

**REGULAR MEETING OF WILMINGTON CITY COUNCIL
DECEMBER 6, 2018 @ 6:30 P.M.- REVISION #2***

**Council Chambers
Louis L. Redding City/County Building
800 N. French Street - Wilmington, DE 19801
www.WilmingtonDe.gov or www.WITN22.org**

AGENDA

- I. Call to Order**
 - Prayer**
 - Pledge of Allegiance**
 - Roll Call**
- II. Approval of Minutes**
- III. Committee Reports**
- IV. Acceptance of Treasurer's Report**
- V. Non-Legislative Business**

McCoy	Recognize Rob Moore
Oliver	Recognize Alexis Nichols – Lifetime Achievement Award Recipient
Oliver	Sympathy Bertha Faulkner
Oliver	Recognize Tiana Sirmans
Shabazz	Recognize Alice V. Garner (90 th Birthday)
Shabazz	Sympathy Francine Carter

VI. Legislative Business

SHABAZZ (*Congo presenting on behalf of Shabazz*)

#4604 A Resolution to Appoint City Council Member for the First Councilmanic District

Synopsis: *This Resolution is being presented by City Council for Council's review and approval. This Resolution appoints Albert Mills, pursuant to Wilm. C. (Charter) § 2-101, to fill the vacancy created by former Council Member Nnamdi O. Chukwuocha, for the remainder of former Council Member Chukwuocha's term in accordance with the recommendation of the Special Committee.*

SHABAZZ (*Williams presenting on behalf of Shabazz*)

#4547 Sub. 1 to Ord. 18-039 Amend Chapter 42 of the City Code Relating to the Installation of Wireless Telecommunications Facilities in the Public Rights of Way **(3rd & Final Reading)**

Synopsis: *This Ordinance is being presented by the Administration for Council's review and approval. This Ordinance amends Chapter 42 of the City Code by establishing procedures relating to the authorization, permitting and regulation of wireless telecommunications facilities in the public rights of way.*

SHABAZZ (Harlee presenting on behalf of Shabazz)

#4605 An Ordinance to Amend Chapter 2 of the City Code Regarding the Census 2020 Complete Count Committee **(1st & 2nd Reading)**

Synopsis: *This Ordinance is being presented by City Council for Council's review and approval. This Ordinance establishes a Census 2020 Complete Count Committee for the purpose of mobilizing and leveraging personnel and resources both internal and external to City government, in order to provide assistance to the representatives of the United States Census Bureau in the conduct of the decennial census. The intent of establishing this committee is to assure an accurate census count – and consequentially, an equitable share of financial assistance and federal and state representation for Wilmingtonians.*

HARLEE

#4596 Ord. 18-050 An Ordinance to (I) Approve the Removal of a Portion of Garasches Lane from the Official City Map and (II) Accept the Dedication of an Unnamed City Street between South Walnut Street and Garasches Lane and Add it to the Official City Map **(3rd & Final Reading)**

Synopsis: *This Ordinance is being presented by the Administration for Council's review and approval. This Ordinance authorizes the removal of a portion of Garasches Lane from the Official City Map. This Ordinance also accepts the dedication of an unnamed City street between South Walnut Street and Garasches Lane and adds it to the Official City Map.*

#4606 A Resolution Declaring a Portion of Garasches Lane to be Surplus and Approving the Property for Disposition to the Riverfront Development Corporation

Synopsis: *This Resolution is being presented by the Administration for Council's review and approval. This Resolution declares a portion of Garasches Lane to be surplus and approves the property for disposition to the Riverfront Development Corporation*

FREEL

#4607 An Ordinance Constituting Amendment No. 1 to the Fiscal Year 2019 Operating Budget (Being an Ordinance to Amend Substitute No. 1 to Ordinance No. 18-011) **(1st & 2nd Reading)**

***Synopsis:** *This Ordinance is being presented by the Administration for Council's review and approval. This Ordinance is the first amendment to the Fiscal Year 2019 Operating Budget. It contains both increased budget appropriations for the Law Department, the Department of Human Resources, the Department of Public Works, the Police Department, and the Fire Department and changes to the position allocation list for the Mayor's Office, the Department of Human Resources, the Department of Public Works, and the Police Department.*

GUY

#4608

A Resolution Authorizing the Disposition of the Property known as 1814 Gilpin Avenue and Approving the Transfer of the Property to the Wilmington Firefighter's Association, Local 1590

Synopsis: *This Resolution is being presented by City Council for Council's review and approval. This Resolution authorizes the disposition of the property known as 1814 Gilpin Avenue, Wilmington, Delaware and approves the transfer of the said property to the Wilmington Firefighter's Association, Local 1590.*

VII. Petitions and Communications**VIII. Adjournment**

*Note: This Agenda has been amended to correct the synopsis for Agenda #4607 and to correct an inadvertent error with the agenda format.

Wilmington, Delaware
December 6, 2018

#4604

Sponsors:

**Council
President
Shabazz**

**Council
Members
Freel
Oliver
Adams
Walsh**

WHEREAS, on November 15, 2018, the City Council, as required by Section 2-101 of the City Charter, formally declared that: the First Councilmanic District position is vacant as of November 6, 2018 at 8:00 p.m. due to former Council Member Nnamdi O. Chukwuocha's resignation; and

WHEREAS, pursuant to the Wilmington City Charter, Chapter 2, Wilm. C. (Charter) § 2-101, when such vacancy occurs between General Elections, it is the duty of City Council to fill said vacancy with a member of the same political party residing in the same council district in which such vacancy occurs for the un-expired term of the of the resigning Council Member; and

WHEREAS, pursuant to Wilm. C. (Charter) § 2-103, the City Council is empowered to be the "sole judge of the qualifications . . . of its members" and pursuant to Wilm. C. (Code) § 2-34, a special committee has recommended Albert Mills to fill the vacancy in the 1st Council District seat.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON, that the City Council appoints Albert Mills, a duly registered member of the Democratic Party residing in the First Councilmanic District of the City of Wilmington, to fill the vacancy created by former Council Member Nnamdi O. Chukwuocha, for the remainder of former Council Member Chukwuocha's term.

Passed by City Council,

Attest: _____
City Clerk

SYNOPSIS: This Resolution appoints Albert Mills, pursuant to Wilm. C. (Charter) § 2-101, to fill the vacancy created by former Council Member Nnamdi O. Chukwuocha, for the remainder of former Council Member Chukwuocha's term in accordance with the recommendation of the Special Committee.

SUBSTITUTE NO. 1 TO ORDINANCE NO. 18-039

AN ORDINANCE TO AMEND CHAPTER 42 OF THE CITY CODE RELATING TO THE INSTALLATION OF WIRELESS TELECOMMUNICATIONS FACILITIES IN THE PUBLIC RIGHTS OF WAY

#4547

Sponsors:

**Council
President
Shabazz**

**Council
Member
Williams**

Co-Sponsors:

**Council
Member
Oliver**

**Council
Member
Harlee**

WHEREAS, providers of wireless telecommunications have expressed a desire to install small cell facilities in the public rights of way in order to expand the capacity of wireless networks in the city; and

WHEREAS, city council finds that enabling wireless telecommunications providers to provide high quality wireless communications service infrastructure to serve current and future needs of the city, its residents, visitors and businesses is beneficial to the city; and

WHEREAS, city council desires to balance the needs of wireless telecommunications providers with its duties to protect the public health, safety, and welfare of its residents; to avoid adverse visual and aesthetic impacts; and to manage the public rights of way, a physically limited resource; and

WHEREAS, city council finds it appropriate to clarify its policy with respect to agreements for use of city-owned or controlled structures within the public rights of way; and

WHEREAS, city council deems it necessary and appropriate to establish a fair and efficient process for the review and approval of requests to install wireless telecommunications facilities in the public rights of way that protects the health, safety, welfare and aesthetic concerns of the public, complies with all applicable laws, and permits the city to recover the costs associated with the review of such requests.

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

SECTION 1. Chapter 42 of the City Code is hereby amended by amending Article XIII entitled Right-of-Way Management for Utility Service by renumbering subsections (b)-(v) of section 42-704 as subsections (c)-(w), respectively, and by deleting the stricken language and adding the underlined language to read as follows:

Sec. 42-704. – Rules of construction; definitions.

- (b) Antenna means any transmitting or receiving device mounted on or within a tower or support structure and used in communications that radiate or capture electromagnetic waves, digital signals, analog signals, microwave, radio frequencies or other frequency energy waves, radar signals, telecommunications signals or other communications signals. As used in this Chapter only, “antenna” shall refer solely to antennas located within the public rights of way.

- ~~(w)~~(x) Public rights-of-way means the surface and space above, on, and below any public highway, avenue, street, lane, alley, boulevard, concourse, driveway, bridge, tunnel, park, parkway, waterway, dock, bulkhead, wharf, pier, public easement, right-of-way or any other public ground or water within or in which the city now or hereafter holds any property interest or otherwise controls or manages, and which, consistent with the purposes for which it was dedicated or otherwise acquired, may be used for the purpose of constructing, operating, and maintaining a communications facility. No reference herein, or in any license agreement, to a public right-of-way shall be deemed to be a representation or warranty by the city that its interest or other right to control the use of such property is sufficient to permit its use for such purposes, and a licensee shall be deemed to acquire only those rights of use as the city may have the undisputed right and power to give.

- (y) Support Structure means any structure which can be used for the location of antennas.

- (z) Tower means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas for telephone, radio, television, internet and similar wireless telecommunications purposes, including self-supporting lattice towers or monopole towers. The term includes the structure and its foundation, radio and television transmission towers, microwave towers, cellular telephone towers, common-carrier towers, alternative tower structures and the like.

~~(x)~~(aa) *Transfer*. The transfer of an interest in a franchise or license means the sale or transfer, directly or indirectly, of an existing or newly created equity interest in the franchisee or licensee whether or not it may result in a transfer of control of the franchisee or licensee.

(bb) *Underground areas* are those areas where there are no electrical facilities or facilities of the incumbent local exchange carrier in the right of way; or where the wires associated with the same are or are required to be located underground; or where the same are scheduled to be converted from overhead to underground. Electrical facilities are distribution facilities owned by an electric utility and do not include transmission facilities used or intended to be used to transmit electricity at nominal voltages in excess of 35,000 volts.

~~(y)~~(cc) *Underground facilities coordination manual* is the manual, as it may be amended from time to time, in which those regulations promulgated by the commissioner necessary to carry out the purposes of this article shall be consolidated.

~~(z)~~(dd) *Utility or public utility* shall have the meaning set forth in Title 26, § 102(3) of the Delaware Code, as amended, provided that for purposes of this article utility also includes operators of cable television systems, open video systems, wireless ~~telecommunications~~ infrastructure and wireless service providers as well as every individual, partnership, association, corporation, joint stock company, agency or department of the State of Delaware or any association of individuals engaged in the prosecution in common of a productive enterprise (commonly called a "cooperative"), their lessees, trustees or receivers appointed by any court whatsoever, that now operates or hereafter may operate for public use within the State of Delaware, any natural gas, electric, water, wastewater, telecommunications service, system, plant or equipment.

~~(aa)~~(ee) *Wireless* means transmissions through the airwaves including, but not limited to, infrared line of sight, cellular, microwave, or via radio frequencies.

(ff) *Wireless Telecommunications Facilities Manual* is the manual, as it may be amended from time to time, in which those regulations pertaining to the placement of wireless telecommunications facilities in the public rights-of-way shall be consolidated.

~~(bb)~~(gg) *Wireless telecommunications facility* ~~is the capital, equipment and property, including but not limited to the poles, pipes, mains, conduits, ducts, pedestals, and electronic equipment within the right of way used for the purpose of transmitting, receiving, distributing, providing, or offering wireless telecommunications.~~ means wireless service infrastructure at a fixed location, whether for cell phone usage or other data transmission, consisting of the antennas, support structure, and related equipment, including but not limited to storage buildings, sheds or equipment cabinets.

~~(cc)~~(hh) *Wireless telecommunications infrastructure provider* is every person that owns, controls, operates or manages a wireless telecommunication facility or portion thereof within the city public right-of-way ~~for the purpose of offering wireless telecommunication services (i.e.; transmission for hire of information in electronic or optical form, including, but not limited to, voice, video, or data).~~

(ii) *Wireless service provider* is every person who provides wireless services to end users.

Sec. 42-706. – Authorization required; permit required.

(a) *Other authorizations required.*

(1) No person shall install, erect, hang, lay, bury, draw, emplace, construct, or reconstruct any facility upon, across, beneath, or over any public right-of-way in this city without first obtaining any required authorization from the city which may include a franchise, license, lease or any other form of authorization required under federal, state or local law.

(2) ~~A person must obtain the required authorization, for any portion of a system that occupies a portion of the public rights of way and for the provision of utility or video programming service, over a system located, in whole or in part, within the public right of way.~~ No person may occupy the public rights of way in the city to provide video programming services, utility services, or infrastructure used in the provision of utility services without a written authorization of that occupancy issued by the city, or an authorization of occupancy of the rights of way lawfully issued by the State of Delaware that permits occupancy of the portion of the public rights of way where a facility will be placed without further authorization from the city. Without limitation, a person occupies the public rights of way if it owns, controls, operates or manages facilities in the public rights of way. Provided, subject to such conditions as the city may establish, an authorization may specifically permit a wireless infrastructure provider to allow another wireless service provider to own part of the wireless telecommunications facility without obtaining a separate authorization to occupy the public rights of way.

(3) An authorization from the city under Sec. 42-706(a)(2) may take the form of a franchise, license or other written consent issued by the city. A construction permit, excavation permit, building permit, encroachment permit, road cut permit, site plan approval, permit for construction of a wireless telecommunications facility, or similar type permits are not authorizations to occupy the public rights of way. The authorization to occupy the public rights of way shall specify the compensation to be paid to the city for occupancy of

the public rights of way, which compensation shall take into account the use of the public rights of way authorized. The person seeking the authorization shall additionally reimburse the city for the costs the city incurs in connection with its review of, and action upon the person's request for the authorization.

(4) An authorization only authorizes occupancy in the manner and for purposes specified in the authorization.

(5) In addition to obtaining required authorizations, each person who will own or control wireless telecommunications facilities in the public rights of way that are used in the provision of utility services for a fee shall register with the city, and provide and maintain an accurate list of its wireless facilities, their location, and size.

(6) For purposes of this section, utility services include, but are not limited to, information services, telecommunications services, and personal and private wireless services.

(b) *Construction permits required.*

(1) Except as provided in subsection (b)(3), no person shall install, erect, hang, lay, bury, draw, emplace, construct, or reconstruct any facility upon, across, beneath, or over any public right-of-way in this city without first obtaining a construction permit therefor from the city.

(2) Except as provided in subsection (b)(3), no person shall enter upon, across, beneath, or over any public right-of-way in this city to relocate or otherwise displace any facility that is located upon, across, beneath, or over any public right-of-way without first obtaining a construction permits therefor from the city, except to the extent otherwise permitted by applicable law.

(3) The following work may be conducted without obtaining a construction permit:

a. Work activity that makes no material change to the footprint of a facility or to the surface or subsurface of a public street if the activity does not disrupt or impede traffic in the traveled portion of a street, and if the work activity does not change the visual or audible characteristics of a wireless telecommunications facility. The Wireless Telecommunications Facilities Manual may also exempt wireless telecommunications facilities that otherwise are subject to the provisions of this section from the obligation to obtain a construction permit to install or modify a wireless telecommunications facility where it is determined that because of the physical characteristics of the facilities, and the work associated with them, such a permit is not required to protect the public health, welfare or safety, to maintain the

character of a neighborhood or corridor, or to serve the purposes of this ordinance.

b. Work activity where facilities are relocated or where certain maintenance and/or modifications must be accomplished in coordination with a street construction or maintenance project by the city or DelDOT; however, the permit application system shall be used to notify the city of the work activity.

c. Routine operation or maintenance activities involving underground facilities but that do not include the excavation of paved street surfaces or disrupt or impede traffic in the traveled portion of a street. Examples of this work include, but are not limited to, work in underground manholes, regulators, valves, splice vaults, regulator pits, leak survey, leak investigation and classification, pumping pits or vaults.

d. Installation of “cells on wheels” or similar facilities for a temporary period in connection with an emergency or event, but no longer than required for the emergency or event, provided that installation does not involve excavation, movement or removal of existing facilities. This section does not relieve a person from the obligation to obtain other required permits (such as electrical permits) or to file appropriate traffic control plans.

e. Installation of a wireless facility on the strand between two utility poles, provided that the cumulative volume of all wireless facilities on the strand is comparable to other facilities commonly installed on strand; does not touch or interfere with other facilities; does not cause excessive strand sag; and provided further that the installation does not require replacement of the strand, or excavation, modification or replacement of the utility poles. The Wireless Telecommunications Facilities Manual may specify the volumetric limits that will fit within this exception.

(c) Any person, meeting the criteria of subsection (b)(3) above and therefore, not required to obtain a construction utility permit, must comply with all other relevant provisions of this article and the underground facilities coordination manual and the Wireless Telecommunications Facilities Manual.

(d) Any person performing excavation on DelDOT maintained roads in the city limits is subject to state permit requirements. City of Wilmington construction permits are also required in these circumstances, however, ~~the city permit~~ fees for city permits issued solely for excavation in the public rights of way are waived.

(e) Wireless Telecommunications Facilities.

(1) Wireless telecommunications facilities requiring a permit under this Article shall meet the minimum requirements set forth in this ordinance and the Wireless Telecommunications Facilities Manual, in addition to the requirements of any other applicable law.

(2) The regulations in the Wireless Telecommunications Facilities Manual and decisions on applications for placement of wireless telecommunications facilities in the public rights of way shall, at a minimum, ensure that the requirements of this section are satisfied, absent a showing that denial of an application would effectively prohibit the provision of personal wireless services, or otherwise violate applicable laws or regulations such that the city is required to approve the application. If an applicant establishes that the city is required to approve the application, the requirements of this ordinance and the Wireless Telecommunications Facilities Manual may be waived, but only to the minimum extent required to avoid the violation.

(3) The placement of wireless telecommunications facilities shall be subject to such other rights as the city possesses with respect to the public rights of way, and shall be installed, where approved, in a manner that minimizes risks to public safety, avoids placement of aboveground facilities in underground areas, avoids installation of new support structures or equipment cabinets in the public rights of way and otherwise maintains the integrity and character of the neighborhoods and corridors in which the facilities are located; ensures that installations are subject to periodic review to minimize the intrusion on the public rights of way; and ensures that the city bears no risk or liability as a result of the installations, and that such use does not incommode the public, interfere with the primary uses of the public rights of way, or hinder the ability of the city or other government agencies to improve, modify, relocate, abandon or vacate the public rights of way or any portion thereof, or to cause the improvement, modification, relocation, vacation or abandonment of facilities in the public rights of way.

(4) Permits for wireless telecommunications facilities shall incorporate specific concealment elements to minimize visual impacts, and design requirements ensuring compliance with all standards for noise emissions. Unless it is determined that another design is less intrusive or is required to avoid an effective prohibition:

(a) Antennas located at the top of public right of way support structures shall be incorporated into the structure, or placed within shrouds of a size such that the antenna appears to be part of the support structure;

(b) Antennas placed elsewhere on a support structure shall be integrated into the structure, or be designed and placed to minimize visual impacts.

(c) Radio units or equipment cabinets holding radio units and mounted on a utility pole shall be placed as high as possible on a support structure, placed to avoid interfering or creating any hazard to any other use of the public rights of way, and located on one side of the utility pole. Unless the radio units or equipment cabinets can be concealed by appropriate traffic signage, radio units or equipment cabinets mounted below the communications space on utility poles shall be designed so that the largest dimension is vertical, and the width is such that the radio units or equipment cabinets are minimally visible from the opposite side of the support structure on which they are placed.

(d) Wiring and cabling shall be neat and concealed within or flush to the support structure, ensuring concealment of these components to the greatest extent possible.

(e) Ground-mounted equipment associated with a wireless telecommunications facility shall be permitted only where consistent with the portion of the corridor in which it is to be placed, and may be required to be underground, located in alleys or otherwise shielded. In no event may ground-mounted equipment interfere with pedestrian or vehicular traffic.

(5) The city, as a matter of policy, will negotiate agreements for use of city owned or controlled light standards and traffic signals in the public rights of way. The placement of wireless telecommunications facilities on those structures shall be subject to the agreement, and the provisions of subsections (2), (4), (7), and (8) herein and the provisions of section 42-709(b) through (k) are not required to apply to such agreements by this ordinance. However, it is the intent of the City that absent specific findings that approval is required or in the public interest, the approval for use will only occur if placement is consistent with this ordinance, if the visible elements of the wireless telecommunications facility are no larger than provided in the Wireless Telecommunications Facilities Manual, and if the design is consistent with the design of the facility to which it is to be attached, minimizes the overall impact on the structure and its surroundings, and does not in any respect interfere with current and future uses of the structure by, or as directed by, the City. The agreement shall specify the compensation to the city for use of the structures. The person seeking the agreement shall additionally reimburse the city for all costs the city incurs in connection with its review of, and action upon, the person's request for an agreement.

(6) No permit and no agreement for use of city owned or controlled light standards and traffic signals, shall be issued or effective unless it is shown that the wireless telecommunications facility will comply with Federal Communication Commission (“FCC”) regulations governing radio frequency (“RF”) emissions. Every wireless facility shall at all times comply with applicable FCC regulations governing RF emissions, and failure to comply shall be a treated as a material violation of the terms of any permit or lease.

(7) No new support structures for wireless facilities shall be permitted in the public rights of way, and no wireless telecommunications facilities shall be permitted above-ground in areas where, under section 42-713(b), new aerial plant may not be constructed; provided that the city may permit placements where all elements of the wireless telecommunications facility are concealed and the facility does not appear to a casual observer to be a wireless telecommunications facility.

(8) No permit shall issue except to wireless service providers with immediate plans for use of the proposed wireless telecommunications facility, or wireless infrastructure providers that have contracts with wireless service providers requiring the service provider to use the proposed wireless telecommunications facility within one year of the granting of the permit.

Sec. 42-708. – Administration.

- (a) The commissioner or his or her designee shall:
 - (1) Issue all construction permits and inspect the work under each;
 - (2) Determine and collect all fees owed under this article;
 - (3) Publish from time to time a schedule of application and hearing fees, which shall be designed to recover the city’s costs in processing applications for permits hereunder and may provide specially for hearing fees in those cases where hearings are required; and
 - (4) From time to time amend the provisions of the underground facilities coordination manual, which ~~shall~~ may include but not necessarily be limited to provisions concerning:
 - a. Design requirements;
 - b. Permit procedure and requirements;
 - c. Forms of permits and other documents;
 - d. Insurance and other requirements for the protection of the city;and

e. Permit-related fees;

f. Such conditions as are necessary to protect the public health, safety and welfare, and to ensure the completion, safety, workmanship and restoration of the work and/or work area so permitted;

g. Govern requirements regarding relocation at the expense of the permittee in the event that the privately owned facility is found to conflict with future public facilities or with access to repair, replace, or maintain existing or future public facilities;

h. Ensure permittees have obtained and are maintaining all required consents, licenses, or franchises from the city with respect to the facilities that are the subject of the permit; and

i. Otherwise further the city's efforts to realize the objectives described in this Article.

(5) From time to time amend the provisions of the Wireless Telecommunications Facilities Manual, which may include but not necessarily be limited to provisions concerning:

a. Design requirements;

b. Permit procedures and requirements;

c. Forms of permits and other documents;

d. Insurance and other requirements for the protection of the city;

e. Permit-related fees;

f. Such conditions as are necessary to protect the public health, safety and welfare, and to ensure the completion, safety, workmanship and restoration of the work and/or work area so permitted;

g. Govern requirements regarding relocation at the expense of the permittee in the event that the privately owned facility is found to conflict with future public facilities or with access to repair, replace, or maintain existing or future public facilities;

h. Ensure permittees have obtained and are maintaining all required consents, licenses, or franchises from the city with respect to the facilities that are the subject of the permit; and

i. Otherwise further the city's efforts to realize the objectives described in this Article.

(6) Issue any notices of incompleteness, requests for information, or conduct or commission such studies as may be required to determine whether a permit should be issued.

(7) Take such other steps as may be required to timely act upon applications for placement of wireless telecommunications facilities, including entering into agreements to mutually extend the time for action on an application.

Sec. 42-709. – Permit procedures.

(a) An application for a permit shall be submitted in the format and manner specified by the department in Appendix B of the Underground Facilities Coordination Manual or the relevant section of the Wireless Telecommunications Facilities Manual, as applicable.

(b) For wireless telecommunications facilities, as part of the application, the applicant shall submit an initial fee and must agree to pay the costs incurred by the city in reviewing the application. Fees shall be set forth in the Wireless Telecommunications Facilities Manual. Fees set forth in the Wireless Telecommunications Facilities Manual:

(1) shall be designed to recover the costs the city expects to incur in reviewing applications for wireless telecommunications facilities, including costs associated with outside consultants; and

(2) shall be reviewed periodically and, may be increased or decreased based upon the costs the city expects to incur as a result of such review. The first review shall commence on or after the first anniversary of the effective date of this ordinance.

(c) For wireless telecommunications facilities, the applicant and the persons on whose behalf the work is being performed, or who will own or control any portion of the facilities that will be installed pursuant to the permit, shall be jointly responsible for submitting all necessary information to the city and for ensuring the accuracy of any information submitted.

~~(b)~~(c) Requests for waivers from any requirement of this section shall be made in writing to the commissioner or his or her designee. The commissioner may grant a request for waiver if the utility (or a contractor working for the utility) demonstrates to the commissioner that, notwithstanding the issuance of a waiver, the department will be provided all information necessary to understand the nature of the construction or other activity to be conducted pursuant to the permit sought.

~~(e)~~(d) If the activity for which the permit is sought will include or require the cutting or any other manner of construction or obstruction on a city sidewalk, the applicant

must file a copy of the permit application form in the offices of the Department of Licenses & Inspections in the Louis L. Redding City/County Building, 3rd Floor, 800 N. French St., Wilmington, Delaware 19801. Applications for placement of a wireless telecommunications facility in the public rights of way must be filed with the Department of Public Works in the Louis L. Redding City/County Building, 6th Floor, Wilmington, DE 19801.

~~(d)~~(e) Permit application forms that are not complete or do not include required fees may be rejected. No deadline applicable to the department associated with the filing of a complete permit application form shall begin to run until such time as a complete application form has been filed by applicant. Provided that, for personal wireless facilities, as that term is defined under federal law, and eligible facilities requests, as that term is defined under federal law, applications will be processed, and notices of incompleteness provided, in conformity with state, local and federal law.

~~(e)~~(f) If the submittal of plans or other documents is required, the plans and/or documents shall be legible and of a scale that accurately and clearly presents the detail of the proposed work. Plans or documents not meeting these requirements may be rejected.

~~(f)~~(g) If the submittal of plans, requests or other documents is required, a utility may substitute electronic data transfer under the procedures set forth in the Underground Facilities Coordination Manual or the Wireless Telecommunications Facilities Manual, as applicable.

~~(g)~~(h) The commissioner or his or her designee may approve, conditionally approve, or deny an application for a permit.

~~(h)~~(i) If an application is approved, ~~the commissioner shall issue~~ a permit shall be issued to the applicant, subject to appeal as provided herein.

~~(i)~~(j) If an application is conditionally approved, the commissioner or his or her designee may condition the permit with specified requirements that preserve and maintain the public health, safety, welfare, and convenience, and ensure compliance with provisions of this Code and applicable law.

~~(j)~~(k) If an application is denied, the commissioner or his or her designee shall advise the applicant by a written, electronic, or facsimile communication of the basis for the denial.

(l) No action may be taken pursuant to an approved permit unless and until all delinquent amounts owed by the applicant to the city are fully paid.

(m) Any applicant adversely affected by an action of the commissioner's designee with respect to a wireless telecommunications facility may appeal the action to the commissioner by filing a notice of appeal with the department, and identifying the actions that are being appealed. The appeal must be received within seven (7)

business days of the date the applicant is notified of the written decision, which notification may be electronic or by mail. The commissioner may decide the appeal based on the information submitted to the department, or receive additional information and conduct such public hearings as appropriate. In determining the procedures to be followed in a particular case the commissioner shall take into account any applicable law governing the timing for a final decision. The commissioner may enter into agreements or grant requests for extensions of time (including the time for filing an appeal), provided the extensions do not prevent timely final action on an application under applicable law. No decision on appeal shall be final until a written decision issues.

Sec. 42-713. – Construction.

- (a) *Placement of facilities.* All facilities placed by an owner in public streets within the city shall be so located as to minimize interference with the proper use of public streets and other public ways and places, and to minimize interference with the rights or reasonable convenience of property owners who adjoin any of these public streets or other pre-existing utilities in the right-of-way.
- (b) *Location.* Except as permitted under section 42-706(e)(7), ~~No~~ holder of any construction permit for any facility shall erect new aerial plant in or on a public right-of-way in which one or more public utility providers has placed its lines underground or in an area where the city by ordinance has forbidden new aerial plant to be constructed or existing aerial plant to be maintained.
- (c) *Construction and location details.* The city reserves the right to review the detailed location and design of all utility installations, adjustments, or relocations in the street right-of-way for compliance with these procedures and issue permits for proposed utility work pursuant to the provisions of this article.
- (d) All utilities and contractors working in the City of Wilmington shall comply with all applicable requirements of 26 Del. C. ch. 8, also known as the Underground Utility Damage Prevention and Safety Act.
- (e) Each holder of any construction permit for any facility shall, upon written notice from the city, reasonably in advance, promptly relocate its lines at its own expense to accommodate realignment or construction of public streets, sidewalks, curbs, drains, sewers, and public improvements of any sort.
- (f) *Obstructions in public streets.*
 - (1) A person who places or maintains an obstruction in, on, over, under or through a city public street shall promptly shift, adjust, accommodate, or remove the obstruction on reasonable notice from the city.

(2) If a person fails or refuses to shift, adjust, accommodate, or remove an obstruction after reasonable notice, the commissioner may charge the person having or maintaining the obstruction for the cost of performing the work.

(g) *Restoration.*

(1) In case of any disturbance of pavement, sidewalk, driveway or other surfacing, or any public or private property, the owner or permit holder shall, in a manner acceptable to the city, replace, repair, and restore all paving, sidewalk, driveway or surface of any public street or alley disturbed, or public or private property to as good condition as existed prior to the commencement of such work.

(2) Such restoration shall be at the owner's or permit holder's cost and expense, except to the extent otherwise required by applicable law.

(3) *Warranty of work.* All paving restoration work must be guaranteed and maintained for a period of three years following notice of completion (unless such lesser time period shall be specifically stated in the permit holder's franchise, license or consent from the city authorizing occupancy of the public rights of way agreement with the city). Such warranty shall cease immediately upon disturbance of the work by others including, but not limited to, other utilities, City of Wilmington and/or State of Delaware agencies, including agents and contractors of these entities.

(4) In the event that the owner or permit holder fails to complete any work required for the repair, protection, or restoration of the public rights-of-way, or any other work required by law or ordinance, within the time specified by and to the reasonable satisfaction of the city, the city, following notice and an opportunity to cure, may cause such work to be done. In such a case, the owner or permit holder shall reimburse the city the cost thereof within 30 days after receipt of an itemized list of such costs, or the city may recover such costs through any bond or other security instrument provided by the owner or permit holder, except to the extent otherwise required by applicable law.

(h) *Notice.*

(1) The permit holder shall not render any road impassable without previous notification to the City of Wilmington Police Department in accordance with the requirements and time frames established in the underground facilities coordination manual and the application.

(2) The permit holder shall notify the department within five business days upon completion or upon cancellation of the permitted work.

(3) Failure to provide such notice shall be grounds for suspension of the work until such notice is provided. The utility or contractor shall sufficiently

address concerns of emergency personnel such that public safety is not compromised.

(i) *Special considerations.*

(1) *New surface considerations.* Utility excavation work that requires disturbance of city street surfaces that have been resurfaced during the past five years shall be limited to emergencies, installation of facilities to serve new customers or increased customer need, work required by regulation, work required in the interest of public safety or environmental protection or work that utilizes construction methods approved by the department of public works that will minimize the damage to the street surface.

(2) *Winter considerations.* It is desirable to minimize excavation of city streets between December 1 and March 1 due to the possibility that proper restoration material availability may be limited. Work that requires disturbance of such surfaces shall be limited to emergencies, installation of facilities to serve new customers or increased customer need, work required by regulation, work in advance of paving or work required in the interest of public safety or environmental protection. If weather conditions prevent the surface repair to be accomplished in accordance with the requirements of the underground facilities coordination manual, a temporary repair shall be made, and periodically maintained, using acceptable cold weather patching material. This temporary repair shall be completely removed when weather conditions permit and "hot mix" material as specified in the underground facilities coordination manual is available for the installation of a permanent surface repair.

(j) Utility installations in the public right-of-way area of city streets are to meet or exceed all of the requirements listed in the underground facilities coordination manual and the Wireless Telecommunications Facilities Manual, as applicable.

(k) *Clearances between utilities.* Vertical and horizontal clearances between utilities must conform to the utility codes set forth in the underground facilities coordination manual and the Wireless Telecommunications Facilities Manual.

(l) *Excavation warnings and barriers.* Any person causing an opening or obstruction in the public rights-of-way shall effectually guard the public against all accidents until the restoration or removal of such opening or obstruction by erecting and maintaining fences or barriers, keeping sufficient lights, lanterns and other warning devices during periods of dusk or darkness and taking any other necessary precautions.

(m) *Exceptions to requirements.*

(1) Any request for deviation from the requirements described in this article due to extreme hardship shall be submitted in writing to the

department. The request should include full justification supporting the claimed hardship condition. The department will promptly review the claim and provide a recommendation that will be forwarded to the commissioner for final action.

(2) The city recognizes and encourages innovative techniques and new technologies in the removal and restoration of street pavements and rights-of-way. To that end, the commissioner may waive or revise certain specific requirements of this policy, when such action would effectively advance a new technology and/or state of knowledge. The burden of testing or otherwise demonstrating that a new technique is likely to be effective rests with the requestor.

(n) *Other related regulations.*

(1) All utilities shall comply with the street safety, marking, and other requirements of the city's "Underground Facilities Coordination Manual" and the "Wireless Telecommunications Facilities Manual."

(2) Underground utilities must consider safe trenching practices when preparing their designs and constructing their facilities. Both utilities and their contractors must comply with all OSHA (Occupational Safety and Health Administration) requirements while working in rights-of-way.

(3) Contractors must insure that work or equipment placed in proximity to overhead high voltage lines complies with the State of Delaware Overhead High-Voltage Line Safety Act.

(4) Communications Act of 1934, as amended, 47 USC 151 et seq.

SECTION 2. This Ordinance shall become effective immediately upon its date of passage by the City Council and approval by the Mayor.

First Reading.....June 21, 2018

Second Reading.....June 21, 2018

Third Reading.....December 6, 2018

Passed by City Council,

President of City Council

ATTEST: _____

City Clerk

Approved this ____ day of _____, 2018.

Mayor

SYNOPSIS: This Ordinance amends Chapter 42 of the City Code by establishing procedures relating to the authorization, permitting and regulation of wireless telecommunications facilities in the public rights of way.

FISCAL IMPACT STATEMENT: It is estimated that the cost associated with implementing a review and permit process for the installation of wireless telecommunications facilities in the public rights of way will be approximately \$450,000.00. It is further estimated that the city may recover approximately \$350,000.00 of its costs through the application process. However, the costs and the amount of fees collected through the application process is dependent on the number of applications received.

**AN ORDINANCE TO AMEND CHAPTER 2 OF THE CITY CODE REGARDING
THE CENSUS 2020 COMPLETE COUNT COMMITTEE**

#4605

Sponsors:

**Council
President
Shabazz**

**Council
Members
Dixon
Freel
Harlee
Oliver
Walsh**

WHEREAS, the United States Census Bureau is responsible for collecting and managing data related to the American population; and

WHEREAS, these responsibilities include fulfilling a Constitutional obligation every ten years to conduct a count, or Census, of all those living in the United States; and

WHEREAS, with the 2020 Census rapidly approaching, and with preparations being made at the national level and in communities across the country, the City of Wilmington wishes to follow the recommendations of the Census Bureau in establishing a Complete Count Committee; and

WHEREAS, this Committee would be charged with collecting efforts and mobilizing resources throughout Wilmington – both internal and external to City government – to ensure a comprehensive plan is developed and that the City does its part to ensure an accurate count of its residents in the 2020 Census; and

WHEREAS, an accurate count in the 2020 Census will help ensure that Wilmingtonians receive an equitable share of federal funding, as well as federal and state representation, and is critical to the City’s efforts to continue to move Wilmington forward.

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

SECTION 1. Chapter 2 of the City Code is hereby amended by creating a new Section 2-32.2 and adding the underlined language as follows:

Section 2-32.2. Census 2020 Complete Count Committee

Establishment There is hereby established a Census 2020 Complete Count Committee (“Committee”) for the purpose of mobilizing and leveraging personnel and

resources both internal and external to City government, in order to provide assistance to the representatives of the United States Census Bureau in the conduct of the decennial census, in order to assure an accurate census count – and consequentially, an equitable share of financial assistance and federal representation for Wilmingtonians.

Members The Committee shall be led by two co-chairs: the Mayor (or his or her designee) and the President of City Council (or his or her designee). Recognizing the benefit of inclusion of a range of stakeholders, the Committee shall also be composed, generally, of the following members:

1. Department representatives from relevant City departments
2. Elected officials
3. Representatives of faith-based organizations
4. Representatives from local institutions of higher education
5. Representatives from area school districts
6. Representatives from the nonprofit and community service sector
7. Representatives from City-based business enterprises
8. State Complete Count Committee representative

It shall be the prerogative of the Committee's chairs to add additional members at any time should, through their determination, such additions be of benefit to the mission of the Committee. For the purposes of this Section, a quorum shall consist of at least two thirds of the members of the Committee.

Responsibilities The Committee shall be responsible for the following activities between the date of establishment and the conclusion of the 2020 Census process when declared by Census officials:

1. To establish and maintain an ongoing connection with local representatives and officials with the United States Census Bureau, for the purpose of being updated about developments at the federal level and to be kept apprised of needs with which the Committee could assist
2. To devise a plan for the City of Wilmington – both as a municipal government and as a community – to prepare for the 2020 Census and to assist representatives of the United States Census Bureau with the conduct of this decennial Census
3. To devise a plan for an educational campaign to help inform residents of Wilmington about the importance of this process, leveraging such tools as the City's existing communications channels, including WITN Channel 22 and the City's website
4. To take appropriate measures to ensure that the elements of the plan created by this Committee are carried out

Reports to City Council and the Public The Committee shall also be responsible for making quarterly reports to City Council by appearing at a Committee of the Whole

meeting scheduled by the President of City Council on a quarterly basis commencing on July 1, 2019 and continuing through the close of the Census process.

SECTION 2. This Ordinance shall become effective immediately upon its date of passage by the City Council and approval by the Mayor.

First Reading..... December 6, 2018
Second Reading.... December 6, 2018
Third Reading.....

Passed by City Council,

President of City Council

ATTEST: _____
City Clerk

Approved this _____ day of _____, 2018

Mayor

SYNOPSIS: This Ordinance establishes a Census 2020 Complete Count Committee for the purpose of mobilizing and leveraging personnel and resources both internal and external to City government, in order to provide assistance to the representatives of the United States Census Bureau in the conduct of the decennial census. The intent of establishing this committee is to assure an accurate census count – and consequentially, an equitable share of financial assistance and federal and state representation for Wilmingtonians

FISCAL IMPACT STATEMENT: This Ordinance has no anticipated fiscal impact.

POLICY STATEMENT: This Ordinance is intended to follow best practices recommendations from the United States Census Bureau through the establishment of a Complete Count Committee. This approach is similar to what was codified by the City in connection with the 2000 Census as well. This Ordinance mirrors suggested language from the United States Census Bureau, and is similar to measures taken in cities, towns and communities across the country.

AN ORDINANCE TO (I) APPROVE THE REMOVAL OF A PORTION OF GARASCHESS LANE FROM THE OFFICIAL CITY MAP AND (II) ACCEPT THE DEDICATION OF AN UNNAMED CITY STREET BETWEEN SOUTH WALNUT STREET AND GARASCHESS LANE AND ADD IT TO THE OFFICIAL CITY MAP

WHEREAS, the City of Wilmington is authorized to establish and revise plans of streets and alleys by the provisions of Sections 1-101, 2-306, and 5-400 of the City Charter, such actions to be done in accordance with applicable provisions of State law and Section 42-11 of the City Code; and

WHEREAS, Riverfront Development Corporation (the "Applicant") has requested that (i) a portion of Garasches Lane be removed from the Official City Map, as illustrated on Exhibit "A" attached hereto and made a part hereof and (ii) a new public right-of-way connecting Garasches Lane with South Walnut and South Market Streets at a new signalized intersection located just north of where South Walnut and South Market Streets divide be dedicated and that the street be added to the Official City Map, as illustrated on Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, the City of Wilmington currently holds title to two separate sections of the street bed beneath the portion of the Garasches Lane right-of-way proposed to be removed and after extensive research the Department of Public Works has concluded that ownership of the remaining areas of the Garasches Lane street bed cannot be determined; and

WHEREAS, the proposed street removal will not negatively affect any existing utility easements, and all rights of access by the City will remain unchanged; and

WHEREAS, there are no findings to suggest that the removal of the portion of Garasches Lane would create a detriment to the surrounding properties, the general public, or public safety; and

#4596

Sponsor:

Council
Member
Harlee

WHEREAS, the new city street would be located on two existing parcels (Tax parcel #2605700053 and #2605700052) connecting Garasches Lane with South Walnut and South Market Streets at a new signalized intersection located just north of where South Walnut and South Market Streets divide and once the new street is built to all City standards and all requirements of the Department of Public Works, it will be conveyed to the City; and

WHEREAS, the City Planning Commission has adopted Planning Commission Resolution 21-18, which recommended approval of the Applicant's request to remove the proposed portion of Garasches Lane from the Official City Map and dedicate a new public right-of-way connecting Garasches Lane with South Walnut and South Market Streets at a new signalized intersection located just north of where South Walnut and South Market Streets divide be dedicated and that the street be added to the Official City Map; and

WHEREAS, the City Council deems it necessary and appropriate to approve: (i) a portion of Garasches Lane be removed from the Official City Map, as illustrated on Exhibit "A" attached hereto and made a part hereof and (ii) a new public right-of-way connecting Garasches Lane with South Walnut and South Market Streets at a new signalized intersection located just north of where South Walnut and South Market Streets divide be dedicated and that the street be added to the Official City Map, as illustrated on Exhibit "A" attached hereto;

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

SECTION 1. The removal from the Official City Map of the portion of Garasches Lane, which is illustrated as the beige color coded section on Exhibit "A" attached hereto, is hereby approved, and the Official City Map is hereby amended to reflect such removal.

SECTION 2. The dedication of the new public right-of-way, which is illustrated as the green color coded section on Exhibit "A" attached hereto, is hereby approved, and the Official City Map is hereby amended to reflect such addition.

SECTION 3. All City departments are hereby authorized to take any and all necessary actions required for the (i) proposed removal of said portion of Garasches Lane from the Official City Map and (ii) proposed dedication of the new public right-of-way and its addition to the Official City Map.

SECTION 4. This Ordinance shall become effective immediately upon its date of passage by the City Council and approval by the Mayor.

First Reading November 15, 2018
Second Reading November 15, 2018
Third Reading

Passed by City Council,

President of City Council

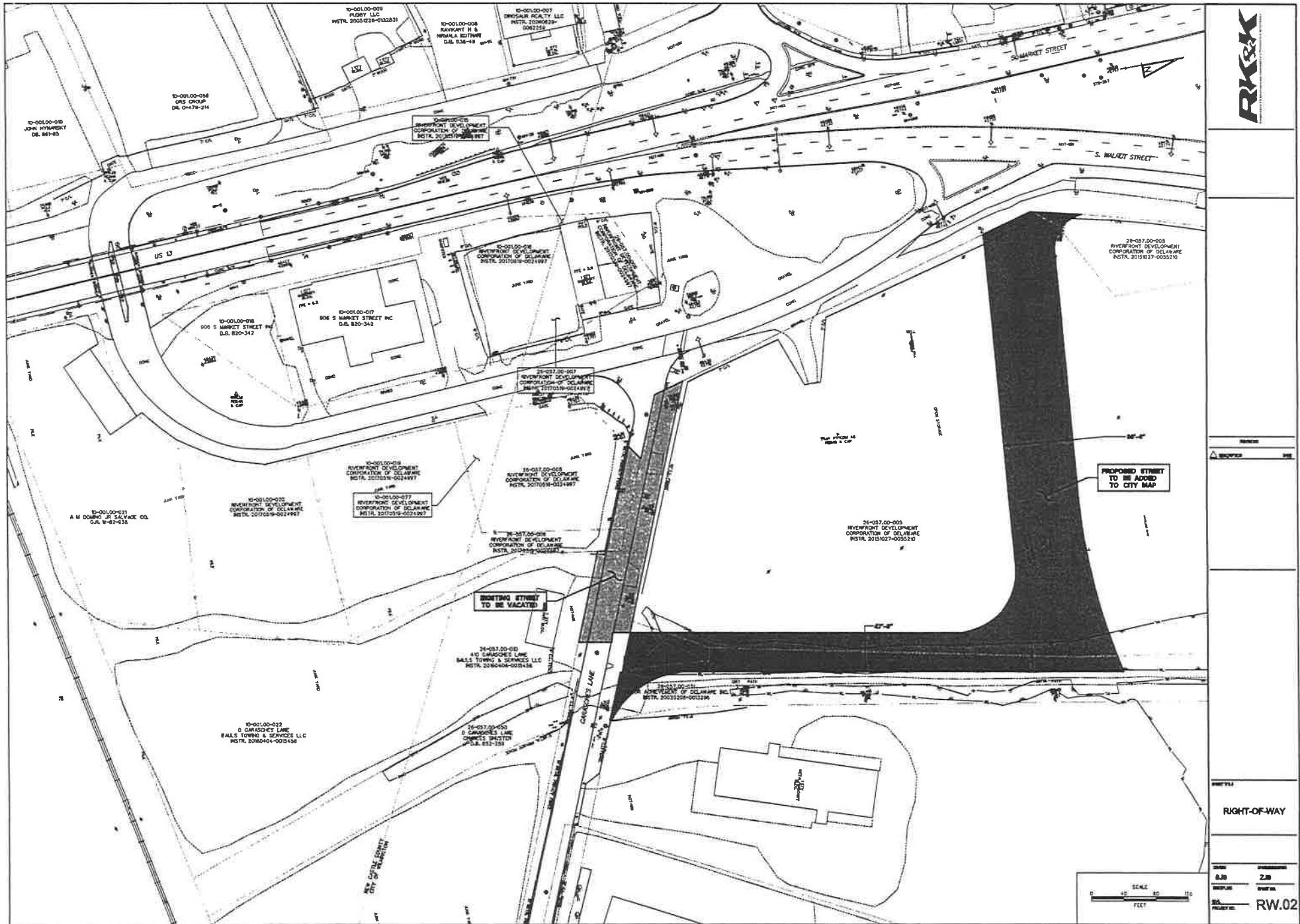
ATTEST: _____
City Clerk

Approved this ____ day of _____, 2018.

Mayor

SYNOPSIS: This Ordinance authorizes the removal of a portion of Garasches Lane from the Official City Map. This Ordinance also accepts the dedication of an unnamed City street between South Walnut Street and Garasches Lane and adds it to the Official City Map.

FISCAL IMPACT: This Ordinance has no significant anticipated fiscal impact.



RK&K

REVISION
A. MODIFIED

RIGHT-OF-WAY

DATE	DESCRIPTION
0.00	2.00
0.00	0.00

RW.02

Wilmington, Delaware
December 6, 2018

#4606

Sponsor:

**Council
Member
Harlee**

WHEREAS, pursuant to 1 Wilm. C. (Charter) § 1-101, the City may acquire, hold, manage, and dispose of property on such terms as it deems proper for any municipal purpose; and

WHEREAS, Wilm. C. § 2-621(a) authorizes the Department of Real Estate and Housing to conduct disposition proceedings of real property owned by the City; and

WHEREAS, Wilm. C. § 2-621(c) provides that governmental agencies, governmental authorities organized pursuant to Title 22 of the Delaware Code, and non-profit organizations are exempt from the City's bid procedures and that upon the declaration of a property as approved for disposition by resolution of City Council, the Department of Real Estate and Housing may negotiate an agreement of sale, lease, exchange, or other transfer of such property owned by the City to any such governmental agency, governmental authority, or non-profit organization; and

WHEREAS, the City currently owns portions of Garasches Lane to be disposed (the "Property"), the property includes approximately 0.2856 acres made up of the property described in Deeds 0-116-55 and 0-116-59 and being part the beige color coded section on Exhibit "A" attached hereto; and

WHEREAS, the Property is a portion of a street being vacated as part of a roadway connection to be constructed by DELDOT as part of the Christina River Bridge and Garasches Lane road development project (CRB protect T200512103); and

WHEREAS, the Riverfront Development Corporation is the owner of the property adjacent to the Property and has requested that the City transfer the Property to it;

WHEREAS, the Council, upon the recommendation of the Department of Real Estate and Housing, wishes to declare the Property surplus; and

WHEREAS, the Council further wishes to approve the disposition of the Property to the Riverfront Development Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON that Council hereby declares the Property to be surplus and approves the Property for disposition to the Riverfront Development Corporation.

BE IT FURTHER RESOLVED that Council hereby authorizes the Mayor or his designee to execute any and all documents necessary to effectuate disposition proceedings for the Property, including any and all further undertakings and assurances that may be appropriate.

Passed by City Council,

Attest: _____
City Clerk

SYNOPSIS: This Resolution declares a portion of Garasches Lane to be surplus and approves the property for disposition to the Riverfront Development Corporation

W0102976

AN ORDINANCE CONSTITUTING AMENDMENT NO. 1 TO THE FISCAL YEAR 2019 OPERATING BUDGET (BEING AN ORDINANCE TO AMEND SUBSTITUTE NO. 1 TO ORDINANCE NO. 18-011)

#4607

Sponsor:

**Council
Member
Freel**

Co-Sponsor:

**Council
President
Shabazz**

WHEREAS, the Council of the City of Wilmington has enacted Substitute No. 1 to Ordinance No.18-011, the Annual Operating Budget for Fiscal Year 2019; and

WHEREAS, the Council deems it necessary and appropriate to amend the position allocation lists for the Mayor's Office, the Department of Human Resources, the Police Department, and the Department of Public Works, and also to amend the executive and managerial salary structure matrix, in accordance herewith, the provisions hereof having been reviewed by the Administrative Board prior to passage of this Ordinance; and

WHEREAS, the Council deems it necessary and appropriate to increase the Law Department General Fund Materials, Supplies, and Equipment account group budget appropriation by \$145,000 to pay for a contract with a local law firm to provide an attorney dedicated exclusively to City Council; and

WHEREAS, the Council deems it necessary and appropriate to increase the Department of Human Resources General Fund Materials, Supplies, and Equipment account group budget appropriation by \$50,000 to pay for internal investigations; and

WHEREAS, the Council deems it necessary and appropriate to increase the Department of Human Resources Internal Service Personal Services account group budget appropriation by \$51,000 to partially fund two new positions; and

WHEREAS, the Council deems it necessary and appropriate to increase the Police Department Special Fund Personal Services account group budget appropriation by \$91,544 to pay for an increase in authorized strength of one police officer to provide a School Resource Officer for the Douglass School; and

WHEREAS, the Council deems it necessary and appropriate to increase the Department of Public Works General Fund Materials, Supplies, and Equipment account group budget appropriation by \$200,000 to pay for consultants to assist the City with the 5G and small cell wireless infrastructure deployment in the City; and

WHEREAS, the Council deems it necessary and appropriate to increase the Fire Department General Fund Materials, Supplies, and Equipment account group budget appropriation by \$125,000 to pay for the replacement of aging and obsolete physical fitness equipment in various fire stations; and

WHEREAS, the Council deems it necessary and appropriate to authorize a transfer of \$500,000 from the Tax Stabilization Reserve to the Housing Opportunities Fund to support the redevelopment of existing housing stock; and

WHEREAS, in consideration of the foregoing, the Council deems it necessary and appropriate to amend the Annual Operating Budget for Fiscal Year 2019 as set forth herein.

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

SECTION 1. The position allocation list for the Mayor's Office for Fiscal Year 2019 is hereby amended by making the following changes identified on "Attachment A":

1. In the Internal Service Fund, reclassify the position of "Application Support Specialist I" from grade "R" to grade "P".
2. In the Internal Service Fund, reclassify the position of Network Technician from grade "P" to grade "R".

SECTION 2. The position allocation list for the Department of Human Resources for Fiscal Year 2019 is hereby amended by making the following changes identified on

“Attachment A”:

1. In the General Fund, delete the position of “Director of Labor Relations/Classifications” at grade “M07”.
2. In the General Fund, delete the position of “Payroll Manager” at grade “M06”.
3. In the General Fund, delete two positions of “Payroll Specialist” at grade “J.”
4. In the General Fund, reclassify the position of “Human Resources Information and Systems Analyst” from grade “Q” to grade “P”.
5. In the General Fund, reclassify the position of Human Resources Information Systems Administrator from grade “S” to grade “T”.
6. In the General Fund, add the position of “Director of Employment Services” at grade “M07”.
7. In the General Fund, add the position of “Compliance Specialist” at grade “P”.
8. In the General Fund, add the position of “Employee Engagement Administrator” at grade “O”.
9. In the General Fund and the Internal Service Fund (split 55% in the General Fund and 45% in the Internal Service Fund), add the position of “Deputy Director of Human Resources” at grade “E08”.
10. In the General Fund and the Internal Service Fund (split 50% in the General Fund and 50% in the Internal Service Fund), add the position of “Retirement Specialist” at grade “N”.

SECTION 3. The position allocation list for the Police Department for Fiscal Year 2019 is hereby amended by making the following changes identified on “Attachment A”:

1. In the General Fund, delete the position of “Administrative Assistant I” at grade “E-01”.
2. In the General Fund, add the position of “Police Policy and Communications Director” at grade “E-06”.
3. In the Special Fund, add one position of “Patrol Officer”, thereby increasing the Police Department’s authorized strength from 314 to 315.

SECTION 4. The position allocation list for the Department of Public Works for Fiscal Year 2019 is hereby amended by making the following changes identified on “Attachment A”:

1. In the General Fund, reclassify the position of “CADD/GIS Engineering Coordinator” from grade “N” to grade “Q”.
2. In the General Fund, reclassify the position of “Assistant Building Services Manager” from grade “K” to grade “N”.

SECTION 5. The following financial program is hereby adopted for Fiscal Year 2019, 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 6. Appropriations in the sum of \$176,681,892 are hereby made from a general fund, as follows:

TO THE MAYOR:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$3,684,531	\$67,555	\$3,752,086
Materials, Supplies, and Equipment	2,501,643	0	2,501,643
Special Purpose	0	0	0
Debt Service	3,960,131	0	3,960,131
Total	\$10,146,305	\$67,555	\$10,213,860

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	\$1,067,491	\$51,955	\$1,119,446
Materials, Supplies, and Equipment	421,314	0	421,314
Special Purpose	0	0	0
Debt Service	216,657	0	216,657
Total	\$1,705,462	\$51,955	\$1,757,417

TO THE CITY COUNCIL:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,516,457	\$893,926	\$2,410,383
Materials, Supplies, and Equipment	719,486	457,503	1,176,989
Special Purpose	19,000	0	19,000
Debt Service	720	29,030	29,750
Total	\$2,255,663	\$1,380,459	\$3,636,122

TO THE CITY TREASURER:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$349,206	\$479,967	\$829,173
Materials, Supplies, and Equipment	198,768	4,607,454	4,806,222
Total	\$547,974	\$5,087,421	\$5,635,395

TO THE AUDITING DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$621,782	\$0	\$621,782
Materials, Supplies, and Equipment	325,074	0	325,074
Total	\$946,856	\$0	\$946,856

TO THE LAW DEPARTMENT:

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,035,349	\$0	\$2,035,349
Materials, Supplies, and Equipment	969,469	0	\$969,469
Total	\$3,004,818	\$0	\$3,004,818

TO THE FINANCE DEPARTMENT:

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$5,293,734	\$0	\$5,293,734
Materials, Supplies, and Equipment	4,715,067	0	\$4,715,067
Program and Activities	0	0	\$0
Debt Service	85,848	0	\$85,848
Total	\$10,094,649	\$0	\$10,094,649

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 2019 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	\$910,954	\$0	\$910,954
Total	\$910,954	\$0	\$910,954

TO THE HUMAN RESOURCES DEPARTMENT

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,550,117	\$0	\$1,550,117
Materials, Supplies, and Equipment	837,163	0	837,163
Debt Service	20,258	0	20,258
Total	\$2,407,538	\$0	\$2,407,538

TO THE DEPARTMENT OF LICENSES AND INSPECTIONS (L&I):

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$4,075,548	\$0	\$4,075,548
Materials, Supplies, and Equipment	1,543,217	0	1,543,217
Debt Service	5,053	0	5,053
Programs and Activities	0	0	0
Total	\$5,623,818	\$0	\$5,623,818

TO THE DEPARTMENT OF L&I 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

DEPARTMENT OF L&I TOTAL	\$5,923,818	\$0	\$5,923,818
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TO THE DEPARTMENT OF PARKS AND RECREATION:

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$4,507,177	\$565,962	\$5,073,139
Materials, Supplies, and Equipment	2,807,135	900,809	3,707,944
Debt Service	1,911,759	0	1,911,759
Programs and Activities	0	0	0
Total	\$9,226,071	\$1,466,771	\$10,692,842

TO THE FIRE DEPARTMENT:

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$21,756,142	\$0	\$21,756,142
Materials, Supplies, and Equipment	3,259,342	201,369	3,460,711
Debt Service	1,381,947	0	1,381,947
Programs and Activities	0	0	0
Total	\$26,397,431	\$201,369	\$26,598,800

TO THE POLICE DEPARTMENT:

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$51,892,871	\$627,310	\$52,520,181
Materials, Supplies, and Equipment	8,262,817	0	8,262,817
Debt Service	312,357	0	312,357
Programs and Activities	0	0	0
Total	\$60,468,045	\$627,310	\$61,095,355

TO THE DEPARTMENT OF PUBLIC WORKS:

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$9,652,032	\$0	\$9,652,032
Materials, Supplies, and Equipment	11,706,372	1,070,165	12,776,537
Debt Service	4,986,551	0	4,986,551
Programs and Activities	0	0	0
Total	\$26,344,955	\$1,070,165	\$27,415,120

**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	\$157,772	\$971,120	\$1,128,892
Materials, Supplies, and Equipment	750,517	137,900	888,417
Debt Service	858,173	0	858,173
Programs and Activities	0	2,800,866	2,800,866
Pass-Through	0	0	0
Total	\$1,766,462	\$3,909,886	\$5,676,348

SECTION 7. 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 8. 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 9. Appropriations in the sum of \$75,449,620 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	\$2,464,088	\$0	\$2,464,088
Materials, Supplies, and Equipment	3,248,334	0	3,248,334
Debt Service	44,655	0	44,655
Total	\$5,757,077	\$0	\$5,757,077

TO THE AUDITING DEPARTMENT:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Materials, Supplies, and Equipment	\$73,423	\$0	\$73,423
Total	\$73,423	\$0	\$73,423

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	\$8,912,701	\$0	\$8,912,701
Materials, Supplies, and Equipment	53,460,653	0	53,460,653
Debt Service	7,245,766	0	7,245,766
Total	\$69,619,120	\$0	\$69,619,120

SECTION 10. Appropriations in the sum of \$48,480,097 are made from the Intragovernmental Service Fund as follows:

TO THE MAYOR:			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,069,613	\$0	\$2,069,613
Materials, Supplies, and Equipment	7,168,197	0	7,168,197
Debt Service	75,049	0	75,049
Total	\$9,312,859	\$0	\$9,312,859

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	7,439,187	0	7,439,187
Debt Service	177,957	0	177,957
Total	\$7,617,144	\$0	\$7,617,144

TO THE HUMAN RESOURCES DEPARTMENT:

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,157,101	\$0	\$1,157,101
Materials, Supplies, and Equipment	4,786,156	0	4,786,156
Special Purpose	25,606,837	0	25,606,837
Total	\$31,550,094	\$0	\$31,550,094

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 2019 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 11. Appropriations in the sum of \$13,862,891 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 12. 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 2019 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 13. 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 2019, provided that no services shall be rendered prior to July 1, 2018, and no materials, supplies, and equipment acquired shall be used in Fiscal Year 2018, except to the extent required to prepare for Fiscal Year 2019 operations.

SECTION 14. Use of CATV Fund Balance. As of June 30, 2017, the CATV Fund balance has accrued a total fund balance of \$1,853,868. \$250,000 of the CATV Fund Balance shall be appropriated in Fiscal Year 2019 within the CATV Fund as follows:

- a. Personal Services: \$50,000
- b. Material, Supplies & Equipment: \$200,000

SECTION 15. A. Position Allocation. Attachment "A" hereto sets forth the positions authorized to be filled between July 1, 2018 and June 30, 2019. 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 2019 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 2019.

SECTION 16. All unencumbered balances on hand as of July 1, 2019, 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 17. Use of the Tax Stabilization Reserve. A transfer of \$500,000 from the General Fund Tax Stabilization Reserve to the Housing Opportunities Fund (also known as Housing Strategic Fund) is authorized to support the redevelopment of existing housing stock.

SECTION 18. Effective Date. This Ordinance shall be deemed effective as of its date of passage by City Council and approval by the Mayor.

First Reading.....December 6, 2018
Second Reading.....December 6, 2018
Third Reading

Passed by City Council,

President of City Council

ATTEST: _____
City Clerk

Approved this ____ day of _____ 2018.

Mayor

SYNOPSIS AND FISCAL IMPACT: This Ordinance is the first amendment to the Fiscal Year 2019 Operating Budget Ordinance. It contains: 1) changes to the position allocation list for the Mayor's Office, the Department of Human Resources, the Police Department, and the Department of Public Works; 2) increased budget appropriations for the Law Department, the Department of Human Resources, the Department of Public Works, the Fire Department, and the Police Department; and 3) a transfer of \$500,000 from the Tax Stabilization Reserve to the Housing Opportunities Fund to support the redevelopment of existing housing stock.

First, the amendment amends the Fiscal Year 2019 position allocation list (the "PAL") by making certain changes in the Mayor's Office, the Department of Human Resources, the Police Department, and the Department of Public Works including: 1) two reclassifications in the Mayor's Office, 2) four deletions, five additions, and two reclassifications in the Department of Human Resources; 3) one deletion and two additions in the Police Department; and 4) two reclassifications in the Department of Public Works. Overall, the PAL has a total net increase of two (2.00) Fulltime Equivalent ("FTE") positions across all funds, including an increase in the authorized strength of the Police Department for a Police School Resource Office for the Douglass School. There is an increase of 0.05 FTE, 0.95 FTE, and 1.00 FTE in the General, Internal Service, and Special Funds, respectively.

Second, the amendment also increases the Fiscal Year 2019 budget appropriations as follows: 1) the total General Fund budget appropriation is increased by \$520,000; 2) the

total Intragovernmental Service Fund (also known as Internal Service Fund) budget appropriation is increased by \$51,000; and 3) the total Special Fund operating budget appropriation is increased by \$91,544. The increase in the General Fund and Internal Service Fund appropriations will be funded from the projected \$2.6 million year-end operating surplus. The Special Fund appropriation will be funded by the Douglass School to support a Police School Resource Officer to be assigned there.

Finally, the amendment authorizes a transfer of \$500,000 from the Tax Stabilization Reserve to the Housing Opportunities Fund to support the redevelopment of existing housing stock.

W0103219

ATTACHMENT A

AMENDMENT #1

Fiscal Year 2019
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
Emergency Management Director	1.00	E 07	0.50	0.50
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
Arts & Cultural Outreach Specialist	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
Special Assistant	1.00	E 04	1.00	0.00
Special Assistant for Community Engagement	1.00	E 04	1.00	0.00
Communications Specialist	1.00	E 03	1.00	0.00
Community Referral Specialist	1.00	E 03	1.00	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Constituent Services Officer	2.00	E 02	2.00	0.00
Mayor's Office Receptionist	1.00	E 01	1.00	0.00
Budget Director	1.00	M 08	1.00	0.00
Small and Minority Business Development Manager	1.00	M 05	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
Civil Appeals Administrator	1.00	N	1.00	0.00
Constituent Services Project Specialist	1.00	N	1.00	0.00
Constituent Services Representative	1.00	G	1.00	0.00
DEPARTMENT TOTAL	34.00		33.50	0.50

Fund: Internal Service
Department: Mayor's Office
Fiscal Year 2019

<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
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
Network Technician	1.00	R	1.00	0.00
Information Help Desk Coordinator	1.00	P	1.00	0.00
Application Support Specialist I	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	21.00		21.00	0.00

Fund: General
Department: Planning
Fiscal Year 2019

<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	Q	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 2019

<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
Chief Financial Officer & Policy Advisor	1.00	Ext	0.95	0.05
Chief of Staff	1.00	Ext	0.75	0.25
Chief Strategist/Deputy Chief of Staff	1.00	Ext	1.00	0.00
City Clerk	1.00	Ext	1.00	0.00
Deputy Station Manager	1.00	Ext	0.00	1.00
Digital & Media Content Producer	1.00	Ext	0.00	1.00
Digital Media & Web Content Coordinator	1.00	Ext	0.00	1.00
Executive Administrative Assistant	1.00	Ext	1.00	0.00
Legislative & Policy Analyst	1.00	Ext	1.00	0.00
Legislative Administrative Assistant	1.00	Ext	0.50	0.50
Legislative Administrative Assistant/Deputy City Clerk	1.00	Ext	1.00	0.00
Producer	2.00	Ext	0.00	2.00
Senior Producer/On-Air Talent	1.00	Ext	0.00	1.00
Senior Producer/Technical Advisor	1.00	Ext	0.00	1.00
Station Manager-WITN	1.00	Ext	0.00	1.00
DEPARTMENT TOTAL	29.00		20.20	8.80

Fund: General
Department: City Treasurer
Fiscal Year 2019

<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 2019

<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	3.00	S	3.00	0.00
DEPARTMENT TOTAL	5.00		5.00	0.00

Fund: General
Department: Law
Fiscal Year 2019

<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	5.00	E 07	5.00	0.00
Legal Office Administrator	1.00	M 04	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
Nuisance Property Administrator	1.00	N	1.00	0.00
Legal Assistant I	2.00	M	2.00	0.00
DEPARTMENT TOTAL	17.00		17.00	0.00

Fund: General
Department: Finance
Fiscal Year 2019

<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
Revenue Manager	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
Grant Accountant	0.75	R	0.75	0.00
Revenue Audit Agent	2.00	R	2.00	0.00
Senior Accountant	1.50	R	1.50	0.00
Sheriff Sale Administrator	0.10	R	0.10	0.00
Real Estate Coordinator	1.00	Q	1.00	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	58.65		58.65	0.00

Fund: Water and Sewer
Department: Finance
Fiscal Year 2019

<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
Revenue Manager	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
Grant Accountant	0.25	R	0.25	0.00
Senior Accountant	0.50	R	0.50	0.00
Sheriff Sale Administrator	0.90	R	0.90	0.00
Billing Analyst	3.00	Q	3.00	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	25.35		25.35	0.00

Fund: General
Department: Human Resources
Fiscal Year 2019

<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
Deputy Director of Human Resources	0.55	E 08	0.55	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Director of Employment Services	1.00	M 07	1.00	0.00
Human Resources Administrator	3.00	M 04	3.00	0.00
Human Resources Information Systems Administrator	1.00	T	1.00	0.00
Compliance Specialist	1.00	P	1.00	0.00
Human Resources Information and Systems Analyst	1.00	P	1.00	0.00
Employee Engagement Administrator	1.00	O	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
Retirement Specialist	0.50	N	0.50	0.00
Human Resources Coordinator	1.00	L	1.00	0.00
Human Resources Office Assistant	1.00	G	1.00	0.00
	14.60		14.60	0.00

Fund: Internal Service
Department: Human Resources
Fiscal Year 2019

<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
Deputy Director of Human Resources	0.45	E 08	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
Claims Supervisor	1.00	P	1.00	0.00
Employee Benefits Administrator	1.00	P	1.00	0.00
Occupational Health Nurse	1.00	P	1.00	0.00
Risk Management Analyst	1.00	O	1.00	0.00
Employee Benefits Specialist	1.00	N	1.00	0.00
Retirement Specialist	0.50	N	0.50	0.00
Medical Dispensary Coordinator	1.00	K	1.00	0.00
DEPARTMENT TOTAL	10.40		10.40	0.00

Fund: General
Department: Licenses and Inspections
Fiscal Year 2019

<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	18.00	M	18.00	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	42.00		42.00	0.00

Fund: General
Department: Parks and Recreation
Fiscal Year 2019

<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
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	2.00	M 04	2.00	0.00
Parks Financial Administrator	1.00	P	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
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	3.00	H	3.00	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
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	4.00	C	4.00	0.00
General Laborer I	4.00	B	4.00	0.00
DEPARTMENT TOTAL	39.00		39.00	0.00

Fund: General
Department: Fire
Fiscal Year 2019

<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 2019

<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
Police Policy and Communications Director	1.00	E 06	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	257.00		249.00	8.00
Victim Services Supervisor	1.00	S	1.00	0.00
Bilingual Victims Case Coordinator	1.00	Q	1.00	0.00
Crime Analyst	2.00	Q	2.00	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	M	1.00	0.00
Youth Intervention Specialist	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	15.00	H	15.00	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	5.00	F	5.00	0.00
DEPARTMENT TOTAL	379.00		371.00	8.00

Fund: General
Department: Public Works
Fiscal Year 2019

<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
Contracts & Fleet Administrator	1.00	R	1.00	0.00
Building Services Manager	1.00	Q	1.00	0.00
CADD/GIS Engineering Coordinator	1.00	Q	1.00	0.00
Construction Supervisor/RCMS MGR	0.50	Q	0.50	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
Assistant Building Services Manager	1.00	N	1.00	0.00
Constituent Services Supervisor	0.30	M	0.30	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
Assistant Street and Sewer Maintenance Supervisor	0.20	L	0.20	0.00
Assistant Street Cleaning Supervisor	2.00	L	2.00	0.00
Administrative Coordinator	0.50	J	0.50	0.00
Purchasing Coordinator I	0.70	J	0.70	0.00
Administrative Clerk III	0.50	I	0.50	0.00
Constituent Services Assistant	1.20	I	1.20	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
Equipment Operator V	1.20	H	1.20	0.00
Labor Foreman II	0.20	H	0.20	0.00
Signal Electrician	4.00	H	4.00	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	13.20	F	13.20	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	118.05		118.05	0.00

Fund: Water and Sewer
Department: Public Works
Fiscal Year 2019

<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
Forestry Programs & Operation Supervisor	1.00	R	1.00	0.00
Construction Supervisor/RCMS MGR	0.50	Q	0.50	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
Constituent Services Supervisor	0.70	M	0.70	0.00
GIS Technician II	1.00	M	1.00	0.00
Water Production Maintenance Foreman	2.00	M	2.00	0.00
City Forester	1.00	N	1.00	0.00
Assistant Street and Sewer Maintenance Supervisor	0.80	L	0.80	0.00
Assistant Water Meter Supervisor	1.00	L	1.00	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	1.30	J	1.30	0.00
Administrative Clerk III	0.50	I	0.50	0.00
Constituent Services Assistant	2.80	I	2.80	0.00
Construction Inspector	4.00	I	4.00	0.00
Account Technician	0.50	H	0.50	0.00
Equipment Operator V	1.80	H	1.80	0.00
Labor Foreman II	4.80	H	4.80	0.00

Fund: Water and Sewer (Continued)
Department: Public Works
Fiscal Year 2019

<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
Equipment Operator IV	2.80	F	2.80	0.00
Maintenance Mechanic II	1.00	F	1.00	0.00
Tree Climber I	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	102.95		102.95	0.00

Fund: General
Department: Real Estate and Housing
Fiscal Year 2019

<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
Acquisition & Disposition Manager	1.00	Q	0.18	0.82
Development Specialist	1.00	Q	0.46	0.54
Program Administrator	1.00	P	0.21	0.79
Financial Administrator	1.00	O	0.00	1.00
Senior Rehabilitation Specialist II	2.00	N	0.13	1.87
GIS Technician I	1.00	J	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 2019**

	Salary Range <u>07/01/18 - 06/30/19</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 Constituent Services Officer Webmaster		
<u>Level 3</u>	\$46,802	\$73,012
Communications Assistant Community Referral Specialist		
<u>Level 4</u>	\$51,796	\$81,837
Arts & Cultural Outreach Specialist Digital & Social Media Manager Economic Development Project Manager I Human Resources Administrator Legal Office Administrator Marketing & Special Projects Coordinator Office Manager/Administrative Assistant Parks Maintenance Supervisor Special Assistant Special Assistant for Community Engagement		
<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 Occupational Health, Safety & Loss Prevention Program Manager Planning Grants Coordinator Senior Financial Analyst Senior Program Director Small & Minority Business Development Manager Superintendent of Maintenance, Parks & Recreation Superintendent of Recreation Youth & Families Manager Water Quality Manager		

Salary Range
07/01/18 - 06/30/19

Level 6

\$63,914 \$102,261

Administrative Services Director
Assistant Water Division Director
Auditing Manager
City Engineer
Deputy Director of Parks & Recreation
Director of Cultural Affairs
Employee Benefits Manager
Operations Director
Police Policy & Communications Director
Policy Analyst
Principal Analyst
Procurement Manager
Revenue Manager
Risk Manager
Tax Manager

Level 7

\$68,962 \$111,027

Assistant City Solicitor
Deputy Chief of Fire
Deputy Commissioner of Licenses & Inspections
Deputy Director of Economic Development
Director of Employment Services
Director of Integrated Technologies
Director of Transportation
Emergency Management Director
Planning Manager
Special Assistant to the Mayor for Employment Initiatives
Water Division Director

Level 8

\$74,331 \$119,569

Budget Director
City Auditor
Deputy Commissioner of Public Works
Deputy Director of Human Resources
Deputy Finance Director
Director of Parks & Recreation
Director of Planning and Development
Director of Real Estate & Housing
Senior Assistant City Solicitor

	Salary Range <u>07/01/18 - 06/30/19</u>	
<u>Level 9</u>	\$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		
<u>Level 10</u>	\$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		
<u>Level 11</u>	\$93,174	\$150,011
Chief of Staff		

*Declared Rate for Chief of Police increased beyond salary range per Ord #17-013

Effective: 07/01/18
Revised: 12/05/18

City of Wilmington Salary Review Matrix FY '19

	First Third	Middle Third	Top Third
Far Above Expectations	0%	0%	0%
Above Expectations	0%	0%	0%
Meets Expectations	0%	0%	0%
Below Expectations	0%	0%	0%
Far Below Expectations	0%	0%	0%

DECLARED RATES

Department Heads

FY 2019

Title	Salary
Mayor	\$130,124
Chief of Staff	\$128,182
City Treasurer	\$127,278
City Solicitor	\$127,712
Commissioner of Public Works	\$124,156
Chief of Police	\$173,460
Director of Finance	\$138,976
Director of Human Resources	\$122,665
Chief of Fire	\$122,274
Director of Economic Development	\$121,811
Commissioner of Licenses and Inspections	\$122,176
City Auditor	\$119,569
Director of Parks and Recreation	\$115,091
Director of Planning and Development	\$115,091
Director of Real Estate and Housing	\$115,091

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: 05/17/18

**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
07/01/18 - 06/30/19

	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

Wilmington, Delaware
December 6, 2018

#4608

Sponsor:

**Council
Member
Guy**

Co-Sponsor:

**Council
Member
Williams**

WHEREAS, pursuant to 1 Wilm. C. (Charter) §8-205, a department head, board or commission of the City shall not sell or exchange any real estate belonging to the City or grant any license, easement, right-of-way or other interest over or in such real estate without advertised public notice appearing in at least one daily newspaper of City-wide distribution and “authority by general ordinance and later resolution from Council so to do”; and

WHEREAS, the provisions of 1 Wilm. C. §2-621(a) provide that the Council shall by resolution declare a property approved for disposition and authorize the conduct of disposition proceedings by the Real Estate and Housing Department; and

WHEREAS, the provisions of 1 Wilm. C. §2-621(c) provide that governmental agencies, governmental authorities organized pursuant to Title 22 of the Delaware Code and non-profit organizations are exempt from the City’s bid procedures and that upon the declaration of a property as surplus, by resolution of City Council, the City may negotiate an agreement of sale, lease, exchange or other transfer of such property owned by the City to any such governmental agency, governmental authority or non-profit organizations; and

WHEREAS, the City owns the properties known as 1814 Gilpin Avenue, Wilmington Delaware; and

WHEREAS, in accordance with the recommendation of the Department of Real Estate and Housing, the City desires that the Properties be declared approved for disposition and transferred to the Wilmington Firefighter’s Association, Local 1590.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON that Council authorizes the disposition of the Properties known as 1814 Gilpin Avenue, Wilmington, Delaware, and approves the transfers of the Property to the Wilmington Firefighter's Association, Local 1590.

BE IT FURTHER RESOLVED that Council authorizes the Mayor or his designee to execute any and all documents necessary to effectuate the transfer of this Property, including any and all undertakings and assurances heretofore.

Passed by City Council,

ATTEST: _____
City Clerk