

INTRODUCED: November 30, 2017

AN ORDINANCE No. 2017-237

To amend Ord. No. 2017-036, adopted May 15, 2017, which adopted the Fiscal Year 2017-2018 General Fund Budget by re-appropriating a \$2,400,000.00 portion of the Fiscal Year 2016-2017 fund balance excess, assigned by Res. No. 2017-R070, adopted Oct. 9, 2017, to the General Employee Bonus Reserve, to various departments and agencies as shown on the attachment to provide for a one-time bonus to eligible City employees generally as described in Res. No. 2017-R070, adopted Oct. 9, 2017.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: DEC 11 2017 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Ordinance No. 2017-036, adopted May 15, 2017, which adopted the General Fund Budget for the fiscal year commencing July 1, 2017, and ending June 30, 2018, is hereby amended by re-appropriating a \$2,400,000.00 portion of the fund balance excess from the fiscal year commencing July 1, 2016, and ending June 30, 2017, assigned by Resolution No. 2017-R070, adopted October 9, 2017, to the General Employee Bonus Reserve, to the various departments and agencies listed and in the amounts listed on the attachment to this ordinance, hereby incorporated

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: DEC 11 2017 REJECTED: _____ STRICKEN: _____

herein, for the purpose of providing for a one-time bonus to eligible City employees generally as described in Resolution No. 2017-R070, adopted October 9, 2017.

§ 2. This ordinance shall be in force and effect upon adoption.



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4-7283
NOV 27 2017

Office of the
Chief Administrative Officer
RECEIVED

O&R REQUEST

NOV 27 2017

OFFICE OF CITY ATTORNEY
EDITION: 1

DATE: November 22, 2017
TO: The Honorable Members of City Council
THROUGH: The Honorable Levar M. Stoney, Mayor
THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer
THROUGH: Lenora Reid, Deputy Chief Administrative Officer for Finance & Administration
THROUGH: John Wack, Director of Finance
FROM: Jay A. Brown, Director of Budget & Strategic Planning
RE: Appropriation of Assigned Fund Balance for Employee Bonuses - Budget Amendments Submitted to Council

ORD. OR RES. No.

PURPOSE: To amend the FY2018 General Fund Budget (Ord. 2017-036) by appropriating funds in the amount of \$2,400,000, earmarked in the assigned portion of the general fund balance, as of 6/30/2017, to multiple City departments to fund the estimated costs for a one-time, 2.5% bonus for eligible employees.

REASON: Per council ordinance #2017-120: form of budget amendments submitted to Council, this amendment seeks to appropriate revenue, earmarked within the City's assigned fund balance, to fund one-time employee bonuses in the amount of 2.5%. Funding will need to be appropriated across multiple departments and cost centers/programs.

RECOMMENDATION: The city administration recommends adoption of this ordinance.

BACKGROUND: Resolution 2017-R070 created a new reservation of fund balance called the General Employee Bonus Reserve to be categorized as an assigned fund balance and to be used for the payment of a one-time bonus to general employees of the City. In direct response to Resolution 2017-R070 and per the FY2017 Comprehensive Annual Financial Report, there is approximately \$2,400,000 ear-marked for employee bonuses, in the assigned portion of the general fund balance.

This ordinance seeks to amend the general fund budget, ordinance 2017-036, by appropriating \$2,400,000 in currently unappropriated resources from the City's assigned fund balance to multiple city departments in order to fund the estimated cost of a 2.5% one-time bonus for general employees.

Only general, non-sworn employees will be eligible to receive a bonus. Eligible sworn staff will not receive a bonus as they have already received salary increases associated with the police and fire pay adjustments plan. Additionally, Constitutional Officers and their eligible employees will not receive a bonus, due to the State providing those individuals a 2% salary increase earlier in the fiscal year.

SOURCE: (must select all that apply)

- New/increased revenue (*complete the general fund new budget item detail chart*)(you must identify the amount of the new revenue or increase in revenue and the reason the new revenue or increase in revenue is available – do this in the Background section above)
- Existing general fund (*complete general fund transfer budget item detail*)(you must identify the budget item to be reduced, the amount of the reduction, the reason for the reduction, **and an analysis of the impact on each program or subprogram funded by that budget item** – do this in the Background and Reason sections above)
- Fund Balance/Reserve/Contingency/Other Funding Source (you must identify the specific source to be used (eg. Fund balance, reserve, contingency, or other), the amount of that funding source proposed to be used, and the reason for the use of that funding source – do this in the Background section above)

FISCAL IMPACT/COST (current FY):

- **If Adopted:** Employees will receive a one-time bonus
- **If Not Adopted:** Employees will not receive a one-time bonus and funds will remain in the assigned fund balance.

FISCAL IMPLICATIONS (future FYs): There are no future fiscal implications/impacts as this is a one-time cost. Funds have already been reserved for the expressed purpose of paying, one-time, employee bonuses.

BUDGET AMENDMENT NECESSARY: Yes.

REVENUE TO CITY: Yes.

DESIRED EFFECTIVE DATE: 12/11/2017

REQUESTED INTRODUCTION DATE: November 30, 2017

CITY COUNCIL PUBLIC HEARING DATE: December 11, 2017

Existing Item – You must show the total appropriation for each modified budget item to receive funds, for your agency

OR

New Item – You must show the total appropriation for each modified budget item to receive funds, for your agency

***for a new item you must reference the next corresponding item # with a (.) decimal point, see ordinance #2017-036, FY2018 Program Level Budget)**

<u>TO</u>					
<u>Item #</u>	<u>Title</u>	<u>Program</u> (cost center #)	<u>Subprogram</u> (service code #)	<u>Transfer</u> <u>Amount/New</u> <u>Amount</u>	<u>New Appropriation</u> <u>Amount</u>
<u>Grand Total</u>					

*****Grand total for the New Appropriation Amount MUST match the TOTAL AGENCY budget requested as a result of this ordinance*****

Item	Title	Program (cost center)	FY2018 Current Modified Amounts	Increase Amounts	New Appropriation Amounts
1	LEGISLATIVE BRANCH				
2	City Council				
3	Council Operations	00201, 00211	1,261,511	16,985	1,278,496
		00202, 00203, 00204, 00205, 00206, 00207, 00208, 00209, 00210			
4	Council District Funds		109,596	-	109,596
5	Total: City Council		1,371,107	16,985	1,388,092
6					
7	Council Chief of Staff				
8	Chief Of Staff-Operations	00601, 00602, 00603, 00604	1,160,079	21,642	1,181,721
9	Total: Council Chief of Staff		1,160,079	21,642	1,181,721
10					
11	City Assessor				
12	Assessor- Operations	00801, 0802, 0803	3,192,376	51,377	3,243,753
13	Assessor- Board Of Review	00804	47,188	-	47,188
14	Total: City Assessor		3,239,563	51,377	3,290,940
15					
16	City Attorney				
17	City Attorney - Operations	01001	3,004,796	52,805	3,057,601
18	Total: City Attorney		3,004,796	52,805	3,057,601
19					
20	City Auditor				
21	Auditor-Internal Audit	00901	1,339,674	18,017	1,357,691
	Auditor-Admin Of External Audit				
22	Contract	00902	483,579	-	483,579
23	Auditor-Fiscal And Policy	00903	204,405	1,550	205,955
24	Total: City Auditor		2,027,658	19,567	2,047,225
25					
26	City Clerk				
27	Clerk -Office Of The City Clerk	00401	966,289	10,032	976,322
28	Total: City Clerk		966,289	10,032	976,322
29					
30	Total: Legislative Branch		11,769,492	172,408	11,941,900
31					
32	JUDICIARY				
33	13th District Court Services Unit				
34	CSU-Probation Services	05501	212,386	1,780	214,166
35	Total: 13th District Court Services Unit		212,386	1,780	214,166
36					
37	Adult Drug Court				
38	Judiciary-Adult Drug Court	01303	616,914	10,369	627,283
39	Total: Adult Drug Court		616,914	10,369	627,283
40					
41	Circuit Court				
42	Judiciary-Circuit Court	01302	3,675,042	15,137	3,690,179
43	Total: Circuit Court		3,675,042	15,137	3,690,179
44					
45	Commonwealth Attorney				
46	Attorney for the Commonwealth	01301	6,417,815	-	6,417,815
	Attorney for the Commonwealth -				
47	Courts and Magistrate	01304, 01306, 01307, 01308	380,151	-	380,151
48	Total: Commonwealth's Attorney		6,797,966	-	6,797,966
49					
50	Juvenile & Domestic Relations Court				
	Juvenile & Domestic Relations Court				
51	Operations	01901, 01902	285,612	1,907	287,519
	Total: Juvenile & Domestic Relations				
52	Court		285,612	1,907	287,519
53	Total Judiciary		11,587,920	29,193	11,617,113
54					

Item	Title	Program (cost center)	FY2018 Current Modified Amounts	Increase Amounts	New Appropriation Amounts
55	EXECUTIVE BRANCH				
56	EXECUTIVE OFFICES				
57	Mayor's Office				
58	Mayor-Mayor's Office	08501	1,166,014	3,131	1,169,145
59	Total: Mayor's Office		1,166,014	3,131	1,169,145
60					
61	Chief Administrative Officer				
62	CAO-City-Wide Leadership Admin&Mgt	02101	697,870	11,198	709,068
63	CAO-City-Wide Special Services	02102	271,431	6,597	278,028
64	Total: Chief Administrative Officer		969,302	17,795	987,097
65					
66	Press Secretary				
	Press Secretary-Communications,				
67	Media Relations	03701	482,709	6,385	489,094
68	Total: Press Secretary		482,709	6,385	489,094
69	Total: Executive Offices		2,618,025	27,311	2,645,336
70					
71	ADMINISTRATION AND FINANCE				
72					
73	Finance				
74	Finance Operations	02501, 02502, 02503, 02506, 02507,02508	10,088,568	116,899	10,205,466
74.1	Commissioner of Revenue	02517	708,451	-	708,451
75	Total: Finance		10,797,019	116,899	10,913,917
76					
77	Budget & Strategic Planning				
78	Budget Operations	02201, 02202, 02203	1,249,489	20,506	1,269,996
79	Total: Budget & Strategic Planning		1,249,489	20,506	1,269,996
80					
81	City Treasurer				
82	Treasurer Operations	05201	186,486	-	186,486
83	Total: City Treasurer		186,486	-	186,486
84					
85	Human Resources				
86	Human Resources Operations	01201, 01202, 01203, 01204, 01205,01206, 01207, 01208	2,953,906	42,861	2,996,767
87	Total: Human Resources		2,953,906	42,861	2,996,767
88					
89	Procurement Services				
90	Procurement Operations	08401, 08402	871,071	8,054	879,125
91	Total: Procurement Services		871,071	8,054	879,125
92					
93	General Registrar				
94	Registrar Operations	01701, 01702	1,629,662	8,757	1,638,419
95	Total: General Registrar		1,629,662	8,757	1,638,419
96					
	Transfer to Capital Improvement				
97	Program				
	General Fund Cash Transfer for Capital				
98	Projects		6,975,793	-	6,975,793
	Total: Transfer to Capital Improvement		6,975,793	-	6,975,793
99	Program		6,975,793	-	6,975,793
100					
101	Debt				
102	Debt -Interest	00102	67,692,900	-	67,692,900
103	Total: Debt		67,692,900	-	67,692,900
104	Total: Administration and Finance		92,356,326	197,078	92,553,404
105					

Item	Title	Program (cost center)	FY2018 Current Modified Amounts	Increase Amounts	New Appropriation Amounts
106	HUMAN SERVICES				
107	Human Services				
108	Human Serv-Management Services	01401	660,303	7,603	667,906
109	Human Serv-Hispanic Liaison	01402	377,514	3,936	381,450
	Human Serv-Office Of Children and Youth				
110	Youth	01403	68,473	1,328	69,801
111	Human Serv-Senior & Special Deputy Chief Administrative Officer for	01405	135,895	2,863	138,758
112	Human Services	01408	279,941	3,099	283,040
113	Human Services Total		1,522,126	18,828	1,540,954
114					
115	Justice Services				
	Justice Services-Administration				
116	01501	01501	1,307,335	23,871	1,331,206
		01502, 01503, 01504, 01505, 01506, 01507, 01508, 01510,			
117	Justice Services-Operations	01511, 01512	7,560,905	109,104	7,670,009
117.1	Justice Services-Operations	01517	476,494	0	476,494
118	Justice Services Total		9,344,734	132,975	9,477,709
119					
120	Office of Community Wealth Building				
	Office of Community Wealth Building-Administration				
121	Administration	08901	552,504	10,590	563,094
	Office of Community Wealth Building-Workforce Development				
122	Workforce Development	08902	1,403,150	11,125	1,414,275
	Office of Community Wealth Building-Social Enterprise				
123	Social Enterprise	08903	92,553	2,112	94,665
	Office of Community Wealth Building-Early Childhood Initiatives				
124	Early Childhood Initiatives	08904	53,208	560	53,768
	Office of Community Wealth Building				
125	Total		2,101,414	24,387	2,125,801
126					
127	Richmond City Health District				
128	Health-Clinical Services	02801	3,781,490	-	3,781,490
129	Richmond City Health District Total		3,781,490	-	3,781,490
130					
131	Social Services				
	Social Services - Operations				
132	02701, 02702, 02703, 02704, 02705,	02701, 02702, 02703, 02704, 02705, 02709, 02710, 02711, 02712, 02713, 02714, 02715,			
133	Social Services Total	02716, 02717, 02718, 02719, 02720, 02721, 02722, 02723, 02724, 02725, 02726	56,844,739	498,262	57,343,001
134			56,844,739	498,262	57,343,001
	Parks, Recreation, and Community				
135	Facilities				
136	Parks Administration	03001, 03002, 03003, 03004,	5,164,050	55,527	5,219,577
137	Parks&Rec-Cultural Arts	03006	999,839	10,483	1,010,322
138	Parks&Rec- Recreation	03007, 03018	2,810,775	36,021	2,846,796
139	Parks&Rec-After School Programs	03008	818,029	17,749	835,778
	Parks, Recreation, and Community				
140	Parks Operations	03005, 03011, 03012, 03013, 03014, 03015, 03016, 03017, 03021, 03022, 03023, 03025, 03026, 03027, 03028, 03029, 03031, 03032, 03033, 03035, 03036, 03037, 03041, 03042, 03043, 03044, 03045	6,163,441	90,376	6,253,817
141	Facilities		15,956,135	210,156	16,166,291
142	Total: Human Services		89,550,638	884,608	90,435,247

Item	Title	Program (cost center)	FY2018 Current Modified Amounts	Increase Amounts	New Appropriation Amounts
143					
144	PUBLIC WORKS				
145	Public Works				
146	DPW-Finance & Administration	02901	4,857,722	44,847	4,902,569
147	DPW-Gen Svcs-Facilities Management	02902	13,605,746	46,981	13,652,727
148	DPW-Solid Waste Management	02903			
149	Bulk & Brush	SV1401	2,124,052	7,520	2,131,572
150	Curbside Recycling	SV1402	2,000,000	-	2,000,000
151	Leaf Collection	SV1403	1,181,341	-	1,181,341
152	Refuse	SV1404	6,337,571	34,127	6,371,699
153	Other Solid Waste Services	SV0801, SV1504	264,037	2,750	266,787
	Subtotal : DPW-Solid Waste				
154	Management	02903	11,907,001	44,397	11,951,399
155	DPW-Geographic Information Services	02907	422,435	3,136	425,571
156	DPW-CIP Infrastructure Administration	02909	885,120	32,211	917,331
157	DPW-Roadway Maintenance	02912	6,940,858	180,086	7,120,944
158	DPW-CIP Facility Construction	02913	451,360	16,409	467,769
159	Public Works Total		39,070,243	368,067	39,438,310
160	Total: Public Works		39,070,243	368,067	39,438,310
161	ECONOMIC AND COMMUNITY				
162	DEVELOPMENT				
163	Economic & Community Development				
	Econ Dev-Admin, Finance & Executive				
164	Management	03601	2,258,515	8,768	2,267,283
165	Econ Dev-Business Development	03602	1,484,300	5,387	1,489,687
	Econ Dev-DCAO-Econ&Comm				
166	Development	03603	132,888	5,738	138,626
167	Econ Dev-Financial Strategies Group	03604	157,784	914	158,698
	Econ Dev-Housing & Neighborhood				
168	Revitalization	03605	1,216,155	3,715	1,219,870
	Econ Dev-Asset Management/Real				
169	Esate Strategies	03606	532,121	11,412	543,533
170	Econ Dev-Workforce Development	03607	4,825	-	4,825
	Economic & Community Development				
171	Total		5,786,589	35,935	5,822,523
172					
173	Minority Business Development				
174	MBD-Operations	03401, 03402, 03403	654,621	12,680	667,301
175	Minority Business Development Total		654,621	12,680	667,301
176					
177	Planning & Development Review		-		
178	PDR-Land Use Administration	00501	235,394	4,524	239,918
179	PDR-Permits And Inspections	00502	3,660,555	63,622	3,724,177
180	PDR-Administration	00503	2,045,299	27,507	2,072,806
	PDR-Prop. Maintenance Code				
181	Enforcement	00504	3,284,653	50,851	3,335,504
182	PDR-Planning & Preservation	00505	410,176	6,749	416,925
183	PDR-Zoning Administration	00507	699,816	6,710	706,526
184	Planning & Development Review Total		10,335,893	159,962	10,495,855
	Total. Economic and Community				
185	Development		16,777,103	208,577	16,985,680

Item	Title	Program (cost center)	FY2018 Current Modified Amounts	Increase Amounts	New Appropriation Amounts
186					
187	PUBLIC SAFETY				
188	Animal Care & Control				
189	Animal Control	08801	1,584,965	20,309	1,605,274
190	Animal Care & Control Total		1,584,965	20,309	1,605,274
191	Department of Emergency				
192	Communications				
193	Emergency Communication	08701	5,683,947	51,537	5,735,484
194	Communications Total		5,683,947	51,537	5,735,484
195					
196	Fire & Emergency Services				
197	Fire-Office Of The Fire Chief	04201	579,029	2,593	581,622
198	Fire-Fire Administration	04202	3,751,351	14,444	3,765,795
199	Fire-Fire Operations	04203	39,775,382	1,333	39,776,715
200	Fire-Fire Prevention	04204	2,812,143	2,535	2,814,678
201	Fire-Fire Training	04205	1,081,719	1,724	1,083,443
202	Fire-Office Of Emergency Management	04206	533,777	6,512	540,289
	Fire-Emergency Medical Services/Safety				
203	Unit	04208	725,735	-	725,735
204	Fire-Logistics	04210	1,642,600	2,681	1,645,281
205	Fire & Emergency Services Total		50,901,735	31,821	50,933,556
206					
207	Richmond Police Department				
208	Police-Chief of Police	04101	1,883,936	14,771	1,898,707
209	Police-Administration	04103	19,556,439	109,951	19,666,390
210	Police-Support Service	04104	20,393,796	24,421	20,418,216
	Police-Office Of Professional				
211	Responsibility	04105	1,478,608	1,345	1,479,953
212	Police-Area I and Area II	04106, 0407	50,062,726	14,451	50,077,177
213	Richmond Police Department Total		93,375,504	164,940	93,540,444
214					
215	Richmond Sheriff's Office				
	Sheriff-Jail Administration & Human				
216	Services	01601, 1603	4,778,224	-	4,778,224
217	Sheriff-Courts	01602	4,755,785	-	4,755,785
218	Sheriff-Jail Operations	01604	28,654,843	-	28,654,843
219	Richmond Sheriff's Office Total		38,188,852	-	38,188,852
220	Total: Public Safety		189,735,004	268,607	190,003,610
221					
222	EDUCATION				
223	Richmond Public Schools				
224	RPS-Public Schools	07801	158,975,683	-	158,975,683
225	Richmond Public Schools Total		158,975,683	-	158,975,683
226	Total: Education		158,975,683	-	158,975,683
227					
228	NON-DEPARTMENTAL				
	Non-Departmental (See separate				
229	attachment)				
230	Total: Non-Departmental		80,405,408	157,904	80,563,313
231			80,405,408	157,904	80,563,313
232	Total: Executive Branch		669,488,430	2,112,152	671,600,582
233					
234	INDEPENDENT AGENCIES				
235	Richmond Public Library				
236	Library -Library Administration	00301	736,956	13,382	750,337
237	Library -Library Operations	00302, 00303, 00304, 00305, 00306, 00309	5,232,812	72,865	5,305,677
238	Richmond Public Library Total		5,969,768	86,247	6,056,015
239	Total: Independent Agencies		5,969,768	86,247	6,056,015
240					
241	Grand Total: General Fund		698,815,610	2,400,000	701,215,610

Note very minor discrepancies may exist due to rounding