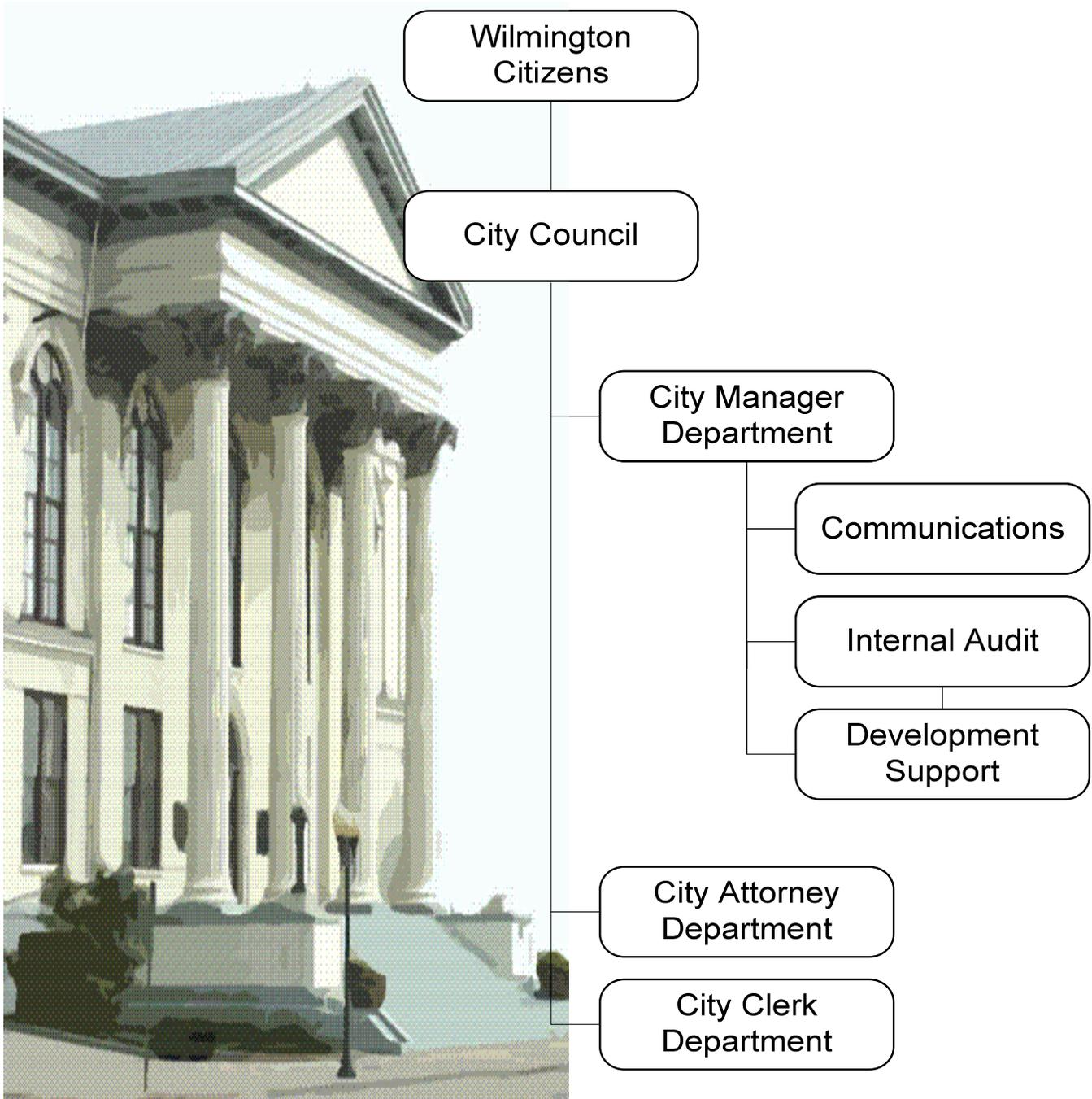


Governance Offices



City Hall
102 N. Third Street
Wilmington, NC

City Council

The seven-member **City Council** is the official legislative and policy-making body of the City of Wilmington. The Mayor, the presiding officer of the City Council, serves as the official and ceremonial head of the City and is a voting member of the City Council.

The Mayor serves a two-year term, while the other six members of the City Council serve four-year terms. The six members of City Council serve staggered terms, with three members elected in each odd-numbered year. All members are elected at-large on a non-partisan basis.

All official actions of the City Council are taken at public meetings. City Council holds regular public meetings on the first and third Tuesday of each month. The City Council also conducts special meetings, work sessions on the City budget, and other issues of special interest.

All City Council meetings are broadcast live on cable channel 8, the City's Government Information Channel. Taped meetings are also re-broadcast several times between City Council meetings.

BUDGET SUMMARY

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted	% Change FY 10-11 to FY 11-12
Expenditures by Category					
Personnel	112,900	110,860	113,360	115,860	
Benefits	33,727	36,908	36,908	37,220	
Operating	32,595	42,228	39,728	41,644	
Capital Outlay	-	-	-	-	
Total	179,222	189,996	189,996	194,724	2.5%

The FY 2011-12 adopted City Council budget reflects an increase in personnel funding. This increase resulted with the transition of funding, previously housed in operating, for stipends associated with technological devices.

City Clerk

Appointed by the City Council to a two-year term, the **City Clerk** acts as the official record keeper for the City of Wilmington. The City Clerk attends and records minutes of all Council meetings, certifies ordinances and resolutions adopted by City Council, maintains files of deed and contractual transactions, provides for the official notification of special meetings and public hearings, maintains the membership record of all City boards and commissions, manages the codification of ordinances, and provides information from these reports to the Council, public, and staff.

BUDGET SUMMARY

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted	% Change FY 10-11 to FY 11-12
Expenditures by Category					
Personnel	84,698	111,842	111,842	109,775	
Benefits	24,141	38,089	38,089	36,285	
Operating	31,325	30,307	30,307	31,258	
Capital Outlay	-	-	-	-	
Total	140,164	180,238	180,238	177,318	-1.6%
Authorized Positions	2	2	2	2	

The FY 2011-12 City Clerk adopted budget reflects a continuation of current services.



*To provide quality services
that enhance the safety,
livability, and prosperity of
our community.*



City Manager's Office

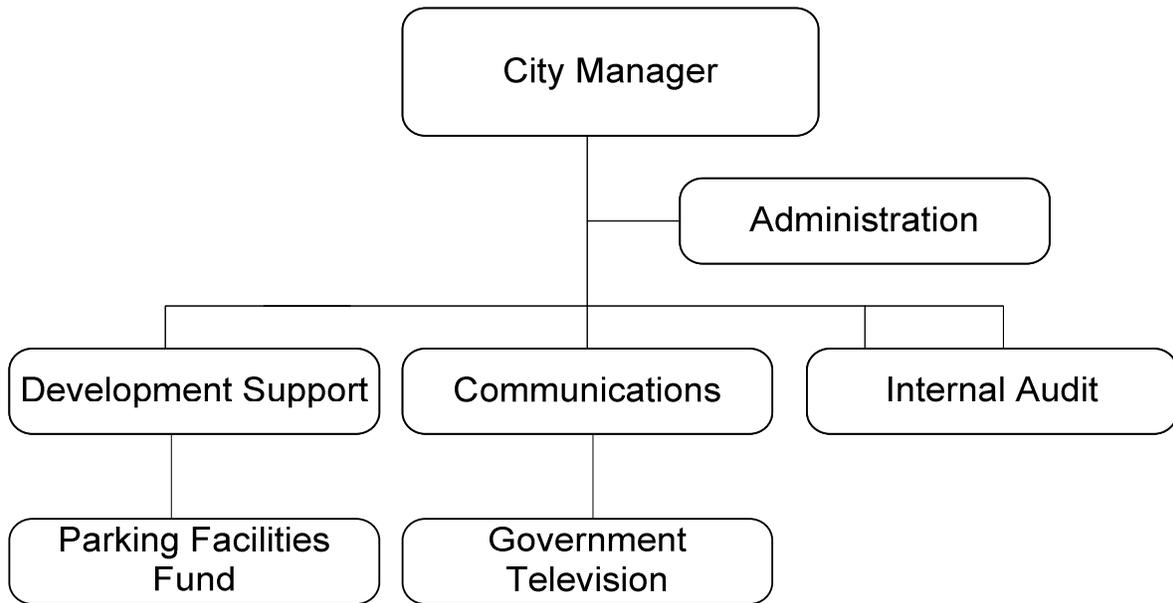
FY 2011-2012

City Manager
Sterling Cheatham

CITY MANAGER

Mission Statement

“It is the goal of the City Manager’s Office to assist City Council in policy development, to provide effective management of the organization, and to respond to concerns of the community.”



The **City Manager** is appointed by the City Council and serves as Chief Executive Officer of the City of Wilmington. The City Manager provides leadership and management of City operations and works through a management team composed of a Deputy City Manager, department directors, and other key staff to identify needs, establish priorities, administer programs, policies and operations, and build organizational capacity. The City Manager also assists City Council in its policy making role by providing recommendations and background materials on programs, trends, and issues of concern to the City Council and the Administration.

CITY MANAGER

City Focus Area:		Civic Partnerships					
		FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate	FY 10-11 Actual	Target
City Focus Area Strategy:	Improve the use of technology as a means to achieve more efficient communication between and among employees, elected officials, stakeholders, citizens, and the public at-large.						
Departmental Goal:	To serve the citizens of our community as well as City employees, mayor and council by providing prompt, helpful and courteous replies to all phone calls, inquiries, and request for information and assistance.						
Objective:	To document, track and report on telephone, email, walk-in or online requests with the implementation of new software.						
Objective:	To make available or respond to inquiries for information or assistance in a timely and effective manner.						
Measure:	% of inquiries resolved in some manner within 24 hours	NA	95%	95%	99%	99%	99%
Measure:	% of key communicator emails distributed according to monthly schedule	NA	NA	50%	85%	85%	85%
Measure:	Cablecast of regularly scheduled City Council and Planning Commission Meetings	100%	100%	100%	100%	100%	100%
Measure:	Percent webcast of regularly scheduled City Council and Planning Commission Meetings	100%	100%	100%	100%	100%	100%

This is a select representation from the goals, objectives, and performance measures managed by the City Manager's Department

City Manager

BUDGET SUMMARY

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted	% Change FY 10-11 to FY 11-12
Expenditures by Division					
Administration	642,490	658,627	659,627	667,509	
Communications	309,235	366,218	366,218	407,238	
Internal Audit	74,491	79,363	79,363	80,835	
Development Support	120,861	124,666	124,666	124,889	
Allocated Costs	(94,135)	(94,135)	(94,135)	(30,172)	
Total	1,052,942	1,134,739	1,135,739	1,250,299	10%
Expenditures by Category					
Personnel	864,724	892,596	894,351	913,034	
Benefits	192,488	203,745	203,745	231,668	
Operating	86,946	130,533	129,778	133,769	
Capital Outlay	2,919	2,000	2,000	2,000	
Allocated Costs	(94,135)	(94,135)	(94,135)	(30,172)	
Total	1,052,942	1,134,739	1,135,739	1,250,299	10%
Authorized Positions					
Administration	6	6	6	6	
Communications	4	4	4	5	
Internal Audit	1	1	1	1	
Development Support	1	1	1	1	
Total	12	12	12	13	1

The FY 2011-12 City Manager's adopted budget reflects a 10% increase.

The Communications division adopted FY 2011-12 budget reflects an increase due to the conversion of the current part-time Marketing Coordinator position to full-time status with expanded duties and responsibilities including oversight of records retention efforts and public information requests.

Other increases in personnel and benefit costs are associated with the transition of funding, previously housed in operating, for stipends associated with technological devices and other benefit cost increases. The slight increase in operating is for insurance premium dues and for financial reporting changes which include the appropriation and implementation of workers' compensation claims based upon usage to the respective functions, departments, division and sections.

The Development Support FY 2011-12 adopted budget will retain 75% of all personnel and departmental operating costs for selected projects, previously allocated out, within the City Manager's budget with the remaining 25% allocated for ongoing Convention Center oversight and efforts.

City Manager

The **Administrative** arm of the City Manager's department includes the City Manager, the Deputy City Manager and support staff. Together they provide professional, effective leadership and management of all City operations. In addition, they assist City Council in their policy making role by providing information to ensure that Council makes informed decisions.

ADMINISTRATION

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Expenditures by Category				
Personnel	492,626	494,418	496,708	496,678
Benefits	113,864	118,338	118,338	122,998
Operating	36,000	45,871	44,581	47,833
Capital Outlay	-	-	-	-
Total	642,490	658,627	659,627	667,509
Authorized Positions	6	6	6	6

The FY 2011-12 administrative division of the City Manager's budget reflects increases in personnel and benefit costs. These increases have resulted with the transition of funding, previously housed in operating, for stipends associated with technological devices and other benefit cost increases. The slight increase in operating is for increased insurance premium dues and with financial reporting changes which include the appropriation and implementation of workers' compensation claims based upon usage to the respective functions, departments, division and sections.

City Manager

The **Communications** division of the City Manager’s office ensures that the public at-large is provided with current and relevant information provided through the City’s website, print media, press releases, and the citizen information line. The Government Television section reflects the costs associated with operating the City’s cable channel 8 (GTV).

COMMUNICATIONS

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Expenditures by Category				
Personnel	215,207	240,876	240,331	259,054
Benefits	45,601	50,967	50,967	71,762
Operating	45,508	72,375	72,920	74,422
Capital Outlay	2,919	2,000	2,000	2,000
Total	309,235	366,218	366,218	407,238
Authorized Positions	4	4	4	5

The Communication division adopted FY 2011-12 budget reflects an increase due to the conversion of the current part-time Marketing Coordinator position to full-time status with expanded duties and responsibilities including oversight of records retention efforts and public information requests. Increased benefit allocation expenses are also reflected.

City Manager

The **Internal Audit** division conducts financial and performance audits within the organization to identify and reduce risks, and ensures acceptable policies and procedures are followed, established standards are met, resources are used efficiently and effectively, and the organization’s objectives are achieved.

INTERNAL AUDIT

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Expenditures by Category				
Personnel	58,159	58,000	58,000	58,000
Benefits	13,398	14,068	14,068	15,524
Operating	2,934	7,295	7,295	7,311
Capital Outlay	-	-	-	-
Total	74,491	79,363	79,363	80,835
Authorized Positions	1	1	1	1

The Internal Audit division adopted FY 2011-12 budget reflects a continuation of current services.

City Manager

The **Development Support** division provides resources for economic development guidance and management of the Economic Development Action Plan (EDAP). The division is responsible for business development and recruitment to attract and retain higher-wage jobs as well as parking management and incentives in the central business district.

DEVELOPMENT SUPPORT

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Expenditures by Category				
Personnel	98,732	99,302	99,302	99,302
Benefits	19,625	20,372	20,372	21,384
Operating	2,504	4,992	4,992	4,203
Capital Outlay	-	-	-	-
Allocated Costs	(94,135)	(94,135)	(94,135)	(30,172)
Total	26,726	30,531	30,531	94,717
Authorized Positions	1	1	1	1

Development Support is comprised of a assistant to the City Manager who has responsibilities to oversee and support various projects throughout the City. The FY 2011-12 adopted budget will retain 75% of all personnel and departmental operating costs for selected projects, previously allocated out, within the City Manager's budget with the remaining 25% allocated for ongoing Convention Center oversight and efforts.

City Attorney

The **City Attorney** provides legal advice and assistance to the City Council, City Manager, and staff, as it relates to their official duties. The City Attorney is appointed by City Council and represents the City in all legal proceedings on behalf of the City. As legal advisor, the Attorney prepares and reviews legal documents, informs Council and staff of changes in the law affecting City operations, assists in the development of programs and procedures to ensure compliance with local, State and Federal laws, and assists in the review and enforcement of City ordinances.

BUDGET SUMMARY

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted	% Change FY 10-11 to FY 11-12
Expenditures by Category					
Personnel	736,742	591,304	586,596	583,711	
Benefits	147,001	139,821	139,821	149,189	
Operating	43,328	51,658	81,366	53,134	
Capital Outlay	1,853	-	-	-	
Total	928,924	782,783	807,783	786,034	0%
Authorized Positions	8	8	8	8	

The FY 2011-12 adopted budget for the City Attorney reflects a slight overall increase in funding primarily associated with various benefit cost allocation increases. The remainder of operating reflects a continuation of current service levels with a slight increase for printing and copying needs.



Human Resources

FY 2011-12

Director
Eugenia “Jeanne” Sexton

HUMAN RESOURCES

Mission Statement

“The City of Wilmington’s Human Resource Department recognizes the driving force behind the City’s success is its employees. To better serve our customers effectively, HR prides itself on providing the framework for assuring mutual expectations of the City and its workforce are clearly articulated through quality, equitable and consistent services. HR is committed to providing the services, resources, and direction needed to support our workforce through recruitment, hiring, retention of a qualified and diverse workforce, equal employment opportunity, technical assistance, training, and risk management.”



The **Human Resources** department provides comprehensive services which support effective management of the workforce to all City departments. Functional areas include recruitment, classification, compensation and benefits administration, personnel records management, training, safety and risk management and employee relations.

HUMAN RESOURCES

City Focus Area:		Diverse and Thriving Economy					
		FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate	FY 10-11 Actual	Target
City Focus Area Strategy:	Increase the number of higher paying jobs available for all citizens.						
Departmental Goal:	Administer the City's pay and classification plan.						
Objective:	Monitor and recommend competitive salaries for City employees and to provide cost effective and market competitive benefits that assist City departments in attracting and retaining employees.						
Measure:	Participate in market salary and benefit surveys	New Measure	15	15	10	11	Reciprocate with relevant jurisdiction and private sector employers
Measure:	# of position reclassifications requested	New Measure	New Measure	4	60	11	<20
Measure:	% difference between the City salary structure and the market average	New Measure	-1.5%	NA	-1.5%	-6.53%	<-2%
Measure:	% of benefit cost share ratio to be within 2% of market average	New Measure	New Measure	N/A	-5%	+26%	<-5%

This is a select representation from the goals, objectives, and performance measures managed by the Human Resources Department

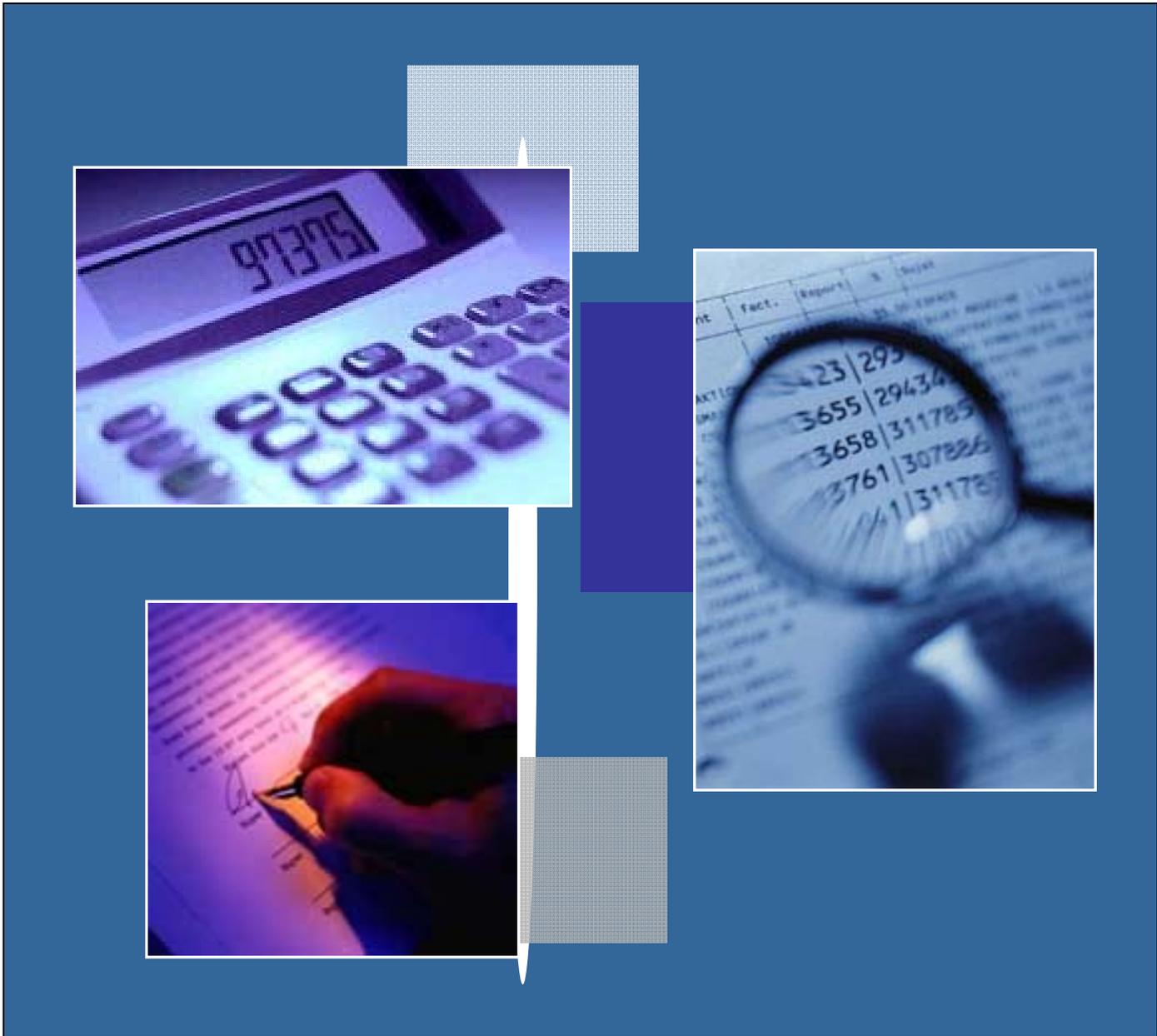
Human Resources

The **Human Resources** department provides comprehensive services which support effective management of the workforce to all City departments. Functional areas include recruitment, classification, compensation and benefits administration, personnel records management, training, safety and risk management, and employee relations.

BUDGET SUMMARY

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted	% Change FY 10-11 to FY 11-12
Expenditures by Category					
Personnel	372,336	494,288	494,288	478,026	
Benefits	73,787	115,712	115,712	101,900	
Operating	133,205	77,837	77,837	63,030	
Capital Outlay	-	-	-	-	
Total	579,328	687,837	687,837	642,956	-6.5%
Authorized Positions	8	8	8	8	

The FY 2011-12 adopted Human Resources budget reflects an overall decrease of 6.5%. Decreased personnel and benefits funding is primarily associated with the retirement of the Safety Programs Manager and partial funding allocated in the FY 2011-12 budget. Reductions in departmental operating include office supplies, postage, printing and advertising.



Finance Department

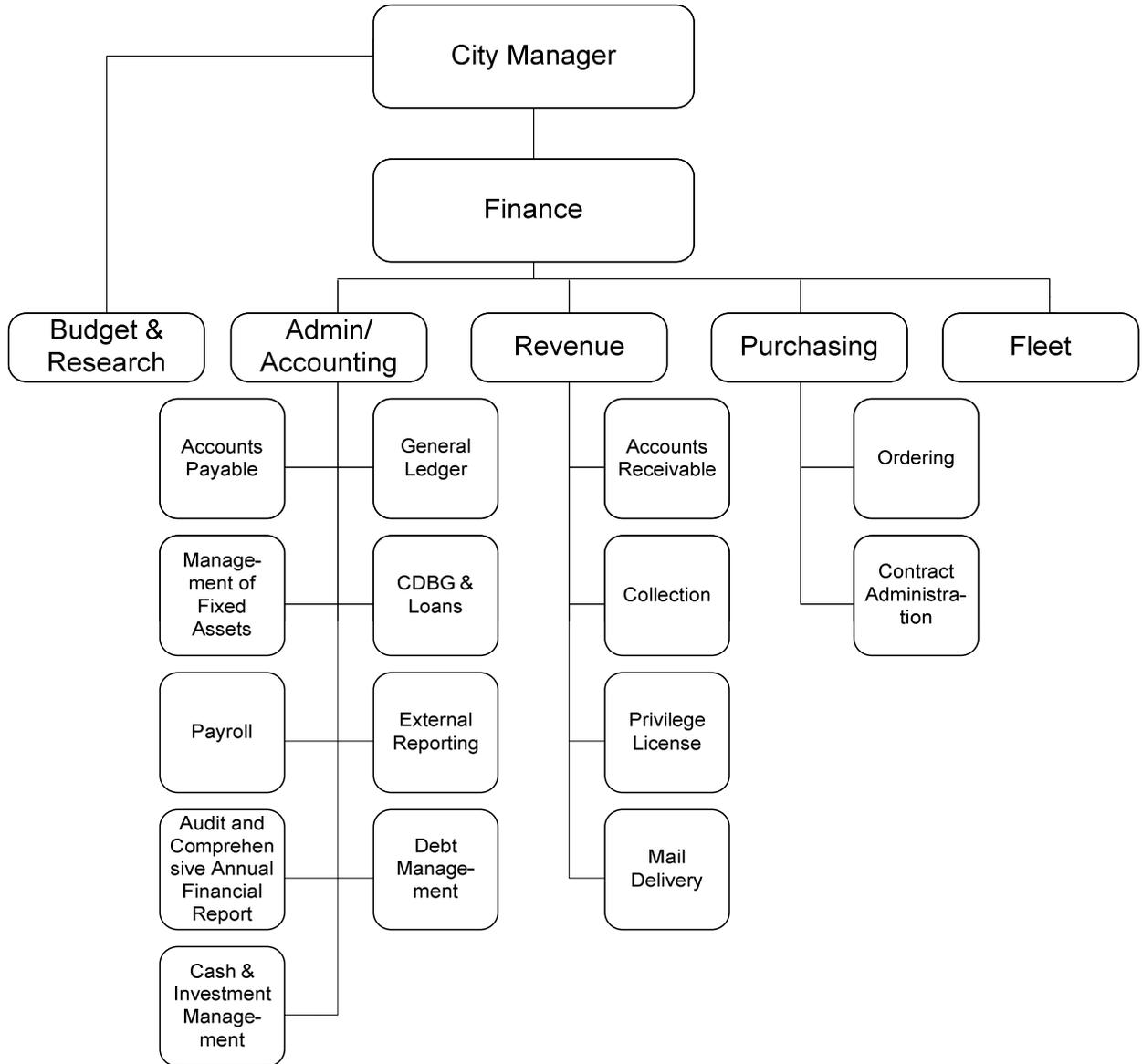
FY 2011-12

Director
Debra H. Mack

FINANCE

Mission Statement

“The mission of the Finance Department is to provide quality, responsive financial management services to the City organization and to ensure prudent use and maintenance of the City’s financial resources and physical assets.”



The **Finance** department focuses on the City’s financial services, including debt service management, cash investments, payroll, payables, billing, collections, and purchasing.

FINANCE

City Focus Area:		<i>Diverse and Thriving Economy</i>					
		FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate	FY 10-11 Actual	Target
City Focus Area:	The City will create and implement a sustainable, regionally coordinated economic development plan and business-friendly processes and policies to attract new businesses of different sizes and types and support existing businesses.						
Department Goal:	To provide for minority and women owned business enterprise (MWBE) participation in all construction contracts.						
Objective:	Increase MWBE participation in construction contracts through outreach efforts in order to obtain bids that meet the MWBE participation goal in 65% of the construction bids and to have a total MWBE participation of 14%.						
Measure:	Average MWBE participation per contract	9%	17%	13.55%	14%	12.7%	14%
Measure:	Percent of contracts meeting MWBE goals	50%	53%	78.57%	65%	50%	65%
Measure:	Total MWBE participation	9%	14%	14%	14%	14%	14%

This is a select representation from the goals, objectives, and performance measures managed by the Finance Department

Finance

BUDGET SUMMARY

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted	% Change FY 10-11 to FY 11-12
Expenditures by Division					
Accounting	1,077,559	1,217,244	1,259,744	1,015,091	
Revenue	514,325	456,670	457,170	461,319	
Purchasing	279,468	287,604	287,604	272,030	
Budget and Research	-	-	-	279,894	
Allocated Costs	(124,000)	(124,316)	(124,316)	(124,316)	
Total	1,747,352	1,837,202	1,880,202	1,904,018	3.6%
Expenditures by Category					
Personnel	1,372,744	1,406,942	1,405,642	1,410,460	
Benefits	374,849	387,912	387,912	408,219	
Operating	123,584	166,664	210,964	209,655	
Nondepartmental	175	-	-	-	
Allocated Costs	(124,000)	(124,316)	(124,316)	(124,316)	
Total	1,747,352	1,837,202	1,880,202	1,904,018	3.6%
Authorized Positions					
Accounting	15	15	15	12	
Revenue	8	8	8	8	
Purchasing	4	4	4	4	
Budget and Research	-	-	-	3	
Total	27	27	27	27	

The Finance Department budget for FY 2011-12 reflects a 3.6% increase over FY 2011 adopted levels. The primary driver of this increase is the additional funds budgeted for contracted temporary services for grant administration. Due to the City's successful efforts in the receipt of grants and agreements, additional challenges to meet reporting and administration of those grants and agreements have been placed on the Finance Department with existing staff. Each grant or agreement typically has unique reporting requirements and Finance is challenged with reporting to the various agencies as required. The additional funding provided in the FY 12 budget will assist with this effort.

Staff costs associated with the management and reporting of the City's debt are shown as a credit. These expenditures are allocated to the Debt Service Fund. And for FY 2012, the staff and expenditures associated with Budget and Research have been realigned from the Accounting division for reporting clarification.

Finance

The **Accounting** division is responsible for all financial transactions including accounts payable and receivable, management of fixed assets, preparation of the City's Comprehensive Annual Financial Report, filing of statutory reports, grant reporting, various state and federal tax filings, and the management of the City's cash and investment portfolio and debt issuance. Payroll is also processed in the Accounting division.

ACCOUNTING

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Expenditures by Category				
Personnel	798,064	891,789	891,789	689,912
Benefits	212,179	235,319	235,319	198,962
Operating	67,316	90,136	132,636	126,217
Allocated Costs	(124,000)	(124,316)	(124,316)	(124,316)
Total	953,559	1,092,928	1,135,428	890,775
Authorized Positions	15	15	15	12

Funding for the Accounting division in the Finance Department for FY 2011-12 provides for the continuation of current services and reflects the realignment of staff and expenditures associated with Budget and Research. It also provides for contracted temporary services for the reporting and administration of grants and agreements. Staff costs associated with the management and reporting of the City's debt are shown as a credit to the Accounting division expenses. These expenditures are being allocated to the Debt Service Fund.

Finance

The **Revenue** division handles the cash receipts for all accounts receivables to include privilege licenses, rehab loans, assessments, demolition/lot cleaning liens, annual billing and the collection of privilege licenses and beer/wine permits as well as miscellaneous invoices for in-person, mail, after-hours depository, drive-thru and draft payments. This division is also responsible for the delivery of mail to all City departments.

REVENUE

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Expenditures by Category				
Personnel	367,987	309,041	309,641	304,213
Benefits	109,175	96,816	96,816	98,926
Operating	36,988	50,813	50,713	58,180
Nondepartmental	175	-	-	-
Total	514,325	456,670	457,170	461,319
Authorized Positions	8	8	8	8

Funding for the operation of the continued collection of all City receivables, privilege licenses and permits are reflected in the FY 2011-12 budget. Funding for City-wide postage has been transferred from the Purchasing budget to this division to align all expenditures associated with the mail courier function in the proper division.

Finance

The **Purchasing** division provides quality and economical materials and services that are promptly priced and purchased.

PURCHASING

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Expenditures by Category				
Personnel	206,693	206,112	204,212	206,112
Benefits	53,495	55,777	55,777	54,586
Operating	19,280	25,715	27,615	11,332
Total	279,468	287,604	287,604	272,030
Authorized Positions	4	4	4	4

The FY 2011-12 Purchasing division budget provides for the continuation of current services. The Purchasing operating category budget has been reduced by the transfer of City-wide postage funding to the Revenue division where the mail courier function is budgeted.

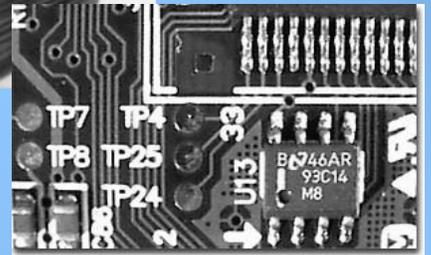
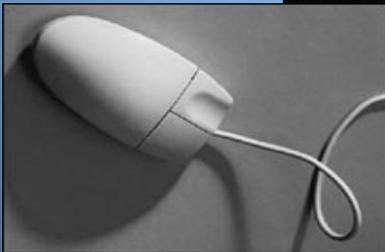
Finance

Budget and Research expenditures are accounted for within the Finance Department budget while organizationally reporting directly to the City Manager. The Budget Office coordinates the preparation of the annual operating and capital budget including financial forecasting. It ensures fiscal control over City expenditures, conducts program evaluations and analysis and coordinates the development and progress of the City's Strategic Plan.

BUDGET AND RESEARCH OFFICE

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Expenditures by Category				
Personnel	-	-	-	210,223
Benefits	-	-	-	55,745
Operating	-	-	-	13,926
Total	-	-	-	279,894
Authorized Positions	-	-	-	3

For FY 2012, the staff and expenditures associated with this activity have been separated from the Accounting division and provide for the continuation of current services.



Tools to Work Smarter

Information Technology

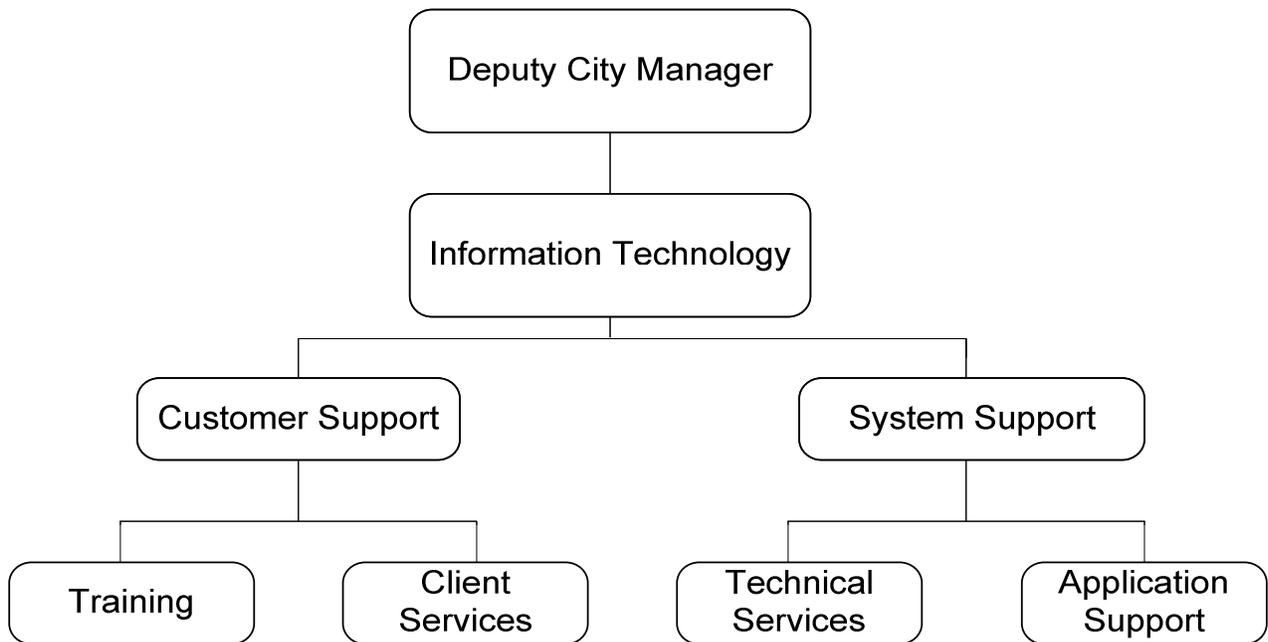
FY 2011-12

Director
Larry Bergman

INFORMATION TECHNOLOGY

Mission Statement

“The mission of the Information Technology department is to champion the use of technology for the continual improvement of processes and systems that allow the City to provide quality services to our Citizens.”



The **Information Technology** department encompasses a wide array of services which support all departments through end user clients’ support, network infrastructure, software applications, and championing the use of technology to meet the City's strategic goals.

INFORMATION TECHNOLOGY

City Focus Area:		Civic Partnerships					
		FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate	FY 10-11 Actual	Target
City Focus Area Strategy:	Improve the use of technology as a means to achieve more efficient communication between and among employees, elected officials, stake holders, citizens, and the public at large.						
Departmental Goal:	To provide excellent end user support to al City staff for their technology needs.						
Objective:	Provide highly rated computer support services to departments and staff.						
Objective:	Minimize work orders through asset management.						
Objective:	Provide priority services for emergency repairs.						
Measure:	Number of Work Orders	1,097	1,276	1,115	1,000	1,344	1,000
Measure:	Percent of priority work orders completed in 2 working days	95%	95%	100%	100%	100%	100%
Measure:	Percent of surveyed users who rate contacts with client services as satisfied or very satisfied	94%	95%	93%	100%	94%	100%
Department Goal:	To provide a reliable and secure data network for all City employees.						
Objective:	Maintain a high level of network reliability.						
Objective:	Provide all remote facilities with high speed network access.						
Measure:	Percent of operating system upgrades completed on schedule.	100%	100%	100%	100%	100%	100%
Measure:	Percent of network reliability survey results rated as satisfied or very satisfied	96.5%	97%	96%	100%	95%	100%
Measure:	Annual number of critical, unplanned interruptions to the network and servers	2	2	2	0	1	0

This is a select representation from the goals, objectives, and performance measures managed by the Information Technology Department

Information Technology

The **Information Technology** department provides a wide array of services which support all departments through end user client support, network infrastructure, software applications, and championing the use of technology to meet the City's strategic goals.

BUDGET SUMMARY

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted	% Change FY 10-11 to FY 11-12
Expenditures by Category					
Personnel	1,016,805	1,013,815	1,014,665	966,190	
Benefits	268,774	278,619	278,619	274,616	
Operating	818,242	816,661	874,047	625,257	
Capital Outlay	30,670	20,000	20,000	-	
Total	2,134,491	2,129,095	2,187,331	1,866,063	-12.4%
Authorized Positions	15	15	15	14	(1)

The FY 2011-12 adopted budget includes a 12.4% overall reduction primarily in operating and capital expenditures associated with the initial transition to a hosted environment and is mainly comprised of reduced or eliminated software and rental licensing allocations.

The City's Information Technology department is evolving the way it delivers services to all of the organization's departments while striving to contain and manage costs. This can be done potentially by moving away from large capital expenditures, previously housed with the capital improvement program, and towards converting our operations to largely service-based, hosted approach. Hosted technologies, also known as cloud computing or software as a service, is one of the ways the City can achieve this.

The process involves outsourcing various elements of the current IT infrastructure where efficiencies of scale for servers, data storage and phone systems may be realized. It also provides the City with a much greater ability to continue business operations when a primary system may fail through enhanced disaster recovery abilities. Essentially, the City can begin to shift the commodities of technology to contractors to utilize the latest technology and economies of scale to provide improved services and platforms.

One vacant GIS Analyst position has been eliminated in the adopted FY 2011-12 budget.

Sundry Appropriations

NONDEPARTMENTAL

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
City Facilities - Storm Water	77,266	62,284	62,284	62,284
City-wide Newsletters	26,461	88,000	88,000	88,000
Facilities Insurance	204,410	413,630	413,630	614,038
Unemployment Compensation	25,629	25,630	58,438	60,000
Workers' Compensation Claims	87,716	589,175	102,000	-
Dues - Associations	67,616	69,000	69,000	69,000
Claims Against the City	91,140	90,000	91,969	90,000
City Advertising	33,806	20,000	20,000	20,000
Medical Insurance - Regular	-	-	7,788	-
Medical Insurance - Retiree	1,016,920	1,200,000	1,200,000	1,200,000
New Hanover County Tax Collections	819,124	916,000	901,000	900,000
Property Taxes to New Hanover County	717	-	15,000	-
Independent Audit	98,138	80,000	80,000	80,000
Employee Parking	64,800	65,000	65,000	65,000
Municipal Elections	69,672	-	-	75,000
Actuarial Studies	654	5,900	12,542	6,500
United Way	700	700	700	700
Wellness Program	-	5,000	5,000	5,000
Employee Suggestion Program	397	3,000	3,000	3,000
City-wide Training	545	20,000	20,000	20,000
City-wide Tuition Reimbursement	48,824	30,000	30,000	30,000
City-wide Recruitment	2,741	-	-	-
City Streets - Storm Water	1,377,221	1,466,740	1,466,740	1,627,935
Strategic Planning	-	-	200	-
City-wide Technology Projects	2,400	-	2,400	38,530
Transit Passes	-	2,000	2,000	-
Safelight Program	-	250,000	-	-
Rent - Coast Guard Spaces	20,700	20,700	20,700	20,700
Bank Service Fees	25,750	36,600	36,600	40,100
City-wide Intern Pool	10,837	15,400	15,400	15,400
City Marketing	500	15,000	15,000	15,000
Miscellaneous	13,052	10,000	24,157	102,204
IOG Benchmarking Study	10,000	10,000	10,000	10,000
Facility Rent 320 Chestnut Street	13,334	-	-	-
Leadership Development	12,006	15,000	15,000	15,000
Facility Rent 414 Chestnut Street	138,933	139,275	161,628	98,287
Vision Self Insurance	(10,777)	4,000	5,137	4,000
Dental Self Insurance	(40,140)	72,000	30,000	30,000
Disease Management	264,252	293,144	302,193	485,000
HRA Retiree and Administrative Fees	26,700	18,700	33,700	33,700
FSA Administrative Fees	22,544	-	15,000	15,000
Separation Allowance - Police	250,000	250,000	250,000	250,000
Burn Pit Costs	5,772	25,000	47,454	25,000
Castle Street Environmental	8,089	17,000	67,130	17,000
Demolition - Rhodes AFR Center	-	-	70,000	-
WAVE Transit Subsidy	1,339,549	1,175,000	1,175,000	1,175,000

FY 2011-12 Adopted Budget
GENERAL GOVERNMENT

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Special Purpose Grant Match	-	350,000	233,551	327,000
Allocated Costs	(1,062,182)	(1,133,856)	(1,133,856)	(1,295,756)
Total	5,165,816	6,735,022	6,110,485	6,437,622

The FY 2011-12 General Fund Nondepartmental adopted budget includes funding for general City expenditures not attributable to a specific City department. Some highlights for the allotments are as follows:

Facilities insurance which covers all City facilities has increased by approximately 48% for FY 2012.

Unemployment Compensation claims are anticipated to increase by approximately \$35,000 based on current year claims experience.

Workers Compensation claim funding has been eliminated within the Sundry budget and is now allocated in departmental operating budgets based upon usage to the respective functions, departments, division and sections.

Municipal Election funds are budgeted for FY 2011-12 elections.

City-owned streets storm water fee funding has been increased by approximately \$161,000 which is attributable to the required 2.5% increase by bond covenant and the 8.49% rate increase in all Storm Water fees.

The increase in City-wide technology projects funding is for record retention and management efforts.

Funding for the Safelight program is now reflected in the Sundry Transfer budget in the transfer to the Special Purpose Fund.

Miscellaneous funding is increased, in part, to cover consultant participation in the savings resultant from the recommended transition to a cost per copy plan City-wide. It also includes funding for the retrofit of the Utility Services facility at the Operations Center on River Road previously occupied by the Cape Fear Public Utility Authority.

Facility rent for 414 Chestnut Street reflects seven (7) months of lease and management fees in anticipation of the City vacating the facility.

The cost of operating and administering the City's Health Clinic is reflected in Disease Management. This budget has increased to cover additional clinic hours, generic prescriptions and wellness assessments. Savings in claims are expected to offset these costs.

The HRA (Health Reimbursement Account) for retirees and the FSA (Flexible Spending Account) administration is increased for FY 2012 based on the FY 11 adjusted budget.

Allocated costs represents a credit for overall General Fund expenditures in support of non-General Fund activities such as Storm Water, Solid Waste, Golf, and Parking. The offsetting expense for these services is found in each of the respective funds.

Funding for WAVE Transit remains at fiscal year 2011 levels for FY 2012. The disbursement of funds will provide \$1,125,000 in July 2011 and \$50,000 in January 2012.

Sundry Appropriations

AGENCY APPROPRIATIONS

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
General Agencies				
Coastal Horizons	39,622	37,050	37,050	37,050
Child Advocacy Comm/Community Girls & Boys Club	21,850	30,850	30,850	30,850
Elderhaus	19,000	19,000	19,000	19,000
Girls, Inc.	14,250	-	-	-
Carousel Center	9,500	9,500	9,500	9,500
Phoenix Employment Ministries	-	9,000	9,000	9,000
Kids Making It Woodworking	14,250	14,250	14,250	14,250
Brigade Boys & Girls Club	23,750	23,750	23,750	23,750
Food Bank of North Carolina	14,250	14,250	14,250	14,250
Wilmington Interfaith Network	19,000	-	-	-
Cape Fear Literacy Council	9,500	9,500	9,500	9,500
American Red Cross	9,500	9,500	9,500	9,500
Dreams	16,625	16,625	16,625	16,625
Habitat for Humanity	1,526	-	-	-
Cape Fear Area United Way	10,000	15,000	15,000	15,000
LINC - Leading Into New Communities	-	14,000	14,000	14,000
Wilmington Residential Adolescent Achievement	-	9,000	9,000	9,000
Communities in Schools of Cape Fear	-	9,000	9,000	9,000
Total General Agencies	222,623	240,275	240,275	240,275
Boards and Commissions				
Cape Fear Future	-	20,000	20,000	20,000
Council of Governments	18,035	18,035	18,035	18,035
City Boards	1,217	5,000	5,175	5,000
Port, Waterway & Beach Commission	1,500	1,500	1,500	1,500
Sister City Commission	2,466	2,500	2,500	2,500
USS Commissioning (Ships)	-	-	25,000	-
Total Boards and Commissions	23,218	47,035	72,210	47,035
Economic and Physical Development Agencies				
Wilmington Industrial Development	80,496	80,496	80,496	80,496
Wilmington Downtown, Inc.	80,979	60,979	60,979	60,979
Wilmington Regional Film Commission	109,869	109,869	109,869	109,869
AME Zion Housing CDC	-	9,000	9,000	9,000
Cape Fear Housing Land Trust	-	3,000	3,000	3,000
Southside Community Development Corp	19,900	-	-	-
Cape Fear Resource Center	-	-	20,900	-
Total Economic and Physical Development Agencies	291,244	263,344	284,244	263,344



FY 2011-12 Adopted Budget
GENERAL GOVERNMENT

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Cultural and Recreational Agencies				
Louise Cameron Art Museum	100,000	-	-	-
Battleship Fireworks	10,000	10,000	10,000	10,000
Thalian Hall Center for the Performing Arts	127,500	127,500	127,500	127,500
Martin Luther King, Jr. Celebration	-	3,000	3,000	3,000
Community Arts Center	53,700	53,700	53,700	53,700
Cape Fear Youth Soccer/Flemington Soccerplex	111,333	-	39,365	20,000
Wilmington Black Expo	-	1,000	1,000	1,000
Cucalorus Film Foundation	10,000	10,000	10,000	10,000
Cape Fear Museum	-	-	6,000	6,000
Total Cultural and Recreational Agencies	412,533	205,200	250,565	231,200
TOTAL GENERAL FUND AGENCIES	949,618	755,854	847,294	781,854

The City provides funding to outside agencies that provide services consistent with the City's objectives. This leveraging of dollars with volunteer efforts and other revenue sources increases community services offered to citizens. Contracts are executed with all agencies that receive City funds which specify the terms and conditions of the contribution.

Funding for general agencies is in the second funding year of the biannual budget process for public service agencies.

All boards and commissions and economic and physical development agencies are budgeted at the same funding levels as previous year adopted levels with a 'hold the line' approach.

Funding in the amount of \$6,000 to Cape Fear Museum is included for ongoing conservation and restoration efforts for various Civil War era artifacts including flags and uniforms.

Lastly, the FY 12 agency appropriations also incorporates \$20,000 for scheduled maintenance and repairs at the Flemington Soccer Complex which consist of overseeding of fields, fertilizer and irrigation and restroom repairs.

Sundry Appropriations

CONTINGENCY

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Contingency	-	100,000	23,927	100,000
Total	-	100,000	23,927	100,000

Contingency funds are budgeted for unforeseen needs that may arise during the fiscal year. Any use of contingency funds must be approved by City Council.

ECONOMIC INCENTIVES

Cellco	125,000	125,000	125,000	-
Wilmington Industrial Development	50,000	50,000	50,000	-
Total	175,000	175,000	175,000	-

Incentive payment agreements with Cellco Partnership and Wilmington Industrial Development for G.E. Nuclear have been satisfied. No economic incentives are budgeted in FY 2011-12.

Sundry Appropriations

TRANSFERS

	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Adjusted	FY 11-12 Adopted
Transfer to Debt Service Fund	9,077,784	9,649,685	9,649,685	9,725,832
Special Purpose Fund	389,779	50,000	440,655	453,022
CD/HM Grant & Loan Administration	164,483	199,082	199,082	136,764
Capital Projects Streets and Sidewalks	1,408,057	1,078,000	1,078,000	1,564,500
Capital Projects Parks and Recreation	425,000	-	-	100,000
Capital Projects Public Facilities	-	1,507,000	1,507,000	1,280,000
Technology Replacement	-	-	-	480,000
Transfer to Fund LF - Rehabilitation	6,993	-	-	-
Total	11,472,096	12,483,767	12,874,422	13,740,118

The FY 2011-12 Sundry Transfers budget provides for approximately \$9.7 million to the Debt Service Fund, which represents approximately 11% of the General Fund budgeted expenditures. This transfer will occur each year to fund existing debt payment commitments and future debt obligations. The transfer for FY 2012 has been reduced to reflect the deferral of some capital improvement projects and a pending refunding.

The transfers to the Capital Project Funds are the pay-go funding for Streets Improvements, Parks and Recreation, and Public Facility Improvements. The specific projects are identified in the Capital Improvements Program section of this document.

The transfer to the Special Purpose Fund includes \$250,000 for SafeLight operational expenses. Additionally the transfer includes the transfer of the SABLE program (Southeastern Airborne Law Enforcement) staff positions which were previously housed in the Police operating budget. Commencing in FY 2011-12, all funding and expenditures associated with this program will be accounted for within the Special Purpose Fund. Also included in the transfer is \$50,000 towards the Ten-Year Plan to End Chronic Homelessness and \$5,000 to the Downtown Business Alliance for the Rims on the River event.

Reduced transfer to the CD/HM Grant and Loan Administration Fund represents the elimination of a Business Development Officer position.

Lastly, the FY 2011-12 adopted budget includes a \$480,000 transfer for technology changes associated with the planned transition to a hosted environment, also known as cloud computing or software as a service.