AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2024 AND ENDING ON JUNE 30, 2025

#0405

Sponsor:

Council Member Johnson WHEREAS, as prescribed in City Charter Section 4-101, on March 21, 2024, the Mayor submitted his annual operating budget message and a proposed annual operating budget ordinance to City Council for the fiscal year beginning on July 1, 2024 and ending on June 30, 2025 ("Fiscal Year 2025"); and

WHEREAS, pursuant to City Charter Section 2-300, City Council deems it necessary and proper to adopt the Annual Operating Budget Ordinance for Fiscal Year 2025, as set forth herein.

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

SECTION 1. The following financial program is hereby adopted for Fiscal Year 2025, and appropriations are hereby made from the various operating and special funds to the Council, the Mayor, and all offices, departments, boards, and commissions, as indicated in the following sections.

SECTION 2. Appropriations in the sum of \$207,874,171 are hereby made from a general fund, as follows:

TO THE MAYOR:			
	<u>City</u>	Special	Total
Personal Services	\$3,939,309	\$85,810	\$4,025,119
Materials, Supplies, and Equipment	2,265,215	0	2,265,215
Debt Service	1,194,128	0	1,194,128
Total	\$7,398,652	\$85,810	\$7,484,462

TO THE DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET - CONTINGENCIES:			
	<u>City</u>	Special	<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>	Special	Total
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 LAND USE & PLANNING DEPARTMENT:			
	<u>City</u>	Special	Total
Personal Services	\$3,149,206	\$0	\$3,149,206
Materials, Supplies, and Equipment	1,172,196	0	1,172,196
Debt Service	291,159	0	291,159
Total	\$4,612,561	\$0	\$4,612,561

TO THE CITY COUNCIL:			
	<u>City</u>	Special	Total
Personal Services	\$1,700,407	\$807,565	\$2,507,972
Materials, Supplies, and Equipment	911,910	341,453	1,253,363
Debt Service	0	22,805	22,805
Special Purpose	16,000	0	16,000
Total	\$2,628,317	\$1,171,823	\$3,800,140

TO THE CITY TREASURER:			
	<u>City</u>	Special	<u>Total</u>
Personal Services	\$366,710	\$464,639	\$831,349
Materials, Supplies, and Equipment	102,128	6,065,360	6,167,488
Total	\$468,838	\$6,529,999	\$6,998,837

TO THE AUDITING DEPARTMEN	NT:		
	<u>City</u>	Special	Total
Personal Services	\$772,131	\$0	\$772,131
Materials, Supplies, and Equipment	211,852	0	211,852
Total	\$983,983	\$0	\$983,983

TO THE LAW DEPARTMENT:			
	<u>City</u>	Special	<u>Total</u>
Personal Services	\$2,421,948	\$0	\$2,421,948
Materials, Supplies, and Equipment	505,746	0	505,746
Total	\$2,927,694	\$0	\$2,927,694

TO THE DEPARTMENT OF FINANCE:			
	<u>City</u>	Special	<u>Total</u>
Personal Services	\$5,595,232	\$0	\$5,595,232
Materials, Supplies, and Equipment	5,377,319	0	5,377,319
Debt Service	45,248	0	45,248
Total	\$11,017,799	\$0	\$11,017,799

TO THE DEPARTMENT OF COMMERCE:			
	<u>City</u>	Special	Total
Debt Service	\$222,776	\$0	\$222,776
Total	\$222,776	\$0	\$222,776

TO THE HUMAN RESOURCES DEPARTMENT:			
	<u>City</u>	Special	Total
Personal Services	\$2,121,854	\$0	\$2,121,854
Materials, Supplies, and Equipment	496,127	0	496,127
Debt Service	35,145	0	35,145
Total	\$2,653,126	\$0	\$2,653,126

TO THE DEPARTMENT OF LICENSES AND INSPECTIONS (L&I):			
	<u>City</u>	Special	<u>Total</u>
Personal Services	\$2,863,182	\$0	\$2,863,182
Materials, Supplies, and Equipment	559,176	0	559,176
Debt Service	2,245	0	2,245
Total	\$3,424,603	\$0	\$3,424,603

TO THE DEPARTMENT OF L&I FOR ANIMAL CONTROL:			
	<u>City</u>	Special	Total
Special Purpose	\$283,001	\$0	\$283,001
_	\$283,001	\$0	\$283,001
DEPARTMENT OF L&I TOTAL	\$3,707,604	\$0	\$3,707,604

TO THE DEPARTMENT OF PARKS AND RECREATION:			
	<u>City</u>	Special	<u>Total</u>
Personal Services	\$5,011,640	\$771,444	\$5,783,084
Materials, Supplies, and Equipment	2,994,429	880,305	3,874,734
Debt Service	2,875,996	0	2,875,996
Total	\$10,882,065	\$1,651,749	\$12,533,814

TO THE FIRE DEPARTMENT:			
	<u>City</u>	Special	Total
Personal Services	\$29,239,811	\$0	\$29,239,811
Materials, Supplies, and Equipment	4,793,760	198,000	4,991,760
Debt Service	1,382,506	0	1,382,506
Total	\$35,416,077	\$198,000	\$35,614,077

TO THE POLICE DEPARTMENT:			
	<u>City</u>	Special	<u>Total</u>
Personal Services	\$54,665,914	\$806,099	\$55,472,013
Materials, Supplies, and Equipment	10,193,641	0	10,193,641
Debt Service	145,871	0	145,871
Total	\$65,005,426	\$806,099	\$65,811,525

TO THE DEPARTMENT OF PUBLIC WORKS:				
	<u>City</u>	Special	<u>Total</u>	
Personal Services	\$10,332,603	\$0	\$10,332,603	
Materials, Supplies, and Equipment	13,532,527	1,197,977	14,730,504	
Debt Service	5,914,619	0	5,914,619	
Total	\$29,779,749	\$1,197,977	\$30,977,726	

TO THE DEPARTMENT OF REAL ESTATE AND HOUSING:			
	<u>City</u>	Special	Total
Personal Services	\$281,360	\$886,093	\$1,167,453
Materials, Supplies, and Equipment	1,585,205	145,500	1,730,705
Debt Service	708,748	0	708,748
Programs and Activities	0	2,886,257	2,886,257
Total	\$2,575,313	\$3,917,850	\$6,493,163

TO THE DEPARTMENT OF INFORMATION TECHNOLOGIES:			
	<u>City</u>	Special	Total
Personal Services	\$2,363,508	\$0	\$2,363,508
Materials, Supplies, and Equipment	8,088,428	0	8,088,428
Debt Service	910,948	0	910,948
Total	\$11,362,884	\$0	\$11,362,884

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

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

SECTION 5. Appropriations in the sum of \$90,084,656 are made from the Water/Sewer Fund as follows:

TO THE DEPARTMENT OF FINANCE:			
	<u>City</u>	Special	Total
Personal Services	\$3,019,205	\$0	\$3,019,205
Materials, Supplies, and Equipment	5,125,284	0	5,125,284
Debt Service	33,773	0	33,773
Total	\$8,178,262	\$0	\$8,178,262

TO THE AUDITING DEPARTMENT:			
	<u>City</u>	Special	<u>Total</u>
Materials, Supplies, and Equipment	\$85,049	\$0	\$85,049
Total	\$85,049	\$0	\$85,049
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TO THE DEPARTMENT OF PUBLIC WORKS:			
	<u>City</u>	Special	<u>Total</u>
Personal Services	\$10,292,487	\$0	\$10,292,487
Materials, Supplies, and Equipment	67,300,553	0	67,300,553
Debt Service	4,228,305	0	4,228,305
Total	\$81,821,345	\$0	\$81,821,345

SECTION 6. Appropriations in the sum of \$43,734,428 are made from the Intragovernmental Service Fund as follows:

TO THE DEPARTMENT OF PUBLIC WORKS:			
	<u>City</u>	Special	Total
Materials, Supplies, and Equipment	\$9,416,253	\$0	\$9,416,253
Debt Service	92,155	0	92,155
Total	\$9,508,408	\$0	\$9,508,408

TO THE HUMAN RESOURCES DEPARTMENT				
	<u>City</u>	Special	<u>Total</u>	
Personal Services	\$1,346,069	\$0	\$1,346,069	
Materials, Supplies, and Equipment	6,373,600	0	6,373,600	
Special Purpose	26,506,351	0	26,506,351	
Total	\$34,226,020	\$0	\$34,226,020	

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 Wilmington City Code, Chapter 2, Article VI, Division 8.

SECTION 7. Appropriations in the sum of \$15,559,307, not subject to the limitations of Wilmington Charter Section 2-300(6), are included in the appropriations of Sections 2, 5,

and 6, under the heading "Special". These appropriations of special funds are made contingent upon the receipt of funds and shall be utilized in the manner prescribed by the statutes, ordinances, regulations, resolutions, and/or grants from which they derive. In the event new funds are received or funds are received in greater or lesser amounts than appropriated above, spending shall be adjusted upward or downward in accordance with the funds available. In no event shall spending of the special funds herein provided for exceed the amounts actually received or otherwise made available.

SECTION 8. Except as otherwise provided by this Ordinance, special funds, heretofore established pursuant to any ordinances, statutes, resolutions, and/or grants shall continue to be utilized in Fiscal Year 2025 for the purpose and in the manner prescribed by such ordinances, statutes, resolutions, and/or grants to the extent that they are consistent with the provisions of the Wilmington Home Rule Charter.

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

SECTION 9. The amounts herein appropriated for materials, supplies, and equipment shall be deemed to be available for encumbrance upon the effective date of this Ordinance, to the extent necessary to facilitate the operations of the various offices, departments, boards, and commissions for Fiscal Year 2025, provided that no services shall be rendered prior to July 1, 2024, and no materials, supplies, and equipment acquired shall be used in Fiscal Year 2024 (being July 1, 2023 through June 30, 2024), except to the extent required to prepare for Fiscal Year 2025 operations.

SECTION 10. <u>A. Position Allocation</u>. Attachment "A" hereto sets forth the positions authorized to be filled between July 1, 2024 and June 30, 2025. 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 by the Administrative Board and designation by ordinance of 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 2025 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 Wilmington City Code, Chapter 40, Article II, Division 3, as amended by Substitute No. 1 to Ordinance No. 04-010.

<u>C. Non-Union Employee Salaries</u>. Attachment "C" hereto sets forth the Non-Union Salaries and the Grades and Steps for the same for Fiscal Year 2025.

SECTION 11. All unencumbered balances on hand as of July 1, 2025, held by any office, department, board, or commission named in Sections 2, 5, and 6 of this Ordinance shall revert to the City of Wilmington Current Account.

SECTION 12. <u>Use of CATV Fund Balance.</u> The use of up to \$270,000 in CATV Fund Balance is hereby authorized in Fiscal Year 2025 to balance the CATV operating budget and to provide a \$100,000 appropriation in Material, Supplies, and Equipment for costs related to the third-party operator.

SECTION 13. Transfer to Neighborhood Stabilization Fund. A fund balance transfer of \$1.0 million from the Tax Stabilization Reserve portion of General Fund Balance to the

Neighborhood Stabilization Fund to support the Wilmington Neighborhood Conservancy Land Bank is hereby authorized for Fiscal Year 2025.

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

First Reading		
Second Reading		024
Third Reading	••••	
Passed by City Co	uncil,	
	0.01 0. 11	
President o	f City Council	
ATTEST:		
	City Clerk	
Approved this	_ day of	20
May		

SYNOPSIS: This Ordinance enacts the Annual Operating Budget for Fiscal Year 2025.

W0124307

ATTACHMENT A

Fiscal Year 2025 DEPARTMENTAL POSITION ALLOCATION LIST

Fund: General

Department: Mayor's Office

			Rev	enues
Job Title	No.	<u>Grade</u>	<u>City</u>	Special
	4.00	-	1.00	0.00
Mayor	1.00	Ext	1.00	0.00
Mayor's Chief of Staff	1.00	E 11	1.00	0.00
Director of Economic Development	1.00	E 09	1.00	0.00
Deputy Chief of Staff for Policy and Communications	1.00	E 08	1.00	0.00
Deputy Chief of Staff of Operations	1.00	E 08	1.00	0.00
Neighborhood Development Director	1.00	E 08	1.00	0.00
Emergency Management Director	1.00	E 07	0.50	0.50
Special Assistant to the Mayor	2.00	E 07	2.00	0.00
Director of Cultural Affairs	1.00	E 06	1.00	0.00
311 Administrator	1.00	E 05	1.00	0.00
Director of Communications	1.00	E 05	1.00	0.00
Economic Development Project Manager I	1.00	E 05	1.00	0.00
Best Practices/Innovation Specialist	1.00	E 04	1.00	0.00
Digital and Social Media Manager	1.00	E 04	1.00	0.00
Office Manager/Administrative Assistant	1.00	E 04	1.00	0.00
Events Permitting and Special Projects Assistant	1.00	E 03	1.00	0.00
Senior Constituent Services Officer	1.00	E 03	1.00	0.00
Special Assistant for Community Engagement	1.00	E 03	1.00	0.00
Administrative Assistant II	2.00	E 02	2.00	0.00
Constituent Services Officer	1.00	E 02	1.00	0.00
Cultural/Arts Program Assistant	1.00	E 02	1.00	0.00
Budget Director	1.00	M 08	1.00	0.00
Assistant Budget Director	1.00	M 07	1.00	0.00
Small and Minority Business Development Manager	3.00	M 06	1.00	0.00
Fiscal & Operations Analyst	3.00	10	3.00	0.00
Disadvantaged Business Enterprise Analyst	1.00	8	1.00	0.00
DEPARTMENT TOTAL	30.00		29.50	0.50

Department: Information Technologies

				enues
Job Title	No.	<u>Grade</u>	<u>City</u>	Special
Director of Information Technologies	1.00	M 09	1.00	0.00
Application Support Specialist II	3.00	10	3.00	0.00
Mapping & Graphics Manager	1.00	10	1.00	0.00
Information Systems Administrator	1.00	9	1.00	0.00
Network Technician	2.00	9	2.00	0.00
Senior Information Desktop Engineer	1.00	8	1.00	0.00
Telephony Analyst	1.00	8	1.00	0.00
Webmaster	1.00	8	1.00	0.00
Information Analyst I	1.00	7	1.00	0.00
Information Desktop Engineer	1.00	7	1.00	0.00
Information Help Desk Engineer	3.00	7	3.00	0.00
IT Office Coordinator	1.00	6	1.00	0.00
Mapping Technician II	1.00	6	1.00	0.00
Document Management Technician	1.00	4	1.00	0.00
IT Support Services Technician	2.00	2	2.00	0.00
DEPARTMENT TOTAL	21.00		21.00	0.00

Department: Land Use & Planning

			Revenues	
Job Title	No.	<u>Grade</u>	<u>City</u>	Special
Director Land Use & Planning	1.00	E 09	1.00	0.00
Deputy Director - Land Use	1.00	E 07	1.00	0.00
Deputy Director - Planning	1.00	E 07	1.00	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Planning Manager	1.00	M 06	1.00	0.00
Senior Planner Design & Review	1.00	11	1.00	0.00
Building Code Enforcement Inspector	5.00	10	5.00	0.00
Mechanical Code Enforcement Inspector	1.00	10	1.00	0.00
Senior Planner III	1.00	10	1.00	0.00
Zoning Manager	1.00	10	1.00	0.00
Business Compliance Officer	1.00	9	1.00	0.00
Senior Planner II	1.00	9	1.00	0.00
Planner II	2.00	8	2.00	0.00
Plans Examiner	1.00	7	1.00	0.00
Zoning Enforcement Officer	1.00	7	1.00	0.00
Permits Coordinator	2.00	5	2.00	0.00
Planner I	1.00	5	1.00	0.00
Administrative Clerk I	2.00	3	2.00	0.00
Records Clerk	1.00	2	1.00	0.00
DEPARTMENT TOTAL	26.00		26.00	0.00

Department: City Council

			Revenues		
Job Title	<u>No.</u>	<u>Grade</u>	<u>City</u>	Special	
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 of Staff	1.00	Ext	0.75	0.25	
City Clerk	1.00	Ext	1.00	0.00	
Digital Media & Web Content Coordinator	1.00	Ext	0.00	1.00	
Director of Communications	1.00	Ext	0.65	0.35	
Executive Administrative Assistant	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	
Legislative Research & Policy Director	1.00	Ext	1.00	0.00	
Producer	2.00	Ext	0.00	2.00	
Production Coordinator	1.00	Ext	0.00	1.00	
Senior Legislative Advisor & Chief Financial Officer	1.00	Ext	0.75	0.25	
Senior Producer	1.00	Ext	0.00	1.00	
Station Manager-WITN	1.00	Ext	0.00	1.00	
DEPARTMENT TOTAL	27.00		19.65	7.35	

Department: City Treasurer

				Revenues		
Job Title	No.	<u>Grade</u>	<u>City</u>	Special		
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	9	1.00	1.00		
DEPARTMENT TOTAL	7.00		3.00	4.00		

Department: City Auditor

			Rev	venues
Job Title	<u>No.</u>	<u>Grade</u>	<u>City</u>	Special
City Auditor	1.00	E 09	1.00	0.00
Auditing Manager	1.00	M 08	1.00	0.00
Senior Auditor	3.00	8	3.00	0.00
DEPARTMENT TOTAL	5.00		5.00	0.00

Fund: General Department: Law Fiscal Year 2025

				enues
<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>City</u>	Special
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
Legal Assistant II	1.00	8	1.00	0.00
Litigation Assistant	1.00	8	1.00	0.00
Nuisance Property Administrator	1.00	7	1.00	0.00
Real Estate Legal Coordinator	1.00	7	1.00	0.00
Legal Assistant I	2.00	6	2.00	0.00
DEPARTMENT TOTAL	17.00		17.00	0.00

Department: Finance Fiscal Year 2025

			Rev	enues
Job Title	No.	Grade	<u>City</u>	Special
D:	0.50	F 10	0.50	0.00
Director of Finance	0.50	E 10	0.50	0.00
Deputy Director of Finance	0.60	E 09	0.60	0.00
Administrative Assistant II	0.75	E 02	0.75	0.00
Accounting Manager	0.65	M 08	0.65	0.00
Senior Financial Officer	0.50	M 08	0.50	0.00
Tax Manager	1.00	M 08	1.00	0.00
Customer Service Manager	0.50	M 07	0.50	0.00
Procurement Manager	1.00	M 07	1.00	0.00
Principal Analyst	0.50	M 06	0.50	0.00
Delinquent Accounts Manager	0.50	11	0.50	0.00
Revenue Supervisor	0.50	11	0.50	0.00
Senior Procurement Specialist	1.00	11	1.00	0.00
Tax Supervisor	1.00	11	1.00	0.00
Billing Manager	0.20	10	0.20	0.00
Purchasing Agent II	1.00	10	1.00	0.00
Assistant Tax Supervisor	1.00	9	1.00	0.00
Customer Service Consultant	0.20	9	0.20	0.00
Parking Services Manager	1.00	9	1.00	0.00
Revenue Audit Agent	2.00	9	2.00	0.00
Senior Accountant	2.00	9	2.00	0.00
Sheriff Sale Administrator	0.10	9	0.10	0.00
Accounts Payable Supervisor	0.50	7	0.50	0.00
Grant Accountant	0.75	7	0.75	0.00
Grant Coordinator	0.75	7	0.75	0.00
Real Estate Coordinator	1.00	7	1.00	0.00
Senior EIT Agent	2.00	7	2.00	0.00
Settlement Clerk	0.60	7	0.60	0.00
Staff Accountant	0.50	7	0.50	0.00
Assistant Central Cashiering Supervisor	0.50	6	0.50	0.00
Assistant Revenue Audit Agent	1.00	6	1.00	0.00
Delinquent Accounts Agent	2.50	6	2.50	0.00
EIT Agent	4.00	6	4.00	0.00
Purchasing Technician	1.00	6	1.00	0.00
Account Entry Clerk	3.50	5	3.50	0.00
Billing Clerk	0.20	5	0.20	0.00
Senior Parking Regulations Enforcement Officer	1.00	5	1.00	0.00
Assistant EIT Agent	1.00	4	1.00	0.00
Customer Service Representative II	3.50	4	3.50	0.00
Customer Service Representative II	5.50	+	5.50	0.00

Fund: General (Continued)

Department: Finance Fiscal Year 2025

				Revenues		
Job Title	No.	Grade	<u>City</u>	Special		
Parking Enforcement Administrator	1.00	4	1.00	0.00		
Scofflaw Enforcer	2.00	4	2.00	0.00		
Account Clerk III	0.50	4	0.50	0.00		
Administrative Clerk I	2.50	3	2.50	0.00		
Parking Regulations Enforcement Officer	8.00	3	8.00	0.00		
DEPARTMENT TOTAL	54.80		54.80	0.00		

Fund: Water and Sewer Department: Finance Fiscal Year 2025

			Rev	enues
Job Title	<u>No.</u>	<u>Grade</u>	<u>City</u>	Special
Director of Finance	0.50	E 10	0.50	0.00
Deputy Director of Finance	0.40	E 09	0.40	0.00
Administrative Assistant II	0.25	E 02	0.25	0.00
Accounting Manager	0.35	M 08	0.35	0.00
Senior Financial Officer	0.50	M 08	0.50	0.00
Customer Service Manager	0.50	M 07	0.50	0.00
Principal Analyst	0.50	M 06	0.50	0.00
Delinquent Accounts Manager	0.50	11	0.50	0.00
Revenue Supervisor	0.50	11	0.50	0.00
Billing Manager	0.80	10	0.80	0.00
Customer Service Consultant	2.80	9	2.80	0.00
Senior Accountant	2.00	9	2.00	0.00
Senior Billing Analyst	1.00	9	1.00	0.00
Sheriff Sale Administrator	0.90	9	0.90	0.00
Billing Analyst	1.00	8	1.00	0.00
Accounts Payable Supervisor	0.50	7	0.50	0.00
Grant Accountant	0.25	7	0.25	0.00
Grant Coordinator	0.25	7	0.25	0.00
Settlement Clerk	2.40	7	2.40	0.00
Staff Accountant	1.50	7	1.50	0.00
Assistant Central Cashiering Supervisor	0.50	6	0.50	0.00
Delinquent Accounts Agent	2.50	6	2.50	0.00
Meter Reader Service Coordinator	1.00	6	1.00	0.00
Account Entry Clerk	0.50	5	0.50	0.00
Billing Clerk	0.80	5	0.80	0.00
Account Clerk III	0.50	4	0.50	0.00
Customer Service Representative II	3.50	4	3.50	0.00
Administrative Clerk I	0.50	3	0.50	0.00
Meter Reader	1.00	3	1.00	0.00
DEPARTMENT TOTAL	28.20		28.20	0.00

Department: Human Resources

			Revenues		
Job Title	<u>No.</u>	<u>Grade</u>	<u>City</u>	Special	
Director of Human Resources	0.55	E 10	0.55	0.00	
Deputy Director of Human Resources	0.55	E 09	0.55	0.00	
Administrative Assistant II	1.00	E 02	1.00	0.00	
Director of Classification & Compensation	1.00	M 08	1.00	0.00	
Director of Employment Services	1.00	M 07	1.00	0.00	
Payroll Manager	1.00	M 06	1.00	0.00	
Human Resources Administrator	3.00	11	3.00	0.00	
Human Resources Information Systems Administrator	1.00	10	1.00	0.00	
Human Resources Information and Systems Analyst	1.00	9	1.00	0.00	
Compensation Specialist	1.00	8	1.00	0.00	
Labor & Employee Relations Specialist	1.00	8	1.00	0.00	
Learning & Development Coordinator	1.00	7	1.00	0.00	
HRIS Coordinator	1.00	6	1.00	0.00	
Human Resources Leave Administrator	1.00	6	1.00	0.00	
Human Resources Specialist	1.00	6	1.00	0.00	
Human Resources Office Assistant	1.00	2	1.00	0.00	
DEPARTMENT TOTAL	17.10		17.10	0.00	

Fund: Internal Service

Department: Human Resources

			Rev	venues
Job Title	<u>No.</u>	<u>Grade</u>	<u>City</u>	Special
Director of Human Resources	0.45	E 10	0.45	0.00
Deputy Director of Human Resources	0.45	E 09	0.45	0.00
Director of Employee Benefits	1.00	M 07	1.00	0.00
Occupational Health, Safety & Loss Prevention Programs Manager	1.00	M 06	1.00	0.00
Employee Benefits Operations Administrator	1.00	10	1.00	0.00
Claims Supervisor	1.00	9	1.00	0.00
Occupational Health Nurse	1.00	9	1.00	0.00
Senior Employee Benefits Administrator	1.00	8	1.00	0.00
Human Resources Specialist	1.00	6	1.00	0.00
Risk Management Analyst	1.00	6	1.00	0.00
Medical Dispensary Coordinator	1.00	5	1.00	0.00
DEPARTMENT TOTAL	9.90		9.90	0.00

Department: Licenses and Inspections

			Rev	enues
Job Title	<u>No.</u>	<u>Grade</u>	<u>City</u>	Special
Commissioner of Licenses and Inspections	1.00	E 08	1.00	0.00
Administrative Assistant I	1.00	E 01	1.00	0.00
Code Enforcement Supervisor	2.00	10	2.00	0.00
Code Enforcement Inspector	17.00	9	17.00	0.00
Administrative Supervisor	1.00	6	1.00	0.00
Code Enforcement Administrator	1.00	6	1.00	0.00
Administrative Clerk III	1.00	5	1.00	0.00
Administrative Clerk I	2.00	3	2.00	0.00
DEPARTMENT TOTAL	26.00		26.00	0.00

Department: Parks and Recreation

			Rev	venues
Job Title	No.	Grade	<u>City</u>	Special
D: (CD 1 1D ()	1.00	E 00	1.00	0.00
Director of Parks and Recreation	1.00	E 09	1.00	0.00
Deputy Director of Parks and Recreation	1.00	E 07	1.00	0.00
Administrative Assistant I	1.00	E 01	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
Recreation Program Coordinator	2.00	8	2.00	0.00
Activities Coordinator	1.00	7	1.00	0.00
Parks Financial Administrator	1.00	7	1.00	0.00
Parks Maintenance Supervisor	2.00	7	2.00	0.00
Physical Activities Coordinator	1.00	7	1.00	0.00
Small Engine Mechanic	1.00	7	1.00	0.00
Nutrition Program Coordinator	1.00	6	0.60	0.40
Program and Grants Coordinator	1.00	6	1.00	0.00
Senior Equipment Operator	3.00	6	3.00	0.00
Youth & Families Program Administrator	1.00	6	1.00	0.00
Equipment Operator	2.00	5	2.00	0.00
Equipment and Transportation Assistant	1.00	4	1.00	0.00
Labor Foreman I	3.00	4	3.00	0.00
Labor Foreman II	5.00	4	5.00	0.00
Pool Mechanic	1.00	4	1.00	0.00
Accounts & Program Support Coordinator	1.00	3	1.00	0.00
Administrative Clerk I	1.00	3	0.00	1.00
Clerk II	1.00	3	1.00	0.00
General Laborer I	6.00	1	6.00	0.00
DEPARTMENT TOTAL	41.00		39.60	1.40

Fund: General Department: Fire Fiscal Year 2025

			Rev	enues
Job Title	No.	<u>Grade</u>	<u>City</u>	Special
Chief of Fire	1.00	E 09	1.00	0.00
Deputy Chief	2.00	E 08	2.00	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Emergency Medical Services Manager	1.00	M 05	1.00	0.00
Battalion Chief	8.00		8.00	0.00
Captain	10.00		10.00	0.00
Lieutenant	22.00		22.00	0.00
Firefighter	113.00		113.00	0.00
Executive Assistant to the Chief	1.00	8	1.00	0.00
Fiscal Administrator	1.00	5	1.00	0.00
Administrative Clerk II	1.00	4	1.00	0.00
Emergency Medical Technician	40.00	3	40.00	0.00
DEPARTMENT TOTAL	201.00		201.00	0.00

Fund: General Department: Police Fiscal Year 2025

			Rev	enues
Job Title	<u>No.</u>	<u>Grade</u>	<u>City</u>	Special
Chief of Police	1.00	E 11	1.00	0.00
Police Policy and Communications Director	1.00	E 08	1.00	0.00
Major	2.00		2.00	0.00
Captain	7.00		7.00	0.00
Lieutenant	11.00		11.00	0.00
Sergeant	38.00		38.00	0.00
Patrol Officer	246.00		238.00	8.00
Communications Supervisor	5.00	9	5.00	0.00
Senior Crime Analyst	1.00	9	1.00	0.00
Victim Services Supervisor	1.00	9	1.00	0.00
Cold Case Investigator	1.00	8	1.00	0.00
Crime Analyst	1.00	8	1.00	0.00
Bilingual Victims Case Coordinator	1.00	7	1.00	0.00
Domestic Violence Coordinator	1.00	7	1.00	0.00
Financial Administrator	1.00	7	1.00	0.00
Records Supervisor	1.00	7	1.00	0.00
Victim Services Specialist	1.00	7	1.00	0.00
Emergency Communications Specialist	12.00	6	12.00	0.00
Emergency Call Operator	18.00	5	18.00	0.00
Property Technician	1.00	5	1.00	0.00
Vehicle Maintenance Technician	1.00	5	1.00	0.00
Youth Intervention Specialist	1.00	5	1.00	0.00
Administrative Clerk II	1.00	4	1.00	0.00
Communications and Data Specialist	5.00	4	5.00	0.00
Information Input Specialist	1.00	4	1.00	0.00
Police Reports Specialist	1.00	4	1.00	0.00
Senior Clerk	1.00	4	1.00	0.00
Administrative Clerk I	1.00	3	1.00	0.00
Criminal Records Coordinator	1.00	3	1.00	0.00
Teleserve Operator	2.00	3	2.00	0.00
DEPARTMENT TOTAL	366.00		358.00	8.00

Department: Public Works

			Rev	enues
Job Title	No.	<u>Grade</u>	<u>City</u>	Special
Commissioner of Public Works	0.25	E 10	0.25	0.00
Deputy Commissioner of Public Works	0.50	E 09	0.50	0.00
Administrative Assistant II	0.25	E 02	0.25	0.00
City Engineer	0.45	M 08	0.45	0.00
Director of Transportation	1.00	M 08	1.00	0.00
Administrative Services Director	0.35	M 07	0.35	0.00
Operations Director	1.00	M 07	1.00	0.00
Transportation Engineer	1.00	10	1.00	0.00
Building Services Manager	1.00	9	1.00	0.00
Construction Supervisor/RCMS MGR	0.50	9	0.50	0.00
Contracts & Fleet Administrator	1.00	9	1.00	0.00
Sanitation Manager	1.00	9	1.00	0.00
Assistant Building Services Manager	1.00	8	1.00	0.00
Assistant Sanitation Supervisor	2.00	8	2.00	0.00
Assistant Street Cleaning Supervisor	2.00	8	2.00	0.00
Traffic Maintenance Foreman	1.00	8	1.00	0.00
Administrative Services Coordinator	0.50	7	0.50	0.00
Constituent Services Supervisor	0.30	7	0.30	0.00
Engineering Records Coordinator	0.25	7	0.25	0.00
Senior Signal Electrician	2.00	7	2.00	0.00
Special Assistant to the Public Works Commissioner	0.50	7	0.50	0.00
Special Projects Coordinator	1.00	7	1.00	0.00
Street Cleaning Manager	1.00	7	1.00	0.00
Transportation Administrative Supervisor	1.00	7	1.00	0.00
Assistant Constituent Services Supervisor	0.30	6	0.30	0.00
Assistant Street and Sewer Maintenance Supervisor	0.20	6	0.20	0.00
Building Services Foreman	1.00	6	1.00	0.00
Building Technician I	1.00	6	1.00	0.00
Senior Equipment Operator	9.40	6	9.40	0.00
Signal Electrician	2.00	6	2.00	0.00
Utility Facilities Program Administrator	0.50	6	0.50	0.00
Administrative Clerk III	0.50	5	0.50	0.00
Equipment Operator	15.00	5	15.00	0.00
Purchasing Coordinator I	0.70	5	0.70	0.00
Sanitation Driver	15.00	5	15.00	0.00
Traffic Maintenance Technician II	4.00	5	4.00	0.00
Labor Foreman II	0.20	4	0.20	0.00

Fund: General (Continued)
Department: Public Works

			Rev	enues
Job Title	<u>No.</u>	Grade	<u>City</u>	Special
Sanitation Worker	25.00	4	25.00	0.00
Traffic Technician II	2.00	4	2.00	0.00
Constituent Services Assistant	0.90	3	0.90	0.00
General Laborer II	18.00	2	18.00	0.00
General Laborer I	1.00	1	1.00	0.00
DEPARTMENT TOTAL	117.55		117.55	0.00

Fund: Water and Sewer Department: Public Works

			Rev	venues
Job Title	<u>No.</u>	Grade	<u>City</u>	Special
Commissioner of Public Works	0.75	E 10	0.75	0.00
Deputy Commissioner of Public Works	0.50	E 09	0.50	0.00
Administrative Assistant II	0.75	E 02	0.75	0.00
City Engineer	0.55	M 08	0.55	0.00
Water Division Director	1.00	M 08	1.00	0.00
Administrative Services Director	0.65	M 07	0.65	0.00
Assistant Water Division Director	2.00	M 07	2.00	0.00
Water Quality Manager	1.00	M 06	1.00	0.00
Manager of Sustainability & Environmental Compliance	1.00	11	1.00	0.00
Water Distribution Supervisor	2.00	11	2.00	0.00
Civil Engineer	2.00	10	2.00	0.00
Water Utility Project Manager	1.00	10	1.00	0.00
Assistant Water Distribution Supervisor	1.00	9	1.00	0.00
Construction Supervisor/RCMS MGR	0.50	9	0.50	0.00
Contracts & Maintenance Supervisor	1.00	9	1.00	0.00
Forestry Programs & Operation Supervisor	1.00	9	1.00	0.00
Sewer Maintenance Supervisor	1.00	9	1.00	0.00
Water Production Supervisor	1.00	9	1.00	0.00
Water Quality Laboratory Coordinator	1.00	9	1.00	0.00
City Forester	1.00	8	1.00	0.00
Water Production Maintenance Foreman	2.00	8	2.00	0.00
Water Quality Laboratory Supervisor	1.00	8	1.00	0.00
Administrative Services Coordinator	0.50	7	0.50	0.00
Assistant Water Production Supervisor	1.00	7	1.00	0.00
Chief Construction Inspector	1.00	7	1.00	0.00
Constituent Services Supervisor	0.70	7	0.70	0.00
Engineering Records Coordinator	0.75	7	0.75	0.00
GIS Analyst II	1.00	7	1.00	0.00
Plant Mechanic	4.00	7	4.00	0.00
Special Assistant to the Public Works Commissioner	0.50	7	0.50	0.00
Water Meter Supervisor	1.00	7	1.00	0.00
Wet Weather Administrator	1.00	7	1.00	0.00
Assistant Constituent Services Supervisor	0.70	6	0.70	0.00
Assistant Street and Sewer Maintenance Supervisor	0.80	6	0.80	0.00
Assistant Water Meter Supervisor	1.00	6	1.00	0.00
Construction Inspector	3.00	6	3.00	0.00
Plant Operator	8.00	6	8.00	0.00
Senior Equipment Operator	6.60	6	6.60	0.00
Tree Climber II/Tree Crew Foreman	1.00	6	1.00	0.00

Fund: Water and Sewer (Continued)

Department: Public Works

			Rev	enues
Job Title	No.	Grade	<u>City</u>	Special
Utility Facilities Program Administrator	0.50	6	0.50	0.00
Water Quality Specialist	3.00	6	3.00	0.00
Water Systems Valve Technician	1.00	6	1.00	0.00
Purchasing Coordinator I	1.30	5	1.30	0.00
GIS Technician I	1.00	4	1.00	0.00
Administrative Clerk III	0.50	5	0.50	0.00
Equipment Operator	3.00	5	3.00	0.00
Labor Foreman III	3.00	5	3.00	0.00
Maintenance Mechanic III	9.00	5	9.00	0.00
Labor Foreman II	0.80	4	0.80	0.00
Maintenance Mechanic II	3.00	4	3.00	0.00
Tree Climber I	1.00	4	1.00	0.00
Constituent Services Assistant	2.10	3	2.10	0.00
General Laborer III	9.00	3	9.00	0.00
Maintenance Mechanic I	1.00	3	1.00	0.00
Technical Maintenance Mechanic I	1.00	3	1.00	0.00
General Laborer II	8.00	2	8.00	0.00
DEPARTMENT TOTAL	104.45		104.45	0.00

Department: Real Estate and Housing

			Rev	enues
Job Title	No.	<u>Grade</u>	<u>City</u>	Special
Director of Real Estate and Housing	1.00	E 08	0.75	0.25
Director of Compliance & Development	1.00	M 06	0.40	0.60
Director of Grants & Rehabilitation	1.00	M 06	0.05	0.95
Senior Program Director	1.00	M 05	0.10	0.90
Program Administrator	1.00	8	0.00	1.00
Development Specialist	1.00	7	0.30	0.70
Financial Administrator	1.00	7	0.00	1.00
Senior Rehabilitation Specialist II	2.00	6	0.38	1.62
Administrative Clerk III	1.00	5	0.22	0.78
DEPARTMENT TOTAL	10.00		2.20	7.80

ATTACHMENT B

City of Wilmington Executive and Managerial Position Level Salary Structure Matrix FY 2025

F 1 2025		y Range - 06/30/25
Level 1 Administrative Assistant I	\$45,833	\$64,167
Level 2 Administrative Assistant II Constituent Services Officer Cultural/Arts Program Assistant	\$51,250	\$71,750
Level 3 Events Permitting and Special Projects Coordinator Senior Constituent Services Officer Special Assistant for Community Engagement	\$57,143	\$82,857
Level 4 Best Practices/Innovation Specialist Digital & Social Media Manager Legal Office Administrator Office Manager/Administrative Assistant	\$63,600	\$95,400
Level 5 311 Administrator Director of Communications Economic Development Project Manager I Emergency Medical Services Manager Senior Program Director Superintendent of Maintenance, Parks & Recreation Superintendent of Recreation Youth & Families Manager	\$70,588	\$109,412
Level 6 Director of Compliance & Development Director of Cultural Affairs Director of Grants & Rehabilitation Occupational Health, Safety & Loss Prevention Program Manager Payroll Manager Planning Manager Principal Analyst Small & Minority Business Development Manager Water Quality Manager	\$80,000	\$124,000

Attachment B Page 1 of 3

Salary Range <u>07/01/24 - 06/30/25</u>

<u>Level 7</u> \$90,745 \$140,655

Administrative Services Director

Assistant Budget Director

Assistant City Solicitor

Assistant Water Division Director

Customer Service Manager

Deputy Director – Land Use

Deputy Director – Planning

Deputy Director of Parks & Recreation

Director of Employee Benefits

Director of Employment Services

Emergency Management Director

Operations Director

Procurement Manager

Special Assistant to the Mayor

<u>Level 8</u> \$101,462 \$162,338

Accounting Manager

Auditing Manager

Budget Director

City Engineer

Commissioner of Licenses & Inspections

Deputy Chief of Fire

Deputy Chief of Staff for Policy & Communications

Deputy Chief of Staff of Operations

Director of Classification & Compensation

Director of Real Estate & Housing

Director of Transportation

Neighborhood Development Director

Police Policy & Communications Director

Senior Assistant City Solicitor

Senior Financial Officer

Tax Manager

Water Division Director

Level 9 \$116.923 \$187.077

Chief of Fire

City Auditor

Deputy City Solicitor

Deputy Commissioner of Public Works

Deputy Director of Finance

Deputy Director of Human Resources

Director of Economic Development

Director of Integrated Technologies

Director of Land Use and Planning

Director of Parks & Recreation

Attachment B Page 2 of 3

Salary Range <u>07/01/24 - 06/30/25</u>

<u>Level 10</u> \$134,615 \$215,385

City Solicitor

Commissioner of Public Works

Director of Finance

Director of Human Resources

<u>Level 11</u> \$165,385 \$264,615

Chief of Police Chief of Staff

Effective: 07/01/24 Revised: 03/19/24

City of Wilmington Salary Review Matrix FY '25

	First Third	Middle Third	Top Third
Far Above Expectations	Up to 4%	Up to 4%	Up to 4%
Above Expectations	Up to 3.5%	Up to 3.5%	Up to 3.5%
Meets Expectations	Up to 3%	Up to 3%	Up to 3%
Below Expectations	Up to 2%	Up to 2%	Up to 2%

Revised: 03/19/24

DECLARED RATES

Department Heads

FY 2025

Title	Salary
Mayor	\$200,000
Chief of Staff	\$198,462
City Treasurer	\$166,951
City Solicitor	\$174,999
Commissioner of Public Works	\$174,999
Chief of Police	\$220,000
Director of Finance	\$174.999
Director of Human Resources	\$174,999
Chief of Fire	\$170,234
Director of Economic Development	\$142,045
Commissioner of Licenses and Inspections	\$142,045
City Auditor	\$152,000
Director of Land Use and Planning	\$163,691
Director of Parks and Recreation	\$142,045
Director of Real Estate and Housing	\$142,045

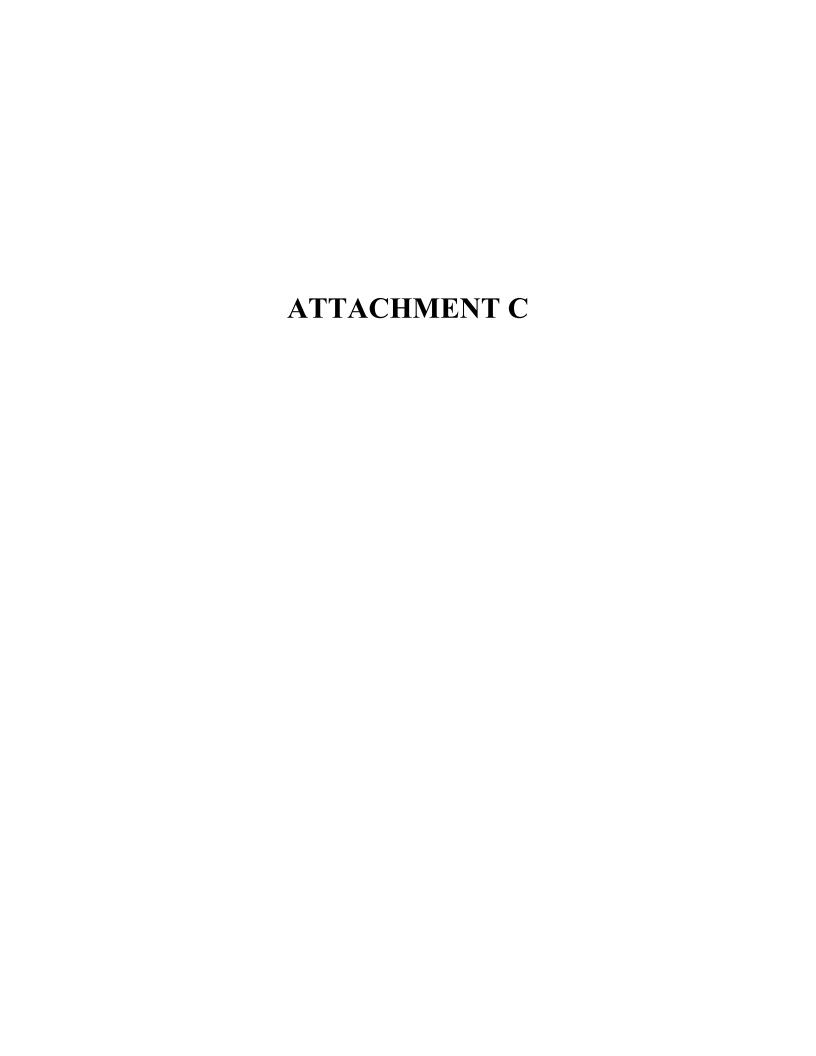
The Declared Rate Listing states the maximum salary for each position for each fiscal year. The actual salaries may be less than the declared rates.

Revised: 03/19/24

City of Wilmington Fiscal Year 2025 Executive and Managerial Pay Plan

	First Third	Second Third	Top Third		
Level 1	\$45,833 - \$51,944	\$51,945 - \$58,055	\$58,056 - \$64,167		
Level 2	\$51,250 - \$58,083	\$58,084 - \$64,916	\$64,917 - \$71,750		
Level 3	\$57,143 - \$65,713	\$65,714 - \$74,285	\$74,286 - \$82,857		
Level 4	\$63,600 - \$74,200	\$74,201 - \$84,799	\$84,800 - \$95,400		
Level 5	\$70,588- \$83,529	\$83,530 - \$96,470	\$96,471 - \$109,412		
Level 6	\$80,000 - \$94,667	\$94,668 - \$109,332	\$109,333 - \$124,000		
Level 7	\$90,745 - \$107,382	\$107,383 - \$124,017	\$124,018 - \$140,655		
Level 8	\$101,462 - \$121,754	\$121,755 - \$142,045	\$142,046 - \$162,338		
Level 9	\$116,923 - \$140,308	\$140,309 - \$163,691	\$163,692 - \$187,077		
Level 10	\$134,615 - \$161,538	\$161,539 - \$188,461	\$188,462 - \$215,385		
Level 11	\$165,385 - \$198,462	\$198,463 - \$231,537	\$231,538 - \$264,615		

Revised: 03/19/24



Non-Union Pay Scale 07/01/24 - 06/30/25

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
1	\$37,500	\$39,000	\$40,500	\$42,000	\$43,500	\$45,000	\$46,500	\$48,000	\$49,500	\$51,000	\$52,500
2	\$40,500	\$42,120	\$43,740	\$45,360	\$46,980	\$48,600	\$50,220	\$51,840	\$53,460	\$55,080	\$56,700
3	\$43,740	\$45,490	\$47,239	\$48,989	\$50,738	\$52,488	\$54,238	\$55,987	\$57,737	\$59,486	\$61,236
4	\$47,239	\$49,129	\$51,018	\$52,908	\$54,797	\$56,687	\$58,577	\$60,466	\$62,356	\$64,245	\$66,135
5	\$51,018	\$53,059	\$55,100	\$57,140	\$59,181	\$61,222	\$63,263	\$65,304	\$67,344	\$69,385	\$71,426
6	\$53,976	\$56,405	\$58,834	\$61,262	\$63,691	\$66,120	\$68,549	\$70,978	\$73,406	\$75,835	\$78,264
7	\$58,294	\$60,917	\$63,540	\$66,164	\$68,787	\$71,410	\$74,033	\$76,656	\$79,280	\$81,903	\$84,526
8	\$62,958	\$65,791	\$68,624	\$71,457	\$74,290	\$77,123	\$79,956	\$82,789	\$85,622	\$88,455	\$91,288
9	\$66,634	\$69,966	\$73,298	\$76,629	\$79,961	\$83,293	\$86,625	\$89,957	\$93,288	\$96,620	\$99,952
10	\$71,965	\$75,563	\$79,161	\$82,760	\$86,358	\$89,956	\$93,554	\$97,152	\$100,751	\$104,349	\$107,947
11	\$77,722	\$81,608	\$85,494	\$89,380	\$93,266	\$97,152	\$101,038	\$104,924	\$108,810	\$112,696	\$116,582