

# DEPARTMENT OF LICENSES & INSPECTIONS

The Department of Licenses and Inspections (L&I) is responsible for promoting the general welfare and protecting the life, health, and safety of all citizens of Wilmington by monitoring the City's building and housing stock through code enforcement and abatement of code violations. This is achieved by the implementation of fair and unbiased application of the Wilmington City Codes. Our goal is to facilitate voluntary compliance by working in partnership with our constituents.

The Department performs mandated activities by codes, conducts inspections on rental properties, registration of vacant properties, enforcement of the codes and ordinances for all properties.

## PRIORITIES FOR FISCAL YEAR 2027

- Strengthen Code Enforcement & Compliance by:
  - Continuing the transition from a reactive to a proactive enforcement model to ensure consistent citywide coverage and follow-up on violations.
  - Expanding enforcement efforts on vacant and blighted properties through our dedicated inspection teams, citywide sweeps, and standardized inspection protocols.
  - Continue to identify unlicensed and unregistered rental properties through proactive investigations and interdepartmental collaboration, ensuring full compliance with licensing and registration requirements.
  - Strengthening enforcement of civil penalties and escalating non-compliant cases, including referrals for delinquent accounts and Sheriff Sale when necessary.
- Enhance the Department's Operational Efficiency by:
  - Continuing the implementation, utilization, and optimization of the Salesforce tracking system to improve data accuracy, case tracking, and overall departmental performance.
  - Formalizing and implementing comprehensive policies, procedures, and standard operating guidelines to ensure consistency and accountability across all departmental processes to include inspection and enforcement activities.
  - Continue to improve processes for our specialized teams, including Rental and Vacant Property units, to improve efficiency, accountability, and targeted enforcement outcomes.
- Increase Community Engagement & Public Awareness by:
  - Expanding proactive community outreach efforts through public meetings, educational materials, and collaboration with neighborhood groups to promote awareness of code requirements and compliance responsibilities.
  - Increasing accessibility to department leadership to strengthen relationships with residents, civic associations, and elected officials in addressing neighborhood concerns.
  - Improving communication strategies by modernizing notification processes in accordance with City Code requirements and providing clearer guidance to property owners on compliance expectations.
  - Promoting transparency by sharing inspection processes, compliance standards, and enforcement initiatives with stakeholders and the public.
  - Encouraging voluntary compliance by working collaboratively with property owners to establish realistic compliance plans and timelines.

**SUMMARY OF FUNDING FOR THE DEPARTMENT OF LICENSES & INSPECTIONS**

<b>Total All Funds Licenses &amp; Inspections</b>	<b>Actual FY 2024</b>	<b>Actual FY 2025</b>	<b>Budget FY 2026</b>	<b>Proposed FY 2027</b>	<b>Dollar Change FY'27-'26</b>	<b>Percent Change FY'27-'26</b>
Personal Services	2,682,478	2,806,454	2,899,777	3,144,954	245,177	8.5%
Materials, Supplies, and Equipment	212,050	244,027	309,500	288,700	(20,800)	-6.7%
Internal Services	248,957	283,323	271,708	282,233	10,525	3.9%
Debt Service	2,243	2,245	2,187	546	(1,641)	-75.0%
Other / Special Purpose	265,550	268,148	301,301	310,341	9,040	3.0%
<b>Total</b>	<b>3,411,278</b>	<b>3,604,197</b>	<b>3,784,473</b>	<b>4,026,774</b>	<b>242,301</b>	<b>6.4%</b>
<b>Staffing Levels</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>27.00</b>	<b>1.00</b>	<b>3.8%</b>

<b>General Fund Licenses &amp; Inspections</b>	<b>Actual FY 2024</b>	<b>Actual FY 2025</b>	<b>Budget FY 2026</b>	<b>Proposed FY 2027</b>	<b>Dollar Change FY'27-'26</b>	<b>Percent Change FY'27-'26</b>
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**MAJOR FUNDING CHANGES FROM PRIOR YEAR  
GENERAL FUND**

- Personal Services increased by \$245,177 (8.5%). Salaries and Wages rose by \$147,900 (7.7%), primarily due to mandatory salary increases, anniversary step increases, and strategic reorganization. This reorganization resulted in a net increase of one FTE. In addition, several FY 2026 mid-year amendment position changes occurred in March 2026. The total cost (including benefits) for each position is detailed below:
  - Added: Deputy Commissioner of L&I (\$187,393)
  - Added: Property Compliance Officer (\$106,318)
  - Eliminated: Code Enforcement Supervisor (\$172,176)
  - FY 2026 Mid-Year - Upgrade: Code Enforcement Administrator (Grade 6 to 8) (\$10,360)
  - FY 2026 Mid-Year - Added: Administrative Clerk II (\$85,135)
  - FY 2026 Mid-Year - Eliminated: Administrative Supervisor (\$117,854)
- Employee Benefits increased by \$99,188 (9.82%), driven by rising healthcare costs as projected by the City’s insurance consultant, USI.
- Materials, Supplies, and Equipment (MS&E) decreased by \$20,800 (6.7%), primarily due to aligning the budget with prior years' actuals. Notable decreases include Temporary Agencies (\$5,000), Consultants (\$4,000), Registration Fees (\$3,500), and Furniture, Fixtures, and Office Equipment (\$3,500).

# **Licenses & Inspection Department**

FY 2027 Budget Line Items

**Fund 101 - General Fund Dept. 210 - Licenses and Inspections / Licenses and Inspections**

Fund / Div / Char / Account	FY '23 Actual	FY '24 Actual	FY '25 Orig. Budget	FY '25 Actual	FY '26 Orig. Budget	FY '26 YTD Actual	FY '27 Proposed Budget	Dollar Increase or (Decrease) *	Percent Change
101 210 51101 Regular Salaries	1,461,845	1,610,272	1,769,161	1,671,330	1,836,717	1,147,568	1,984,417	147,700	8.0
101 210 51102 Temporary Salaries	503	25,196	30,000	12,045	30,000	10,861	30,000	0	0.0
101 210 51103 Acting Out Of Classification	0	6,434	2,000	111	2,000	0	2,000	0	0.0
101 210 51107 Sick Leave Bonus	400	1,100	1,000	900	1,500	450	1,500	0	0.0
101 210 51108 Overtime	18,817	33,907	30,000	26,247	30,000	24,411	30,000	0	0.0
101 210 51117 Meal Allowance	230	460	200	484	300	486	500	200	66.7
101 210 51120 Clothing Allowance	7,395	4,909	7,200	5,451	7,200	5,624	7,200	0	0.0
101 210 51121 Standby Pay	22,011	18,137	20,000	19,643	20,000	10,874	20,000	0	0.0
101 210 51125 Health Cash Back	2,500	2,600	2,400	2,386	2,400	1,514	2,400	0	0.0
<b>101 210 511** Salaries and Wages</b>	<b>1,513,701</b>	<b>1,703,015</b>	<b>1,861,961</b>	<b>1,738,597</b>	<b>1,930,117</b>	<b>1,201,788</b>	<b>2,078,017</b>	<b>147,900</b>	<b>7.7</b>
101 210 51501 Pension Contribution	250,036	229,049	232,463	251,556	203,670	117,600	187,782	(15,888)	-7.8
101 210 51502 Social Security	92,226	101,996	110,662	103,854	115,074	71,005	124,096	9,022	7.8
101 210 51503 Medicare Tax	21,569	23,854	25,881	24,288	26,912	16,606	29,021	2,109	7.8
101 210 51504 Hospitalization	456,141	441,206	481,458	489,506	468,446	288,713	544,175	75,729	16.2
101 210 51505 Life Insurance	5,750	5,661	6,240	6,068	6,231	5,886	6,480	249	4.0
101 210 51508 Pension Healthcare	111,792	117,321	117,806	124,076	129,116	70,839	136,258	7,142	5.5
101 210 51514 State Pension Plan-Genbiweekly	40,591	48,705	57,377	56,748	60,187	40,390	81,012	20,825	34.6
<b>101 210 515** Employee Benefits</b>	<b>978,105</b>	<b>967,792</b>	<b>1,031,887</b>	<b>1,056,096</b>	<b>1,009,636</b>	<b>611,039</b>	<b>1,108,824</b>	<b>99,188</b>	<b>9.8</b>
101 210 51901 Personal Services Adjustment	17,081	11,671	8,100	11,761	0	0	0	0	0.0
101 210 51902 Attrition	0	0	(38,766)	0	(39,976)	0	(41,887)	(1,911)	4.8
<b>101 210 519** Personal Services Adjst.</b>	<b>17,081</b>	<b>11,671</b>	<b>(30,666)</b>	<b>11,761</b>	<b>(39,976)</b>	<b>0</b>	<b>(41,887)</b>	<b>(1,911)</b>	<b>4.8</b>
<b>101 210 Acct Group Total: Personal Services</b>	<b>2,508,887</b>	<b>2,682,478</b>	<b>2,863,182</b>	<b>2,806,454</b>	<b>2,899,777</b>	<b>1,812,827</b>	<b>3,144,954</b>	<b>245,177</b>	<b>8.5</b>
101 210 52101 Printing	7,427	7,254	12,000	10,707	12,000	1,964	12,000	0	0.0
101 210 52102 Advertising	0	3,212	4,000	2,814	4,000	0	4,000	0	0.0
<b>101 210 521** Printing and Advert.</b>	<b>7,427</b>	<b>10,466</b>	<b>16,000</b>	<b>13,521</b>	<b>16,000</b>	<b>1,964</b>	<b>16,000</b>	<b>0</b>	<b>0.0</b>
101 210 52302 Travel And Substantance	0	1,996	2,500	1,412	2,500	0	2,500	0	0.0
<b>101 210 523** Transportation</b>	<b>0</b>	<b>1,996</b>	<b>2,500</b>	<b>1,412</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0.0</b>
101 210 52504 Parking Fees	20,232	29,400	27,000	23,402	27,000	19,852	27,000	0	0.0
<b>101 210 525** Rentals</b>	<b>20,232</b>	<b>29,400</b>	<b>27,000</b>	<b>23,402</b>	<b>27,000</b>	<b>19,852</b>	<b>27,000</b>	<b>0</b>	<b>0.0</b>
101 210 52613 Property Maintenance	95,946	82,609	130,000	119,665	130,000	45,201	130,000	0	0.0
<b>101 210 526** Contracted Maintenance</b>	<b>95,946</b>	<b>82,609</b>	<b>130,000</b>	<b>119,665</b>	<b>130,000</b>	<b>45,201</b>	<b>130,000</b>	<b>0</b>	<b>0.0</b>
101 210 52701 Consultants	23,183	27,270	34,000	31,204	34,000	2,355	30,000	(4,000)	-11.8
101 210 52712 Temporary Agencies	0	0	0	0	10,000	0	5,000	(5,000)	-50.0
<b>101 210 527** Professional Fees</b>	<b>23,183</b>	<b>27,270</b>	<b>34,000</b>	<b>31,204</b>	<b>44,000</b>	<b>2,355</b>	<b>35,000</b>	<b>(9,000)</b>	<b>-20.5</b>
101 210 52806 Fees-N.O.C	0	0	1,500	0	1,500	0	0	(1,500)	-100.0
<b>101 210 528** Other Fees</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>-100.0</b>
101 210 52901 Subscriptions/Books	1,605	421	2,500	1,532	2,500	39	2,000	(500)	-20.0
101 210 52902 Registrations Fees	11,100	13,126	13,000	3,267	13,000	130	9,500	(3,500)	-26.9
101 210 52903 Business Meetings	4,442	3,334	2,500	1,597	2,500	109	2,000	(500)	-20.0
101 210 52905 Memberships	386	345	1,800	645	1,800	1,210	1,500	(300)	-16.7
<b>101 210 529** Memberships and Reg.</b>	<b>17,533</b>	<b>17,226</b>	<b>19,800</b>	<b>7,041</b>	<b>19,800</b>	<b>1,488</b>	<b>15,000</b>	<b>(4,800)</b>	<b>-24.2</b>
101 210 53109 Contracted Maint.Svcs	373	0	0	0	0	0	0	0	0.0
<b>101 210 531** Miscellaneous Services</b>	<b>373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
101 210 53201 Stationery And Supplies	4,002	4,429	4,200	5,093	4,200	2,267	4,200	0	0.0
<b>101 210 532** Office and Gen. Supplies</b>	<b>4,002</b>	<b>4,429</b>	<b>4,200</b>	<b>5,093</b>	<b>4,200</b>	<b>2,267</b>	<b>4,200</b>	<b>0</b>	<b>0.0</b>
101 210 53301 Uniforms & Related Equipment	22,474	23,347	30,000	26,885	30,000	8,358	30,000	0	0.0
101 210 53302 Clothing Allowance - Pd To Vdr	2,083	4,954	5,000	3,243	5,000	0	5,000	0	0.0
101 210 53303 Wearing App & Safety Supplies	6,187	5,128	6,000	4,844	6,000	2,764	6,000	0	0.0
<b>101 210 533** Wearing Apparel and Safety</b>	<b>30,744</b>	<b>33,429</b>	<b>41,000</b>	<b>34,972</b>	<b>41,000</b>	<b>11,122</b>	<b>41,000</b>	<b>0</b>	<b>0.0</b>
101 210 53401 Access & Parts For Equipment	759	451	500	0	500	0	500	0	0.0
101 210 53403 Food	739	826	1,000	1,877	1,000	1,645	1,000	0	0.0
101 210 53409 Small Tools	139	578	1,000	740	1,000	0	1,000	0	0.0
<b>101 210 534** Misc. Mat., Supp., and Parts</b>	<b>1,637</b>	<b>1,855</b>	<b>2,500</b>	<b>2,617</b>	<b>2,500</b>	<b>1,645</b>	<b>2,500</b>	<b>0</b>	<b>0.0</b>
101 210 53604 Demolition	(30,000)	0	10,000	3,680	10,000	0	10,000	0	0.0
101 210 53606 Hazardous Cleanup	1,555	311	4,000	77	4,000	0	4,000	0	0.0
<b>101 210 536** Construction and Repairs</b>	<b>(28,445)</b>	<b>311</b>	<b>14,000</b>	<b>3,757</b>	<b>14,000</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>0.0</b>
101 210 54101 Furn Fix & Office Equipment	5,062	3,059	5,000	1,343	5,000	0	1,500	(3,500)	-70.0
101 210 54102 Other Noncapitalized Equipment	0	0	0	0	2,000	1,982	0	(2,000)	-100.0
<b>101 210 541** Equipment</b>	<b>5,062</b>	<b>3,059</b>	<b>5,000</b>	<b>1,343</b>	<b>7,000</b>	<b>1,982</b>	<b>1,500</b>	<b>(5,500)</b>	<b>-78.6</b>
<b>101 210 Acct Group Total: MS&amp;E</b>	<b>177,694</b>	<b>212,050</b>	<b>297,500</b>	<b>244,027</b>	<b>309,500</b>	<b>87,876</b>	<b>288,700</b>	<b>(20,800)</b>	<b>-6.7</b>

**Fund 101 - General Fund Dept. 210 - Licenses and Inspections / Licenses and Inspections**

Fund / Div / Char / Account				FY '23 Actual	FY '24 Actual	FY '25 Orig. Budget	FY '25 Actual	FY '26 Orig. Budget	FY '26 YTD Actual	FY '27 Proposed Budget	Dollar Increase or (Decrease) *	Percent Change
101	210	55108	Motor Vehicle Costs	138,124	131,820	210,522	131,988	218,943	59,496	227,701	8,758	4.0
101	210	55123	General Liability	43,152	96,077	30,306	120,974	31,064	15,532	31,841	777	2.5
101	210	55125	Workers Compensation Costs	21,072	21,060	20,848	30,361	21,701	10,851	22,691	990	4.6
<b>101</b>	<b>210</b>	<b>551**</b>	<b>Int. Serv. Chargebck.</b>	<b>202,348</b>	<b>248,957</b>	<b>261,676</b>	<b>283,323</b>	<b>271,708</b>	<b>85,879</b>	<b>282,233</b>	<b>10,525</b>	<b>3.9</b>
<b>101</b>	<b>210</b>		<b>Acct Group Total: Internal Services</b>	<b>202,348</b>	<b>248,957</b>	<b>261,676</b>	<b>283,323</b>	<b>271,708</b>	<b>85,879</b>	<b>282,233</b>	<b>10,525</b>	<b>3.9</b>
101	210	55601	Bond - Principal Payments	2,024	1,537	1,600	1,600	1,622	0	62	(1,560)	-96.2
101	210	55602	Bond - Interest Payments	767	706	645	645	565	282	484	(81)	-14.3
<b>101</b>	<b>210</b>	<b>556**</b>	<b>Debt Service</b>	<b>2,791</b>	<b>2,243</b>	<b>2,245</b>	<b>2,245</b>	<b>2,187</b>	<b>282</b>	<b>546</b>	<b>(1,641)</b>	<b>-75.0</b>
<b>101</b>	<b>210</b>		<b>Acct Group Total: Debt Service</b>	<b>2,791</b>	<b>2,243</b>	<b>2,245</b>	<b>2,245</b>	<b>2,187</b>	<b>282</b>	<b>546</b>	<b>(1,641)</b>	<b>-75.0</b>
101	210	57801	Animal Control	239,039	265,550	283,001	268,148	301,301	200,136	310,341	9,040	3.0
<b>101</b>	<b>210</b>	<b>578**</b>	<b>Special Purpose</b>	<b>239,039</b>	<b>265,550</b>	<b>283,001</b>	<b>268,148</b>	<b>301,301</b>	<b>200,136</b>	<b>310,341</b>	<b>9,040</b>	<b>3.0</b>
<b>101</b>	<b>210</b>		<b>Acct Group Total: Other / Special Purpose</b>	<b>239,039</b>	<b>265,550</b>	<b>283,001</b>	<b>268,148</b>	<b>301,301</b>	<b>200,136</b>	<b>310,341</b>	<b>9,040</b>	<b>3.0</b>
<b>101</b>	<b>210</b>	<b>5****</b>	<b>Licenses and Inspections - Division Total</b>	<b>3,130,759</b>	<b>3,411,278</b>	<b>3,707,604</b>	<b>3,604,197</b>	<b>3,784,473</b>	<b>2,187,000</b>	<b>4,026,774</b>	<b>242,301</b>	<b>6.4</b>
<b>101</b>	<b>21*</b>	<b>5****</b>	<b>Licenses and Inspections - General Fund Total</b>	<b>3,130,759</b>	<b>3,411,278</b>	<b>3,707,604</b>	<b>3,604,197</b>	<b>3,784,473</b>	<b>2,187,000</b>	<b>4,026,774</b>	<b>242,301</b>	<b>6.4</b>
<b>***</b>	<b>21*</b>	<b>5****</b>	<b>Licenses and Inspections - Department Total, All Funds</b>	<b>3,130,759</b>	<b>3,411,278</b>	<b>3,707,604</b>	<b>3,604,197</b>	<b>3,784,473</b>	<b>2,187,000</b>	<b>4,026,774</b>	<b>242,301</b>	<b>6.4</b>