

**AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2016 AND ENDING ON JUNE 30, 2017**

WHEREAS, the Mayor on March 31, 2016, having submitted to the Council, his message, as prescribed in Wilm. C. (Charter) §4-101 for Fiscal Year 2017, the Council deems it necessary and proper to adopt the Annual Operating Budget Ordinance for Fiscal Year 2017, as set forth herein, pursuant to Wilm. C. (Charter) §2-300.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF WILMINGTON  
HEREBY ORDAINS:**

**SECTION 1.** The following financial program is hereby adopted for Fiscal Year 2017, and appropriations are hereby made from the various operating and special funds to the Council, the Mayor, and all offices, departments, boards, and commissions, as indicated in the following sections.

**SECTION 2.** Appropriations in the sum of \$167,056,271 are hereby made from a general fund, as follows:

<b>TO THE MAYOR:</b>			
	<b><u>City</u></b>	<b><u>Special</u></b>	<b><u>Total</u></b>
Personal Services	\$3,845,114	\$67,357	\$3,912,471
Materials, Supplies, and Equipment	2,282,247	0	2,282,247
Special Purpose	0	0	0
Debt Service	4,081,163	0	4,081,163
<b>Total</b>	<b>\$10,208,524</b>	<b>\$67,357</b>	<b>\$10,275,881</b>

<b>TO THE MAYOR FOR THE WILMINGTON ARTS COMMISSION:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Special Purpose	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TO THE DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET - CONTINGENCIES:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Contingent Reserves	\$500,000	\$0	\$500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$500,000</b>

The Director of the Office of Management and Budget is authorized to transfer to each office, department, board, or commission such portions of the foregoing sum that will be sufficient to pay for unanticipated budgetary expenses.

<b>TO THE DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET - SNOW AND WEATHER EMERGENCIES:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Snow and Weather Emergencies	\$172,000	\$0	\$172,000
<b>Total</b>	<b>\$172,000</b>	<b>\$0</b>	<b>\$172,000</b>

The Director of the Office of Management and Budget is authorized to transfer to each office, department, board, or commission such portions of the foregoing sum that, taken with amounts otherwise available to each such office, department, board, or commission, will be sufficient to pay for the contractual cost, overtime cost, materials, supplies, and equipment cost of emergency snow removal and weather emergencies.

<b>TO THE PLANNING DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$998,007	\$50,292	\$1,048,299
Materials, Supplies, and Equipment	522,949	0	522,949
Special Purpose	0	0	0
Debt Service	241,918	0	241,918
<b>Total</b>	<b>\$1,762,874</b>	<b>\$50,292</b>	<b>\$1,813,166</b>

<b>TO THE CITY COUNCIL:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,484,669	\$812,073	\$2,296,742
Materials, Supplies, and Equipment	724,786	129,695	854,481
Special Purpose	19,000	0	19,000
Debt Service	683	29,310	29,993
<b>Total</b>	<b>\$2,229,138</b>	<b>\$971,078</b>	<b>\$3,200,216</b>

<b>TO THE CITY TREASURER:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$329,189	\$364,701	\$693,890
Materials, Supplies, and Equipment	134,702	4,272,037	4,406,739
<b>Total</b>	<b>\$463,891</b>	<b>\$4,636,738</b>	<b>\$5,100,629</b>

<b>TO THE AUDITING DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$423,498	\$0	\$423,498
Materials, Supplies, and Equipment	294,924	0	294,924
<b>Total</b>	<b>\$718,422</b>	<b>\$0</b>	<b>\$718,422</b>

<b>TO THE LAW DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,231,854	\$0	\$2,231,854
Materials, Supplies, and Equipment	699,032	0	\$699,032
<b>Total</b>	<b>\$2,930,886</b>	<b>\$0</b>	<b>\$2,930,886</b>

<b>TO THE FINANCE DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$5,331,701	\$0	\$5,331,701
Materials, Supplies, and Equipment	4,502,969	0	\$4,502,969
Program and Activities	0	0	\$0
Debt Service	38,237	0	\$38,237
<b>Total</b>	<b>\$9,872,907</b>	<b>\$0</b>	<b>\$9,872,907</b>

<b>TO THE DIRECTOR OF FINANCE - BUDGET RESERVE ACCOUNT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Debt Service	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

The Director of Finance is authorized to transfer the above amount into the Budget Reserve Account as the FY 2016 contribution, in conformance with Wilm. C. Ch. 2, Art. V, Div. 2. No transfer from this account to any annual operating budget accounts of any office, department, board, or commission shall be made except upon approval of an ordinance passed by a two-thirds majority vote of the President and all members of Council.

<b>TO THE DEPARTMENT OF COMMERCE</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Debt Service	\$1,290,546	\$0	\$1,290,546
<b>Total</b>	<b>\$1,290,546</b>	<b>\$0</b>	<b>\$1,290,546</b>

<b>TO THE HUMAN RESOURCES DEPARTMENT</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,365,436	\$0	\$1,365,436
Materials, Supplies, and Equipment	739,035	0	739,035
Debt Service	24,761	0	24,761
<b>Total</b>	<b>\$2,129,232</b>	<b>\$0</b>	<b>\$2,129,232</b>

<b>TO THE DEPARTMENT OF LICENSES AND INSPECTIONS:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$3,503,300	\$0	\$3,503,300
Materials, Supplies, and Equipment	1,164,285	0	1,164,285
Debt Service	4,790	0	4,790
Programs and Activities	0	0	0
<b>Total</b>	<b>\$4,672,375</b>	<b>\$0</b>	<b>\$4,672,375</b>

<b>TO THE DEPARTMENT OF LICENSES &amp; INSPECTIONS FOR ANIMAL CONTROL:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Special Purpose	\$600,000	\$0	\$600,000
<b>Total</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$600,000</b>
<b>L&amp;I Total</b>	<b>5,272,375</b>	<b>0</b>	<b>5,272,375</b>

<b>TO THE DEPARTMENT OF PARKS AND RECREATION:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$4,504,813	\$664,497	\$5,169,310
Materials, Supplies, and Equipment	2,855,205	1,013,662	3,868,867
Debt Service	1,935,729	0	1,935,729
Programs and Activities	0	0	0
<b>Total</b>	<b>\$9,295,747</b>	<b>\$1,678,159</b>	<b>\$10,973,906</b>

<b>TO THE FIRE DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$21,435,727	\$0	\$21,435,727
Materials, Supplies, and Equipment	2,736,308	201,369	2,937,677
Debt Service	707,707	0	707,707
Programs and Activities	0	0	0
<b>Total</b>	<b>\$24,879,742</b>	<b>\$201,369</b>	<b>\$25,081,111</b>

<b>TO THE POLICE DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$47,788,037	\$541,244	\$48,329,281
Materials, Supplies, and Equipment	8,129,750	0	8,129,750
Debt Service	392,880	0	392,880
Programs and Activities	0	0	0
<b>Total</b>	<b>\$56,310,667</b>	<b>\$541,244</b>	<b>\$56,851,911</b>

<b>TO THE DEPARTMENT OF PUBLIC WORKS:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$9,537,186	\$0	\$9,537,186
Materials, Supplies, and Equipment	11,272,256	1,070,165	12,342,421
Debt Service	3,967,967	0	3,967,967
Programs and Activities	0	0	0
<b>Total</b>	<b>\$24,777,409</b>	<b>\$1,070,165</b>	<b>\$25,847,574</b>

<b>TO THE DEPARTMENT OF PUBLIC WORKS- THE BOARD OF EXAMINING ENGINEERS:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$0	\$0	\$0
Materials, Supplies, and Equipment	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TO THE DEPARTMENT OF REAL ESTATE AND HOUSING:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$206,740	\$923,773	\$1,130,513
Materials, Supplies, and Equipment	395,793	114,510	510,303
Debt Service	1,234,547	0	1,234,547
Programs and Activities	0	2,150,146	2,150,146
Pass-Through	0	0	0
<b>Total</b>	<b>\$1,837,080</b>	<b>\$3,188,429</b>	<b>\$5,025,509</b>

**SECTION 3.** The Director of Finance is authorized upon transfer of any function from one office, department, board, or commission to another office, department, board, or commission to transfer to the successor office, department, board, or commission those portions that pertain to the function transferred.

**SECTION 4.** Whenever, pursuant to the provisions of Section 8-401 of the Charter, employees of any office, department, board, or commission are used by another office, department, board, or commission, the compensation of such employees for the period of such use may, at the discretion of the Director of Finance, be charged against the applicable appropriations to the using office, department, board, or commission.

**SECTION 5.** Appropriations in the sum of \$73,348,174 are hereby made from the Water/Sewer Fund as follows:

<b>TO THE DEPARTMENT OF FINANCE - WATER/SEWER BILLING:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,285,454	\$0	\$2,285,454
Materials, Supplies, and Equipment	2,534,942	0	2,534,942
Debt Service	30,462	0	30,462
<b>Total</b>	<b>\$4,850,858</b>	<b>\$0</b>	<b>\$4,850,858</b>

<b>TO THE AUDITING DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Materials, Supplies, and Equipment	\$72,268	\$0	\$72,268
<b>Total</b>	<b>\$72,268</b>	<b>\$0</b>	<b>\$72,268</b>

<b>TO THE DIRECTOR OF FINANCE - SALARY ADJUSTMENT/ATTRITION:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Salary Adjustment	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

The Director of Finance is authorized to transfer to each office or department such portions of the foregoing sum as will be sufficient to pay for personal services increases authorized by Councilmanic action, and to transfer from each department in which a vacancy occurs funds in an amount equal to the unexpended personal services balance for such unfilled position.

<b>TO THE DEPARTMENT OF PUBLIC WORKS:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$8,675,281	\$0	\$8,675,281
Materials, Supplies, and Equipment	53,649,539	0	53,649,539
Debt Service	6,100,228	0	6,100,228
<b>Total</b>	<b>\$68,425,048</b>	<b>\$0</b>	<b>\$68,425,048</b>



**SECTION 6.** Appropriations in the sum of \$46,500,381 are made from the Intragovernmental Service Fund as follows:

<b>TO THE MAYOR:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,946,626	\$0	\$1,946,626
Materials, Supplies, and Equipment	6,599,690	0	6,599,690
Debt Service	222,166	0	222,166
<b>Total</b>	<b>\$8,768,482</b>	<b>\$0</b>	<b>\$8,768,482</b>

<b>TO THE FINANCE DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$0	\$0	\$0
Materials, Supplies, and Equipment	0	0	0
Debt Service	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TO THE DEPARTMENT OF PUBLIC WORKS:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$0	\$0	\$0
Materials, Supplies, and Equipment	7,183,608	0	7,183,608
Debt Service	182,956	0	182,956
<b>Total</b>	<b>\$7,366,564</b>	<b>\$0</b>	<b>\$7,366,564</b>

<b>TO THE HUMAN RESOURCES DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$900,401	\$0	\$900,401
Materials, Supplies, and Equipment	3,999,214	0	3,999,214
Special Purpose	25,465,720	0	25,465,720
<b>Total</b>	<b>\$30,365,335</b>	<b>\$0</b>	<b>\$30,365,335</b>

<b>TO THE DIRECTOR OF HUMAN RESOURCES - RISK MNGT./ENVIRONMENTAL LIABILITY RESERVE ACCOUNT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Risk Mgt./Environmental Acct.	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

The Director of Finance is authorized to transfer the above amount to the Human Resources Department in its Risk Management/Environmental Liability Reserve Account as the FY 2016 contribution in conformity with the provisions of Wilm. C. Ch. 2, Section 2-381, as amended. The account shall be maintained in a manner sufficient to permit it to accrue through accumulation of principal and interest and the balance shall be carried forward from one fiscal year to the next. The account shall be accessed and transfers shall be authorized only for purposes of the City meeting an obligation arising out of liability on the part of City government.

The personal services, materials, supplies, and equipment provided for herein shall be allocated among and paid for by the departments receiving intragovernmental services. The Director of Finance is hereby authorized to transfer funds from the accounts of departments using such intragovernmental services and to adjust upwards the appropriations contained herein for intragovernmental services so long as appropriated funds are available to pay for such services. The appropriations made herein shall be wholly payable from the appropriations for materials, supplies, and equipment made to departments receiving intragovernmental services and the limitations of Wilmington Charter Section 2-300(6) shall not apply.

Appropriations to the Human Resources Department include ongoing funding of the Risk Management Program, pursuant to the provisions of Wilm. C., Ch. 2, Art. VI, Div. 5.

**SECTION 7.** Appropriations in the sum of \$12,404,831 not subject to the limitations of Wilmington Charter Section 2-300(6), are included in the appropriations of Sections 2, 5, and 6, under the heading "Special". These appropriations of special funds are made contingent upon the receipt of funds and shall be utilized in the manner prescribed by the statutes, ordinances, regulations, resolutions, and/or grants from which they derive. In the event new funds are received or funds are received in greater or lesser amounts than appropriated above, spending shall be adjusted upward or downward in accordance with the funds available. In no event shall spending of the special funds herein provided for exceed the amounts actually received or otherwise made available.

**SECTION 8.** Except as otherwise provided by this ordinance, special funds, heretofore established pursuant to any ordinances, statutes, resolutions, and/or grants shall continue to be utilized in Fiscal Year 2017 for the purpose and in the manner prescribed by such ordinances, statutes, resolutions, and/or grants to the extent that they are consistent with the provisions of the Wilmington Home Rule Charter.

When, under the Charter, an appropriation is a prerequisite to the payment of money from such special funds, this section shall be construed as an appropriation of the full proceeds of such funds for the purposes heretofore authorized by such ordinances, statutes, resolutions and/or grants.

**SECTION 9.** The amounts herein appropriated for materials, supplies, and equipment shall be deemed to be available for encumbrance upon the effective date of this ordinance, to the extent necessary to facilitate the operations of the various offices, departments, boards, and commissions for Fiscal Year 2017, provided that no services shall be rendered prior to July 1, 2016, and no materials, supplies, and equipment acquired shall be used in Fiscal Year 2016, except to the extent required to prepare for Fiscal Year 2017 operations.

**SECTION 10. A. Position Allocation.** Attachment “A” hereto sets forth the positions authorized to be filled between July 1, 2016 and June 30, 2017. Pursuant to Section 40-36 of the City Code, any previously existing classifications and allocation of classifications are hereby abolished. Hereinafter, no additional positions shall be created or allocated without review and approval by the Administrative Board and designation by ordinance of the City Council, except that nothing in this ordinance shall preclude the hiring and payment of employees filling positions where monies other than those appropriated by this ordinance are available.

**B. Executive and Managerial Salary Program and Salary Structure Matrix.** Attachment “B” hereto sets forth the positions that are in the executive and management salary program and the salary structure matrix for Fiscal Year 2017, pursuant to the provisions of Section 40-221 of the City Code, as amended by Substitute No. 1 to Ordinance No. 04-010.

**C. Non-Union Employee Salaries.** Attachment “C” hereto sets forth the Non-Union Salaries and the Grades and Steps for the same for Fiscal Year 2017.

**SECTION 11.** All unencumbered balances on hand as of July 1, 2017, held by any office, department, board, or commission named in Sections 2, 5, and 6 of this ordinance shall revert to the City of Wilmington Current Account.

**SECTION 12.** Use of General Fund Balance. Use of the General Fund Unassigned Fund Balance is authorized to balance the General Fund Operating Budget for FY 2017 in the event General Fund appropriations approved by City Council exceed General Fund revenues.

**SECTION 13.** Transfers and Uses of Fund Balance. A fund balance transfer of \$2 million from the Risk Management Fund to the Health and Welfare Fund is authorized for FY 2017. At the close of FY 2017, the \$2 million fund balance in the Health and Welfare Fund shall be used to offset or eliminate the operating deficit in that Fund.

**SECTION 14. Effective Date.** This Ordinance shall be deemed effective as of its date of passage by City Council and approval by the Mayor.

First Reading.....March 31, 2016  
Second Reading.....March 31, 2016  
Third Reading.....

Passed by City Council,

\_\_\_\_\_  
President of City Council

ATTEST: \_\_\_\_\_  
City Clerk

Approved as to form this  
\_\_\_\_\_ day of  
\_\_\_\_\_, 2016

\_\_\_\_\_  
City Solicitor

Approved this \_\_\_\_\_ day of  
\_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor

**SYNOPSIS:**

This Ordinance enacts the annual Operating Budget for Fiscal Year 2017.