

AN ORDINANCE CONSTITUTING AMENDMENT NO. 1 TO THE FISCAL YEAR 2018 OPERATING BUDGET (BEING AN ORDINANCE TO AMEND SUBSTITUTE NO. 1 TO ORDINANCE NO. 17-012)

#4481

Sponsor:

WHEREAS, the Council of the City of Wilmington has enacted Substitute No. 1 to Ordinance No. 17-012, the Annual Operating Budget for Fiscal Year 2018; and

**Council
Member
Freel**

WHEREAS, an increase of \$525,000.00 in the Finance Department's Water/Sewer Fund Materials, Supplies, and Equipment account group budget appropriation would allow the Finance Department to collect a projected additional revenue of \$2,755,000 for Fiscal Year 2018; and

WHEREAS, in light of the foregoing, the Council deems it necessary and appropriate to amend the Annual Operating Budget for Fiscal Year 2018 as set forth herein.

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

SECTION 1. The following financial program is hereby adopted for Fiscal Year 2018, 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 \$168,286,629 are hereby made from a general fund, as follows:

TO THE MAYOR:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$3,793,994	\$65,879	\$3,859,873
Materials, Supplies, and Equipment	2,511,450	0	2,511,450
Special Purpose	0	0	0
Debt Service	3,443,669	0	3,443,669
Total	\$9,749,113	\$65,879	\$9,814,992

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

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

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

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

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.

TO THE PLANNING DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,061,550	\$50,812	\$1,112,362
Materials, Supplies, and Equipment	554,732	0	554,732
Special Purpose	0	0	0
Debt Service	259,928	0	259,928
Total	\$1,876,210	\$50,812	\$1,927,022

TO THE CITY COUNCIL:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,608,098	\$880,595	\$2,488,693
Materials, Supplies, and Equipment	710,449	133,636	844,085
Special Purpose	19,000	0	19,000
Debt Service	707	24,922	25,629
Total	\$2,338,254	\$1,039,153	\$3,377,407

TO THE CITY TREASURER:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$350,352	\$473,878	\$824,230
Materials, Supplies, and Equipment	218,166	4,366,306	4,584,472
Total	\$568,518	\$4,840,184	\$5,408,702

TO THE AUDITING DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$453,723	\$0	\$453,723
Materials, Supplies, and Equipment	302,635	0	302,635
Total	\$756,358	\$0	\$756,358

TO THE LAW DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,033,801	\$0	\$2,033,801
Materials, Supplies, and Equipment	693,378	0	\$693,378
Total	\$2,727,179	\$0	\$2,727,179

TO THE FINANCE DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$5,494,132	\$0	\$5,494,132
Materials, Supplies, and Equipment	4,450,063	0	\$4,450,063
Program and Activities	0	0	\$0
Debt Service	23,044	0	\$23,044
Total	\$9,967,239	\$0	\$9,967,239

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

The Director of Finance is authorized to transfer the above amount into the Budget Reserve Account as the FY 2018 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.

TO THE DEPARTMENT OF COMMERCE			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Debt Service	\$512,858	\$0	\$512,858
Total	\$512,858	\$0	\$512,858

TO THE HUMAN RESOURCES DEPARTMENT			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,437,082	\$0	\$1,437,082
Materials, Supplies, and Equipment	760,768	0	760,768
Debt Service	17,714	0	17,714
Total	\$2,215,564	\$0	\$2,215,564

TO THE DEPARTMENT OF LICENSES AND INSPECTIONS:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$3,666,533	\$0	\$3,666,533
Materials, Supplies, and Equipment	1,195,969	0	1,195,969
Debt Service	4,960	0	4,960
Programs and Activities	0	0	0
Total	\$4,867,462	\$0	\$4,867,462

TO THE DEPARTMENT OF LICENSES & INSPECTIONS FOR ANIMAL CONTROL:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Special Purpose	\$300,000	\$0	\$300,000
Total	\$300,000	\$0	\$300,000
L&I Total	5,167,462	0	5,167,462

TO THE DEPARTMENT OF PARKS AND RECREATION:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$4,553,453	\$668,388	\$5,221,841
Materials, Supplies, and Equipment	2,769,479	1,013,662	3,783,141
Debt Service	1,447,763	0	1,447,763
Programs and Activities	0	0	0
Total	\$8,770,695	\$1,682,050	\$10,452,745

TO THE FIRE DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$21,679,678	\$0	\$21,679,678
Materials, Supplies, and Equipment	3,192,917	201,369	3,394,286
Debt Service	705,698	0	705,698
Programs and Activities	0	0	0
Total	\$25,578,293	\$201,369	\$25,779,662

TO THE POLICE DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$48,424,194	\$1,385,975	\$49,810,169
Materials, Supplies, and Equipment	8,540,387	0	8,540,387
Debt Service	412,133	0	412,133
Programs and Activities	0	0	0
Total	\$57,376,714	\$1,385,975	\$58,762,689

TO THE DEPARTMENT OF PUBLIC WORKS:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$9,741,076	\$0	\$9,741,076
Materials, Supplies, and Equipment	11,178,943	1,070,165	12,249,108
Debt Service	3,575,265	0	3,575,265
Programs and Activities	0	0	0
Total	\$24,495,284	\$1,070,165	\$25,565,449

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

TO THE DEPARTMENT OF REAL ESTATE AND HOUSING:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$153,068	\$964,314	\$1,117,382
Materials, Supplies, and Equipment	421,713	135,529	557,242
Debt Service	1,576,556	0	1,576,556
Programs and Activities	0	1,928,121	1,928,121
Pass-Through	0	0	0
Total	\$2,151,337	\$3,027,964	\$5,179,301

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 \$71,585,928 are hereby made from the Water/Sewer Fund as follows:

TO THE DEPARTMENT OF FINANCE - WATER/SEWER BILLING:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,395,684	\$0	\$2,395,684
Materials, Supplies, and Equipment	2,985,047	0	2,985,047
Debt Service	30,186	0	30,186
Total	\$5,410,917	\$0	\$5,410,917

TO THE AUDITING DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Materials, Supplies, and Equipment	\$72,597	\$0	\$72,597
Total	\$72,597	\$0	\$72,597

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

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 Council 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.

TO THE DEPARTMENT OF PUBLIC WORKS:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$8,807,415	\$0	\$8,807,415
Materials, Supplies, and Equipment	50,966,045	0	50,966,045
Debt Service	6,328,954	0	6,328,954
Total	\$66,102,414	\$0	\$66,102,414

SECTION 6. Appropriations in the sum of \$48,768,556 are made from the Intragovernmental Service Fund as follows:

TO THE MAYOR:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,177,597	\$0	\$2,177,597
Materials, Supplies, and Equipment	6,438,506	0	6,438,506
Debt Service	73,945	0	73,945
Total	\$8,690,048	\$0	\$8,690,048

TO THE FINANCE DEPARTMENT:			
	<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
Total	\$0	\$0	\$0

TO THE DEPARTMENT OF PUBLIC WORKS:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$0	\$0	\$0
Materials, Supplies, and Equipment	7,497,687	0	7,497,687
Debt Service	192,479	0	192,479
Total	\$7,690,166	\$0	\$7,690,166

TO THE HUMAN RESOURCES DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,103,151	\$0	\$1,103,151
Materials, Supplies, and Equipment	4,782,473	0	4,782,473
Special Purpose	26,502,718	0	26,502,718
Total	\$32,388,342	\$0	\$32,388,342

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

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 2018 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 \$13,363,551 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 2018 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 2018, provided that no services shall be rendered prior to July 1, 2017, and no materials, supplies, and equipment acquired shall be used in Fiscal Year 2017, except to the extent required to prepare for Fiscal Year 2018 operations.

SECTION 10. A. Position Allocation. Attachment “A” hereto sets forth the positions authorized to be filled between July 1, 2017 and June 30, 2018. 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 Review Matrix.

Attachment “B” hereto sets forth for Fiscal Year 2018 the positions that are in the executive and management salary program, the salary review matrix, and the declared maximum salary rates for Department Heads, 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 2018.

SECTION 11. All unencumbered balances on hand as of July 1, 2018, 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. Effective Date. This Ordinance shall be deemed effective as of its date of passage by City Council and approval by the Mayor.

First Reading.....February 15, 2018
Second Reading..... February 15, 2018
Third Reading.....

Passed by City Council,

President of City Council

ATTEST: _____
City Clerk

Approved this ____ day of _____, 2018.

Mayor

SYNOPSIS & FISCAL IMPACT: This Ordinance is the first amendment to the Fiscal Year 2018 Operating Budget. It increases the Water/Sewer Fund Materials, Supplies, and Equipment account group budget appropriation for the Finance Department by \$525,000 to bring in additional revenue through increased collection efforts. As a result of the budget increase, it is projected that the City will be able to collect an additional \$2,755,000 in revenue for Fiscal Year 2018. Therefore, the \$525,000 budget increase will be covered by the projected additional revenue.