13%	9%	9%
Depreciation	6%	5%	6%	6%	8%
Other Expenditures	1%	1%	0%	1%	1%
<b>Total:</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>



\*The above chart does not include Inter-Departmental Charges

**DEPARTMENT OF FINANCE  
FY2018 RECOMMENDED BUDGET  
PERSONNEL SERVICES**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
<b>Personnel Services:</b>	<b>\$1,508,909</b>	<b>\$59,514</b>	<b>4.11%</b>
Wages	\$961,416	\$25,853	2.69%
Benefits	\$547,493	\$33,661	6.15%
Health insurance assumes an increase of 8% for 2018, which is equal to the increase experienced by the City in 2017. Salary assumptions include anticipated step increases when due per contract, and cost of living adjustments of 1.5% for Management, CWA and FOP employees. \$2,500 reduction to overtime.			

**Personnel Services (Org: 0111102)**

Object Line	2017	2018	\$ Difference	% Difference
6020 Supervisory	\$ 205,821	\$ 212,289	\$ 6,468	3.1%
6040 Accounting	\$ 287,074	\$ 297,305	\$ 10,231	3.6%
6050 Information Technology	\$ 54,983	\$ 62,243	\$ 7,260	13.2%
6060 Customer Service	\$ 334,377	\$ 342,576	\$ 8,199	2.5%
6580 Service Award	\$ 7,989	\$ 8,627	\$ 638	8.0%
6590 Sick Pay	\$ 7,143	\$ 6,937	\$ (206)	-2.9%
6600 Part-Time	\$ 27,996	\$ 23,759	\$ (4,237)	-15.1%
6620 Overtime	\$ 10,000	\$ 7,500	\$ (2,500)	-25.0%
6880 Uniform Allowance	\$ 180	\$ 180	\$ -	0.0%
6920 Unemployment Comp. Ins.	\$ 6,529	\$ 4,725	\$ (1,804)	-27.6%
6930 Social Security Taxes	\$ 71,571	\$ 70,783	\$ (788)	-1.1%
6940 City Pension Plan	\$ 114,739	\$ 145,076	\$ 30,337	26.4%
6941 Defined Contribution 401(a) Plan	\$ 26,213	\$ 26,833	\$ 620	2.4%
6950 Term Life Insurance	\$ 4,239	\$ 3,959	\$ (280)	-6.6%
6960 Group Hospitalization Ins.	\$ 247,522	\$ 235,651	\$ (11,871)	-4.8%
6961 Long-Term Disability Ins.	\$ 1,666	\$ 1,857	\$ 191	11.5%
6962 Dental Insurance	\$ 15,235	\$ 13,747	\$ (1,488)	-9.8%
6963 Flexible Spending Account	\$ 390	\$ 390	\$ -	0.0%
6965 Post-Employment Benefits	\$ 16,271	\$ 34,935	\$ 18,664	114.7%
6966 Retirement Health Savings Account	\$ 6,796	\$ 6,900	\$ 104	1.5%
6967 Emergency Room Reimbursements	\$ 1,885	\$ 1,885	\$ -	0.0%
6968 Vision Insurance Premiums	\$ 776	\$ 752	\$ (24)	-3.1%
<b>Personnel Services Total</b>	<b>\$ 1,449,395</b>	<b>\$ 1,508,909</b>	<b>\$ 59,514</b>	<b>4.1%</b>

**DEPARTMENT OF FINANCE  
FY2018 BUDGET RECOMMENDATION  
POSITION DETAIL**

Title	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
<b>FULL TIME POSITIONS</b>							
Director of Finance	1.0	\$ 122,230	1.0	\$ 126,203	0.0	\$ 3,973	3.3%
Deputy Director of Finance	1.0	\$ 83,591	1.0	\$ 86,086	0.0	\$ 2,495	3.0%
Customer Service Manager	1.0	\$ 74,363	1.0	\$ 74,363	0.0	\$ -	0.0%
Accountant II	2.0	\$ 146,293	2.0	\$ 151,539	0.0	\$ 5,246	3.6%
PUB System Support Analyst		\$ -	1.0	\$ 62,243	1.0	\$ 62,243	#DIV/0!
Application Support Analyst	1.0	\$ 54,983		\$ -	(1.0)	\$ (54,983)	-100.0%
Financial Analyst	1.0	\$ 49,682	1.0	\$ 51,990	0.0	\$ 2,308	4.6%
Finance Assistant	1.0	\$ 61,758	1.0	\$ 62,665	0.0	\$ 907	1.5%
Utility Billing Technician	1.0	\$ 61,158	1.0	\$ 62,065	0.0	\$ 907	1.5%
Customer Service Clerk II	1.0	\$ 56,596	1.0	\$ 57,435	0.0	\$ 839	1.5%
Customer Service Clerk I	3.0	\$ 142,260	3.0	\$ 148,713	0.0	\$ 6,453	4.5%
<b>Total Full-Time Positions</b>	<b>13.0</b>	<b>\$ 852,914</b>	<b>13.0</b>	<b>\$ 883,302</b>	<b>0.0</b>	<b>\$ 30,388</b>	<b>3.6%</b>
<b>PART-TIME FUNDING</b>							
Finance Assistant		\$ 29,341		\$ 31,111		\$ 1,770	6.0%
Equipment Technician/Mailroom Aide		\$ 27,996		\$ 23,759		\$ (4,237)	-15.1%
<b>Total Part-Time Funding</b>		<b>\$ 57,337</b>		<b>\$ 54,870</b>		<b>\$ (2,467)</b>	<b>-4.3%</b>
<b>OTHER</b>							
Overtime		\$ 10,000		\$ 7,500		\$ (2,500)	-25.0%
Sick Pay		\$ 7,143		\$ 6,937		\$ (206)	-2.9%
Service Award		\$ 7,989		\$ 8,627		\$ 638	8.0%
Uniform Allowance		\$ 180		\$ 180		\$ -	0.0%
<b>Total Other</b>		<b>\$ 25,312</b>		<b>\$ 23,244</b>		<b>\$ (2,068)</b>	<b>-8.2%</b>
<b>Total All</b>	<b>13.0</b>	<b>\$ 935,563</b>	<b>13.0</b>	<b>\$ 961,416</b>	<b>0.0</b>	<b>\$ 25,853</b>	<b>3%</b>

**DEPARTMENT OF FINANCE  
FY2018 RECOMMENDED BUDGET  
MATERIALS AND SUPPLIES**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
<b>Materials/Supplies:</b>	<b>\$171,500</b>	<b>\$9,420</b>	<b>5.81%</b>
Funding is primarily for office supplies (\$10,000), postage (\$120,000), third-party mail service (\$5,500), postage/sealer machine (\$7,000) billing/collection supplies (\$22,000), and copying supplies (\$7,000).			

**Materials/Supplies (Org: 0111103)**

Object Line	2017	2018	\$ Difference	% Difference
7110 Safety Shoes & Supplies	\$ 100	\$ -	\$ (100)	-100.0%
7130 Tools, Field Sup., Small Equip.	\$ 180	\$ -	\$ (180)	-100.0%
7131 Information Technology Supplies	\$ 2,800	\$ -	\$ (2,800)	-100.0%
7150 Office Supplies	\$ 10,000	\$ 10,000	\$ -	0.0%
7160 Books, Periodicals, Etc.	\$ 500	\$ -	\$ (500)	-100.0%
7170 Postage	\$ 123,500	\$ 132,500	\$ 9,000	7.3%
7180 Billing & Collec. Supplies	\$ 18,000	\$ 22,000	\$ 4,000	22.2%
7200 Copying Supplies	\$ 7,000	\$ 7,000	\$ -	0.0%
<b>Materials/Supplies Total</b>	<b>\$ 162,080</b>	<b>\$ 171,500</b>	<b>\$ 9,420</b>	<b>5.8%</b>

**MATERIALS AND SUPPLIES DETAIL**

Object Code - Description	Amount Requested	Use of Funds (Description)
7150 Office Supplies	\$ 10,000	General office supplies, toner
7170 Postage	\$ 132,500	Postage for all City correspondence. Third party mail service (drop-off/pick-up). Postage and sealer machine
7180 Billing & Collec. Supplies	\$ 22,000	Envelopes, billing paper, endorsement stamps
7200 Copying Supplies	\$ 7,000	Copy paper
<b>Total</b>	<b>\$ 171,500</b>	

**DEPARTMENT OF FINANCE  
FY2018 RECOMMENDED BUDGET  
CONTRACTUAL SERVICES**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
<b>Contractual Services:</b>	<b>\$179,548</b>	<b>\$11,197</b>	<b>6.65%</b>
Primary expenses include annual audit (\$60,000); IT contractual expenses (\$75,572); and miscellaneous contractual services (\$14,600). IT contractual expenses include printer maintenance, annual Harris maintenance contract, Tyler annual maintenance contract, copier lease, and VOIP subscription. Increase is due primarily to increased costs for annual maintenance contracts.			

**Contractual Services (Org: 0111104)**

Object Line	2017	2018	\$ Difference	% Difference
8030 Casualty Insurance	\$ 5,771	\$ 5,829	\$ 58	1.0%
8032 Insurance - Auto	\$ 1,076	\$ 1,087	\$ 11	1.0%
8033 Insurance - Broker	\$ 653	\$ 660	\$ 7	1.1%
8040 Merchant Fees and Discounts	\$ 17,000	\$ 12,000	\$ (5,000)	-29.4%
8050 Phone/Communications	\$ 2,500	\$ 2,800	\$ 300	12.0%
8131 Information Technology Cont'l	\$ 60,307	\$ 75,572	\$ 15,265	25.3%
8170 Auditing Fees	\$ 60,000	\$ 60,000	\$ -	0.0%
8300 Mach. & Equip. Maintenance	\$ 6,914	\$ 7,000	\$ 86	1.2%
8550 Misc. Contracted Svc.	\$ 14,130	\$ 14,600	\$ 470	3.3%
<b>Contractual Services Total</b>	<b>\$ 168,351</b>	<b>\$ 179,548</b>	<b>\$ 11,197</b>	<b>6.7%</b>

**CONTRACTUAL SERVICES DETAIL**

Object Code - Description	Amount Requested	Use of Funds (Description)
8030 Casualty Insurance	\$ 5,829	Portion of city-wide allocation of insurance
8032 Insurance - Auto	\$ 1,087	Portion of city-wide allocation of insurance
8033 Insurance - Broker	\$ 660	Portion of city-wide allocation of insurance
8040 Merchant Fees and Discounts	\$ 12,000	Credit card fee allocation
8050 Phone/Communications	\$ 2,800	Landline, Cell Phone Stipend and Fax Services
8131 Information Technology Cont'l	\$ 75,572	Printer maintenance, Crystal Reports Server annual maintenance, Harris (CityView/NorthStar) annual maintenance, Tyler Munis annual maintenance, Tyler Transparency, PACE - Tyler Connect Registration, VOIP Networks, Canon Financial - Copier Lease
8170 Auditing Fees	\$ 60,000	Cost of annual audit
8300 Mach. & Equip. Maintenance	\$ 7,000	Lease of mailroom equipment
8550 Misc. Contracted Svc.	\$ 14,600	MetroRev business license project, mailroom assistance, other services as needed for PUB/Accounting, CAFR Review
<b>Total</b>	<b>\$ 179,548</b>	

**DEPARTMENT OF FINANCE  
FY2018 RECOMMENDED BUDGET  
DEPRECIATION**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
<b>Depreciation Expense:</b>	<b>\$169,100</b>	<b>\$44,508</b>	<b>35.72%</b>
Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets.			

**Other Charges (Org: 0111105) - \*Depreciation Expense Only**

Object Line	2017	2018	\$ Difference	% Difference
9060 Depreciation Expense	\$ 124,592	\$ 169,100	\$ 44,508	35.7%
<b>Other Charges Total *</b>	<b>\$ 124,592</b>	<b>\$ 169,100</b>	<b>\$ 44,508</b>	<b>35.7%</b>

**DEPARTMENT OF FINANCE  
FY2018 RECOMMENDED BUDGET  
OTHER CHARGES**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
<b>Other Charges:</b>	<b>\$24,100</b>	<b>(\$1,900)</b>	<b>-7.31%</b>
Other expenses include \$23,500 for staff training, continuing education and professional development.			

**Other Charges (Org: 0111105) - \*Excluding Depreciation Expense**

Object Line	2017	2018	\$ Difference	% Difference
9020 Mileage & Small Bus. Exp.	\$ 200	\$ 600	\$ 400	200.0%
9070 Training	\$ 25,800	\$ 23,500	\$ (2,300)	-8.9%
<b>Other Charges Total *</b>	<b>\$ 26,000</b>	<b>\$ 24,100</b>	<b>\$ (1,900)</b>	<b>-7.3%</b>

**OTHER CHARGES DETAIL**

Object Code - Description	Amount Requested	Use of Funds (Description)
9020 Mileage & Small Bus. Exp.	\$ 600	Mileage reimbursement for employee travel
9070 Training	\$ 23,500	Government Finance Officers' Association (GFOA) Harris & Munis conferences, Munis training. CPE's for staff, training for PUB.
<b>Total</b>	<b>\$ 24,100</b>	



**DEPARTMENT OF FINANCE  
FY2018 RECOMMENDED BUDGET  
INTER-DEPT. CHARGES**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
<b>Inter-Dept. Charges:</b>	<b>(\$1,655,040)</b>	<b>(\$5,378)</b>	<b>0.33%</b>
<p>Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios.</p> <p>Buildings and Grounds: Costs of the Facilities Maintenance Division are allocated to other operating divisions by the square footage of the department offices and other buildings compared to the total city facility buildings square footage.</p> <p>Electricity: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate.</p> <p>Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network.</p> <p>Printing and Reproduction: The costs of supplies for copiers is allocated based on previously observed percentage of use by each department.</p> <p>Vehicles and Equipment: Includes direct charges of vehicle maintenance and repair performed by the Fleet Maintenance crew and an allocation of indirect Fleet Maintenance costs allocated to each division by the percentage of direct costs for the individual division to the direct costs for all divisions.</p> <p>Utility Billing: Costs budgeted in the Finance Department for Billing, Payment Processing and Customer Service functions related to utility operations are charged along with a portion of the Mailroom Aide for meter related work.</p>			

**Inter-Dept. Charges**

Object Line	2017	2018	\$ Difference	% Difference
Accounting	\$ (619,786)	\$ (645,361)	\$ (25,575)	4.1%
Buildings and Grounds	\$ 32,178	\$ 48,822	\$ 16,644	51.7%
Electricity Used	\$ 13,750	\$ 14,201	\$ 451	3.3%
Information Technology	\$ 71,988	\$ 96,829	\$ 24,841	34.5%
Printing and Reproduction	\$ (6,333)	\$ (5,428)	\$ 905	-14.3%
Vehicles and Equipment	\$ 1,360	\$ 803	\$ (557)	-41.0%
Utility Billing	\$ (1,142,819)	\$ (1,164,906)	\$ (22,087)	1.9%
<b>Inter-Dept. Charges Total</b>	<b>\$ (1,649,662)</b>	<b>\$ (1,655,040)</b>	<b>\$ (5,378)</b>	<b>0.3%</b>

# APPENDICES

**DEPARTMENT OF FINANCE  
FY2018 BUDGET RECOMMENDATION  
APPENDIX A - BUDGET CODE 8131**

<b>8131 - Information Technology Contractual</b>	<b>Charge Back</b>	<b>Description</b>
Printer Maintenance - P.C. Supplies - Allocated	\$ 2,500	Printer Maintenance
Crystal Reports Server Annual Maintenance - Allocated	\$ 1,250	Report Generation Software (Utility Billing)
Harris - CityView Annual Maintenance - Allocated	\$ 20,000	Business License, Permitting, Code Enforcement, Taxes and Liens, Rental Housing Software (sunsetting 2018)
Harris - NorthStar Online Utility Exchange Fees	\$ 1,300	Credit Check Reporting for Customers with new accounts
Tyler Technologies Munis Annual Maintenance - Allocated	\$ 17,132	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
Tyler Technologies Transparency	\$ 9,000	Tyler Technologies Public Access Portal for Financial Data (Launch in 2018) - Annual
Tyler Technologies Transparency	\$ 3,500	Tyler Technologies Public Access Portal for Financial Data (Launch in 2018) - Implementation
Tyler Technologies PACE - Allocated	\$ 4,550	Tyler Technologies Module and Feature Upgrade Guidance and Orientation
Verizon - Cellular/Data - Allocated	\$ 1,200	Computer Mobile Internet Connectivity
VOIP Networks - Cloud9 VOIP Subscription - Allocated	\$ 6,618	VOIP Phone System
Canon Financial - Copier Lease - Allocated	\$ 8,522	Canon Copier Leases
<b>Total</b>	<b>\$ 75,572</b>	

**DEPARTMENT OF FINANCE  
 FY2018 BUDGET RECOMMENDATION  
 APPENDIX B - PART TIME HISTORY (2017-2018)**

Position Descriptions	2017 Positions*	2017 Budget	2018 Positions*	2018 Budget	# Difference	\$ Difference
Finance Assistant	1	\$ 29,341	1	\$ 31,111	0	\$ 1,770
Equipment Technician/Mailroom Aide	1	\$ 27,996	1	\$ 23,759	0	\$ (4,237)
<b>Total (Part Time Only)</b>	<b>2</b>	<b>\$ 57,337</b>	<b>2</b>	<b>\$ 54,870</b>	<b>0</b>	<b>\$ (2,467)</b>

\*Please note that the above position figures are for Part-Time employees, therefore 1 FTE does not equal 1 Part Time position.