



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

Co-Chair George Smiley, Seventh District
Co-Chair John Cartier, Eighth District

May 9, 2023
4:00 PM

VIRTUAL ZOOM WEBINAR MEETING** &
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801

REVISED AGENDA

A. Call To Order/Roll Call

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

R23-084: AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH DELAWARE SCHOOL BASED HEALTH ALLIANCE, INC., FOR THE AMOUNT OF \$2,000,000 Introduced by: Mr. Smiley, Mr. Cartier

R23-085: TO SET NEW CASTLE COUNTY'S FISCAL YEAR 2024 CONTRIBUTION RATE FOR THE COUNTY'S PENSION PLANS
Introduced by: Mr. Smiley, Mr. Cartier

R23-088: EXTENDING THE TIME FOR THE TASK FORCE TO REVIEW AND CONSIDER ISSUES RELATING TO FUNDING FOR BUILDINGS AND STRUCTURES IN COMMON INTEREST COMMUNITIES, INCLUDING CONDOMINIUMS, IN NEW CASTLE COUNTY
Introduced by: Mr. Cartier, Ms. Kilpatrick, Mr. Sheldon

R23-089: CONSENTING TO THE APPOINTMENT OF TONYA ADKINS FOR THE POSITION OF ARPA COMMUNITY LIAISON FOR NEW CASTLE COUNTY

Introduced by: Mr. Smiley, Mr. Cartier

D. Review/Discussion of Ordinance(s)

°23-047: TO AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607, TO ADOPT THE CLASS SPECIFICATION FOR THE POSITION TITLE OF PAYROLL ASSISTANT II AND UPDATE THE CLASS SPECIFICATION FOR PAYROLL SUPERVISOR Introduced by: Ms. Hartley-Nagle

°23-048: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 2 ("ADMINISTRATION"), SECTION 2.03.004 ("FEES FOR RECORDER OF DEEDS") RELATING TO CERTAIN CHANGES

TO FEES OF THE OFFICE OF THE RECORDER OF DEEDS Introduced by: Mr. Smiley, Mr. Cartier

°23-049: AMEND THE GRANTS BUDGET: APPROPRIATE \$94,727.52 IN FUNDING FROM THE STATE OF DELAWARE, DEPARTMENT OF LABOR WITH FUNDS PROVIDED BY THE DELAWARE WORKFORCE INVESTMENT BOARD TO THE 2023/2024 STATE YEAR-ROUND YOUTH EMPLOYMENT PROGRAM GRANT, TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY RESOURCES Introduced by: Mr. Hollins, Mr. Street

°23-050: AMEND THE GRANTS BUDGET: APPROPRIATE \$107,945.00 FROM THE STATE OF DELAWARE, DEPARTMENT OF LABOR – DIVISION OF EMPLOYMENT AND TRAINING, TO THE 2023 STATE SUMMER YOUTH EMPLOYMENT PROGRAM – CITY OF WILMINGTON; THE GRANT WILL BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY RESOURCES Introduced by: Mr. Hollins, Mr. Street

°23-051: AMEND THE GRANTS BUDGET: APPROPRIATE \$119,303.26 IN FUNDING FROM THE STATE OF DELAWARE, DEPARTMENT OF LABOR – DIVISION OF EMPLOYMENT AND TRAINING TO THE 2023 STATE SUMMER YOUTH EMPLOYMENT PROGRAM – SUBURBAN NEW CASTLE COUNTY GRANT TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY RESOURCES Introduced by: Mr. Hollins, Mr. Street

E. New Castle County Grant Requests/Community Events

-5/9/23 Grant Matrix

F. Expense and Revenue Round Table

G. Other

H. Public Comment

I. Adjournment

**AGENDA POSTED: 5/2/2023
REVISED AGENDA POSTED: 5/2/2023**

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

**The agenda was revised on 5/2/23 to add a R23-089 to the agenda after it was originally posted. The revised agenda was posted (7) seven days in advanced of the schedule meeting in compliance with 29 *Del. C.* Section 10004(e)(2).

****Under Title 29, Section 10006A of *Delaware Code*, New Castle County Council is holding this meeting as a**

telephone and video conference, utilizing  Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : <https://zoom.us/j/377322142> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-

215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at <https://www.nccode.org/2351/Agendas-and-Minutes>. Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

RESOLUTION NO. 23-084

**AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH
DELAWARE SCHOOL BASED HEALTH ALLIANCE, INC., FOR THE AMOUNT OF
\$2,000,000**

WHEREAS, New Castle County, as an eligible recipient, received a total of \$108,531,220 in Coronavirus State and Local Fiscal Recovery funds under the American Rescue Plan Act of 2021, Pub. Law. No. 117-2 from the United States Department of the Treasury (“Department of the Treasury”); and

WHEREAS, Ordinance 21-129 and Ordinance 22-097 (the “Ordinances”) appropriated the full amount of these funds from the Department of the Treasury to the American Rescue Plan Act Grant for New Castle County to respond to the COVID-19 public health emergency and its negative economic impacts; and

WHEREAS, the Ordinances appropriated funding for Health Equity, which contemplated providing funds for Delaware School Based Health Alliance, Inc. (“DSBHA”) to establish wellness centers in four New Castle County schools serving families living in poverty who have been disproportionately impacted by the COVID-19 pandemic; and

WHEREAS, New Castle County must enter into a subaward agreement with DSBHA to comply with the Uniform Guidance, 2 CFR Part 200; and

WHEREAS, *New Castle County Code* § 2.02.004 requires that all contracts involving expenditures of funds in excess of \$50,000.00 in aggregate to one vendor in a fiscal year, which are not competitively bid, be approved by Resolution of County Council; and

WHEREAS, the subaward agreement with DSBHA contemplates transfers of up to \$2,000,000.00 to DSBHA for the establishment and operation of four (4) new School-Based Health Centers (SBHCs) in New Castle County as chosen by the participating school districts—including in Richardson Park Elementary in Red Clay Consolidated School District, Brookside Elementary in Christina School District, Silver Lake Elementary in Appoquinimink School District, and McCullough Middle School in Colonial School District—to enhance positive health and education outcomes for children and adolescents; the new SBHCs will offer health promotion, delivery of medical and mental health services, health education and information, coordination with community based primary care, and referral beyond the services provided by the SBHC staff. The project includes two parts: (1) the build-out of wellness centers in the schools; and (2) the provision of wellness services within the schools. This program is a pilot program and is intended to operate during the 2023-2024 and 2024-2025 school years.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby approves the subaward agreement listed on the attached Exhibit “A,” entitled “New Castle County Purchase Requisition/Justification Form,” as a valid contract in excess of \$50,000.00 pursuant to *New Castle County Code* § 2.02.004.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed subaward agreement.

Department of Administration, Office of Finance

Delaware School Based Health Alliance, Inc. \$2,000,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one subaward agreement totaling \$2,000,000.00. Funding is included in the FY2023 Approved Grant Budget in the American Rescue Plan Act Grant.

Michael Smith
Chief Financial Officer

REQUISITIONER INFORMATION				VENDOR INFORMATION				
NAME	Ben Morris-Levenson			FISCAL YR	2023	NAME	Delaware Schoold Based Health Alliance, Inc.	
DEPARTMENT	ADMINISTRATION_12			FUND	110 GRANTS	ADDRESS	40 East Main St.	
ORGANIZATION	11122013 ADMIN - FIN - GRANTS						Suite 200	
PHONE	302-395-5126			REQ#	TBD		Newark, DE 19711	
DELIVERY LOCATION								
SEND VENDOR PO	☒ YES		☐ NO			CONTACT NAME	Marihelen Barrett	
CURRENT VENDOR	☒ YES		☐ NO			PHONE	302-299-9517	EXT
VENDOR #	109599					EMAIL	mabarret@udel.edu	FAX #

ADDITIONAL NOTES	

I. What is the purpose of the requisition or advice of change?

Provide seed funding to establish wellness centers in three elementary schools, one in each of Red Clay Consolidated, Christina and Appoquinimink School Districts, and one middle school in Colonial School District. The schools selected are Title I schools serving families living in poverty who have been disproportionately impacted by the COVID-19 pandemic.

To administer, establish, and operate four new School-Based Health Centers (SBHCs) in New Castle County, to enhance positive health and education outcomes for children and adolescents. The new SBHCs will offer health promotion, delivery of medical and mental health services, health education and information, coordination with community based primary care, and referral beyond the services provided by the SBHC staff.

Without funding to implement this project, the planned SBHCs will not be established in the four Title I schools that serve families disproportionately impacted by the COVID-19 pandemic.

[illegible][illegible]

SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. § 200.332(a)(1):

Subrecipient Name (Must match UEI #): Delaware School Based Health Alliance, Inc.	Date of Subaward:
Subrecipient Representative: Marihelen Barrett – Executive Director	Subrecipient UEI #: TPQMP3K6UBG3
Subaward Number: ARPA00069	
Amount of Federal Funds Obligated to Subrecipient: \$2,000,000	Total Amount of Federal Funds Obligated to Subrecipient: \$2,000,000
Project Title: Wellness Centers in High Need Neighborhoods Subrecipient Project Description: Provide seed funding to establish wellness centers in four elementary schools, one in each of Red Clay Consolidated, Christina and Appoquinimink School Districts and one middle school in Colonial School District. The schools selected are Title I schools serving families living in poverty who have been disproportionately impacted by the COVID-19 pandemic. Expenditure Category (SLFRF Guidance V. 5.0): 2.25 Addressing Educational Disparities: Academic, Social, and Emotional Services R&D: ☐ Yes ☒ No	
CFDA #: 21.027, Coronavirus State and Local Fiscal Recovery Funds	FAIN#: SLFRP4273 Federal Awarding Agency: U.S. Dept. of Treasury Federal Award Date: March 11, 2021 Federal Award Amount: \$108,531,220
Performance Period Start Date:	Performance Period End Date: December 31, 2026
Recipient: New Castle County County Contact: New Castle County Executive Office Ben Morris-Levenson 87 Reads Way New Castle, DE 19720 ben.morris-levenson@newcastlede.gov (302) 395-5126	

Subrecipient may access the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (2 C.F.R. Part 200) at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

SUBAWARD AGREEMENT

This subaward agreement (this “Agreement”), entered this _____ day of April, 2023, by and between New Castle County (the “County”), a political subdivision of the State of Delaware, and Delaware School Based Health Alliance, Inc., a Delaware nonprofit corporation (“Subrecipient”). The County and Subrecipient shall sometimes be referred to herein individually as a “Party” and together as the “Parties.”

Recitals

WHEREAS, the County, as an eligible recipient, received a total of \$108,531,220 in Coronavirus State and Local Fiscal Recovery (“CSLFR”) funds under the American Rescue Plan Act of 2021 (“ARPA”), Pub. Law. No. 117-2 from the United States Department of the Treasury (“Treasury”); and

WHEREAS, New Castle County Ordinance 21-129 and Ordinance 22-097 appropriated the full amount of CLSFR funds to the American Rescue Plan Act Grant for the County to respond to the COVID-19 public health emergency and its negative economic impacts, including \$5,700,000 appropriated for Health Equity under Ordinance 22-097; and

WHEREAS, in administering and using CSLFR funds, the County must comply with: (1) regulations and guidance by Treasury regarding the use of CSLFR issued funds, including the Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds V.5.0 issued September 20, 2022 (the “Guidance”), and the Final Rule issued by Treasury on January 6, 2022, effective April 1, 2022, published at 87 Federal Register 4338 *et seq.* and 31 C.F.R. §§ 35.1 *et seq.* (the “Final Rule” and with the Guidance, the “Treasury Regulations and Guidance”), as each may be amended; (2) the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the “Uniform Guidance”), 2 C.F.R. Part 200; and (3) the U.S. Department of the Treasury Coronavirus State Fiscal Recovery Fund Award Terms and Conditions (available _____ at: https://home.treasury.gov/system/files/136/NEU_Award_Terms_and_Conditions.pdf) (the “Treasury Terms and Conditions”); and

WHEREAS, Subrecipient has requested CSLFR funds through an application, grant request or similar proposal (the “Request”) and the County has determined that CSLFR funds may be appropriated to pay for the costs of administering the Project, as defined herein.

Agreement

NOW, THEREFORE, the Parties agree as follows:

I. AGREEMENT TERM

A. This Agreement shall become effective on the date of execution and end on June 30, 2025 (the “Initial Term”), *provided, however*, that the Subrecipient must comply with requirements that extend beyond the Initial Term, including, but not limited to: Indemnification (IV.C); Documentation & Recordkeeping (V.C.); Record Retention (V.D.); Internal Controls

(V.E); Personally Identifiable Information (V.F); Monitoring & Compliance (V.G); Close-Outs (V.H); Audits & Inspections (V.I); and Reporting Procedures (V.J).

B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.

C. County, in its sole and absolute discretion, may terminate this Agreement at any time.

D. Subrecipient must return an executed copy of this Agreement within ten (10) days following the later of (i) the first distribution of CSLFR funds to subrecipient under this Agreement or (ii) the provision of this Agreement to Subrecipient for execution. If Subrecipient fails to timely return an executed copy of this Agreement as set forth herein and retains CSFLR funds for a period of ten (10) days following the date on which an executed copy of this Agreement is required to be returned to the County, Subrecipient will be deemed to have accepted all of the terms and conditions of this Agreement and be bound hereby.

II. PROJECT DESCRIPTION, REPORTING, BUDGET AND PAYMENT

A. Project Description.

1. Subrecipient shall undertake the project described in Exhibit 1 (the “Project”). Any conflict between the description of the Project contained in Exhibit 1 and this Agreement shall be resolved in favor of this Agreement.

2. The project shall be divided into two discrete parts: (a) build-out of wellness centers within certain identified schools (“Build-Out”) and (b) the provision of wellness services (“Services”), as described in Exhibit 1, within the identified schools.

3. The identified schools (each a “School” and together the “Schools”) are:

- a. Silver Lake Elementary (Appoquinimink School District)
- b. Brookside Elementary School (Christina School District)
- c. Calvin R. McCullough Middle School (Colonial School District)
- d. Richardson Park Elementary School (Red Clay Consolidated School District)

4. The Project is eligible for funding through CSLFR funds under Expenditure Category 2.25 Addressing Educational Disparities: Academic, Social, and Emotional Services, as set forth in the Treasury Guidance, and under 31 C.F.R. § 35.6(b)(3)(ii)(A)(11)(v).

5. The Project is primarily serving disproportionately impacted individuals because Silver Lake Elementary School, Brookside Elementary School, Calvin R. McCullough Middle

School and Richardson Park Elementary School are Title I schools and, therefore, students in those Schools are presumptively disproportionately impacted under 31 C.F.R. § 35.6(b)(2)(iii)(A).

6. The evidence in support of the Project includes Esther K. Adams *et al.*, Effect of Elementary School-Based Health Centers in Georgia on the Use of Preventative Services, *Am. J. Prev. Med.* 504-12 (Oct. 2020);¹ Satu Larson *et al.*, Chronic Childhood Trauma, Mental Health, Academic Achievement, and School-Based Health Center Mental Health Services, *J. Sch. Health* 675-86 (2017).² The amount of funds allocable to evidence-based interventions is \$1,940,000.00.

7. Subrecipient must report the following information at the intervals indicated:

- a. For the Build-Out phase, the total cost of building out the wellness center facility in each School, including the provision of invoices and receipts.
- b. For the Services phase:³
 - (i) Annual well child visits;
 - (ii) Annual risk assessments;
 - (iii) Body mass index (BMI) screening and nutrition/physical activity counseling;
 - (iv) Depression screening;
 - (v) National Center for Education Statistics (NCES) School ID of the schools that received funds; and
 - (vi) Number of students participating in evidence-based tutoring programs.

8. For the Build-Out phase, each School must follow any applicable procurement statute or regulation applicable to the School in obtaining goods and services related to the Build-Out phase.

9. For the Services phase, Subrecipient shall issue a request for proposal (“RFP”) in substantially the form attached hereto as Exhibit 2. The RFP must clearly state that all Services will be paid for using CSLFR funds and that successful bidders must cooperate with Subrecipient in complying with Subrecipient’s obligations under this Agreement including, but not limited to, Subrecipient’s reporting obligations. The RFP must be approved by the Schools and the County before it is issued by Subrecipient. The RFP is incorporated into this Agreement by reference. In the event of any conflict between this Agreement and the RFP, this Agreement will control.

¹ Available at <https://pubmed.ncbi.nlm.nih.gov/32863078/>.

² Available at <https://pubmed.ncbi.nlm.nih.gov/28766317/>.

³ See School-Based Health Alliance, Standardized Performance Measures for SBHCs (Jan. 2017), available at <http://www.sbh4all.org/wp-content/uploads/2017/01/Quality-Counts-Standardized-Performance-Measure-Definitions.pdf>.

B. Budget and Payment.

1. County will provide up to \$2,000,000.00 in CSLFR funds to Subrecipient to support the Project. The CSLFR funds shall be generally allocated as follows:

a. For the Build-Out phase, each School will be eligible to receive \$50,000 in CLSFR funds (\$200,000.00 in total). Up to \$20,000 per School may be advanced by Subrecipient to each School to commence the Build-Out phase. All remaining Build-Out phase funds shall be distributed by Subrecipient to each School upon receipt of invoices or receipts from the applicable School.

b. Subrecipient shall receive \$60,000 to compensate Subrecipient for managing the Project, to be paid as follows: (i) \$30,000 upon execution of this Agreement; (ii) \$15,000 upon completion of the Build-Out phase; (iii) \$15,000 upon execution of an agreement or agreements to provide the Services in each of the Schools.

c. The remaining \$1,740,000 will be allocable to the Services and will be distributed to Subrecipient quarterly according to the following schedule:

Payment Date	Payment Amount
July 31, 2023	\$250,000.00
September 29, 2023	\$250,000.00
December 29, 2023	\$250,000.00
March 29, 2024	\$250,000.00
June 28, 2024	\$250,000.00
September 30, 2024	\$250,000.00
December 30, 2024	\$240,000.00

2. Funds not distributed to Subrecipient upon execution of this Agreement shall be distributed according to the following procedures:

a. Requests for distributions must be submitted via email to ben.morris-levenson@newcastlede.gov and aundrea.almond@newcastlede.gov. Incomplete applications may result in a delay in a decision regarding of funding requests.

b. Upon receipt of the request, the County will confirm receipt of application by email.

c. The received request will be reviewed and Subrecipient will receive a notification by email indicating denial and/or approval of the funding request within approximately five (5) business days.

d. Notification emails approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent upon the execution of this Agreement.

e. County is not obligated to pay any disputed portion of any request for distribution and Subrecipient shall continue to provide all services related to the Project while such dispute is resolved.

3. Subrecipient must document its use of CSLFR funds as directed by County's subrecipient monitoring agent.

4. **CSLFR funds may not be used for any cost incurred prior to March 3, 2021.**

5. **CSLFR funds may be used for costs incurred through December 31, 2024.**

6. **All CSLFR funds not expended by Subrecipient by December 30, 2026 (except funds retained for compliance) must be returned to County on or before January 31, 2027.**

7. **Subrecipient must provide evidence of compliance with the "Beau Biden" Child Protection Act," 31 Del. C. § 309, for all employees of Subrecipient.**

8. Funds provided hereunder shall not be used for the following purposes: (1) deposit into a pension fund, other than as part of ongoing employee contributions for services provided in accordance with this Agreement; (2) damages covered by insurance; (3) services that are or will be reimbursed under another federal or state program; or (4) legal settlements.

9. If County advanced funds to Subrecipient from a source other than CSLFR funds to commence the Project prior to the execution of this Agreement, County may reimburse itself from CSLFR funds allocable to this Agreement. Such advances shall be treated by Subrecipient as the receipt of CSLFR funds for all purposes, including, but not limited to, Single Audit requirements.

III. NOTICES

Notices required by this Agreement shall be delivered in writing, via email and addressed as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested. The identification of the notice party below may be modified upon notice to the opposing party that complies with this provision.

If to County:

New Castle County Executive Office
Ben Morris-Levenson
87 Reads Way
New Castle, DE 19720
ben.morris-levenson@newcastlede.gov
(302) 395-5126

-with copy to-

New Castle County Office of Law
 Attn: ARPA
 87 Reads Way
 New Castle, DE 19720

If to Subrecipient:

Delaware School Based Health Alliance, Inc.
 Marihelen Barrett
 Executive Director
 40 East Main St. Suite 200
 Newark, DE 19711
 mabarret@udel.edu
 (302) 299-9517

-with copy to-

Andrew H. Lippstone, Esq.
 Lippstone Law LLC
 824 N. Market St., Suite 1001A
 Wilmington, DE 19801
andy@lippstonelaw.com
 (302) 252-1481

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with SLFRF Funds.

A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

1. This Agreement requires compliance with certain provisions of the Uniform Guidance. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available. Subrecipient specifically acknowledges the following:

a. All expenses reimbursed under this Agreement must meet the definition of "reasonable costs" under 2 C.F.R. § 200.404 and be allocable to the provision of the Build-Out or Services as set forth in 2 C.F.R. § 200.405.

b. CSLFR fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507).

c. Subrecipient is subject to a single audit or program specific audit pursuant to 2 C.F.R. § 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.

d. CSLFR fund payments are subject to 2 C.F.R. § 200.303 regarding internal controls.

e. CSLFR fund payments are subject to 2 C.F.R. § 200.330 through § 200.332 regarding subrecipient monitoring and management.

f. CSLFR fund payments are subject to 2 C.F.R. Part 200 Subpart F regarding audit requirements.

g. Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement.

2. Subrecipient acknowledges that its use of funds is subject to the Final Rule, which is subject to amendment, modification or replacement and that Subrecipient is responsible for remaining informed regarding the Final Rule.

3. Subrecipient shall comply with all applicable federal laws and regulations as set forth in the Treasury Terms and Conditions.

4. With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Indemnification

1. Subrecipient shall indemnify, hold harmless and defend the County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for County. Subrecipient shall reimburse County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify, defend and hold harmless County under this Agreement

2. If the Project requires the use of intellectual property protected by law, Subrecipient represents and warrants that it either owns such intellectual property or has a valid license to practice or use that intellectual property. Subrecipient shall indemnify, hold harmless and defend

County against any claims of infringement arising from Subrecipient's use of any third-party's intellectual property.

D. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in the Request and Proposal are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by County to provide the funding under this Agreement. Subrecipient shall promptly notify County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

E. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement and shall indemnify County against any workers' compensation claims asserted by employees, agents or subcontractors of Subrecipient. Subrecipient waives all right of subrogation against County for recovery of damages arising from or related to the injury of any Subrecipient employee, agent or representative in the provision of services contemplated by this Agreement.

F. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

G. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

H. Suspension or Termination

1. County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

- a. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
- b. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
- c. Ineffective or improper use of funds provided under this Agreement; or
- d. Submission by the Subrecipient to County reports that are incorrect or incomplete in any material respect.

2. Upon suspension or termination of this Agreement, Subrecipient will be liable for the return of all funds transferred to Subrecipient by the County pursuant to this Agreement, in addition to any costs incurred by County in recovering such funds.

I. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

J. Debarment/Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension).

2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.

K. Governing Law, Venue, Enforcement.

1. This Agreement shall be interpreted under, and governed by, the laws of the State of Delaware, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in any state or federal court in New Castle County, Delaware having jurisdiction over such dispute and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that

such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

2. The prevailing party is entitled to recover the costs of enforcing the terms of this Agreement, including any attorneys' fees.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Subrecipient agrees to comply with and adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all eligible costs. All grant funds shall be retained in an FDIC-insured deposit account within the State of Delaware.

B. Duplication of Benefits; Subrogation

1. Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5155).

2. If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by County to County.

3. Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement (“Duplication of Benefits Certification”), in the form attached hereto as Attachment A. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient’s obligation to promptly notify County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. § 200.337, County, or any duly authorized representative of County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access to Subrecipient’s personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

1. Subrecipient shall retain sufficient records, which may include, but are not limited

to financial records, supporting documents (including invoices, sales receipts, employee time records, contracts and purchase orders), statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report.

2. Subrecipient must maintain a financial file with copies of back-up documentation for all payments made by the Subrecipient using CSLFR funds during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by County.

E. Internal Controls

Subrecipient must comply with 2 C.F.R. § 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should comply with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. § 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. § 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

1. County shall evaluate the Subrecipient’s risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CSLFR funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

2. County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements, if applicable. County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. § 200.339 Remedies for noncompliance of this part and in program regulations.

H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. § 200.344 and the procedures provided by the County. Subrecipient's obligation to County will not terminate until all close-out requirements are completed. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

I. Audits & Inspections

1. All Subrecipient records with respect to any matters covered by this Agreement shall be made available to County, the Federal awarding agency, and the Inspector General of the United States Treasury or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies to the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

2. If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, Subrecipient must have a Single Audit that includes the compliance review of its use of SLFRF funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to County within ten (10) business days of receipt of the final audit.

3. Subrecipients who do not meet the Single Audit threshold are required to have a program-specific CSLFR funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to County. Issues arising out of noncompliance identified in a Single or Program-Specific CSLFR funds audit are to receive priority status of remediation or possible return of all funds to County.

J. Reporting Procedures

1. Subrecipient will be required to periodically report the status of the Project and Subrecipient's use of CSFLR funds and will be required to tender to the County records addressing how the funding was used for eligible expenses. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, and similar documents to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

2. Subrecipient will provide notice to the County upon exhaustion of all funds provided under this Agreement.

3. Subrecipient will provide County with a copy of: (i) any audit covering the time period prior to the receipt of the funds provided pursuant to this Agreement (unless previously provided to County), and (ii) any audit covering the time period in which the funds provided pursuant to this Agreement were received by Subrecipient, within seven business days of receipt of each of the foregoing audits.

VI. PERSONNEL & PARTICIPATION CONDITIONS

A. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

B. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of this Agreement shall control.

VIII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IX. WAIVER

County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

X. CERTIFICATION

A. The Subrecipient certifies that it has all necessary authority and approval to execute this Agreement and request CSLFR funds from the County for eligible expenses. The Subrecipient further certifies the funds received for reimbursement from the CSLFR funds were or will be used only to cover those costs authorized by the Treasury Regulations and Guidance. Any funds expended by the Subrecipient or its subcontractor(s) in any manner that does not adhere to the Treasury Regulations and Guidance shall be returned to County.

B. Subrecipient agrees that they will retain documentation of all uses of CSLFR funds, including but not limited to invoices and/or sales receipts in a manner consistent with 2 C.F.R. § 200.334.

XI. ENTIRE AGREEMENT

This Agreement and attachments hereto executed by Subrecipient constitute the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to County's allocation of CSLFR funds to Subrecipient. This Agreement is subject to the availability of CSLFR funds. County has no obligation to provide funds to Subrecipient from any source other than CSLFR funds under this Agreement.

XII. SIGNATURE AUTHORITY

A. The individual executing this Agreement on behalf of Subrecipient represents and warrants that they have the necessary authority to act on behalf of Subrecipient.

B. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature.

NEW CASTLE COUNTY

Date: _____, 2023

Name: Matthew S. Meyer
Title: New Castle County Executive

DELAWARE SCHOOL BASED HEALTH ALLIANCE, INC.

Date: April 20, 2023



Name: Jon Cooper
Title: President

Exhibit 1
Project Description

This project (“Project”) is for the establishment and operation of four (4) new School-Based Health Centers in New Castle County. The schools to be served in this Project include Richardson Park Elementary in Red Clay Consolidated School District; Brookside Elementary in Christina School District; Silver Lake Elementary in Appoquinimink School District; and McCullough Middle School in Colonial School District.

The primary purpose of the Project is to enhance positive health and education outcomes for children and adolescents. The new SBHCs will offer health promotion, the delivery of medical and mental health services, health education and information, coordination with community based primary care, and referral beyond the services provided by the SBHC staff. The School Districts partnering with this initiative seek to improve the health and educational success of their students, address health inequity, provide trauma-informed and developmentally appropriate care, and improve access to medical and behavioral health services. The County has selected this initiative for ARPA funding as one strategy to improve the wellbeing of its citizens and to address the acute and long-lasting impact of the Covid-19 epidemic on students and their families.

The mission of the SBHCs funded through this Project is to provide prevention-oriented multidisciplinary health care to students in their public-school setting. These services are coordinated with the medical, health education, student services, and behavioral health services currently provided by the school and with the student’s community based primary care provider. Specific tasks of each Wellness Center include, among others: (i) establishing comprehensive school-based health services to meet the identified needs of the students in collaboration with existing programs provided by the school; (ii) building school-wide and community capacity and ownership for the SBHC; (iii) delivering age-appropriate, medically acceptable, affordable health and related services to students in public schools; and (iv) evaluating on a regular basis the services delivered through process and output measures.

This Project strives to foster a broad-based partnership between SBHCs, schools, and communities to promote healthy lifestyles; prevent diseases, disabilities, and premature deaths; and provide access to health care for vulnerable populations. Working together, school and wellness center partners conduct their responsibilities through assessment and monitoring of health needs, setting standards, and provision of cooperative efforts with other health care providers to assure a full continuum of affordable, accessible, acceptable, and culturally appropriate services.

The Project is funded by the County with American Rescue Plan (“ARPA”) Coronavirus State and Local Fiscal Recovery (“SLFRF”) federal funds allocated to the County (the “Initial Federal Funding”). The County has determined that CSLFR funds may be appropriated to pay for the costs of administering the Project. The Initial Federal Funding is available for two school years: 2023-24 and 2024–25. All Initial Federal Funding must be obligated by December 31, 2024. All Initial Federal Funding must be used in accordance with certain federal regulations, among other laws and regulations, and service providers may be subject to subrecipient monitoring.

The total funding awarded by the County for this initiative is \$2,000,000 for the full project period. Approximately \$50,000 will be provided to each School District for center space renovations within the school building. \$60,000 will be allocated to the DSBHA for project management. The chosen Applicant(s) will receive at least \$200,000 per year per SBHC.

Exhibit 2

RFP

ATTACHMENT A – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Subrecipient's receipt of funds or the commitment of funds by New Castle County ("County"), Subrecipient hereby assigns to County all of Subrecipient's future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the CSLFR funds transferred to the Subrecipient under the Subrecipient Agreement entered into by and between County and Delaware School Based Health Alliance, Inc. on April __, 2023. Any such funds received by the Subrecipient shall be referred to herein as "additional funds."

Additional funds received by the Subrecipient that are determined to be a Duplication of Benefits ("DOB") shall be referred to herein as "DOB Funds." Subrecipient agrees to immediately notify County of the source and receipt of additional funds related to the COVID-19 pandemic. County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to County. Subrecipient agrees to reimburse County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney's fees.

Subrecipient: Delaware School Based Health Alliance, Inc.

Signed: _____


Its Duly Authorized Agent

Printed Name: Jon Cooper

Title: President

Date: April 20, 2023

RESOLUTION NO. 23-085

**TO SET NEW CASTLE COUNTY'S FISCAL YEAR 2024 CONTRIBUTION RATE
FOR THE COUNTY'S PENSION PLANS**

WHEREAS, *New Castle County Code* Section 26.04.603 ("Actuarial valuations and appropriations") requires that the actuary appointed by the Employees' Retirement System Board of Trustees (hereinafter "Board") determine the normal cost of the Plan required to meet the actuarial cost of current service and the total unfunded accrued liability of the various County pension programs established by *New Castle County Code* Article 4 ("Pensions"); and

WHEREAS, the County's contribution to fund the various County pension programs for each fiscal year shall be a percentage of covered payroll approved by the Board and by resolution of County Council; such contributions shall be determined by sound and reasonable actuarial practices and based on the most recent actuarial valuation pursuant to Section 26.04.603; and

WHEREAS, specifically, the recommendation for the four primary County pension plans is 35.96% of covered payroll and \$106,774 for the School crossing guards' pension plan, for a total contribution rate of 35.30%; and

WHEREAS, at its meeting on March 15, 2023, the Board voted to accept the actuary's recommendations; and

WHEREAS, in accordance with Title 11 *Delaware Code* Chapter 88 (Delaware County and Municipal Police/Firefighter Pension Plan) and *New Castle County Code* Section 26.04.501, the State of Delaware estimated that the County's Fiscal Year 2024 contribution for police officers in the Delaware County and Municipal Police/Firefighter Pension Plan to be 12.74% of payroll; the estimated County contribution for police officers in the Employees' retirement system is 4.32% of payroll.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby sets and authorizes the contribution for participants in the Alternate pension plan, the Employees' retirement system, the County employees' pension plan, and the County 2011 pension plan to be 35.96% of covered payroll; the School crossing guards' pension plan to be \$106,774; the estimated contribution to the Delaware County and Municipal Police/Firefighter Pension Plan to be 12.74% of covered payroll; and the estimated contribution to the Employees' retirement system for Police Officers in the pension plan to be 4.32% of covered payroll for Fiscal Year 2024.

Adopted by County Council of
New Castle County on:

President of County Council
New Castle County

SYNOPSIS: This Resolution accepts the recommendation of the Employees' Retirement System Board of Trustees for the percentage of covered payroll funding of the County's primary pension plans for Fiscal Year 2024.

FISCAL NOTE: *New Castle County Code* Section 26.04.603 requires that, on the basis of reasonable actuarial assumptions and tables approved by the Board of Trustees, the actuary shall determine the normal cost of the plan required to meet the actuarial cost of current service and the total unfunded accrued liability of the various County pension programs.

This Resolution, if approved, would change the total County Pension Contribution Rate, for the four primary County pension plans and the School Crossing Guards' pension plan from 34.83% to 35.30%. The total cost to the County for all pension plan contributions, including the County's contribution to the Delaware County and Municipal Police/Firefighter Pension Plan is estimated to be \$31,610,546.

The County's contributions to the following plans are as follows:

Delaware County and Municipal Police/Firefighter Pension Plan (State Pension Plan): \$6,187,003

School Crossing Guards' Pension Plan (County Pension Plan):

106,774

Employee Retirement System, Alternate Pension Plan,

County Employees' Pension Plan, and County 2011 Pension Plan (County Pension Plan): 25,316,769

Total County Contribution to All Pension Plans:

\$31,610,546

The overall pension contribution rate of 35.30% for the four primary County pension plans and the School Crossing Guards' pension plan will remain constant for Fiscal Year 2024. However, the rates provided for the Police Pension Plan may vary since the State of Delaware adjusts them accordingly.

Introduced by: Mr. Cartier, Ms. Kilpatrick,
Mr. Sheldon

Date of introduction: May 9, 2023

RESOLUTION NO. 23-088

**EXTENDING THE TIME FOR THE TASK FORCE TO REVIEW AND CONSIDER
ISSUES RELATING TO FUNDING FOR BUILDINGS AND STRUCTURES IN
COMMON INTEREST COMMUNITIES, INCLUDING CONDOMINIUMS,
IN NEW CASTLE COUNTY**

WHEREAS, recent building collapses and related catastrophic losses in the United States, such as that which occurred in Champlain Towers South in Surfside, Florida, remind us of the importance of being vigilant and ensuring the structural and façade integrity of buildings and structures in the County, especially those which are older; and

WHEREAS, structural and façade issues, at times, go unaddressed - in some cases where issues may be known, as appears to be the case in Champlain Towers - due to insufficient funding to cover assessments necessary to pay for remedial work; and

WHEREAS, County Council believes it is appropriate and in the best interests of the County and its residents to continue the work of the task force to consider and to examine possibilities relating to funding for common interest community, including condominium, buildings and structures.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby extends the task force through July, 2023 to study and make findings and recommendations relating to funding of common interest community buildings and structures, including condominiums, in New Castle County; and

BE IT FURTHER RESOLVED that the task force shall address other issues relating to funding that are not otherwise identified above, but in the determination of the task force are relevant and important to its purpose; and

BE IT FURTHER RESOLVED that the Co-Chairs of the task force are responsible for guiding the administration of the task force, which includes establishing at least monthly meetings through July 2023; and

BE IT FURTHER RESOLVED that the Co-Chairs of the task force are to compile a final report containing a summary of the task force's work regarding the issues assigned to it under this Resolution, including findings and recommendations, and submit the final report to New Castle County Council, the County Executive, and the members of the task force by no later than September 1, 2023.

Adopted by County Council
of New Castle County

President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: No discernable fiscal note.

Introduced by: Mr. Smiley, Mr. Cartier
Date of introduction: May 9, 2023

RESOLUTION NO. 23-089

**CONSENTING TO THE APPOINTMENT OF TONYA ADKINS FOR THE POSITION
OF ARPA COMMUNITY LIAISON FOR NEW CASTLE COUNTY**

WHEREAS, in March 2021, the federal American Rescue Plan Act (“ARPA”) established the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program to provide state, local and Tribal governments with the resources needed to respond to the COVID-19 pandemic and its economic effects, prevent cuts to government services, and to build a strong and equitable recovery; and

WHEREAS, New Castle County, as an eligible recipient, received a total of \$108,531,220 in Coronavirus State and Local Fiscal Recovery funds under the American Rescue Plan Act of 2021, Pub. Law. No. 117-2 from the United States Department of the Treasury (“Department of the Treasury”); and

WHEREAS, Ordinance 21-129 and Ordinance 22-097 (the “Ordinances”) appropriated the full amount of these funds from the Department of the Treasury to the American Rescue Plan Act Grant for New Castle County to respond to the COVID-19 public health emergency and its negative economic impacts; and

WHEREAS, pursuant to Ordinance 22-012, the County Executive is authorized to appoint individuals for up to ten (10) limited-term Executive Assistant positions, through December 31, 2024, upon the advice and consent of New Castle County Council; and

WHEREAS, an ARPA Community Liaison is appropriate and necessary to the effective administration and implementation of New Castle County’s American Rescue Plan Act Grant, including the programs authorized in Ordinances 21-129 and 22-097; and

WHEREAS, the ARPA Community Liaison will carry out multiple activities to ensure successful implementation of the ARPA funding, including: communicating with non-profit organizations who have applied for funding; supporting them in applying for Unique Entity Identifiers where necessary; scheduling follow-up meetings in person or virtually where necessary to gather additional information and documentation, working with the ARPA team, Guidehouse and Communications team to compile and share information on community impacts, and collaborating with ARPA team members to develop and manage specific programs planned; and

WHEREAS, the ARPA Community Liaison Role is an Executive Assistant IV position, at pay grade 34; and

WHEREAS, the County Executive has presented for Council’s advice and consent the proposed appointment of Tonya Adkins as the ARPA Community Liaison for New Castle County; and

WHEREAS, Tonya Adkins is a resident of New Castle County and most recently worked as a Human Resources Professional in the New Castle County Department of Human Resources, including facilitating training programs and developing relevant metrics, implementing technology solutions to increase employee communication and engagement, and developing policies to address HR needs during and coming out of the pandemic, among other duties. In addition, Ms. Adkins has served as a Human Resources Manager for Calvert Mechanical Systems, where she managed a call center, established an Employee Record System, and developed educational programs, among other duties. Ms. Adkins holds a Bachelor of Science degree and is currently pursuing a Master of Business Administration degree, both from Wilmington University; and

WHEREAS, New Castle County Council has considered the qualifications of Tonya Adkins in accordance with the requirements set forth in Ordinance 22-012 for the position of ARPA Community Liaison.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Tonya Adkins as the ARPA Community Liaison for New Castle County.

Adopted by the County Council of
New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernable fiscal impact upon the adoption of this legislation.

ORDINANCE NO. 23-047

**TO AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE
EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES
COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607, TO ADOPT THE CLASS
SPECIFICATION FOR THE POSITION TITLE OF PAYROLL ASSISTANT II AND UPDATE
THE CLASS SPECIFICATION FOR PAYROLL SUPERVISOR**

WHEREAS, the Department of Administration has determined that it is necessary to make organizational changes to operate most effectively; and

WHEREAS, the Department submitted a new class specification for a Payroll Assistant II that will perform a variety of para-professional and technical tasks associated with all aspects of payroll activities for County employees; and

WHEREAS, the Human Resources Advisory Board at its meeting on February 2, 2023, recommended that the class specification for the new position title of Payroll Assistant II (Pay Grade 26) be added to the Pay Plan and Rates of Pay for Classified Service Employees represented by AFSCME Local 1607; and

WHEREAS, the Chief Human Resources Officer concurs with the recommendation of the Human Resources Advisory Board; and

WHEREAS, the Department recommends that the class specification for Payroll Supervisor be updated to include a more focused description of responsibilities of duties; and

WHEREAS, the Department of Administration also recommends that the job title for Payroll Assistant be changed to Payroll Assistant I to create a career ladder for Payroll Assistants in the Payroll division.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Class Specification for Payroll Assistant II is adopted as set forth in Exhibit "A."

Section 2. The Class Specifications for Payroll Supervisor is amended as set forth in Exhibit "B."

Section 3. The Class Specification for Payroll Assistant I is adopted as set forth in Exhibit "C."

Section 3. The Pay Plan and Rates of Pay for Classified Service Employees represented by AFSCME Local 1607, effective July 1, 2022 is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit "D."

Section 4. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* § 1156.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, adds the position title of Payroll Assistant II (Pay Grade 26) to the Pay Plan and Rates of Pay for Classified Service Employees represented by AFSCME Local 1607, and adopts the class specification of Payroll Assistant II, as recommended by the Human Resources Advisory Board. This Ordinance also amends the class specifications for Payroll Supervisor and Payroll Assistant I.

FISCAL IMPACT: There will be no discernible fiscal impact upon the adoption of this Ordinance.

EXHIBIT A

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number XXXX Page 1 of 2 Date
Title: PAYROLL ASSISTANT II	Approved:

GENERAL STATEMENT OF DUTIES: Performs para-professional and technical work related to the County's centralized payroll operation; performs vital functions related to the Payroll and Human Resources Information System; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of para-professional and technical tasks associated with all aspects of payroll activities for County employees. Under general supervision, this employee performs accounting functions in the preparation, processing, maintenance, verification, and reconciliation of payroll records for County personnel in the Payroll and Human Resources Information System. Work involves the exercise of judgement in the application of prescribed policies, procedures, laws, and regulations. This is a confidential position dealing with sensitive payroll-related matters. This employee is supervised by the Payroll Supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Collects, analyzes, updates, and reconciles information to the payroll system on a weekly, monthly, quarterly, and annual basis;
- Supervises and instructs the daily activities of the Payroll Assistant I;
- Provides technical assistance and advice to payroll timekeepers and fiscal personnel in other departments;
- Updates and maintains various payroll tables within the Payroll and Human Resources Information System;
- Backup processor for Federal, State and Local tax payments in the absence of the Payroll Supervisor;
- Processes payroll calculations and confirmations for weekly and biweekly payrolls, and for the monthly pension payroll;
- Examines and processes various payroll deductions and adjustments for accuracy, appropriateness, and documentation;
- Oversees department-level payroll changes and updates;
- Sets up and maintains garnishments in the Payroll and Human Resources Information System;
- Reviews, audits, reconciles, and balances wages, taxes, and deductions for the County payroll;
- Serves as liaison to management, employees, and human resources relating to payroll records, leave and attendance, and similar matters;
- Assists in maintaining security for all employees, former employees and pensioners in the Payroll and Human Resources Information System;
- Assists employees with the employee self-service module in the Payroll and Human Resources Information System;
- Prepares and processes manual checks;
- Responds to requests for salary and payroll information;
- Collects, reviews, verifies, and calculates data and prepares related reports;

EXHIBIT A

NEW CASTLE COUNTY GOVERNMENT**Number** XXXX**Page** 2 of 2**CLASS SPECIFICATION****Date****Title:** PAYROLL ASSISTANT II**Approved:**

- Maintains payroll records and other related files in the Payroll and Human Resources Information System;
- Performs varied research and participates in special projects;
- Serves as a subject matter expert as it relates to the Payroll and Human Resources Information System with the testing of payroll system changes, upgrades and enhancements;
- Conducts user acceptance testing and participates in configuration and set-up within the Payroll and Human Resources Information System;
- Research problems and makes recommendations to resolve such matters;
- Works closely with the Office of Information Technology to resolve issues that arise during the payroll process;
- Answers inquiries and prepares correspondence in accordance with established procedures;
- Assists in developing new procedures and maintaining current standard operating procedures and policies to strengthen internal controls;
- Carries out federal regulations relating to taxes, garnishments, attendance and leave, and other payroll functions and ensures compliance with such regulations;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the principles and practices of payroll administration, payroll and tax regulations and of office management practices and procedures; demonstrated skill and proficiency in the use of the Payroll Software System payroll and human resources information system and spreadsheet programs; ability to understand and follow complex oral and written directions; ability to research, analyze and retrieve data to prepare and maintain payroll records, summaries and reports; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to prepare clear, concise reports; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain confidentiality in all aspects of the work; ability to establish and maintain courteous and effective working relationships with management, employees, vendors and outside agencies.

MINIMUM QUALIFICATIONS At least five (5) years of experience in clerical accounting functions to include at least three (3) years in the payroll field using a Payroll and Human Resources Information System and possession of a high school diploma or GED; or an equivalent combination of education, experience or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established:

EXHIBIT B

NEW CASTLE COUNTY GOVERNMENT

Number 0214

CLASS SPECIFICATION

Page 1 of 2

Date 08/04/17DRAFT

Title: PAYROLL SUPERVISOR

Approved:

GENERAL STATEMENT OF DUTIES: Performs professional supervisory work related to the County's centralized payroll operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of professional and supervisory tasks associated with all aspects of payroll activities for County employees. This employee supervises accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll records for County personnel. Work involves the exercise of judgement in the application of prescribed policies, procedures, laws and regulations. This is a confidential position dealing with sensitive payroll-related matters. This employee is supervised by an Accounting and Fiscal Manager or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the daily activities of the payroll unit with adherence to personnel and administrative policies, collective bargaining agreements, County Code, Federal and State laws and other financial regulations;
- Conducts research, prepares reports and makes recommendations regarding fiscal activities as they relate to the centralized payroll and human resource information system;
- Supervises, trains, and instructs employees;
- Monitors and evaluates personnel performance, prepares performance evaluations and conducts performance appraisal discussions;
- Recommends training for subordinates;
- Reviews and approves employee leave requests;
- Recommends appropriate progressive discipline as necessary;
- Provides technical assistance and advice to payroll timekeepers and fiscal personnel in other departments;
- Responsible for enrolling and maintaining time reporter records and security access;
- Monitors all phases of payroll calculations each week;
- Reviews gross-to-net transactions, reconciliations and analysis;
- Reviews all final payroll registers and participates in the verification of the general ledger interface;
- Develops monthly statistical reports and schedules used to maintain the integrity of the data stored in the Payroll and Human Resources Information System~~PeopleSoft~~ for management use;
- Updates and maintains various payroll tables within the Payroll and Human Resources Information System~~PeopleSoft~~;
- Assists Information Systems with Payroll and Human Resources Information System~~PeopleSoft~~ updates, upgrades and enhancements by performing parallel tests and analyzing results;
- Formulates and updates written procedures and guidelines for the payroll staff used as training tools and to strengthen internal controls for the department and County-wide;
- Reconciles the payroll clearing account and liability accounts on a monthly basis;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that

EXHIBIT B

external and internal customers are provided with the highest quality of service;

NEW CASTLE COUNTY GOVERNMENT

Number 0214

Page 2 of 2

CLASS SPECIFICATION

Date 08/04/17

Title: PAYROLL SUPERVISOR

Approved:

- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of payroll operations and tax regulations; thorough knowledge of accounting principles and practices; a strong understanding of an automated payroll system; a strong working knowledge of financial databases, information systems and electronic payment systems; ability to supervise the work of others; good knowledge of government organization, procedures and system analysis; good knowledge of office management practices and procedures; ability to understand and follow complex oral and written directions; ability to conduct research, draw conclusions and make recommendations to management; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to prepare clear, concise reports; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain confidentiality in all aspects of the work; ability to establish and maintain courteous and effective working relationships with management, employees, vendors and outside agencies.

MINIMUM QUALIFICATIONS: At least three (3) years of experience in payroll operations; and possession of a Bachelor's Degree from an accredited college or university with major course work in business, accounting or finance; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS: Three (3) years of experience working with the [Payroll and Human Resources Information System](#). ~~PeopleSoft payroll system.~~

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 11/02/12
Revised: 08/04/17

EXHIBIT C

NEW CASTLE COUNTY GOVERNMENT

Number 0215

CLASS SPECIFICATION

Page 1 of 2

Date ~~06/09/16~~ DRAFT

Title: PAYROLL ASSISTANT I

Approved:

GENERAL STATEMENT OF DUTIES: Performs para-professional and technical work related to the County's centralized payroll operation; performs vital functions related to the Payroll and Human Resources Information System ~~PeopleSoft payroll and human resources information system~~; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of para-professional and technical tasks associated with all aspects of payroll activities for County employees. Under general supervision, this employee performs accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll records for County personnel in the Payroll and Human Resources Information System ~~PeopleSoft payroll and human resources information system~~. Work involves the exercise of judgement in the application of prescribed policies, procedures, laws and regulations. This is a confidential position dealing with sensitive payroll-related matters. This employee is supervised by the Payroll Assistant II, a Payroll Supervisor or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Collects, analyzes, updates and reconciles information to the payroll system on a weekly, bi-weekly, and monthly basis ~~monthly, quarterly and annual basis~~;
- Processes payroll calculations and confirmations for weekly and biweekly payrolls, ~~and for the monthly pension payroll~~;
- Examines and processes various payroll deductions and adjustments for accuracy, appropriateness and documentation;
- ~~Oversees department level payroll changes and updates~~;
- Sets up and maintains garnishments in the Payroll system ~~PeopleSoft automated garnishment module~~;
- ~~Reviews, audits, reconciles and balances wages, taxes and deductions for the County payroll~~;
- ~~Serves as liaison to management, Responds to calls from~~ employees, ~~and human resources~~ relating to payroll records, leave and attendance, and similar matters;
- ~~Assists in maintaining PeopleSoft~~ Serves as liaison with IS as it relates to security for all employees, former employees and pensioners security access within the Payroll system;
- Assists employees with the employee self-service module in ~~PeopleSoft~~ the Payroll system;
- ~~Prepares and processes manual checks~~;
- ~~Responds to requests for salary and payroll information~~;
- Collects, reviews, verifies, and calculates data and prepares related reports;
- Maintains payroll records and other related files on a computerized payroll/human resources system for data integrity and accuracy;
- ~~Performs varied research and participates in special projects~~;
- ~~Assists with the testing of payroll system changes, upgrades and enhancements~~;
- ~~Researches problems and makes recommendations to resolve such matters~~;
- ~~Works closely with the Office of Information Technology to resolve issues that arise during the payroll process~~;

EXHIBIT C

- ~~Answers inquiries and prepares correspondence in accordance with established procedures;~~
- ~~Assists in developing new procedures and maintaining current standard operating procedures and policies to strengthen internal controls;~~

NEW CASTLE COUNTY GOVERNMENT

Number 0215

CLASS SPECIFICATION

Page 2 of 2

Date 06/09/16 DRAFT

Title: PAYROLL ASSISTANT I

Approved:

- Notifies Payroll Assistant II of any items or problems requiring research;
- Complies with ~~Carries out~~ federal regulations relating to taxes, garnishments, attendance and leave, and other payroll functions ~~and ensures compliance with such regulations;~~
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of the principles and practices of payroll administration; some knowledge of payroll and tax regulations; some knowledge of office management practices and procedures; demonstrated skill and proficiency in the use of the PeopleSoft payroll and human resources information system and spreadsheet programs; ability to understand and follow complex oral and written directions; ability to research, analyze and retrieve data to prepare and maintain payroll records, summaries and reports; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to prepare clear, concise reports; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain confidentiality in all aspects of the work; ability to establish and maintain courteous and effective working relationships with management, employees, vendors and outside agencies.

MINIMUM QUALIFICATIONS: At least three (3) years of experience in clerical accounting functions to include at least one (1) year in the payroll field using PeopleSoft software Payroll and Human Resources Information System and possession of a high school diploma or GED; or an equivalent combination of education, experience or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 11/24/09

EXHIBIT C

Revised: 06/09/16
[Revised: DRAFT](#)

EXHIBIT D
PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
CLERK	12	27,354	28,721	30,157	31,664	33,245	34,908	36,654	38,486	40,411	42,432
SURVEYOR ASSISTANT	12										
ADMINISTRATIVE SERVICES TECHNICIAN	14	30,157	31,664	33,245	34,908	36,654	38,486	40,411	42,432	44,553	46,780
AUTOMOTIVE PARTS CLERK	14										
CLERK TYPIST	14										
COMPUTER OPERATOR I	14										
JUNIOR ADMINISTRATIVE AIDE	14										
KEY OPERATOR	14										
MICROFILM TECHNICIAN	14										
PUBLIC SAFETY AIDE	14										
ACCOUNT CLERK I	15	31,664	33,245	34,908	36,654	38,486	40,411	42,432	44,553	46,780	49,121
CUSTOMER SERVICES COORDINATOR	15										
DRAFTING TECHNICIAN I	15										
INTERLIBRARY LOAN ASSISTANT	15										
LIBRARY ASSISTANT	15										
STOREKEEPER	15										
COMPUTER OPERATOR II	16	33,245	34,908	36,654	38,486	40,411	42,432	44,553	46,780	49,121	51,578
SURVEY INSTRUMENT OPERATOR	16										
ACCOUNT CLERK II	17	34,908	36,654	38,486	40,411	42,432	44,553	46,780	49,121	51,578	54,157
COURT CLERK	17										
DEPUTY I	17										
PRINCIPAL LIBRARY ASSISTANT	17										
SECRETARY	17										
PUBLIC WORKS DATA TECHNICIAN	17										
DISPATCHER	18	36,654	38,486	40,411	42,432	44,553	46,780	49,121	51,578	54,157	56,864
GRAPHIC ARTS DESIGNER	18										
MAINTENANCE PROGRAM TECHNICIAN	18										
RADIO COMMUNICATOR	18										
SANITARY MAINTENANCE TECHNICIAN	18										
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18										
ACCOUNT CLERK III	19	38,486	40,411	42,432	44,553	46,780	49,121	51,578	54,157	56,864	59,707
ADMINISTRATIVE AIDE	19										
ASSESSMENT TECHNICIAN	19										
ASSESSOR I	19										
BUDGET OFFICE ASSISTANT	19										
LIBRARY SPECIALIST	19										
PARTY CHIEF	19										
PERMIT PROCESS TECHNICIAN	19										
ASSISTANT PROCUREMENT AGENT	20	40,411	42,432	44,553	46,780	49,121	51,578	54,157	56,864	59,707	62,694
CERTIFIED ASSESSOR I	20										
CODE INSPECTOR	20										
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20										
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20										
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20										
DELINQUENT ACCOUNT COLLECTOR	20										
DEPUTY II	20										
DRAFTING TECHNICIAN II	20										
GRAPHIC ARTS DESIGNER II	20										
HOUSING PROGRAM ASSISTANT	20										
MAINTENANCE OFFICE ADMINISTRATOR	20										
PAYROLL ASSISTANT I	20										
PLAN EXAMINER	20										
PUBLIC WORKS INSPECTOR	20										
SANITARY SEWER INFORMATION SPECIALIST	20										
SENIOR OFFICE ASSISTANT	20										
SENIOR SANITARY MAINTENANCE TECHNICIAN	20										
VICTIM'S ASSISTANCE OFFICER	20										
CERTIFIED PERMIT PROCESS TECHNICIAN	21	42,432	44,553	46,780	49,121	51,578	54,157	56,864	59,707	62,694	65,828
CODE ENFORCEMENT OFFICER	21										
CONSTRUCTION INSPECTOR	21										
DRAFTING TECHNICIAN III	21										
ENVIRONMENTAL ANALYST	21										
PLUMBING AND MECHANICAL CODE SUPERVISOR	21										
RIGHT-OF-WAY AGENT	21										

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
ACCOUNTANT I	22	44,553	46,780	49,121	51,578	54,157	56,864	59,707	62,694	65,828	69,122
ASSESSOR II	22										
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22										
HOUSING REHABILITATION SPECIALIST I	22										
OPERATIONS SPECIALIST	22										
SCHOOL CROSSING GUARD SUPERVISOR	22										
ACCOUNTING OPERATIONS ASSISTANT	23	46,780	49,121	51,578	54,157	56,864	59,707	62,694	65,828	69,122	72,577
CENTRAL RECEIVING SUPERVISOR	23										
CENTRAL SERVICES TECHNICIAN	23										
CERTIFIED ASSESSOR II	23										
CERTIFIED BUILDING AND SITE INSPECTOR	23										
CERTIFIED PLAN EXAMINER	23										
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23										
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECT	23										
COMPLAINTS SPECIALIST	23										
CONSTRUCTION INSPECTION SUPERVISOR	23										
EQUESTRIAN PROGRAM COORDINATOR	23										
HOUSING REHABILITATION SPECIALIST II	23										
SURVEY PARTIES SUPERVISOR	23										
TREASURY ASSOCIATE	23										
CHIEF RIGHT-OF-WAY AGENT	24	49,121	51,578	54,157	56,864	59,707	62,694	65,828	69,122	72,577	76,206
CUSTOMER SERVICES SPECIALIST	24										
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24										
PUBLIC WORKS CONTRACTS OFFICER	24										
SITE INSPECTIONS SUPERVISOR	24										
STAFF ENGINEER	24										
ACCOUNTANT II	25	51,578	54,157	56,864	59,707	62,694	65,828	69,122	72,577	76,206	80,015
CHIEF CONSTRUCTION INSPECTOR	25										
CHIEF FIELD SUPERVISOR	25										
EQUESTRIAN PROGRAM SUPERVISOR	25										
PROCUREMENT AGENT	25										
SUPERINTENDENT OF WASTEWATER TREATMENT	25										
CIVIL ENGINEER I	26	54,157	56,864	59,707	62,694	65,828	69,122	72,577	76,206	80,015	84,017
DRAFTING AND DESIGN SUPERVISOR	26										
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26										
PAYROLL ASSISTANT II	26										
PROGRAMMER ANALYST	26										
ARCHITECT	28	59,707	62,694	65,828	69,122	72,577	76,206	80,015	84,017	88,217	92,627
CIVIL ENGINEER II	28										
SENIOR PROCUREMENT AGENT	28										
SEWER MANAGEMENT ENGINEER	28										
SENIOR APPLICATION ENGINEER	28										
CHIEF OF FACILITY MAINTENANCE	30	65,828	69,122	72,577	76,206	80,015	84,017	88,217	92,627	97,260	102,125
CHIEF OF PROJECT MANAGEMENT	30										
CIVIL ENGINEER III	30										
PUBLIC WORKS PROJECT ADMINISTRATOR	30										
CHIEF OF DRAINAGE OPERATIONS	32	72,577	76,206	80,015	84,017	88,217	92,627	97,260	102,125	107,231	112,592
CHIEF OF SITE MANAGEMENT	32										

Effective: 07/01/2022 (Ordinance 20-072)

Revised: 03/09/2021 (Ordinance 21-016)

Revised: 07/25/2022 (Ordinance 22-093)

Revised: xx/xx/2023 (Ordinance 23-xxx)

Introduced by: Mr. Smiley, Mr. Cartier
Date of introduction: April 25, 2023

ORDINANCE NO. 23- 048

**TO AMEND NEW CASTLE COUNTY CODE CHAPTER 2 (“ADMINISTRATION”),
SECTION 2.03.004 (“FEES FOR RECORDER OF DEEDS”) RELATING TO
CERTAIN CHANGES TO FEES OF THE OFFICE OF THE RECORDER OF DEEDS**

WHEREAS, it is appropriate and necessary to amend certain fees of the Office of the Recorder of Deeds.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. *New Castle County Code* Chapter 2 (“Administration”), Section 2.03.004 (“Fees for Recorder of Deeds”) is hereby amended by adding the language that is underscored and deleting the language that is stricken, as follows.

Sec. 2.03.004. - Fees for Recorder of Deeds.

The following fees are hereby established for services rendered by the Recorder of Deeds in the County:

A. Documents evidencing land transactions.

1. Conditional sales agreement, per page.....\$13.00
2. Deed, per page.....13.00
Plus each parcel description listed therein, per parcel.....3.00
3. Federal tax lien, each
 - a. For a lien on real estate, 20.00
 - b. For a certificate of discharge or subordination, 5.00
 - c. For all other notices, including a certificate of release or non-attachment, 3.00
4. Financing statement:
 - a. Original (husband/wife shall be construed as one (1) name), per debtor name 20.00
 - b. Assignment within original statement5.00
 - c. Assignment, amendment and continuation, per debtor name.....20.00
 - d. Termination statement, per debtor name.....10.00
 - e. Information search10.00
And copy1.00
 - f. Partial release, per debtor name.....5.00
5. Lease or assignment of lease, per page.....13.00
6. Mortgage, per page.....13.00
 - a. Assignment, per page.....13.00

- Plus each additional assignment mentioned therein, each.....5.00
- b. Modification, subordination or release, per page.....13.00
- c. Satisfaction piece, court order to satisfy, attorney's affidavit, first page
20.00
Each additional page.....13.00
- d. Court order to strike satisfaction, first page.....20.00
Each additional page.....13.00
- e. Notation of Prothonotary's certificate on writ of levavi facias, each.....3.00
- f. Notation of Prothonotary's certificate on writ of scire facias, each.....3.00
- 7. Plot plans.
 - a. Major subdivision plans, major land plans, record conversion plans, initial declaration plans, each.....300.00
 - b. Minor subdivision plans, minor land plans, resubdivision plans, declaration amendments, street plans, utility plans, each.....50.00
 - c. Copy of any plot plan, subdivision plan, et al. Cost of each page shall be
6.00
- B. *Other documents.*
 - 1. Certified copies of any record.
 - a. If recorded copies furnished to Recorder's office, per page.....3.00
 - b. If copies furnished by Recorder's office, per page.....6.00
 - c. Certificate for certified copies, each.....1.00
 - 2. Commissions, each.....10.00
 - 3. Contract of marriage, per page.....13.00
 - 4. Miscellaneous documents, proper for recordation, per page.....13.00
 - 5. Power of attorney (general), per page.....13.00
 - 6. Receipt showing date and time document received, each.....1.00
- C. *Technology fee*, per document to be applied to each document recorded with the Recorder of Deeds of which three dollars (\$3.00) will be allocated to the Recorder of Deeds Technology Fund and two dollars (\$2.00) will be allocated to a New Castle County Technology Fund 5.00
- D. *State document fee*, per document.....30.00

Pursuant to 9 Del. C. § 9607 (Collection of recording fees), a State document fee must be applied to all documents recorded with the Recorder of Deeds.

~~E. Microfilm purchase of land records, per roll.....60.00~~

~~Monthly indexing/imaging by whatever media needs necessary.....1,000.00~~

F. *Collection fees for returned payments.*

1. The Recorder of Deeds shall assess and collect from the presenter a fee of thirty-five dollars (\$35.00) whenever it is presented with a payment that is returned for any reason by the financial institution upon which it was drawn.
2. If the Recorder of Deeds incurs any costs in the collection of a returned payment, the Recorder of Deeds shall levy a charge in the full amount of those costs, plus a fee of ten dollars (\$10.00) to cover direct and indirect costs of administration.
3. In addition to these charges, the presenter shall be responsible for the payment of all costs or other fees charged by the County Sheriff, the Prothonotary, or the clerk of any court for the filing, service, satisfaction, or other activity in any legal action relating to the collection of returned payments.

~~G. Sending of long distance faxes from library, per page0.25~~

~~H. Sending of local faxes from library, per page (first page)0.25~~

~~Each page after0.10~~

I. *Website subscriber fee (per page).....1.00*

or

Unlimited copies (per month).....100.00

J. *Exemption for common interest communities and homeowners' association portal.*

1. The Recorder of Deeds shall not charge a recording or technology fee for any common interest communities: maintenance declaration, bylaws, covenants, declaration of restrictions, contact information, or document memorializing election of officers. The term "common interest community" shall have the meaning set forth in 25 Del. C. § 81-103, and shall also include for the purposes of this subsection, but shall not be limited to, maintenance organizations, civic associations, and condominium associations.
2. The Recorder of Deeds shall not charge any fee to access the Homeowners' Association Portal.

K. *Other Fees*

1. Copies printed or copied by individual 0.50 per page
2. Copy Cards0.50 per page
3. Copies printed by Recorder of Deeds staff 1.00 per page
4. Copies requested and sent by mail, fax or email 2.00 per page
5. Plat Copy 6.00 per page

6. Plat Copy requested and sent by mail, fax or email 7.00 per page
7. Microfilm copy 1.00 per page
8. Microfilm copy requested and sent by mail, fax or email 2.00 per page
9. Tax printout 1.00 per parcel
10. Tax printout requested and sent by mail, fax or email 2.00 per parcel
11. Notary 3.00
12. Judgement copies 2.00 per page
13. Access Card (New) 10.00
14. Access Card (Replacement) 10.00

Section 2. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C.* § 1156.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: This Ordinance reflects housekeeping changes to eliminate certain fees of the Office of the Recorder of Deeds of New Castle County Council that are no longer used.

FISCAL IMPACT: There will be no discernible fiscal impact upon the adoption of this Ordinance.

Introduced by: Mr. Hollins, Mr. Street
Date of introduction: April 25, 2023

ORDINANCE NO. 23-049

AMEND THE GRANTS BUDGET:

**APPROPRIATE \$94,727.52 IN FUNDING FROM THE STATE OF DELAWARE,
DEPARTMENT OF LABOR WITH FUNDS PROVIDED BY THE DELAWARE WORKFORCE
INVESTMENT BOARD TO THE 2023/2024 STATE YEAR-ROUND YOUTH EMPLOYMENT
PROGRAM GRANT, TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY
SERVICES, DIVISION OF COMMUNITY RESOURCES**

WHEREAS, the 2023/2024 State Year-Round Youth Employment Program Grant provides employment experiences for socially and economically disadvantaged high school youth in New Castle County that will promote responsibility, teamwork, and a good work ethic; and

WHEREAS, these funds will be used to continue the employment of approximately 20 high school youth with worksite partners that support their career path and/or area of interest; and

WHEREAS, these youth will work 12-15 hours per week through the 2023-2024 school year; and

WHEREAS, the County Executive has determined that grants anticipated to be received from the State of Delaware Department of Labor through funding provided by the Delaware Workforce Investment Board, are sufficient to cover the increase in the Grants Budget as hereinafter amended; and

WHEREAS, Council has determined that the provisions of this Ordinance substantially advance, and are reasonably and rationally related to, legitimate government interests (i.e., promoting the health, safety, morals, convenience, order, prosperity and/or welfare of the present and future inhabitants of this State).

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Grants Budget, as adopted by Ordinance No. 75-173, is hereby amended by adding the material on the attached Exhibit "A," which shall be considered underscored in its entirety.

Section 2. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C.* § 1156.

Section 3. The provisions of this Ordinance shall become effective on August 28, 2023.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate \$94,727.52 in funding from the State of Delaware, Department of Labor with funds provided by the Delaware Workforce Investment Board, to the 2023/2024 State Year-Round Youth Employment Program Grant to be administered by the Department of Community Services, Division of Community Resources.

The 2023/2024 State Year-Round Youth Employment Program Grant will provide employment experiences for socially and economically disadvantaged high school youth in New Castle County that will promote responsibility, teamwork, and a good work ethic. Funds will be used for the employment of approximately 20 youths with worksite partners that support their career path and/or area of interest. This program will run through the 2023-2024 school year.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$94,727.52 in funding from the State of Delaware, Department of Labor with funds provided by the Delaware Workforce Investment Board to the 2023/2024 State Year-Round Youth Employment Program Grant to be administered by the Department of Community Services, Division of Community Resources.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$94,727.52. The increase will affect FY2024 only since the estimated expiration date of this grant is June 14, 2024.

DEPARTMENT: Community Services

GRANT TITLE: 2023/2024 State Year-Round Youth Employment

PROGRAM TITLE: 2023/2024 State Year-Round Youth Employment

EXHIBIT: "A"

Ordinance No. 23-049

Expense	Current	Change	Revised
Salaries and Wages	\$ 84,881.54	\$ -	\$ -
Benefits	\$ 9,845.98	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 94,727.52	\$ -	\$ -

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ 94,727.52	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 94,727.52	\$ -	\$ -

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 8/28/2023 **Estimated Program Completion:** 6/14/2024

The Local Match: \$ - **Found in (ORG):**

Ordinance Passed: **Date Revised:**

PROGRAM DESCRIPTION:

The 2023/2024 State Year-Round Youth Employment Program will provide employment experiences for socially and economically disadvantaged high school youths in New Castle County to promote responsibility, teamwork, and a good work ethic. Funds will be used to employ approximately 20 youths with New Castle County worksite partners. This program will run through the 2023-2024 school year.

4/25/2023

ORDINANCE NO. 23-050

AMEND THE GRANTS BUDGET:

APPROPRIATE \$107,945.00 FROM THE STATE OF DELAWARE, DEPARTMENT OF LABOR – DIVISION OF EMPLOYMENT AND TRAINING, TO THE 2023 STATE SUMMER YOUTH EMPLOYMENT PROGRAM – CITY OF WILMINGTON; THE GRANT WILL BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY RESOURCES

WHEREAS, the State Summer Youth Employment Program provides employment experiences for low-income youth in the City of Wilmington between the ages of 14 and 21 to promote responsibility, teamwork, and a work ethic; and

WHEREAS, these funds will be used to employ approximately 40 youth through the summer of 2023; and

WHEREAS, the County Executive has determined that grants anticipated to be received from the State of Delaware, Department of Labor – Division of Employment and Training, are sufficient to cover the increase in the Grants Budget as hereinafter amended; and

WHEREAS, County Council has determined that the provisions of this Ordinance substantially advance, and are reasonably and rationally related to, legitimate government interests (i.e., promoting the health, safety, morals, convenience, order, prosperity and/or welfare of the present and future inhabitants of this State).

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby amended by adding the material on the attached Exhibit “A,” which shall be considered underscored in its entirety.

Section 2. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C.* § 1156.

Section 3. The provisions of this Ordinance shall be effective June 19, 2023.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate \$107,945.00 in funding from the State of Delaware, Department of Labor – Division of Employment and Training to the 2023 State Summer Youth Employment Program – City of Wilmington Grant to be administered by the Department of Community Services, Division of Community Resources.

The State Summer Youth Employment Program will provide employment experiences for low-income youth in the City of Wilmington between the ages of 14 and 21 that will promote responsibility, teamwork, and a good work ethic. Funds will be used to employ approximately 40 youths. This program will run through the summer of 2023.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$107,945.00 in funding from the State of Delaware, Department of Labor – Division of Employment and Training to the 2023 State Summer Youth Employment Program – City of Wilmington Grant.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$107,945.00. The increase will affect FY2023 and FY2024, since the estimated expiration date of this grant is August 27, 2023. The Department of Community Services FY2023 Approved Operating Budget includes \$6,816.00 to offset the difference between the reimbursable hourly rate of the grant and the actual hourly rate paid by the County and the associated part-time wage benefit rate.

DEPARTMENT: Community Services

GRANT TITLE: 2023 State Youth Employment-Wilmington

PROGRAM TITLE: 2023 State Youth Employment-Wilmington

EXHIBIT: "A"

Ordinance No. 23-050

Expense	Current	Change	Revised
Salaries and Wages	\$ 96,725.20	\$ -	\$ -
Benefits	\$ 11,219.80	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 107,945.00	\$ -	\$ -

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ 107,945.00	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 107,945.00	\$ -	\$ -

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 6/19/2023 **Estimated Program Completion:** 8/27/2023

The Local Match: \$ 6,816.00 **Found in (ORG):** 10400304

Ordinance Passed: **Date Revised:**

PROGRAM DESCRIPTION:

The State Summer Youth Employment Program will provide employment experiences for low income youth in the City of Wilmington between the ages of 14 and 20 that will promote responsibility, teamwork, and a good work ethic. Funds will be used to employ approximately 40 youths. This program will run through August 27, 2023.

4/25/2023

Introduced by: Mr. Hollins, Mr. Street
Date of introduction: April 25, 2023

ORDINANCE NO. 23-051

AMEND THE GRANTS BUDGET:

**APPROPRIATE \$119,303.26 IN FUNDING FROM THE STATE OF DELAWARE,
DEPARTMENT OF LABOR – DIVISION OF EMPLOYMENT AND TRAINING TO THE 2023
STATE SUMMER YOUTH EMPLOYMENT PROGRAM – SUBURBAN NEW CASTLE
COUNTY GRANT TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY
SERVICES, DIVISION OF COMMUNITY RESOURCES**

WHEREAS, the 2023 State Summer Youth Employment Program provides employment experiences for low income youth in the New Castle suburban areas between the ages of 14 and 21 that will promote responsibility, teamwork, and a good work ethic; and

WHEREAS, these funds will be used to employ approximately 40-50 youth through the summer of 2023; and

WHEREAS, the County Executive has determined that grants anticipated to be received from the State of Delaware Department of Labor – Division of Employment and Training are sufficient to cover the increase in the Grants Budget as hereinafter amended; and

WHEREAS, Council has determined that the provisions of this Ordinance substantially advance, and are reasonably and rationally related to, legitimate government interests (i.e., promoting the health, safety, morals, convenience, order, prosperity and/or welfare of the present and future inhabitants of this State).

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Grants Budget, as adopted by Ordinance No. 75-173, is hereby amended by adding the material on the attached Exhibit “A,” which shall be considered underscored in its entirety.

Section 2. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C.* § 1156.

Section 3. The provisions of this Ordinance shall become effective on June 19, 2023.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate \$119,303.26 in funding from the State of Delaware, Department of Labor – Division of Employment and Training to the 2023 State Summer Youth Employment Program – Suburban New Castle County Grant to be administered by the Department of Community Services, Division of Community Resources.

The State Youth Employment Program will provide employment experiences for low income youth in the New Castle County suburban areas between the ages of 14 and 21 that will promote responsibility, teamwork, and a good work ethic. Funds will be used to employ approximately 40-50 youth in the summer employment program. This summer youth program will run through the summer of 2023.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$119,303.26 in funding from the State of Delaware, Department of Labor – Division of Employment and Training to the 2023 State Summer Youth Employment Program – Suburban New Castle County Grant.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$119,303.26. The increase will affect FY2023 and FY2024, since the estimated expiration date of this grant is August 27, 2023. The Department of Community Services FY2023 Approved Operating Budget includes \$7,533.00 to offset the difference between the reimbursable hourly rate of the grant (summer youth only) and the actual hourly rate paid by the County and the associated part-time benefit rate.

DEPARTMENT: Community Services

GRANT TITLE: 2023 State Youth Employment-Suburban

PROGRAM TITLE: 2023 State Youth Employment-Suburban

EXHIBIT: "A"

Ordinance No. 23-051

Expense	Current	Change	Revised
Salaries and Wages	\$ 106,902.88	\$ -	\$ -
Benefits	\$ 12,400.38	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 119,303.26	\$ -	\$ -

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ 119,303.26	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 119,303.26	\$ -	\$ -

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 6/19/2023 **Estimated Program Completion:** 8/27/2023

The Local Match: \$ 7,533.00 **Found in (ORG):** 10400304

Ordinance Passed: **Date Revised:**

PROGRAM DESCRIPTION:

The 2023 State Summer Youth Employment Program will provide employment experiences for low income youth in the New Castle County suburban areas between the ages of 14 and 20 that will promote responsibility, teamwork, and a good work ethic. Funds will be used to employ approximately 40-50 summer youth. This program will run through the August 27,2023.

4/25/2023

Grant Matrix

5/9/23

GRANT APPLICANT	AMOUNT REQUESTED / AMOUNT PROPOSED	INTENDED USE OF GRANT	Standard Accounting Practices/ Non- Discriminat ion Policy	PRIOR COUNCIL GRANTS IN CURRENT FISCAL YEAR	COUNCIL MEMBER
Piedmont Baseball, Softball, and Buddy Ball	\$2500/\$2500	Funds will be used to help support their Buddy Ball Program for challenged player and to erect additional backstop netting	Yes/Yes	No	Kilpatrick