



WILDWOOD

MEMORANDUM

To: Economic Development Committee Members

Cc: Mayor Bowlin and other City Council Members
Julian M.D. Jacquin, Economic Development Manager

From: Samuel L. Anselm, City Administrator

Date: October 22, 2019

Re: Review of Preliminary 2020 Budget Items Related to Economic Development

The City's Economic Development Program is funded as part of the Administration Operating Budget, which will be reviewed in total at the October 29, 2019 Administration/Public Works Committee. In advance of that meeting, the Economic Development Committee is to review the attached Economic Development Expenditure Detail, which identifies the Personnel, Operating and Contractual Expenditures for the City's Economic Development Program.

As you will note, the principal budget item for the program is for the salary/benefits costs of the Economic Development Manager, representing approximately 75% of the overall Economic Development Program cost, with the remaining 25% in support costs as follows:

	<u>2019 Budget</u>	<u>Proposed 2020 Budget</u>
Community Relations:	\$15,000	\$15,000
Dues/Memberships:	\$1,678	\$2,398
Vehicle Maintenance:	\$0	\$500
Office Supplies:	\$0	\$500
Training:	\$3,000	\$3,000
Travel:	\$12,000	\$7,000
Utilities-Telephone:	\$660	\$950
Consultant Costs:	<u>\$10,000</u>	<u>\$10,000</u>
	\$42,338	\$39,348

In total, the Economic Development Program has a proposed 2020 Budget of \$157,746, representing only 1.35% of the overall City Operating Budget.

Julian Jacquin and I will be available for any comments or questions at the October 22, 2019 Meeting of the Economic Development Committee.

SLA

**City of Wildwood
Fiscal Year 2020**

1 full-time equivalent employees

**(10) Administration
Economic Expenditure Detail**

General Fund (10)	Estimated 1 2017	Estimated 1 2018	Original Budget 2019	Final Budget 2019	Estimated 2019	Budget 2020	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
<u>Personnel Expenditures</u>									
101-14 Regular Salaries - Econ. Dev.	84,096	87,360	90,855	95,855	95,855	95,384	81%	0%	13%
120-14 FICA - Econ Dev.	6,395	6,683	6,951	6,951	6,951	7,297	6%	5%	14%
140-14 Employee Health Benefits - Econ. Dev.	5,992	5,970	7,901	7,901	7,901	8,067	7%	2%	35%
142-14 Insurance (Life & Disability) Econ. Dev.	775	775	776	776	776	776	1%	0%	0%
144-14 Pension Expense - Econ. Dev.	3,924	6,115	7,313	7,313	7,313	6,677	6%	-9%	70%
180-14 Worker's Compensation Econ. Dev.	168	175	182	182	182	197	0%	8%	17%
	101,351	107,078	113,978	118,978	118,978	118,398	100%	0%	17%
<u>Operating Expenditures</u>									
201-14 Community Relations - Econ. Dev.	9,569	15,000	15,000	15,000	15,000	15,000	51%	0%	57%
204-14 Dues/Memberships - Econ. Dev.	1,070	1,520	1,678	1,678	2,668	2,398	8%	-10%	124%
224-14 Maintenance - Vehicles Econ Dev.	-	-	-	-	500	500	2%	0%	N/A
268-14 Supplies - Office Econ Dev	-	-	-	-	500	500	N/A	0%	N/A
270-14 Training - Econ. Dev.	5,251	3,000	3,000	3,000	3,000	3,000	10%	0%	-43%
274-14 Travel - Econ. Dev.	13,955	12,000	12,000	12,000	5,000	7,000	24%	40%	-50%
282-14 Utilities - Telephone	636	637	660	660	950	950	3%	0%	49%
293-14 Computer Equipment Under \$5K	-	-	-	-	1,045	-	N/A	-100%	N/A
	30,481	32,157	32,338	32,338	28,663	29,348	98%	2%	-4%
<u>Contractual Expenditures</u>									
340-14 Consultant Costs - Econ. Dev.	4,865	10,000	10,000	10,000	5,000	10,000	100%	100%	106%
	4,865	10,000	10,000	10,000	5,000	10,000	100%	100%	106%
<u>Capital Expenditures</u>									
	-	-	-	-	-	-	0%	N/A	N/A
	-	-	-	-	-	-	0%	N/A	N/A
<u>Special Projects</u>									
	-	-	-	-	-	-	N/A	N/A	N/A
	-	-	-	-	-	-	N/A	N/A	N/A
Total Administration	136,697	149,235	156,316	161,316	152,641	157,746	100%	3%	15%

1 - 2017 & 2018 Combined with Other Administrative Expense Accounts therefore estimates are provided.