

ORD 25-001

**AN ORDINANCE CONSTITUTING AMENDMENT NO. 2 TO THE FISCAL YEAR 2025 OPERATING BUDGET (BEING AN ORDINANCE TO AMEND SUBSTITUTE NO. 1 TO ORDINANCE NO. 24-016)**

#0005

Sponsor:

Council  
President  
Congo

Co-Sponsor:

Council  
Member  
Harlee

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

WHEREAS, pursuant to City Charter Section 2-300, on May 16, 2024, City Council adopted the annual operating budget for Fiscal Year 2025 in Substitute No. 1 to Ordinance No. 24-016 (the “Fiscal Year 2025 Annual Operating Budget”); and

WHEREAS, on October 17, 2024, City Council passed Ordinance No. 24-050, which constituted the first amendment to the Fiscal Year 2025 Annual Operating Budget; and

WHEREAS, City Council would like to further amend the Fiscal Year 2025 Annual Operating Budget to create the following two positions in City Council: (i) a “Legislative Aide/Financial Controller,” which will be split-funded (75% General Fund and 25% CATV Fund) and will have an annual salary of \$76,000 and (ii) a “Director of Educational Advocacy,” which will have an annual salary of \$110,000; and

WHEREAS, City Council would like to further amend the Fiscal Year 2025 Annual Operating Budget to create the “Office of Educational Advocacy” in City Council and, in addition to the creation of the new position of “Director of Educational Advocacy,” make the following appropriations to City Council to be used for such office: (i) increase the General Fund Personal Services account group budget appropriation by \$20,000 for salaries for temporary employees and (ii) increase the General Fund Materials, Supplies, and Equipment account group budget appropriation by \$25,000 for compensation for consultants; and

**WHEREAS**, the new City Administration would like to further amend the Fiscal Year 2025 Annual Operating Budget to: (i) add the following six positions in the Mayor’s Office: (1) a “Special Assistant for Community Engagement,” with an annual salary of \$89,033, (2) a “Constituent Services Officer,” with an annual salary of \$70,000, (3) a “Director of Community Engagement,” with an annual salary of \$125,407, (4) a “Director of Special Projects,” with an annual salary of \$110,263, (5) an “Executive Assistant to the Mayor,” with an annual salary of \$63,000 and (6) a “Mayor Office’s Receptionist,” with an annual salary of \$55,000; (ii) delete the following four positions in the Mayor’s Office: (1) one “Administrative Assistant II,” (2) one “Special Assistant to the Mayor,” (3) the “Neighborhood Development Director,” and (4) the “Best Practices/Innovation Specialist;” (iii) upgrade the two positions in the Mayor’s Office titled “Special Assistant for Community Engagement” from E03 and E04 with no salary change; (iv) change the titles for the following two positions in the Mayor’s Office: (1) change the “Digital and Social Media Manager” to the “Deputy Director of Communications” and (2) change the “Office Manager/Administrative Assistant” to the “Mayor’s Office - Director of Operations”; and (v) increase the Mayor’s annual salary to \$185,000; and

**WHEREAS**, the Office of the Treasurer would like to further amend the Fiscal Year 2025 Annual Operating Budget to change the titles for the following two positions in the Treasurer’s Office: (1) change the “Pension Manager” to the “Retirement Benefits & Pension Manager” and (2) change the “Debt Manager/Systems Coordinator” to the “Cash & Investments Portfolio Manager”; and

**WHEREAS**, City Council deems it necessary and appropriate to amend the Fiscal Year 2025 Annual Operating Budget contained in Substitute No. 1 to Ordinance No. 24-016, as previously amended by Ordinance No. 24-050, as set forth below.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF WILMINGTON

HEREBY ORDAINS:

SECTION 1. Section 2 of the Fiscal Year 2025 Annual Operating Budget contained in Substitute No. 1 to Ordinance No. 24-016 is hereby deleted in its entirety and replaced with the following:

SECTION 2. Appropriations in the sum of \$209,855,931 are hereby made from a general fund, as follows:

<b>TO THE MAYOR:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$4,076,852	\$85,810	\$4,162,662
Materials, Supplies, and Equipment	2,365,215	0	2,365,215
Debt Service	1,194,128	0	1,194,128
<b>Total</b>	<b>\$7,636,195</b>	<b>\$85,810</b>	<b>\$7,722,005</b>

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

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.

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

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.

<b>TO THE LAND USE &amp; PLANNING DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
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
<b>Total</b>	<b>\$4,612,561</b>	<b>\$0</b>	<b>\$4,612,561</b>

<b>TO THE CITY COUNCIL:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$1,816,109	\$746,632	\$2,562,741
Materials, Supplies, and Equipment	971,910	391,453	1,363,363
Debt Service	0	22,805	22,805
Special Purpose	16,000	0	16,000
<b>Total</b>	<b>\$2,804,019</b>	<b>\$1,160,890</b>	<b>\$3,964,909</b>

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

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

<b>TO THE LAW DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,421,948	\$0	\$2,421,948
Materials, Supplies, and Equipment	535,746	0	535,746
<b>Total</b>	<b>\$2,957,694</b>	<b>\$0</b>	<b>\$2,957,694</b>

<b>TO THE DEPARTMENT OF FINANCE:</b>			
	<u>City</u>	<u>Special</u>	<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
<b>Total</b>	<b>\$11,017,799</b>	<b>\$0</b>	<b>\$11,017,799</b>

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

<b>TO THE HUMAN RESOURCES DEPARTMENT:</b>			
	<u>City</u>	<u>Special</u>	<u>Total</u>
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
<b>Total</b>	<b>\$2,653,126</b>	<b>\$0</b>	<b>\$2,653,126</b>

<b>TO THE DEPARTMENT OF LICENSES AND INSPECTIONS (L&amp;I):</b>			
	<u>City</u>	<u>Special</u>	<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
<b>Total</b>	<b>\$3,424,603</b>	<b>\$0</b>	<b>\$3,424,603</b>

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

**TO THE DEPARTMENT OF PARKS AND RECREATION:**

	<u>City</u>	<u>Special</u>	<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
<b>Total</b>	<b>\$10,882,065</b>	<b>\$1,651,749</b>	<b>\$12,533,814</b>

**TO THE FIRE DEPARTMENT:**

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$25,950,131	\$0	\$25,950,131
Materials, Supplies, and Equipment	5,746,686	198,000	5,944,686
Debt Service	1,382,506	0	1,382,506
<b>Total</b>	<b>\$33,079,323</b>	<b>\$198,000</b>	<b>\$33,277,323</b>

**TO THE POLICE DEPARTMENT:**

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$58,501,033	\$916,682	\$59,417,715
Materials, Supplies, and Equipment	10,193,641	0	10,193,641
Debt Service	145,871	0	145,871
<b>Total</b>	<b>\$68,840,545</b>	<b>\$916,682</b>	<b>\$69,757,227</b>

**TO THE DEPARTMENT OF PUBLIC WORKS:**

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$10,332,603	\$0	\$10,332,603
Materials, Supplies, and Equipment	13,632,527	1,197,977	14,830,504
Debt Service	5,914,619	0	5,914,619
<b>Total</b>	<b>\$29,879,749</b>	<b>\$1,197,977</b>	<b>\$31,077,726</b>

**TO THE DEPARTMENT OF REAL ESTATE AND HOUSING:**

	<u>City</u>	<u>Special</u>	<u>Total</u>
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
<b>Total</b>	<b>\$2,575,313</b>	<b>\$3,917,850</b>	<b>\$6,493,163</b>

**TO THE DEPARTMENT OF INFORMATION TECHNOLOGIES:**

	<u>City</u>	<u>Special</u>	<u>Total</u>
Personal Services	\$2,363,508	\$0	\$2,363,508
Materials, Supplies, and Equipment	7,928,928	0	7,928,928
Debt Service	910,948	0	910,948
<b>Total</b>	<b>\$11,203,384</b>	<b>\$0</b>	<b>\$11,203,384</b>

**SECTION 2.** Section 7 of the Fiscal Year 2025 Annual Operating Budget contained in Substitute No. 1 to Ordinance No. 24-016 is hereby deleted in its entirety and replaced with the following:

**SECTION 7.** Appropriations in the sum of \$15,658,957, 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 3.** Section 12 of the Fiscal Year 2025 Annual Operating Budget contained in Substitute No. 1 to Ordinance No. 24-016 is hereby deleted in its entirety and replaced with the following:

**SECTION 12.** Use of CATV Fund Balance. The use of up to \$259,041 in CATV Fund Balance is hereby authorized in Fiscal Year 2025 to balance the CATV operating budget and to provide a \$150,000 appropriation in Material, Supplies, and Equipment for costs related to the third-party operator.

**SECTION 4.** A new Section 16 is hereby added to the Fiscal Year 2025 Annual Operating Budget contained in Substitute No. 1 to Ordinance No. 24-016, which shall read as follows:

**SECTION 16.** Creation of the Office of Educational Advocacy in City Council. There is hereby created the "Office of Educational Advocacy," which will be a division within City Council. The purpose of the "Office Educational Advocacy" shall be to (i) serve as an advocate for the educational needs and rights of the youth of the City of Wilmington, including, but not limited to, the educational resources and support that such youth need to succeed and (ii) develop and support evidence-based legislative solutions to address such educational needs and rights.

**SECTION 5.** Attachment "A" to the Fiscal Year 2025 Annual Operating Budget contained in Substitute No. 1 to Ordinance No. 24-016 is hereby deleted in its entirety and replaced with Attachment "A" to this Ordinance.

**SECTION 6.** Attachment "B" to the Fiscal Year 2025 Annual Operating Budget contained in Substitute No. 1 to Ordinance No. 24-016 is hereby deleted in its entirety and replaced with Attachment "B" to this Ordinance.

**SECTION 7.** Except as otherwise expressly modified in this Ordinance, all other provisions of the Fiscal Year 2025 Annual Operating Budget contained in Substitute No. 1 to Ordinance No. 24-016, as previously amended by Ordinance No. 24-050, shall remain in full force and effect.

**SECTION 8.** This Ordinance shall be deemed effective as of January 8, 2025.

First Reading.....January 7, 2025  
Second Reading.....January 7, 2025  
Third Reading.....

Passed by City Council,

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President of City Council



ATTEST: \_\_\_\_\_  
City Clerk

Approved this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

**SYNOPSIS AND FISCAL IMPACT:** This Ordinance is the second amendment to the Fiscal Year 2025 Operating Budget, which was originally enacted in Substitute No. 1 to Ordinance No. 24-016 and was previously amended by Ordinance No. 24-050.

This Ordinance authorizes the creation of the following new positions (with the corresponding General Fund and CATV Fund budget group appropriations): (i) two positions in City Council (a “Legislative Aide/Financial Controller,” which will be split-funded (75% General Fund and 25% CATV Fund) and a “Director of Educational Advocacy”) and (ii) six positions in the Mayor’s Office (a “Special Assistant for Community Engagement,” a “Constituent Services Officer,” a “Director of Community Engagement,” a “Director of Special Projects,” an “Executive Assistant to the Mayor,” and a “Mayor Office’s Receptionist”). This Ordinance also authorizes the deletion of the following four positions in the Mayor’s Office: (i) one “Administrative Assistant II,” (ii) the “Special Assistant to the Mayor,” (iii) the “Neighborhood Development Director,” and (iv) the “Best Practices/Innovation Specialist.” In addition, this Ordinance authorizes: (i) upgrading the two positions titled “Special Assistant for Community Engagement” in the Mayor’s Office from E03 and E04; (ii) changing the titles of the following two positions in the Mayor’s Office (changing the “Digital and Social Media Manager” to the “Deputy Director of Communications” and the “Office Manager/Administrative Assistant” to the “Mayor’s Office - Director of Operations);” and (iii) changing the titles of the following two positions in the Office of the Treasurer (changing the “Pension Manager” to the “Retirement Benefits & Pension Manager” and the “Debt Manager/Systems Coordinator” to the “Cash & Investments Portfolio Manager”). The Fiscal Year 2025 Position Allocation List and the Fiscal Year 2025 Executive and Managerial Position Level Salary Structure Matrix, attached to this Ordinance as Attachments “A” and “B” respectively, have been revised to reflect the aforementioned changes.

This Ordinance also authorizes the creation of the “Office of Educational Advocacy” in City Council to (i) serve as an advocate for the educational needs and rights of the youth of the City of Wilmington and (ii) develop and support evidence-based legislative solutions to address such educational needs and rights. In addition to the creation of the new position of “Director of Educational Advocacy,” this Ordinance authorizes the following appropriations to City Council to support the “Office of Educational Advocacy”: (i) increasing the General Fund Personal Services account group budget appropriation by \$20,000 for salaries for temporary employees (plus an additional \$1,530 for FICA and Medicare taxes) and (ii) increasing the General Fund Materials, Supplies, and Equipment account group budget appropriation by \$25,000 for compensation for consultants.

Finally, this Ordinance authorizes the following appropriations: (i) increasing the Mayor’s annual salary to \$185,000 and (ii) increasing the maximum amount of CATV Fund Balance that may be used to balance the CATV operating budget by \$10,341.

The total fiscal impact of this Ordinance is an increase in the Fiscal Year 2025 Annual Operating Budget of \$288,586 (\$278,245 in the General Fund and \$10,341 in the CATV Fund). The Fiscal Year 2025 budgeted surplus is sufficient to cover the General Fund portion of the total appropriation increase, and this Ordinance authorizes an increase in the use of the CATV Fund Balance to cover the increased CATV Fund appropriation.

W0127470

# **ATTACHMENT A**

**Fiscal Year 2025**  
**DEPARTMENTAL POSITION ALLOCATION LIST**

**Operating Budget Amendment #2****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
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
Director of Community Engagement	1.00	E 07	1.00	0.00
Director of Special Projects	1.00	E 07	1.00	0.00
Emergency Management Director	1.00	E 07	0.50	0.50
Special Assistant to the Mayor	1.00	E 07	1.00	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
Deputy Director of Communications	1.00	E 04	1.00	0.00
Mayor's Office - Director of Operations	1.00	E 04	1.00	0.00
Special Assistant for Community Engagement	2.00	E 04	2.00	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
Administrative Assistant II	1.00	E 02	1.00	0.00
Constituent Services Officer	2.00	E 02	2.00	0.00
Cultural/Arts Program Assistant	1.00	E 02	1.00	0.00
Executive Assistant to the Mayor	1.00	E 02	1.00	0.00
Mayor's Office Receptionist	1.00	E 01	1.00	0.00
Budget Director	1.00	M 08	1.00	0.00
Assistant Budget Director	1.00	M 07	1.00	0.00
Small and Minority Business Development Manager	1.00	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
<b>DEPARTMENT TOTAL</b>	<b>32.00</b>		<b>31.50</b>	<b>0.50</b>

**Fund: General**  
**Department: Information Technologies**  
**Fiscal Year 2025**

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
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
<b>DEPARTMENT TOTAL</b>	<b>21.00</b>		<b>21.00</b>	<b>0.00</b>

**Fund: General**  
**Department: Land Use & Planning**  
**Fiscal Year 2025**

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director Land Use & Planning	1.00	F 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
<b>DEPARTMENT TOTAL</b>	<b>26.00</b>		<b>26.00</b>	<b>0.00</b>

**Fund: General**  
**Department: City Council**  
**Fiscal Year 2025**

<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 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
Director of Educational Advocacy	1.00	Ext	1.00	0.00
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 Aide/Financial Controller	1.00	Ext	0.75	0.25
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
<b>DEPARTMENT TOTAL</b>	<b>29.00</b>		<b>21.40</b>	<b>7.60</b>

**Fund: General**  
**Department: City Treasurer**  
**Fiscal Year 2025**

<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
Retirement Benefits & Pension Manager	1.00	Ext	0.00	1.00
Cash & Investments Portfolio Manager	1.00	Ext	0.50	0.50
Senior Treasury Analyst	2.00	9	1.00	1.00
<b>DEPARTMENT TOTAL</b>	<b>7.00</b>		<b>3.00</b>	<b>4.00</b>



**Fund: General**  
**Department: City Auditor**  
**Fiscal Year 2025**

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
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
<b>DEPARTMENT TOTAL</b>	<b>5.00</b>		<b>5.00</b>	<b>0.00</b>

**Fund: General**  
**Department: Law**  
**Fiscal Year 2025**

<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
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
<b>DEPARTMENT TOTAL</b>	<b>17.00</b>		<b>17.00</b>	<b>0.00</b>

**Fund: General**  
**Department: Finance**  
**Fiscal Year 2025**

<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 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

**Fund: General (Continued)**  
**Department: Finance**  
**Fiscal Year 2025**

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
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
<b>DEPARTMENT TOTAL</b>	<b>54.80</b>		<b>54.80</b>	<b>0.00</b>

**Fund: Water and Sewer**  
**Department: Finance**  
**Fiscal Year 2025**

<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 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
<b>DEPARTMENT TOTAL</b>	<b>28.20</b>		<b>28.20</b>	<b>0.00</b>

**Fund: General**  
**Department: Human Resources**  
**Fiscal Year 2025**

<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 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
<b>DEPARTMENT TOTAL</b>	<b>17.10</b>		<b>17.10</b>	<b>0.00</b>

**Fund: Internal Service**  
**Department: Human Resources**  
**Fiscal Year 2025**

<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 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
<b>DEPARTMENT TOTAL</b>	<b>9.90</b>		<b>9.90</b>	<b>0.00</b>

**Fund: General**  
**Department: Licenses and Inspections**  
**Fiscal Year 2025**

<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 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
<b>DEPARTMENT TOTAL</b>	<b>26.00</b>		<b>26.00</b>	<b>0.00</b>



**Fund: General**  
**Department: Parks and Recreation**  
**Fiscal Year 2025**

<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 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
<b>DEPARTMENT TOTAL</b>	<b>41.00</b>		<b>39.60</b>	<b>1.40</b>

**Fund: General**  
**Department: Fire**  
**Fiscal Year 2025**

<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 08	2.00	0.00
Administrative Assistant II	1.00	E 02	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
<b>DEPARTMENT TOTAL</b>	<b>160.00</b>		<b>160.00</b>	<b>0.00</b>

**Fund: General**  
**Department: Police**  
**Fiscal Year 2025**

<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 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
<b>DEPARTMENT TOTAL</b>	<b>366.00</b>		<b>358.00</b>	<b>8.00</b>

**Fund: General**  
**Department: Public Works**  
**Fiscal Year 2025**

<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 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**  
**Fiscal Year 2025**

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
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
<b>DEPARTMENT TOTAL</b>	<b>117.55</b>		<b>117.55</b>	<b>0.00</b>

**Fund: Water and Sewer**  
**Department: Public Works**  
**Fiscal Year 2025**

<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 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**  
**Fiscal Year 2025**

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
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
<b>DEPARTMENT TOTAL</b>	<b>104.45</b>		<b>104.45</b>	<b>0.00</b>

**Fund: General**  
**Department: Real Estate and Housing**  
**Fiscal Year 2025**

<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	0.75	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
<b>DEPARTMENT TOTAL</b>	<b>10.00</b>		<b>2.20</b>	<b>7.80</b>



# **ATTACHMENT B**

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

	<u>Salary Range</u> <u>07/01/24 - 06/30/25</u>	
<b><u>Level 1</u></b>	\$45,833	\$64,167
Administrative Assistant I Mayor's Office Receptionist		
<b><u>Level 2</u></b>	\$51,250	\$71,750
Administrative Assistant II Constituent Services Officer Cultural/Arts Program Assistant Executive Assistant to the Mayor		
<b><u>Level 3</u></b>	\$57,143	\$82,857
Events Permitting and Special Projects Coordinator Senior Constituent Services Officer		
<b><u>Level 4</u></b>	\$63,600	\$95,400
Deputy Director of Communications Legal Office Administrator Mayor's Office - Director of Operations Special Assistant for Community Engagement		
<b><u>Level 5</u></b>	\$70,588	\$109,412
311 Administrator Director of Communications Economic Development Project Manager I Senior Program Director Superintendent of Maintenance, Parks & Recreation Superintendent of Recreation Youth & Families Manager		
<b><u>Level 6</u></b>	\$80,000	\$124,000
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		

**Salary Range**  
**07/01/24 - 06/30/25**

<b><u>Level 7</u></b>	<ul style="list-style-type: none"> <li>Administrative Services Director</li> <li>Assistant Budget Director</li> <li>Assistant City Solicitor</li> <li>Assistant Water Division Director</li> <li>Customer Service Manager</li> <li>Deputy Director – Land Use</li> <li>Deputy Director – Planning</li> <li>Deputy Director of Parks &amp; Recreation</li> <li>Director of Community Engagement</li> <li>Director of Employee Benefits</li> <li>Director of Employment Services</li> <li>Director of Special Projects</li> <li>Emergency Management Director</li> <li>Operations Director</li> <li>Procurement Manager</li> <li>Special Assistant to the Mayor</li> </ul>	\$90,745	\$140,655
<b><u>Level 8</u></b>	<ul style="list-style-type: none"> <li>Accounting Manager</li> <li>Auditing Manager</li> <li>Budget Director</li> <li>City Engineer</li> <li>Commissioner of Licenses &amp; Inspections</li> <li>Deputy Chief of Fire</li> <li>Deputy Chief of Staff for Policy &amp; Communications</li> <li>Deputy Chief of Staff of Operations</li> <li>Director of Classification &amp; Compensation</li> <li>Director of Real Estate &amp; Housing</li> <li>Director of Transportation</li> <li>Police Policy &amp; Communications Director</li> <li>Senior Assistant City Solicitor</li> <li>Senior Financial Officer</li> <li>Tax Manager</li> <li>Water Division Director</li> </ul>	\$101,462	\$162,338
<b><u>Level 9</u></b>	<ul style="list-style-type: none"> <li>Chief of Fire</li> <li>City Auditor</li> <li>Deputy City Solicitor</li> <li>Deputy Commissioner of Public Works</li> <li>Deputy Director of Finance</li> <li>Deputy Director of Human Resources</li> <li>Director of Economic Development</li> <li>Director of Integrated Technologies</li> <li>Director of Land Use and Planning</li> <li>Director of Parks &amp; Recreation</li> </ul>	\$116,923	\$187,077

**Salary Range**  
**07/01/24 - 06/30/25**

**Level 10**

City Solicitor  
Commissioner of Public Works  
Director of Finance  
Director of Human Resources

\$134,615      \$215,385

**Level 11**

Chief of Police  
Chief of Staff

\$165,385      \$264,615

**Effective: 01/08/25**  
**Revised: 12/31/24**

**City of Wilmington  
Salary Review Matrix  
FY '25**

	<b>First Third</b>	<b>Middle Third</b>	<b>Top Third</b>
<b>Far Above Expectations</b>	Up to 4%	Up to 4%	Up to 4%
<b>Above Expectations</b>	Up to 3.5%	Up to 3.5%	Up to 3.5%
<b>Meets Expectations</b>	Up to 3%	Up to 3%	Up to 3%
<b>Below Expectations</b>	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**

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

Revised: 03/19/24