



City of Wilmington

Charles M. "Bud" Freel
City Council Member, 8th District

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Finance & Economic Development Committee

Charles "Bud" Freel, Chair
Robert A. Williams
Zanthia Oliver
Nnamdi O. Chukwuocha, Vice-Chair
Loretta Walsh
Ciro Adams
Hanifa Shabazz, Ex-Officio Member

NOTICE

Finance & Economic Development Committee Meeting

February 26, 2018

5:00 p.m.

1st floor Council Committee Room

Agenda

1. An Ordinance to Authorize the Annual Reconciliation of Account by Transferring Funds to Various Offices and Departments in the City of Wilmington to Fulfill Obligations for the Remainder of The Fiscal Year 2017.
2. Overview of the FY2017 CAFR (Comprehensive Annual Financial Report) for period ending June 30, 2017
3. Overview Audit of City's Financial Statements for FY2017 CAFR by Outside Auditor, Belfint, Lyons & Shuman
4. Overview of the FY2017 Single Audit Reports & Management Letter by Outside Auditor, Belfint, Lyons, & Shuman
5. Substitute No.1 to 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) (Finance Department, OED, WPD)
6. Presentation by Wilmington Parking Authority

AN ORDINANCE TO AUTHORIZE THE ANNUAL RECONCILIATION OF ACCOUNTS BY TRANSFERRING FUNDS TO VARIOUS OFFICES AND DEPARTMENTS IN THE CITY OF WILMINGTON TO FULFILL OBLIGATIONS FOR THE REMAINDER OF FISCAL YEAR 2017

#4480

Sponsor:

Council
Member
Freel

WHEREAS, the City Council has enacted the Annual Operating Budget (Substitute No. 1 to Ordinance No. 16-018 as amended) for the Fiscal Year ending on June 30, 2017; and

WHEREAS, pursuant to § 2-300(6) of the City Charter and § 2-358 of the City Code, the Council, upon the recommendation of the Mayor through the Director of the Department of Finance, deems it necessary and proper to authorize the transfers of funds to various offices and departments so that the said offices and departments will have fulfilled their obligations for the remainder of the previous fiscal year, which ended on June 30, 2017, as the Annual Reconciliation of Accounts for the said Fiscal Year 2017, as set forth in Exhibit "A" attached hereto and made a part hereof.

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

SECTION 1. The City Council hereby authorizes the transfers to and from the accounts for Fiscal Year 2017, the fiscal year ending June 30, 2017, in the amounts specified in the enumerations set forth in Exhibit "A", attached hereto and made a part hereof, as the reconciliation of accounts for that fiscal year.

SECTION 2. This Ordinance shall be deemed to be effective as of June 30, 2017.

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: This Ordinance authorizes reconciliation of the budget accounts for the previous fiscal year ending June 30, 2017, as enumerated in Exhibit "A", attached hereto and made a part hereof.

EXHIBIT A

City of Wilmington, Delaware
General Fund
Schedule of Departmental Expenditures - Budget and Actual
For the Year Ended June 30, 2017

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance from Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Mayor's Offices				
Personal Services	\$ 3,773,241	\$ 3,785,941	\$ 3,711,394	\$ 74,547
Materials, Supplies and Equipment	2,180,773	2,584,314	1,527,330	1,056,984
Special Purpose	553,834	553,834	476,335	77,499
Debt Service	5,371,709	5,371,709	5,329,730	41,979
Mayor's Offices	\$ 11,879,557	\$ 12,295,798	\$ 11,044,789	\$ 1,251,009
City Council Offices				
Personal Services	\$ 1,484,669	\$ 1,480,380	\$ 1,508,403	\$ (28,023)
Materials, Supplies and Equipment	743,786	774,883	733,023	41,860
Debt Service	683	683	683	-
City Council Offices	\$ 2,229,138	\$ 2,255,946	\$ 2,242,109	\$ 13,837
Audit Department				
Personal Services	\$ 423,498	\$ 425,195	\$ 395,113	\$ 30,082
Materials, Supplies and Equipment	294,924	295,096	291,165	3,931
Audit Department	\$ 718,422	\$ 720,291	\$ 686,278	\$ 34,013
Law Department				
Personal Services	\$ 2,231,854	\$ 2,241,565	\$ 2,327,537	\$ (85,972)
Materials, Supplies and Equipment	699,032	699,032	700,845	(1,813)
Law Department	\$ 2,930,886	\$ 2,940,597	\$ 3,028,382	\$ (87,785)
Finance Department				
Personal Services	\$ 5,331,701	\$ 5,351,911	\$ 4,888,228	\$ 463,683
Materials, Supplies and Equipment	4,502,969	4,582,969	4,539,485	43,484
Debt Service	38,237	38,237	37,027	1,210
Finance Department	\$ 9,872,907	\$ 9,973,117	\$ 9,464,740	\$ 508,377
Human Resources Department				
Personal Services	\$ 1,365,436	\$ 1,371,230	\$ 1,361,806	\$ 9,424
Materials, Supplies and Equipment	739,035	739,035	669,532	69,503
Debt Service	24,761	24,761	21,160	3,601
Human Resources Department	\$ 2,129,232	\$ 2,135,026	\$ 2,052,498	\$ 82,528
Treasurer's Office				
Personal Services	\$ 329,189	\$ 330,353	\$ 396,000	\$ (65,647)
Materials, Supplies and Equipment	134,702	159,702	193,779	(34,077)
Treasurer's Office	\$ 463,891	\$ 490,055	\$ 589,779	\$ (99,724)
Planning				
Personal Services	\$ 998,007	\$ 1,003,213	\$ 1,008,539	\$ (5,326)
Materials, Supplies and Equipment	522,949	523,175	509,229	13,946
Debt Service	241,918	241,918	239,453	2,465
Planning	\$ 1,762,874	\$ 1,768,306	\$ 1,757,221	\$ 11,085

City of Wilmington, Delaware
General Fund
Schedule of Departmental Expenditures - Budget and Actual (cont'd)
For the Year Ended June 30, 2017

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance from Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Real Estate & Housing Department				
Personal Services	\$ 147,469	\$ 159,526	\$ 264,894	\$ (105,368)
Materials, Supplies and Equipment	395,793	395,793	469,978	(74,185)
Debt Service	1,234,547	1,234,547	1,197,791	36,756
Real Estate & Housing Department	<u>\$ 1,777,809</u>	<u>\$ 1,789,866</u>	<u>\$ 1,932,663</u>	<u>\$ (142,797)</u>
Public Works Department				
Personal Services	\$ 9,500,170	\$ 9,519,478	\$ 8,583,055	\$ 936,423
Materials, Supplies and Equipment	11,272,256	11,287,652	9,994,850	1,292,802
Debt Service	3,967,967	3,967,967	3,762,218	205,749
Public Works Department	<u>\$ 24,740,393</u>	<u>\$ 24,775,097</u>	<u>\$ 22,340,123</u>	<u>\$ 2,434,974</u>
Parks and Recreation Department				
Personal Services	\$ 4,504,813	\$ 4,514,227	\$ 4,509,986	\$ 4,241
Materials, Supplies and Equipment	2,630,205	2,632,994	3,225,345	(592,351)
Debt Service	1,935,729	1,935,729	1,904,284	31,445
Parks and Recreation Department	<u>\$ 9,070,747</u>	<u>\$ 9,082,950</u>	<u>\$ 9,639,615</u>	<u>\$ (556,665)</u>
License and Inspection				
Personal Services	\$ 3,503,300	\$ 3,515,949	\$ 3,344,159	\$ 171,790
Materials, Supplies and Equipment	1,164,285	1,164,320	1,059,444	104,876
Special Purpose	600,000	600,000	600,000	-
Debt Service	4,790	4,790	4,791	(1)
License and Inspection	<u>\$ 5,272,375</u>	<u>\$ 5,285,059</u>	<u>\$ 5,008,394</u>	<u>\$ 276,665</u>
Fire Department				
Personal Services	\$ 21,435,727	\$ 22,868,070	\$ 23,865,787	\$ (997,717)
Materials, Supplies and Equipment	2,736,308	2,759,709	4,668,482	(1,908,773)
Debt Service	707,707	707,707	678,014	29,693
Fire Department	<u>\$ 24,879,742</u>	<u>\$ 26,335,486</u>	<u>\$ 29,212,283</u>	<u>\$ (2,876,797)</u>
Police Department				
Personal Services	\$ 47,788,037	\$ 52,293,216	\$ 52,724,639	\$ (431,423)
Materials, Supplies and Equipment	8,129,750	8,149,750	11,284,581	(3,134,831)
Debt Service	392,880	392,880	392,192	688
Police Department	<u>\$ 56,310,667</u>	<u>\$ 60,835,846</u>	<u>\$ 64,401,412</u>	<u>\$ (3,565,566)</u>
Total Expenditures	<u>\$ 154,038,640</u>	<u>\$ 160,683,440</u>	<u>\$ 163,400,286</u>	<u>\$ (2,716,846)</u>

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
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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.

Attachment A

Fiscal Year 2018
DEPARTMENTAL POSITION ALLOCATION LIST

Fund: General
Department: Mayor's Office

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Mayor	1.00	Ext	1.00	0.00
Mayor's Chief of Staff	1.00	E 11	1.00	0.00
Deputy Chief of Staff for Fiscal and Management Operations	1.00	E 10	1.00	0.00
Deputy Chief of Staff for Policy and Communications	1.00	E 10	1.00	0.00
Director of Economic Development	1.00	E 09	1.00	0.00
Deputy Director of Economic Development	1.00	E 07	1.00	0.00
Special Assistant to the Mayor for Employment Initiatives	1.00	E 07	1.00	0.00
Director of Cultural Affairs	1.00	E 06	1.00	0.00
Policy Analyst	1.00	E 06	1.00	0.00
Best Practices/Innovation Specialist	1.00	E 05	1.00	0.00
Director of Constituent Services	1.00	E 05	1.00	0.00
Administrative Assistant - Office of the Mayor	1.00	E 04	1.00	0.00
Communications Officer	1.00	E 04	1.00	0.00
Cultural Affairs Manager	1.00	E 04	1.00	0.00
Digital and Social Media Manager	1.00	E 04	1.00	0.00
Economic Development Project Manager I	1.00	E 04	1.00	0.00
Office Manager/Administrative Assistant	1.00	E 04	1.00	0.00
Marketing and Special Projects Coordinator	1.00	E 04	1.00	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Constituent Services Officer	3.00	E 02	3.00	0.00
Mayor's Office Receptionist	1.00	E 01	1.00	0.00
Budget Director	1.00	M 08	1.00	0.00
Emergency Management Director	1.00	M 07	0.50	0.50
Mgr. of Minority, Disadvantaged and Small Business Enterprise	1.00	M 06	1.00	0.00
Senior Analyst/Systems Coordinator	1.00	T	1.00	0.00
Senior Analyst	1.00	S	1.00	0.00
Budget Analyst II	2.00	R	2.00	0.00
Economic Development Specialist	1.00	P	1.00	0.00
Civil Appeals Administrator	1.00	N	1.00	0.00
Constituent Services Project Specialist	1.00	N	1.00	0.00
Youth Intervention Specialist	1.00	L	1.00	0.00
Constituent Services Representative	1.00	G	1.00	0.00
DEPARTMENT TOTAL	35.00		34.50	0.50

Fund: Internal Service
 Department: Mayor's Office
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Integrated Technologies	1.00	M 07	1.00	0.00
Helpdesk Manager	1.00	M 05	1.00	0.00
Webmaster	1.00	M 02	1.00	0.00
Application Support Specialist II	2.00	T	2.00	0.00
Mapping & Graphics Manager	1.00	S	1.00	0.00
Information Systems Administrator	1.00	S	1.00	0.00
Application Support Specialist I	1.00	R	1.00	0.00
Information Help Desk Coordinator	1.00	P	1.00	0.00
Network Technician	1.00	P	1.00	0.00
Information Desktop Engineer	1.00	O	1.00	0.00
Information Help Desk Engineer	3.00	O	3.00	0.00
Information Analyst I	1.00	N	1.00	0.00
Telephony Analyst	1.00	N	1.00	0.00
IT Office Coordinator	1.00	M	1.00	0.00
Mapping Technician II	1.00	L	1.00	0.00
Communications Assistant	1.00	G	1.00	0.00
Document Management Technician	2.00	G	2.00	0.00
IT Support Services Technician	1.00	D	1.00	0.00
DEPARTMENT TOTAL	22.00		22.00	0.00

Fund: General
 Department: Planning
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Planning and Development	1.00	E 08	1.00	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Planning Manager	1.00	M 07	1.00	0.00
Planning Grants Coordinator	1.00	M 05	1.00	0.00
Senior Planner Design & Review	1.00	S	1.00	0.00
Senior Planner II	1.00	R	1.00	0.00
Planner II	3.00	P	2.55	0.45
Planner I	1.00	N	1.00	0.00
DEPARTMENT TOTAL	10.00		9.55	0.45

Fund: General
 Department: City Council
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
President of City Council	1.00	Ext	1.00	0.00
Finance Chairman	1.00	Ext	1.00	0.00
President Pro Tempore	1.00	Ext	1.00	0.00
Council Members	10.00	Ext	10.00	0.00
Executive Administrative Assistant	1.00	Ext	1.00	0.00
Administrative Assistant	1.00	Ext	0.50	0.50
Legislative Aide/Deputy City Clerk	1.00	Ext	1.00	0.00
Cable/Communications Producer/Director	2.00	Ext	0.00	2.00
Cable/Communications Senior Producer/Director	2.00	Ext	0.00	2.00
Chief of Staff	1.00	Ext	0.90	0.10
City Clerk	1.00	Ext	1.00	0.00
Chief Financial Officer & Policy Advisor	1.00	Ext	0.95	0.05
Director of Communications	1.00	Ext	0.00	1.00
Legislative & Policy Analyst	1.00	Ext	1.00	0.00
Legislative & Policy Director	1.00	Ext	1.00	0.00
Producer Editor	1.00	Ext	0.00	1.00
Cable/Communications Production Supervisor	1.00	Ext	0.00	1.00
Station Manager-WITN	1.00	Ext	0.00	1.00
DEPARTMENT TOTAL	29.00		20.35	8.65

Fund: General
 Department: City Treasurer
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
City Treasurer	1.00	Ext	0.50	0.50
Deputy Treasurer	1.00	Ext	0.50	0.50
Administrative Assistant to the City Treasurer	1.00	Ext	0.50	0.50
Pension Manager	1.00	Ext	0.00	1.00
Debt Manager/System Coordinator	1.00	Ext	0.50	0.50
Senior Treasury Analyst	2.00	Q	1.00	1.00
DEPARTMENT TOTAL	7.00		3.00	4.00

Fund: General
Department: City Auditor
Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
City Auditor	1.00	E 08	1.00	0.00
Auditing Manager	1.00	M 06	1.00	0.00
Senior Auditor	2.00	S	2.00	0.00
DEPARTMENT TOTAL	4.00		4.00	0.00

Fund: General
 Department: Law
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
City Solicitor	1.00	E 10	1.00	0.00
Deputy City Solicitor	1.00	E 09	1.00	0.00
Senior Assistant City Solicitor	3.00	E 08	3.00	0.00
Assistant City Solicitor	4.00	E 07	4.00	0.00
Legal Office Administrator	1.00	E 04	1.00	0.00
Legal Administrative Assistant	1.00	E 03	1.00	0.00
Litigation Assistant	1.00	P	1.00	0.00
Real Estate Legal Coordinator	1.00	P	1.00	0.00
Legal Assistant II	1.00	O	1.00	0.00
Legal Legislative Assistant	1.00	N	1.00	0.00
Nuisance Property Administrator	1.00	N	1.00	0.00
Legal Assistant I	2.00	M	2.00	0.00
DEPARTMENT TOTAL	18.00		18.00	0.00

Fund: General
 Department: Finance
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Finance	0.50	E 10	0.50	0.00
Deputy Director of Finance	0.60	E 08	0.60	0.00
Administrative Assistant II	0.75	E 02	0.75	0.00
Principal Analyst	0.50	M 06	0.50	0.00
Procurement Manager	1.00	M 06	1.00	0.00
Senior Financial Officer	0.65	M 06	0.65	0.00
Tax Manager	1.00	M 06	1.00	0.00
Accounting Manager	0.65	M 05	0.65	0.00
Customer Service Manager	0.50	M 05	0.50	0.00
Senior Financial Analyst	0.80	M 05	0.80	0.00
Billing Manager	0.20	T	0.20	0.00
Revenue Supervisor	0.50	T	0.50	0.00
Tax Supervisor	1.00	T	1.00	0.00
Delinquent Accounts Supervisor	0.50	S	0.50	0.00
Grant Coordinator	0.75	S	0.75	0.00
Parking Services Supervisor	1.00	S	1.00	0.00
Assistant Tax Supervisor	1.00	R	1.00	0.00
Revenue Audit Agent	2.00	R	2.00	0.00
Revenue Collector	1.00	R	1.00	0.00
Senior Accountant	2.30	R	2.30	0.00
Sheriff Sale Administrator	0.10	R	0.10	0.00
Real Estate Coordinator	1.00	Q	1.00	0.00
Grant Accountant	0.75	P	0.75	0.00
Purchasing Agent II	2.00	P	2.00	0.00
Staff Accountant	0.50	O	0.50	0.00
Assistant Central Cashiering Supervisor	0.50	N	0.50	0.00
Customer Service Consultant	0.20	N	0.20	0.00
Accounts Payable Coordinator	0.50	M	0.50	0.00
Assistant Revenue Audit Agent	1.00	M	1.00	0.00
Senior EIT Agent	2.00	M	2.00	0.00
Delinquent Accounts Agent	1.50	L	1.50	0.00
EIT Agent	4.00	L	4.00	0.00
Settlement Clerk	0.20	L	0.20	0.00
Purchasing Technician	1.00	J	1.00	0.00
Customer Service Representative II	3.50	I	3.50	0.00
Senior Parking Regulations Enforcement Officer	1.00	I	1.00	0.00
Assistant EIT Agent	1.00	H	1.00	0.00
Account Entry Clerk	3.50	G	3.50	0.00
Administrative Clerk I	3.50	G	3.50	0.00
Scofflaw Enforcer	2.00	G	2.00	0.00
Account Clerk III	0.50	F	0.50	0.00
Parking Regulations Enforcement Officer	13.00	F	13.00	0.00
DEPARTMENT TOTAL	60.45		60.45	0.00

Fund: Water and Sewer
 Department: Finance
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Finance	0.50	E 10	0.50	0.00
Deputy Director of Finance	0.40	E 08	0.40	0.00
Administrative Assistant II	0.25	E 02	0.25	0.00
Principal Analyst	0.50	M 06	0.50	0.00
Senior Financial Officer	0.35	M 06	0.35	0.00
Accounting Manager	0.35	M 05	0.35	0.00
Customer Service Manager	0.50	M 05	0.50	0.00
Senior Financial Analyst	0.20	M 05	0.20	0.00
Billing Manager	0.80	T	0.80	0.00
Revenue Supervisor	0.50	T	0.50	0.00
Delinquent Accounts Supervisor	0.50	S	0.50	0.00
Grant Coordinator	0.25	S	0.25	0.00
Senior Accountant	0.70	R	0.70	0.00
Sheriff Sale Administrator	0.90	R	0.90	0.00
Billing Analyst	2.00	Q	2.00	0.00
Grant Accountant	0.25	P	0.25	0.00
Staff Accountant	1.50	O	1.50	0.00
Assistant Central Cashiering Supervisor	0.50	N	0.50	0.00
Customer Service Consultant	2.80	N	2.80	0.00
Accounts Payable Coordinator	0.50	M	0.50	0.00
Delinquent Accounts Agent	1.50	L	1.50	0.00
Settlement Clerk	0.80	L	0.80	0.00
Meter Reader Services Coordinator	1.00	K	1.00	0.00
Customer Service Representative II	3.50	I	3.50	0.00
Delinquent Accounts Officer	1.00	H	1.00	0.00
Account Entry Clerk	0.50	G	0.50	0.00
Administrative Clerk I	0.50	G	0.50	0.00
Account Clerk III	0.50	F	0.50	0.00
Meter Reader	1.00	E	1.00	0.00
DEPARTMENT TOTAL	24.55		24.55	0.00

Fund: General
 Department: Human Resources
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Human Resources	0.55	E 09	0.55	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Director of Labor Relations/Classification	1.00	M 07	1.00	0.00
Payroll Manager	1.00	M 06	1.00	0.00
Human Resources Administrator	3.00	M 04	3.00	0.00
Human Resources Information Systems Administrator	1.00	S	1.00	0.00
Human Resources Information and Systems Analyst	1.00	Q	1.00	0.00
Human Resources Compensation and Research Technician	1.00	O	1.00	0.00
Human Resources Specialist	1.00	N	1.00	0.00
Payroll Specialist	2.00	J	2.00	0.00
Human Resources Office Assistant	1.00	G	1.00	0.00
DEPARTMENT TOTAL	13.55		13.55	0.00

Fund: Internal Service
 Department: Human Resources
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Human Resources	0.45	E 09	0.45	0.00
Employee Benefits Manager	1.00	M 06	1.00	0.00
Risk Manager	1.00	M 06	1.00	0.00
Occupational Health, Safety & Loss Prevention Programs Manager	1.00	M 05	1.00	0.00
Employee Benefits Administrator	1.00	P	1.00	0.00
Occupational Health Nurse	1.00	P	1.00	0.00
Claims Supervisor	1.00	P	1.00	0.00
Risk Management Analyst	1.00	O	1.00	0.00
Employee Benefits Assistant	1.00	J	1.00	0.00
Medical Records Clerk	1.00	G	1.00	0.00
DEPARTMENT TOTAL	9.45		9.45	0.00

Fund: General
 Department: Licenses and Inspections
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Commissioner of Licenses and Inspections	1.00	E 09	1.00	0.00
Deputy Commissioner of Licenses and Inspections	1.00	E 07	1.00	0.00
Administrative Assistant I	1.00	E 01	1.00	0.00
Code Enforcement Supervisor	1.00	T	1.00	0.00
Building Code Enforcement Inspector	5.00	Q	5.00	0.00
Plans Examiner	2.00	Q	2.00	0.00
Zoning Manager	1.00	Q	1.00	0.00
Mechanical Code Enforcement Inspector	1.00	Q	1.00	0.00
Code Enforcement Administrator	1.00	O	1.00	0.00
Building Permit Director	1.00	M	1.00	0.00
Business Compliance Officer	1.00	M	1.00	0.00
Code Enforcement Inspector	14.00	M	14.00	0.00
Administrative Supervisor	1.00	L	1.00	0.00
Administrative Clerk I	6.00	G	6.00	0.00
Records Clerk	1.00	C	1.00	0.00
DEPARTMENT TOTAL	38.00		38.00	0.00

Fund: General
 Department: Parks and Recreation
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Parks and Recreation	1.00	E 08	1.00	0.00
Deputy Director of Parks and Recreation	1.00	E 06	1.00	0.00
Community Referral Specialist	1.00	E 03	1.00	0.00
Administrative Assistant I	1.00	E 01	1.00	0.00
Executive Director of WHACC	1.00	M 05	1.00	0.00
Superintendent of Maintenance, Parks & Recreation	1.00	M 05	1.00	0.00
Superintendent of Recreation	1.00	M 05	1.00	0.00
Youth & Families Manager	1.00	M 05	1.00	0.00
Parks Maintenance Supervisor	1.00	M 04	1.00	0.00
Parks Financial Administrator	1.00	P	1.00	0.00
City Forester	1.00	N	1.00	0.00
Youth & Families Program Administrator	1.00	N	1.00	0.00
Physical Activities Coordinator	1.00	M	1.00	0.00
Recreation Program Coordinator	1.00	M	1.00	0.00
Technical Landscape Foreman	1.00	M	1.00	0.00
Assistant Parks Maintenance Supervisor	1.00	L	1.00	0.00
Equipment and Transportation Assistant	1.00	K	1.00	0.00
Accounts & Program Support Coordinator	2.00	H	2.00	0.00
Labor Foreman II	2.00	H	2.00	0.00
Small Engine Mechanic	1.00	H	1.00	0.00
Maintenance Mechanic III	1.00	G	1.00	0.00
Labor Foreman I	4.00	E	4.00	0.00
Maintenance Mechanic I	1.00	E	1.00	0.00
Clerk II	1.00	D	1.00	0.00
Equipment Operator II	3.00	D	3.00	0.00
Nursery Technician	1.00	D	1.00	0.00
Equipment Operator I	2.00	C	2.00	0.00
General Laborer II	2.00	C	2.00	0.00
General Laborer I	3.00	B	3.00	0.00
DEPARTMENT TOTAL	40.00		40.00	0.00

Fund: General
 Department: Fire
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Chief of Fire	1.00	E 09	1.00	0.00
Deputy Chief	2.00	E 07	2.00	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Battalion Chief	10.00		10.00	0.00
Captain	11.00		11.00	0.00
Lieutenant	29.00		29.00	0.00
Firefighter	103.00		103.00	0.00
Fire Plans Reviewer	1.00	P	1.00	0.00
Executive Assistant to the Chief	1.00	N	1.00	0.00
Fiscal Administrator	1.00	K	1.00	0.00
Administrative Clerk II	1.00	H	1.00	0.00
DEPARTMENT TOTAL	161.00		161.00	0.00

Fund: General
 Department: Police
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Chief of Police	1.00	E 09	1.00	0.00
Administrative Assistant I	1.00	E 01	1.00	0.00
Inspector	2.00		2.00	0.00
Captain	7.00		7.00	0.00
Lieutenant	11.00		11.00	0.00
Sergeant	37.00		37.00	0.00
Patrol Officer	256.00		249.00	7.00
Victim Services Supervisor	1.00	S	1.00	0.00
Bilingual Victims Case Coordinator	1.00	Q	1.00	0.00
Crime Analyst	1.00	Q	1.00	0.00
Domestic Violence Coordinator	1.00	P	1.00	0.00
Communications Supervisor	5.00	O	5.00	0.00
Property Technician	1.00	M	1.00	0.00
Records Supervisor	1.00	L	1.00	0.00
Fiscal Administrator	1.00	K	1.00	0.00
Senior Emergency Communications Specialist	1.00	J	1.00	0.00
Criminal Records Coordinator	1.00	I	1.00	0.00
Emergency Communications Specialist	12.00	I	12.00	0.00
Information Input Specialist	1.00	I	1.00	0.00
Administrative Clerk II	1.00	H	1.00	0.00
Emergency Call Operator	14.00	H	14.00	0.00
Administrative Clerk I	1.00	G	1.00	0.00
Communications and Data Specialist	7.00	G	7.00	0.00
Document Management Technician	1.00	G	1.00	0.00
Police Records Specialist	1.00	G	1.00	0.00
Police Reports Specialist	1.00	G	1.00	0.00
Senior Clerk	1.00	G	1.00	0.00
Vehicle Maintenance Technician	1.00	G	1.00	0.00
Teleserve Operator	6.00	F	6.00	0.00
DEPARTMENT TOTAL	376.00		369.00	7.00

Fund: General
 Department: Public Works
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Commissioner of Public Works	0.25	E 09	0.25	0.00
Deputy Commissioner of Public Works	0.50	E 08	0.50	0.00
Administrative Assistant I	0.25	E 01	0.25	0.00
Director of Transportation	1.00	M 07	1.00	0.00
Administrative Services Director	0.35	M 06	0.35	0.00
City Engineer	0.45	M 06	0.45	0.00
Operations Director	1.00	M 06	1.00	0.00
Transportation Engineer	1.00	T	1.00	0.00
Building Services Supervisor	1.00	Q	1.00	0.00
Construction Supervisor/RCMS MGR	0.50	Q	0.50	0.00
Contracts & Fleet Administrator	1.00	P	1.00	0.00
Sanitation Manager	1.00	P	1.00	0.00
Engineering Records Coordinator	0.25	O	0.25	0.00
Street Cleaning Supervisor	1.00	O	1.00	0.00
Transportation Administrative Supervisor	1.00	O	1.00	0.00
CADD/GIS Engineering Coordinator	1.00	N	1.00	0.00
ITMS Senior Technician	1.00	M	1.00	0.00
Traffic Maintenance Foreman	1.00	M	1.00	0.00
Assistant Sanitation Supervisor	2.00	L	2.00	0.00
Constituent Services Supervisor	0.30	L	0.30	0.00
Assistant Building Services Manager	1.00	K	1.00	0.00
Administrative Coordinator	0.50	J	0.50	0.00
Assistant Street Cleaning Supervisor	2.00	J	2.00	0.00
Purchasing Coordinator I	0.20	J	0.20	0.00
Administrative Clerk III	0.50	I	0.50	0.00
Assistant Street and Sewer Maintenance Supervisor	0.20	I	0.20	0.00
Construction Inspector	1.00	I	1.00	0.00
Account Technician	0.50	H	0.50	0.00
Building Technician II	1.00	H	1.00	0.00
Constituent Services Assistant	1.20	H	1.20	0.00
Equipment Operator V	1.00	H	1.00	0.00
Labor Foreman II	0.20	H	0.20	0.00
Signal Electrician	4.00	H	4.00	0.00
Administrative Clerk I	0.60	G	0.60	0.00
Traffic Maintenance Technician II	4.00	G	4.00	0.00
Traffic Technician II	2.00	G	2.00	0.00
Equipment Operator IV	13.40	F	13.40	0.00
Maintenance Mechanic I	1.00	E	1.00	0.00
Sanitation Driver	15.00	E	15.00	0.00
Sanitation Worker	25.00	E	25.00	0.00
Equipment Operator II	10.00	D	10.00	0.00
General Laborer II	1.00	C	1.00	0.00
General Laborer I	17.00	B	17.00	0.00
DEPARTMENT TOTAL	118.15		118.15	0.00

Fund: Water and Sewer
 Department: Public Works
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Commissioner of Public Works	0.75	E 09	0.75	0.00
Deputy Commissioner of Public Works	0.50	E 08	0.50	0.00
Administrative Assistant I	0.75	E 01	0.75	0.00
Water Division Director	1.00	M 07	1.00	0.00
Administrative Services Director	0.65	M 06	0.65	0.00
Assistant Water Division Director	2.00	M 06	2.00	0.00
City Engineer	0.55	M 06	0.55	0.00
Water Quality Manager	1.00	M 05	1.00	0.00
Environmental Programs Manager	1.00	S	1.00	0.00
Civil Engineer	2.00	R	2.00	0.00
Contracts & Maintenance Supervisor	1.00	R	1.00	0.00
Construction Supervisor/RCMS MGR	0.50	Q	0.50	0.00
Urban Forest Administrator	1.00	Q	1.00	0.00
Water Distribution Supervisor	2.00	Q	2.00	0.00
Assistant Water Distribution Supervisor	1.00	P	1.00	0.00
Water Meter Supervisor	1.00	P	1.00	0.00
Water Quality Assistant	1.00	P	1.00	0.00
Wet Weather Administrator	1.00	P	1.00	0.00
Engineering Records Coordinator	0.75	O	0.75	0.00
SCADA Technician	1.00	O	1.00	0.00
Sewer Maintenance Supervisor	1.00	O	1.00	0.00
Water Production Supervisor	2.00	O	2.00	0.00
Water Systems Supervisor	1.00	O	1.00	0.00
GIS Technician II	1.00	M	1.00	0.00
Water Production Maintenance Foreman	2.00	M	2.00	0.00
Constituent Services Supervisor	0.70	L	0.70	0.00
Water Quality Specialist	3.00	L	3.00	0.00
Chief Construction Inspector	1.00	K	1.00	0.00
Administrative Coordinator	0.50	J	0.50	0.00
GIS Technician I	1.00	J	1.00	0.00
Purchasing Coordinator I	0.80	J	0.80	0.00
Administrative Clerk III	0.50	I	0.50	0.00
Assistant Street and Sewer Maintenance Supervisor	0.80	I	0.80	0.00
Construction Inspector	4.00	I	4.00	0.00
Account Technician	0.50	H	0.50	0.00
Assistant Water Meter Supervisor	1.00	H	1.00	0.00
Constituent Services Assistant	2.80	H	2.80	0.00
Labor Foreman II	4.80	H	4.80	0.00

Fund: Water and Sewer (Continued)
 Department: Public Works
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Plant Mechanic II	6.00	H	6.00	0.00
Plant Operator III	8.00	H	8.00	0.00
Welder	1.00	H	1.00	0.00
Administrative Clerk I	0.40	G	0.40	0.00
Equipment Operator IV	4.60	F	4.60	0.00
Maintenance Mechanic II	1.00	F	1.00	0.00
Equipment Operator III	1.00	E	1.00	0.00
Maintenance Mechanic I	3.00	E	3.00	0.00
Technical Maintenance Mechanic I	8.00	E	8.00	0.00
Equipment Operator II	3.00	D	3.00	0.00
General Laborer III	9.00	D	9.00	0.00
Equipment Operator I	1.00	C	1.00	0.00
General Laborer II	6.00	C	6.00	0.00
DEPARTMENT TOTAL	100.85		100.85	0.00

Fund: General
 Department: Real Estate and Housing
 Fiscal Year 2018

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Real Estate and Housing	1.00	E 08	0.45	0.55
Director of Rehabilitation	1.00	M 05	0.05	0.95
Senior Program Director	1.00	M 05	0.00	1.00
Development Specialist	1.00	Q	0.46	0.54
Program Administrator	1.00	P	0.21	0.79
Program Coordinator	1.00	P	0.18	0.82
Financial Administrator	1.00	O	0.00	1.00
Senior Rehabilitation Specialist II	2.00	N	0.13	1.87
Senior Rehabilitation Loan Specialist	1.00	I	0.00	1.00
Administrative Clerk II	1.00	H	0.00	1.00
DEPARTMENT TOTAL	11.00		1.48	9.52

Attachment B

City of Wilmington
 Executive and Managerial
 Position Level Salary Structure Matrix
 FY 2018

	<u>Salary Range</u> <u>07/01/17 - 06/30/18</u>	
<u>Level 1</u>	\$38,409	\$ 58,381
Administrative Assistant I Mayor's Office Receptionist		
<u>Level 2</u>	\$42,457	\$65,383
Administrative Assistant II Community Affairs Advisor Constituent Services Officer Webmaster		
<u>Level 3</u>	\$46,802	\$73,012
Community Referral Specialist Legal Administrative Assistant		
<u>Level 4</u>	\$51,796	\$81,837
Communications Officer Cultural Affairs Manager Digital & Social Media Manager Economic Development Program Manager I Human Resources Administrator Legal Office Administrator Marketing & Special Projects Coordinator Office Manager/Administrative Assistant Parks Maintenance Supervisor Public Relations & Communications Officer Special Assistant		
<u>Level 5</u>	\$57,302	\$91,461
Accounting Manager Best Practices/Innovation Specialist Customer Service Manager Director of Constituent Services Division Director of Rehabilitation Executive Director of WHACC Help Desk Manager Occupational Health, Safety & Loss Prevention Program Manager Planning Grants Coordinator Senior Financial Analyst Senior Program Director Superintendent of Maintenance, Parks & Recreation Superintendent of Recreation Youth & Families Manager Water Quality Manager		

Salary Range
07/01/17 - 06/30/18

<u>Level 6</u>	\$63,914	\$102,261
<ul style="list-style-type: none"> Administrative Services Director Assistant Water Division Director Auditing Manager City Engineer Deputy Director of Parks & Recreation Director of Cultural Affairs Employee Benefits Manager Manager of Minority, Disadvantaged & Small Business Enterprise Operations Director Payroll Manager Policy Analyst Principal Analyst Procurement Manager Risk Manager Senior Financial Officer Tax Manager 		
<u>Level 7</u>	\$68,962	\$111,027
<ul style="list-style-type: none"> Assistant City Solicitor Deputy Chief of Fire Deputy Commissioner of Licenses & Inspections Deputy Director of Economic Development Director of Integrated Technologies Director of Labor Relations and Classifications Director of Transportation Emergency Management Director Planning Manager Special Assistant to the Mayor for Employment Initiatives Water Division Director 		
<u>Level 8</u>	\$74,331	\$119,569
<ul style="list-style-type: none"> Budget Director City Auditor Deputy Commissioner of Public Works Deputy Finance Director Director of Parks & Recreation Director of Planning and Development Director of Real Estate & Housing Senior Assistant City Solicitor 		

07/01/17 - 06/30/18

Level 9

\$80,154 \$129,048

Chief of Fire
Chief of Police
Commissioner of Licenses & Inspections
Commissioner of Public Works
Deputy City Solicitor
Director of Economic Development
Director of Human Resources

Level 10

\$86,321 \$138,976

City Solicitor
Deputy Chief of Staff for Fiscal and Management Operations
Deputy Chief of Staff for Policy and Communications
Director of Finance

Level 11

\$93,174 \$150,011

Chief of Staff

Effective: 07/01/17

Revised: 05/12/17

City of Wilmington Salary Review Matrix FY '18

	First Third	Middle Third	Top Third
Far Above Expectations	Up to 3.25%	Up to 3.25%	Up to 3.25%
Above Expectations	Up to 2.5%	Up to 2.5%	Up to 2.5%
Meets Expectations	Up to 1.5%	Up to 1.5%	Up to 1.5%
Below Expectations	Up to 1%	Up to 1%	Up to 1%
Far Below Expectations	0%	0%	0%

DECLARED RATES

Department Heads

FY 2018

Title	Salary
Mayor	\$123,928
Chief of Staff	\$122,078
City Treasurer	\$121,215
City Solicitor	\$119,850
Commissioner of Public Works	\$118,244
Chief of Police	\$161,600
Director of Finance	\$130,000
Director of Human Resources	\$116,824
Chief of Fire	\$116,451
Director of Economic Development	\$116,010
Commissioner of Licenses and Inspections	\$113,256
City Auditor	\$112,555
Director of Parks and Recreation	\$109,610
Director of Planning and Development	\$109,610
Director of Real Estate and Housing	\$109,610

The Declared Rate Listing states the maximum salary for each position for each fiscal year. The actual salaries may be less than the declared rates.

Revised: 05/12/17

City of Wilmington
 Fiscal Year 2018
 Executive and Managerial Pay Plan

	First Third	Second Third	Top Third
Level 1	\$38,409 - \$43,400	\$43,401 - \$53,387	\$53,388 - \$58,381
Level 2	\$42,457 - \$48,188	\$48,189 - \$59,651	\$59,652 - \$65,383
Level 3	\$46,802 - \$53,353	\$53,354 - \$66,457	\$66,458 - \$73,012
Level 4	\$51,796 - \$59,304	\$59,305 - \$74,326	\$74,327 - \$81,837
Level 5	\$57,302 - \$65,896	\$65,897 - \$83,086	\$83,087 - \$91,461
Level 6	\$63,914 - \$73,499	\$73,500 - \$92,674	\$92,675 - \$102,261
Level 7	\$68,962 - \$79,478	\$79,479 - \$100,511	\$100,512 - \$111,027
Level 8	\$74,331 - \$85,705	\$85,706 - \$108,335	\$108,336 - \$119,569
Level 9	\$80,154 - \$92,377	\$92,378 - \$116,823	\$116,824 - \$129,048
Level 10	\$86,321 - \$99,484	\$99,485 - \$125,812	\$125,813 - \$138,976
Level 11	\$93,174 - \$107,383	\$107,384 - \$135,801	\$135,802 - \$150,011

Attachment C

Non-Union Pay Scale
07/01/17 - 06/30/18

1% increase

	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII
A	\$24,515	\$25,741	\$27,029	\$27,570	\$28,122	\$28,686	\$29,262
B	\$25,761	\$27,593	\$29,553	\$30,446	\$31,056	\$31,680	\$32,314
C	\$27,070	\$28,709	\$30,296	\$30,903	\$31,522	\$32,315	\$33,293
D	\$28,447	\$29,870	\$31,364	\$31,993	\$32,634	\$33,454	\$34,466
E	\$29,893	\$31,389	\$32,958	\$33,619	\$34,293	\$35,155	\$36,219
F	\$31,413	\$32,985	\$34,634	\$35,329	\$36,037	\$36,759	\$37,965
G	\$32,680	\$34,143	\$35,672	\$36,386	\$37,115	\$38,049	\$39,200
H	\$34,684	\$36,784	\$39,010	\$39,792	\$40,996	\$42,235	\$43,513
I	\$36,812	\$38,654	\$40,994	\$41,815	\$42,653	\$43,508	\$44,380
J	\$38,684	\$40,619	\$42,651	\$43,832	\$44,711	\$45,607	\$46,522
K	\$41,058	\$43,111	\$45,268	\$46,175	\$47,100	\$48,045	\$49,007
L	\$42,713	\$44,850	\$47,093	\$48,038	\$49,000	\$50,358	\$51,367
M	\$44,884	\$47,131	\$49,488	\$50,732	\$51,749	\$53,183	\$54,655
N	\$47,144	\$49,502	\$51,978	\$53,020	\$54,082	\$55,718	\$57,403
O	\$49,292	\$52,146	\$55,303	\$56,412	\$57,542	\$58,695	\$59,872
P	\$51,410	\$54,252	\$57,393	\$58,544	\$59,716	\$60,913	\$62,134
Q	\$53,889	\$56,584	\$59,415	\$60,606	\$62,130	\$63,375	\$64,645
R	\$56,487	\$59,312	\$62,280	\$63,528	\$64,802	\$66,100	\$67,425
S	\$59,062	\$62,017	\$65,119	\$66,424	\$67,756	\$69,113	\$70,499
T	\$64,703	\$69,637	\$74,949	\$76,452	\$77,984	\$79,547	\$81,141