



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

July 11, 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

AGENDA

A. Call To Order/Roll Call

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

R23-123: URGING THE MEYER ADMINISTRATION TO IMMEDIATELY INITIATE A REQUEST FOR PROPOSALS IN EARNEST TO IDENTIFY A NEW PARTNER TO COLLABORATE WITH NEW CASTLE COUNTY REGARDING ANIMAL CONTROL, INCLUDING NOISE CONTROL Introduced by: Mr. Smiley, Mr. Carter

R23-124: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE 13 REGARDING GRANTS Introduced by: Mr. Tackett

D. Review/Discussion of Ordinance(s)

°23-085 AMEND THE GRANTS BUDGET: REALIGN \$1,328,427.00 IN FEDERAL FUNDS WITHIN THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM DESIGNATED AS CDBG-CARES ACT ROUND III, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES Introduced by: Mr. Hollins , Mr. Street

°23-086: TO ADOPT THE CLASS SPECIFICATION OF OFFICE OF LAW PARALEGAL AND TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE AND NON-UNION CLASSIFIED SERVICE EMPLOYEES TO MAKE ORGANIZATIONAL CHANGES FOR CLASS SPECIFICATIONS IN THE DEPARTMENT OF ADMINISTRATION, OFFICE OF LAW Introduced by: Ms. Hartley-Nagle

°23-087: AMEND THE FY2024 APPROVED OPERATING BUDGET: TRANSFER ONE VACANT CLERK TYPIST POSITION FROM THE OFFICE OF THE RECORDER OF DEEDS TO THE OFFICE OF THE REGISTER OF WILLS Introduced by: Mr. Smiley, Mr. Cartier

E. New Castle County Grant Requests/Community Events

- F. **Expense and Revenue Round Table**
- G. **Other**
 - Telecommuting policy agreement
 - Work hours adjustment--District 2
 - Chef/Cafe' manager for Route 9 Library
- H. **Public Comment**
- I. **Adjournment**

AGENDA POSTED: JULY 3, 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.

**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.nccde.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.

Introduced by: Mr. Smiley, Mr. Carter
Date of introduction: July 11, 2023

RESOLUTION NO. 23-123

**URGING THE MEYER ADMINISTRATION TO IMMEDIATELY INITIATE A
REQUEST FOR PROPOSALS IN EARNEST TO IDENTIFY A NEW PARTNER TO
COLLABORATE WITH NEW CASTLE COUNTY
REGARDING ANIMAL CONTROL, INCLUDING NOISE CONTROL**

WHEREAS, New Castle County government strives to ensure the highest quality of life for its residents, and their companion animals; and

WHEREAS, continuous barking, squawking, or other persistent and continuous noises by animals in our neighborhoods significantly and negatively impacts residents' quality of life and enjoyment of their neighborhoods; and

WHEREAS, the Delaware Office of Animal Welfare (OAW) was specially created in 2013 to address, among other things, animal control issues, including noise; and

WHEREAS, the OAW has officers who are specially trained and, thus, have the expertise, for example, to address animals making persistent noise, or determine whether an animal is in need of immediate attention or is in distress; and

WHEREAS, from the launch of the OAW, as noted by the founding director, its officers have been responsible for responding to dog barking and animal noises; and

WHEREAS, consistent with the above, the OAW (and the Department of Agriculture, where applicable), in the first instance, is the appropriate enforcement agency to respond to calls for service relating to animal control, including noises, and protection; and

WHEREAS, unfortunately, this is not how the program is operating currently and, consequently, police officers are responding to calls for service for run-of-the mill dog barking (*i.e.*, noise nuisances); and

WHEREAS, adding complaints from residents relating to animal noises to the County police department's increasingly high volume of overall calls for service impedes their ability to dedicate their limited time and resources to more pressing, sometimes life or death, circumstances, forcing an officer to, at times, choose between a barking dog and stopping or investigating a serious crime; and

WHEREAS, given that the current structure of the program is not helpful to the County and is distracting officers from their core functions, despite the County paying substantial tax dollars for these services, it is time that the County collaborate with another partner to address calls for service relating to animal control, including barking dogs, in the County; and

WHEREAS, County Council hereby recommends that the Administration allow the current contract between the County and the OAW to naturally expire, by its terms, on or about June 30, 2024; and

WHEREAS, the Council urges the Administration to immediately seek alternative proposals for these services from another source.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby recommends to the Administration that it immediately initiate a request for proposals for these services from another source and allow the current contract between the County and the OAW to naturally expire, by its terms, on or about June 30, 2024.

Adopted by County Council
of New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this resolution.

RESOLUTION NO. 23-124

**TO AMEND NEW CASTLE COUNTY COUNCIL
PROCEDURAL RULE 13 REGARDING GRANTS**

WHEREAS, from time to time, it becomes necessary to update and/or revise County Council's Procedural Rules.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby amends New Castle County Council Procedural Rule 13 by adding the material that is underscored and deleting the material that is stricken, as set forth below.

RULE NO. 13. COUNCIL GRANTS.

13.1. Council Grants.

13.1.1. ***Eligibility.*** To qualify for a grant ~~these funds~~, an applicant organization must be

a nonprofit organization, or under the umbrella of a nonprofit organization, with goals and/or objectives that advance the health, safety, and/or welfare of New Castle County and its citizens. ~~No organization shall be awarded grant(s) more than \$2500.00 during the County fiscal year. No grants shall be awarded to any religious organization if the funds would be used in whole or in part for religious purposes. In addition to eligible nonprofit organizations, Ggrants requests from to departments of New Castle County Government departments for departmental initiatives are permissible, subject to conformity with County interdepartmental fiscal procedures shall be exempt from the \$2,500.00 per County fiscal year limit.~~

13.1.2. ***Application.*** With the exception of a "mini grant" under Rule 13.1.6.2., ~~Each~~ request for a grant ~~an appropriation~~ shall require a signed written application (typed or legibly handwritten) stating the reason for the grant request and containing the following:

13.1.2.1. Documentation of the organization's non-profit status evidencing there is no distribution of profits to owners or shareholders, the organization's non-discrimination policy (or, alternatively, the attestation required below at 13.1.2.2) and any other applicable documentation (i.e., W9 Form, Federal Tax ID, etc.). Council ~~reserves~~ has discretion to waive any of the above requirements ~~not require all elements of the above referenced documentation.~~

13.1.2.2. An attestation that ~~such~~ the request will benefits the health, safety, and/or welfare of County residents, is not to be used for normal operating expenses, shall be used only for the purposes indicated in the application, and, (in the absence of a written policy), that ~~it~~ the organization does not discriminate against any employee, prospective employee, vendor, volunteer, or individual seeking service or

assistance on the basis of race, creed, color, sex, ~~or~~ natural origin, or any protected class recognized under Delaware law.;

13.1.2.3. An attestation that ~~the organization:~~ (i) ~~the organization~~ agrees to submit a one-page report or other documentation to the Clerk of Council within 120 days after the receipt of the funds proving that the funds were expended for the purpose requested; ~~that~~ (ii) it has accounting procedures of sufficient ~~detail~~ sophistication to adequately account for all funds collected and expended; ~~and~~ (iii) ~~that it~~ agrees to cooperate with any future audit performed by Council's designee.;

13.1.2.4. The organization's operating ~~Budget~~ information, ~~on the organization and its~~ the project for which funding is sought, ~~including, but not limited to,~~ the purpose for ~~which~~ the grant ~~will be~~ used, ~~the total cost of the project,~~ the percentage of the project's funds the grant comprises, ~~and the total amount of funding on the project~~ received from other sources, ~~and the total of the organization's operating budget.~~

13.1.3. Outside District Requests. It is suggested that Council members receiving requests from individuals residing in their District, but representing ~~Organizations~~ not located in their District, confer with the Council member(s) in whose District the ~~Organization~~ is located and/or is IRS-registered.

13.1.4. ***Validity.*** Upon receipt, the Council member's Legislative ~~Assistant~~ Aide shall ~~confirm~~ verify the application is complete. The Council member, or his or her Legislative ~~Assistant~~ Aide, shall contact the applicant to discuss the purpose and intent of the grant request and assess its validity. After determining the worthiness of the grant request, the Council member shall submit the application to the Clerk of Council.

13.1.5. ***Submission to Finance Committee.*** ~~One (1) working week~~ prior to the Finance Committee Meeting during which the grant request shall be considered, the Clerk of Council shall distribute a Grants Packet ~~which includes and provide all necessary information~~ to the Finance Committee Co-Chairperson for inclusion of the items on the agenda. The Grants Packet shall ~~identify all grants the organization has received for the most recent three (3) County fiscal years.~~ and a Grants Matrix to all Council members.

13.1.6. ***Approval.***

13.1.6.1. ***General Grants.*** Council members may issue grants from their individual budgeted and appropriated grant accounts ~~not to exceed \$2,500 in the aggregate in any fiscal year,~~ to eligible organizations and departments as identified at 13.1.1, ~~without~~ upon the approval of at least a majority of Council at a formal meeting.

13.1.6.2. ***Mini Grants.*** ~~in order to~~ To accommodate worthwhile community requests that are of a time-sensitive nature, Council members may issue grants, known as "mini grants," from their individual budgeted and appropriated grant accounts. A "mini grant" shall not to exceed \$2,500 in the aggregate in any fiscal year, to eligible organizations, ~~as identified at 13.1.1,~~ without the approval of at least a majority of Council at a formal meeting. The Council member shall

timely submit a written request for payment to the Clerk of Council, accompanied by a copy of the ~~application~~, request, or ticket ~~(or application, when time allows)~~. Council shall timely be notified of the grant ~~in writing or verbally in the follow up report~~ at a committee meeting of such grants.

SYNOPSIS: The proposed rule changes remove the \$2,500 grant cap from *General Grants*, clarify the “*Mini Grant*” process, and, additionally, clarify the grant process, generally.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this resolution.

Introduced by: Mr. Hollins, Mr. Street
Date of introduction: June 27, 2023

ORDINANCE NO. 23-085

AMEND THE GRANTS BUDGET:

**REALIGN \$1,328,427.00 IN FEDERAL FUNDS WITHIN THE COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM DESIGNATED AS CDBG-CARES
ACT ROUND III, WHICH IS ADMINISTERED BY THE DEPARTMENT OF
COMMUNITY SERVICES**

WHEREAS, originally allocated funding in the amount of \$2,476,428.00 from the U.S. Department of Housing and Urban Development (HUD) was previously approved by County Council and appropriated to the special Community Development Block Grant (CDBG) program designated as CDBG-CARES Act Round III via Ordinance 20-125; and

WHEREAS, federal funding in the amount of \$495,285.00 was realigned within the CDBG-CARES Act Round III to fund the social services anchor for the HOPE Center via Ordinance 20-125; and

WHEREAS, the CDBG-CARES Act Round III is used to prevent, prepare for, and respond to the coronavirus (COVID-19) pandemic; and

WHEREAS, authorization is sought for the realignment of \$1,328,427.00 in Federal funds within the CDBG-CARES Act Round III for subgrantee expenses; 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 deleting the material bracketed and stricken and by adding the material underscored in the attached.

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, if approved, will realign \$1,328,427.00 in federal funds within the CDBG-CARES Act Round III for subgrantee expenses, which is administered by the Department of Community Services. The CDBG-CARES Act Round III is federally funded through HUD for agencies to assist low-income residents affected by the COVID-19 pandemic.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by realigning \$1,328,427.00 in federal funds within the CDBG-CARES Act Round III, which is administered by the Department of Community Services.

This Ordinance, if approved, will have no fiscal impact. The realignment will affect FY2024 through FY2026 since the estimated program completion date for this grant is June 22, 2026.

DEPARTMENT: Community Services

GRANT TITLE: CDBG-CV CARES ACT ROUND III

PROGRAM TITLE: CDBG-CV CARES ACT ROUND III

EXHIBIT: "A"

Ordinance No. 23-085

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ 1,328,427.00	\$ 1,328,427.00
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ 2,476,428.00	\$ (1,328,427.00)	\$ 1,148,001.00
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 2,476,428.00	\$ -	\$ 2,476,428.00

Revenue	Current	Change	Revised
Federal	\$ 2,476,428.00	\$ -	\$ 2,476,428.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 2,476,428.00	\$ -	\$ 2,476,428.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 9/11/2020 **Estimated Program Completion:** 6/22/2026

The Local Match: **Found in (ORG):**

Ordinance 20-125, 21-025 **Date Revised:** 12/15/2020, 4/19/2021

Passed:

PROGRAM DESCRIPTION:

Funding is provided through the Department of Housing and Urban Development (HUD), authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act) to assist low to moderate income residents of New Castle County who have been affected by issues associated with the COVID-19 pandemic.

~~2/23/2021~~ 6/27/2023

ORDINANCE NO. 23-086

TO ADOPT THE CLASS SPECIFICATION OF OFFICE OF LAW PARALEGAL AND TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE AND NON-UNION CLASSIFIED SERVICE EMPLOYEES TO MAKE ORGANIZATIONAL CHANGES FOR CLASS SPECIFICATIONS IN THE DEPARTMENT OF ADMINISTRATION, OFFICE OF LAW

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

WHEREAS, the Department submitted a new class specification for an Office of Law Paralegal that will perform important legal research and other law-related work; and

WHEREAS, the Human Resources Advisory Board at its meeting on April 6, 2023, recommended that the class specification for the new position title of Office of Law Paralegal (Pay Grade 24) be added to the Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees of the Executive Office; and

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

WHEREAS, the Department recommends that the existing position title of Legal Assistant (Pay Grade 21) be reclassified to the position title of Office of Law Paralegal (Pay Grade 24) as a result of new and additional duties due to business needs; and

WHEREAS, the Department recommends changes to the class specification of Secretary to the County Attorney (Pay Grade 22) including changing the title to Paralegal to the County Attorney (Pay Grade 25) as a result of new and additional duties due to business needs; and

WHEREAS, the Department of Administration also recommends that the Pay Grade for the class specification Law Office Administrator be changed from Pay Grade 23 to Pay Grade 26; and

WHEREAS, the Law Office Administrator is a supervisory position, and, to avoid directly subordinate positions having the same, or higher, pay grade as the Law Office Administrator, it is appropriate to increase the pay grade for the Law Office Administrator position concomitantly with an increase in the pay grades of a directly subordinate positions.

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

Section 1. The Class Specification for Office of Law Paralegal is adopted as set forth in Exhibit "A."

Section 2. The Class Specification for Secretary to the County Attorney (proposed Paralegal to the County Attorney) is amended as set forth in Exhibit "B."

Section 3. The Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees of the Executive Office, effective July 1, 2023 through June 30, 2024, is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit "C."

Section 4. The Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees of the Executive Office, effective July 1, 2024 through June 30, 2025, is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit “D.”

Section 5. The Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees of the Executive Office, effective July 1, 2025 through June 30, 2026, is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit “E.”

Section 6. The Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees of the Executive Office, effective July 1, 2026 is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit “F.”

Section 7. The Pay Plan and Rates of Pay for Non-Union Classified Service Employees, effective July 1, 2023 through June 30, 2024, is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit “G.”

Section 8. The Pay Plan and Rates of Pay for Non-Union Classified Service Employees, effective July 1, 2024 through June 30, 2025, is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit “H.”

Section 9. The Pay Plan and Rates of Pay for Non-Union Classified Service Employees, effective July 1, 2025 through June 30, 2026, is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit “I.”

Section 10. The Pay Plan and Rates of Pay for Non-Union Classified Service Employees, effective July 1, 2026 is hereby amended by adding the material that is underscored and deleting the material that is stricken as set forth in Exhibit “J.”

Section 11. 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.

Section 12. It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to July 1, 2023.

Adopted by Council of
New Castle County on:

President of Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, adds the position title of Office of Law Paralegal (Pay Grade 24) to the Non-Union Unclassified Service Employees of the Executive Office and adopts the class specification of Office of Law Paralegal, as recommended by the Human Resources Advisory Board. This Ordinance also amends the class specification of Legal Assistant (Pay Grade 21) changing the position title to Office of Law Paralegal (Pay Grade 24) and amends the class specification of Secretary to the County Attorney (Pay Grade 22) changing the position title to Paralegal to the County Attorney (Pay Grade 25). Additionally, this Ordinance also changes the Pay Grade for the position title of Law Office Administrator from Pay Grade 23 to Pay Grade 26 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to July 1, 2023.

FISCAL IMPACT: This Ordinance, if approved, adds the position title of Office of Law Paralegal (Pay Grade 24) to the Non-Union Unclassified Service Employees of the Executive Office and adopts the class specification of Office of Law Paralegal, as recommended by the Human Resources Advisory Board. This Ordinance also amends the class specification of Legal Assistant (Pay Grade 21) changing the position title to Office of Law Paralegal (Pay Grade 24) and amends the class specification of Secretary to the County Attorney (Pay Grade 22) changing the position title to Paralegal to the County Attorney (Pay Grade 25). Additionally, this Ordinance also changes the Pay Grade for the position title of Law Office Administrator from Pay Grade 23 to Pay Grade 26 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees.

There are currently four filled positions with the title of Legal Assistant, one filled position with the title of Secretary to the County Attorney and one filled position with the title of Law Office Administrator. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the six employees currently in these positions is \$32,973 in FY2024, \$67,591 in FY2025 and \$103,940 in FY2026.

EXHIBIT A

NEW CASTLE COUNTY GOVERNMENT	Number XXXX
CLASS SPECIFICATION	Page 1 of 2
	Date DRAFT
Title: OFFICE OF LAW PARALEGAL	Approved:

GENERAL STATEMENT OF DUTIES: Provides attorneys with diversified legal administrative and clerical support; does related work as required or as assigned by supervising attorneys or the Office Administrator.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs important legal research and other law-related work. The work is performed under direct supervision of an attorney, legal advisor, or Office of Law Administrator. This employee may either have studied at an accredited law school or have received legal assistant training. This is a confidential position.

EXAMPLES OF WORK: (Illustrative Only)

- Research laws, investigates facts and prepares documents and other sources of information relating to the Office of Law;
- Prepares documents such as briefs, pleadings, complaints, answers, motions, discovery requests/responses, proofs of claims, compendiums, appendixes, mediation statements, memorandums, appeals, contracts, legal communications, and other miscellaneous pleadings, for review and approval;
- Performs electronic filing of legal documents and pleadings, etc.;
- Assists in preparation for presentations, depositions, hearings, trials, and other legal proceedings;
- Prepares witness lists, exhibits and trial binders;
- Assists attorneys in the courtroom;
- Reviews and analyzes legal documents;
- Creates reports for attorneys based on case specifications and attorney requests;
- Builds and maintains databases;
- Manages digital and paper files; ensures files are maintained in accordance with office protocols and New Castle County archiving procedures;
- Engages in independent factual investigations under the supervision of the an attorney in matters relating to various departmental activities;
- Assists with FOIA and discovery requests, responses and document production;
- Manage attorney and court calendars and provide updates when dates or tasks change;
- 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 data processing terminal, personal computer, and other related equipment in the course of the work.

EXHIBIT A**NEW CASTLE COUNTY GOVERNMENT****Number** XXXX**Page** 2 of 2**CLASS SPECIFICATION****Date** DRAFT**Title:** OFFICE OF LAW PARALEGAL**Approved:**

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Strong research and writing skills and proficiency in use of various research tools; ability to organize and prioritize work; strong attention to detail and accuracy; ability to handle sensitive matters and maintain confidentiality; demonstrates effective interpersonal, written and verbal communication skills; some knowledge of, or the ability to rapidly acquire knowledge of relevant Federal, Delaware and County laws, ordinances, and regulations and of the correct form of legislation to be presented to the County Council for action; knowledge of, or the ability to rapidly acquire knowledge of, the organization function, and operation of the Federal, State, County, and local governments, and other agencies with whom the employee may be required to work. Employee should have the capability of constructing tracking systems and reconciling discrepancies with the systems in other departments with little or no supervision. Good knowledge of the principles and practices of substantive and procedural law; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: Possession of an associate degree from an accredited college or university and a certified legal assistant training certification; or six years of experience serving as a paralegal at a law firm or in a government office performing related work; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:
Established: NEW

NEW CASTLE COUNTY GOVERNMENT

Number 0055

CLASS SPECIFICATION

Page 1 of 3

Date 05/01/03DRAFT

Title: SECRETARY-PARALEGAL TO THE COUNTY ATTORNEY

Approved:

GENERAL STATEMENT OF DUTIES: Provides diversified administrative, secretarial, and clerical support ~~Performs a variety of administrative and secretarial duties~~ requiring a high degree of confidentiality for the County Attorney; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class handles administrative, ~~and secretarial, and clerical~~ tasks which are highly confidential in nature and handles details such as screening telephone calls, visitors, and mail; scheduling appointments; and maintaining the County Attorney's calendar. Substantial latitude for independent action is delegated by the County Attorney to resolve administrative problems. This employee may also perform paralegal duties and may supervise support staff in the office. In many instances, this employee acts as a liaison between the County Attorney and other general managers/row officers and works under the general supervision of the County Attorney.

EXAMPLES OF WORK: (Illustrative only)

- ~~— Takes and transcribes difficult dictated material requiring a high degree of accuracy involving legal terminology;~~
- Types legal opinions, deeds, briefs, motions, reports, correspondence, and other materials;
- Prepares routine replies to correspondence;
- Files legal documents, correspondence, and other materials;
- Meets callers, ascertains the purpose of their visit, and disposes of the matter;
- Screens telephone calls and incoming mail and answers inquiries which do not require the County Attorney's attention;
- Maintains contact with County Council, the County Executive's Office, and other County departments/row offices to handle business for the County Attorney;
- Makes appointments and maintains a calendar for the County Attorney;
- Supervises the work of support staff as requested by the County Attorney;
- Handles purchasing duties such as preparation of purchase requisitions, keeping budgetary records, and preparing related reports as requested by the County Attorney;
- Supervises the maintenance and update of the ~~office~~ County Attorney's filing system, and the office filing system as requested;
- Performs routine research, investigates facts in matters relating to the business of the County Attorney's office, and prepares related reports;
- Prepares payroll and maintains personnel and payroll records for the office;

NEW CASTLE COUNTY GOVERNMENT

Number 0055

Page 2 of 3

Date 05/01/03 DRAFT

CLASS SPECIFICATION

Title: SECRETARY-PARALEGAL TO THE COUNTY ATTORNEY

Approved:

- 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 data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Strong research and writing skills and proficiency in use of various research tools; ability to organize and prioritize work; strong attention to detail and accuracy; ability to handle sensitive matters and maintain confidentiality; demonstrates effective interpersonal, written and verbal communication skills; some knowledge of, or the ability to rapidly acquire knowledge of relevant Federal, Delaware and County laws, ordinances, and regulations and of the correct form of legislation to be presented to the County Council for action; knowledge of, or the ability to rapidly acquire knowledge of, the organization function, and operation of the Federal, State, County, and local governments, and other agencies with whom the employee may be required to work; thorough knowledge of, or the ability to rapidly acquire knowledge of, the functions and scope of authority of County departments and offices as related to the handling and disposition of requests for information and delegated administrative details; ability to maintain effective working relationships with managers of other County departments, elected officials, other employees, and the public. Employee should have the capability of constructing tracking systems and reconciling discrepancies with the systems in other departments with little or no supervision. Good knowledge of the principles and practices of substantive and procedural law; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

Thorough knowledge of modern office practices, procedures, equipment, spelling, business English, and mathematics; thorough knowledge of legal terminology, forms, methods, and procedures; some knowledge of elementary bookkeeping; ability to operate word processing equipment and to transcribe information; thorough knowledge of the functions and scope of authority of County departments and offices as related to the handling and disposition of requests for information and delegated administrative details; ability to make decisions in accordance with laws, ordinances, regulations, and appropriate policies and procedures; ability to operate word processing equipment, personal computer, data processing terminal and other related equipment using current software; ability to prepare appropriate correspondence on routine matters and to perform routine office management details with only general supervision; ability to maintain effective working relationships with managers of other County departments, elected officials, other employees, and the public; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

NEW CASTLE COUNTY GOVERNMENT

Number 0055

Page 3 of 3

Date 05/01/03DRAFT

CLASS SPECIFICATION

Title: SECRETARY-PARALEGAL TO THE COUNTY ATTORNEY

Approved:

ACCEPTABLE EXPERIENCE AND TRAINING:

Possession of an Associate's Degree from an accredited college or university and a certified legal assistant training certification; or six years of experience serving as a paralegal at a law firm or in a government office performing related work; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

At least five years experience in performing secretarial work of a progressively responsible nature, with at least one year experience in the legal field, and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 08/03/89
 Revised: 03/01/94
 Revised: 10/16/95
 Revised: 07/01/97
 Revised: 11/01/98
 Revised: 05/01/03
Revised: DRAFT

EXHIBIT C
PAY PLAN AND RATES OF PAY FOR
NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
LEGAL SECRETARY	17	35,781	37,570	39,449	41,421	43,492	45,667	47,951	50,348	52,866	55,509
ETHICS COMMISSION ADMIN ASST	20	41,422	43,493	45,668	47,952	50,350	52,867	55,510	58,286	61,200	64,260
LEGAL ASSISTANT	24	43,493	45,668	47,952	50,350	52,867	55,510	58,286	61,200	64,260	67,473
EXECUTIVE ASSISTANT I SECRETARY TO THE COUNTY ATTORNEY	22 22	45,667	47,951	50,348	52,866	55,509	58,285	61,199	64,259	67,472	70,845
<u>OFFICE OF LAW PARALEGAL</u>	<u>24</u>	<u>50,350</u>	<u>52,867</u>	<u>55,510</u>	<u>58,286</u>	<u>61,200</u>	<u>64,260</u>	<u>67,473</u>	<u>70,846</u>	<u>74,389</u>	<u>78,109</u>
<u>PARALEGAL TO THE COUNTY ATTORNEY</u>	<u>25</u>	<u>52,868</u>	<u>55,511</u>	<u>58,287</u>	<u>61,201</u>	<u>64,261</u>	<u>67,474</u>	<u>70,847</u>	<u>74,390</u>	<u>78,110</u>	<u>82,015</u>
EXECUTIVE ASSISTANT II LAW ENFORCEMENT TECHNICIAN	26 26	55,511	58,287	61,201	64,261	67,474	70,847	74,390	78,110	82,015	86,116
COMPLAINTS OFFICER	27	58,286	61,200	64,260	67,473	70,846	74,389	78,109	82,014	86,115	90,421
EXECUTIVE ASSISTANT III STAFF DIRECTOR	30 30	67,474	70,847	74,390	78,110	82,015	86,116	90,422	94,943	99,690	104,675
ASSISTANT COUNTY ATTORNEY I	32	74,392	78,112	82,017	86,118	90,424	94,945	99,692	104,677	109,910	115,405
ASSISTANT COUNTY ATTORNEY II DIRECTOR OF COMMUNICATIONS EXECUTIVE ASSISTANT IV	34 34 34	82,016	86,117	90,423	94,944	99,691	104,676	109,909	115,404	121,174	127,233
DIRECTOR OF REDEVELOPMENT	36	90,423	94,944	99,691	104,676	109,909	115,404	121,174	127,233	133,594	140,274
CHIEF HUMAN RESOURCES OFFICER CHIEF OF TECHNOLOGY AND ADMIN SERVICES COMMUNITY SERVICES DEPT. GEN. MANAGER	38 38 38	99,692	104,677	109,910	115,405	121,176	127,235	133,597	140,277	147,291	154,656
COUNTY SOLICITOR	39	104,678	109,911	115,407	121,177	127,236	133,598	140,278	147,292	154,657	162,389
CHIEF FINANCIAL OFFICER CHIEF OF STAFF COUNTY ATTORNEY DEPUTY CHIEF ADMINISTRATIVE OFFICER DIRECTOR OF PUBLIC SAFETY LAND USE DEPARTMENT GENERAL MANAGER POLICY DIRECTOR FOR THE COUNTY EXECUTIVE PUBLIC WORKS DEPARTMENT GENERAL MGR.	40 40 40 40 40 40 40 40	109,910	115,405	121,176	127,235	133,597	140,276	147,290	154,655	162,387	170,506
CHIEF OF POLICE	41	122,114	128,220	134,630	141,361	148,430	155,852	163,644	171,826	180,418	189,439
PART-TIME ATTORNEY (hourly rate)		41.39	43.46	45.63	47.91	50.31	52.83	55.47	58.24	61.15	64.21
EXECUTIVE AND ADMINISTRATIVE RATES OF PAY											
CHIEF ADMINISTRATIVE OFFICER		106,769	120,648	127,887	135,561	150,473	157,996	165,895	174,190	182,899	192,044
BOARD AND COMMISSIONERS RATES OF PAY											
JUDGEMENT COMMISSIONERS		\$9.25 PER HOUR									
MEMBER, BOARD OF ADJUSTMENT		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									
MEMBER, BOARD OF ASSESSMENT REVIEW		\$100 PER MEETING FOR ANY MEETING LASTING NOT MORE THAN SIX (6) HOURS PLUS \$25 PER HOUR FOR EVERY HOUR OVER SIX THAT A MEMBER SPENDS HEARING APPEALS IN A SINGLE DAY.									
MEMBER, HISTORIC REVIEW BOARD		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									
MEMBER, HUMAN RESOURCES ADVISORY BOARD		\$100 PER MEETING									
MEMBER, PLANNING BOARD		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									

Effective: 07/01/2023 (Ordinance 23-063)

Revised: 07/01/2023 (Ordinance 23-xxx)

EXHIBIT D
PAY PLAN AND RATES OF PAY FOR
NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
LEGAL SECRETARY	17	36,676	38,510	40,436	42,457	44,580	46,809	49,150	51,607	54,188	56,897
ETHICS COMMISSION ADMIN ASST	20	42,458	44,581	46,810	49,151	51,609	54,189	56,898	59,744	62,730	65,867
LEGAL ASSISTANT	24	44,581	46,810	49,151	51,609	54,189	56,898	59,744	62,730	65,867	69,160
EXECUTIVE ASSISTANT I SECRETARY TO THE COUNTY ATTORNEY	22 22	46,809	49,150	51,607	54,188	56,897	59,743	62,729	65,866	69,159	72,617
<u>OFFICE OF LAW PARALEGAL</u>	<u>24</u>	<u>51,609</u>	<u>54,189</u>	<u>56,898</u>	<u>59,744</u>	<u>62,730</u>	<u>65,867</u>	<u>69,160</u>	<u>72,618</u>	<u>76,249</u>	<u>80,062</u>
<u>PARALEGAL TO THE COUNTY ATTORNEY</u>	<u>25</u>	<u>54,190</u>	<u>56,899</u>	<u>59,745</u>	<u>62,732</u>	<u>65,868</u>	<u>69,161</u>	<u>72,619</u>	<u>76,250</u>	<u>80,063</u>	<u>84,066</u>
EXECUTIVE ASSISTANT II LAW ENFORCEMENT TECHNICIAN	26 26	56,899	59,745	62,732	65,868	69,161	72,619	76,250	80,063	84,066	88,269
COMPLAINTS OFFICER	27	59,744	62,730	65,867	69,160	72,618	76,249	80,062	84,065	88,268	92,682
EXECUTIVE ASSISTANT III STAFF DIRECTOR	30 30	69,161	72,619	76,250	80,063	84,066	88,269	92,683	97,317	102,183	107,292
ASSISTANT COUNTY ATTORNEY I	32	76,252	80,065	84,068	88,271	92,685	97,319	102,185	107,294	112,658	118,291
ASSISTANT COUNTY ATTORNEY II DIRECTOR OF COMMUNICATIONS EXECUTIVE ASSISTANT IV	34 34 34	84,067	88,270	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414
DIRECTOR OF REDEVELOPMENT	36	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414	136,934	143,781
CHIEF HUMAN RESOURCES OFFICER CHIEF OF TECHNOLOGY AND ADMIN SERVICES COMMUNITY SERVICES DEPT. GEN. MANAGER	38 38 38	102,185	107,294	112,658	118,291	124,206	130,416	136,937	143,784	150,974	158,523
COUNTY SOLICITOR	39	107,295	112,659	118,293	124,207	130,417	136,938	143,785	150,975	158,524	166,449
CHIEF FINANCIAL OFFICER CHIEF OF STAFF COUNTY ATTORNEY DEPUTY CHIEF ADMINISTRATIVE OFFICER DIRECTOR OF PUBLIC SAFETY LAND USE DEPARTMENT GENERAL MANAGER POLICY DIRECTOR FOR THE COUNTY EXECUTIVE PUBLIC WORKS DEPARTMENT GENERAL MGR.	40 40 40 40 40 40 40 40	112,658	118,291	124,206	130,416	136,937	143,783	150,973	158,522	166,447	174,769
CHIEF OF POLICE	41	125,167	131,426	137,996	144,896	152,141	159,749	167,736	176,122	184,929	194,175
PART-TIME ATTORNEY (hourly rate)		42.42	44.54	46.77	49.11	51.57	54.15	56.86	59.70	62.69	65.82
EXECUTIVE AND ADMINISTRATIVE RATES OF PAY											
CHIEF ADMINISTRATIVE OFFICER		109,439	123,665	131,085	138,951	154,235	161,946	170,043	178,545	187,472	196,846
BOARD AND COMMISSIONERS RATES OF PAY											
JUDGEMENT COMMISSIONERS		\$9.25 PER HOUR									
MEMBER, BOARD OF ADJUSTMENT		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									
MEMBER, BOARD OF ASSESSMENT REVIEW		\$100 PER MEETING FOR ANY MEETING LASTING NOT MORE THAN SIX (6) HOURS PLUS \$25 PER HOUR FOR EVERY HOUR OVER SIX THAT A MEMBER SPENDS HEARING APPEALS IN A SINGLE DAY.									
MEMBER, HISTORIC REVIEW BOARD		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									
MEMBER, HUMAN RESOURCES ADVISORY BOARD		\$100 PER MEETING									
MEMBER, PLANNING BOARD		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									

Effective: 07/01/2024 (Ordinance 23-063)

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EXHIBIT E
PAY PLAN AND RATES OF PAY FOR
NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
LEGAL SECRETARY	17	37,593	39,473	41,447	43,519	45,695	47,980	50,379	52,898	55,543	58,320
ETHICS COMMISSION ADMIN ASST	20	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,299	67,514
LEGAL ASSISTANT	24	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,299	67,514	70,889
EXECUTIVE ASSISTANT I SECRETARY TO THE COUNTY ATTORNEY	22 22	47,980	50,379	52,898	55,543	58,320	61,237	64,298	67,513	70,888	74,433
<u>OFFICE OF LAW PARALEGAL</u>	<u>24</u>	<u>52,900</u>	<u>55,544</u>	<u>58,321</u>	<u>61,238</u>	<u>64,299</u>	<u>67,512</u>	<u>70,889</u>	<u>74,434</u>	<u>78,156</u>	<u>82,064</u>
<u>PARALEGAL TO THE COUNTY ATTORNEY</u>	<u>25</u>	<u>55,545</u>	<u>58,322</u>	<u>61,239</u>	<u>64,301</u>	<u>67,515</u>	<u>70,891</u>	<u>74,435</u>	<u>78,157</u>	<u>82,065</u>	<u>86,168</u>
EXECUTIVE ASSISTANT II LAW ENFORCEMENT TECHNICIAN	26 26	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476
COMPLAINTS OFFICER	27	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000
EXECUTIVE ASSISTANT III STAFF DIRECTOR	30 30	70,891	74,435	78,157	82,065	86,168	90,476	95,001	99,750	104,738	109,975
ASSISTANT COUNTY ATTORNEY I	32	78,159	82,067	86,170	90,478	95,003	99,752	104,740	109,977	115,475	121,249
ASSISTANT COUNTY ATTORNEY II DIRECTOR OF COMMUNICATIONS EXECUTIVE ASSISTANT IV	34 34 34	86,169	90,477	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675
DIRECTOR OF REDEVELOPMENT	36	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,358	147,376
CHIEF HUMAN RESOURCES OFFICER CHIEF OF TECHNOLOGY AND ADMIN SERVICES COMMUNITY SERVICES DEPT. GEN. MANAGER	38 38 38	104,740	109,977	115,475	121,249	127,312	133,677	140,361	147,379	154,749	162,487
COUNTY SOLICITOR	39	109,978	115,476	121,251	127,313	133,678	140,362	147,380	154,750	162,488	170,611
CHIEF FINANCIAL OFFICER CHIEF OF STAFF COUNTY ATTORNEY DEPUTY CHIEF ADMINISTRATIVE OFFICER DIRECTOR OF PUBLIC SAFETY LAND USE DEPARTMENT GENERAL MANAGER POLICY DIRECTOR FOR THE COUNTY EXECUTIVE PUBLIC WORKS DEPARTMENT GENERAL MGR.	40 40 40 40 40 40 40 40	115,475	121,249	127,312	133,677	140,361	147,378	154,748	162,486	170,609	179,139
CHIEF OF POLICE	41	128,297	134,712	141,446	148,519	155,945	163,743	171,930	180,526	189,553	199,030
PART-TIME ATTORNEY (hourly rate)		43.48	45.65	47.93	50.33	52.85	55.49	58.26	61.17	64.23	67.44
EXECUTIVE AND ADMINISTRATIVE RATES OF PAY											
CHIEF ADMINISTRATIVE OFFICER		112,175	126,757	134,363	142,425	158,091	165,995	174,295	183,009	192,159	201,768
BOARD AND COMMISSIONERS RATES OF PAY											
JUDGEMENT COMMISSIONERS		\$9.25 PER HOUR									
MEMBER, BOARD OF ADJUSTMENT		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									
MEMBER, BOARD OF ASSESSMENT REVIEW		\$100 PER MEETING FOR ANY MEETING LASTING NOT MORE THAN SIX (6) HOURS PLUS \$25 PER HOUR FOR EVERY HOUR OVER SIX THAT A MEMBER SPENDS HEARING APPEALS IN A SINGLE DAY.									
MEMBER, HISTORIC REVIEW BOARD		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									
MEMBER, HUMAN RESOURCES ADVISORY BOARD		\$100 PER MEETING									
MEMBER, PLANNING BOARD		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									

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EXHIBIT F
PAY PLAN AND RATES OF PAY FOR
NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
LEGAL SECRETARY	17	38,533	40,460	42,484	44,607	46,838	49,180	51,639	54,221	56,932	59,778
ETHICS COMMISSION ADMIN ASST	20	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,907	69,202
LEGAL ASSISTANT	24	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,907	69,202	72,662
EXECUTIVE ASSISTANT I SECRETARY TO THE COUNTY ATTORNEY	22 22	49,180	51,639	54,221	56,932	59,778	62,768	65,906	69,201	72,661	76,294
<u>OFFICE OF LAW PARALEGAL</u>	<u>24</u>	<u>54,223</u>	<u>56,933</u>	<u>59,780</u>	<u>62,769</u>	<u>65,907</u>	<u>69,202</u>	<u>72,662</u>	<u>76,295</u>	<u>80,110</u>	<u>84,116</u>
<u>PARALEGAL TO THE COUNTY ATTORNEY</u>	<u>25</u>	<u>56,934</u>	<u>59,781</u>	<u>62,770</u>	<u>65,909</u>	<u>69,203</u>	<u>72,664</u>	<u>76,296</u>	<u>80,111</u>	<u>84,117</u>	<u>88,323</u>
EXECUTIVE ASSISTANT II LAW ENFORCEMENT TECHNICIAN	26 26	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738
COMPLAINTS OFFICER	27	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375
EXECUTIVE ASSISTANT III STAFF DIRECTOR	30 30	72,664	76,296	80,111	84,117	88,323	92,738	97,377	102,244	107,357	112,725
ASSISTANT COUNTY ATTORNEY I	32	80,113	84,119	88,325	92,740	97,379	102,246	107,359	112,727	118,362	124,281
ASSISTANT COUNTY ATTORNEY II DIRECTOR OF COMMUNICATIONS EXECUTIVE ASSISTANT IV	34 34 34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017
DIRECTOR OF REDEVELOPMENT	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061
CHIEF HUMAN RESOURCES OFFICER CHIEF OF TECHNOLOGY AND ADMIN SERVICES COMMUNITY SERVICES DEPT. GEN. MANAGER	38 38 38	107,359	112,727	118,362	124,281	130,495	137,019	143,871	151,064	158,618	166,550
COUNTY SOLICITOR	39	112,728	118,363	124,283	130,496	137,020	143,872	151,065	158,619	166,551	174,877
CHIEF FINANCIAL OFFICER CHIEF OF STAFF COUNTY ATTORNEY DEPUTY CHIEF ADMINISTRATIVE OFFICER DIRECTOR OF PUBLIC SAFETY LAND USE DEPARTMENT GENERAL MANAGER POLICY DIRECTOR FOR THE COUNTY EXECUTIVE PUBLIC WORKS DEPARTMENT GENERAL MGR.	40 40 40 40 40 40 40 40	118,362	124,281	130,495	137,019	143,871	151,063	158,617	166,549	174,875	183,618
CHIEF OF POLICE	41	128,297	134,712	141,448	148,520	155,946	163,743	171,930	180,527	189,553	199,031
PART-TIME ATTORNEY (hourly rate)		44.57	46.80	49.14	51.60	54.18	56.89	59.73	62.72	65.86	69.15
EXECUTIVE AND ADMINISTRATIVE RATES OF PAY											
CHIEF ADMINISTRATIVE OFFICER		114,980	129,926	137,723	145,986	162,044	170,145	178,653	187,585	196,963	206,813
BOARD AND COMMISSIONERS RATES OF PAY											
JUDGEMENT COMMISSIONERS		\$9.25 PER HOUR									
MEMBER, BOARD OF ADJUSTMENT		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									
MEMBER, BOARD OF ASSESSMENT REVIEW		\$100 PER MEETING FOR ANY MEETING LASTING NOT MORE THAN SIX (6) HOURS PLUS \$25 PER HOUR FOR EVERY HOUR OVER SIX THAT A MEMBER SPENDS HEARING APPEALS IN A SINGLE DAY.									
MEMBER, HISTORIC REVIEW BOARD		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									
MEMBER, HUMAN RESOURCES ADVISORY BOARD		\$100 PER MEETING									
MEMBER, PLANNING BOARD		\$100 PER REGULAR MEETING AND \$100 PER SPECIAL MEETING									

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Revised: 07/01/2026 (Ordinance 23-xxx)

EXHIBIT G
PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
SENIOR SERVICES TRANS. PROGRAM COORD.	16	34,077	35,780	37,569	39,448	41,420	43,490	45,664	47,948	50,345	52,863
INSURANCE CLAIMS ASSISTANT	17	35,781	37,570	39,449	41,421	43,492	45,667	47,951	50,348	52,866	55,509
SENIOR SERVICES CENTER DIRECTOR	18	37,571	39,450	41,422	43,493	45,668	47,952	50,350	52,867	55,510	58,286
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	41,422	43,493	45,668	47,952	50,350	52,867	55,510	58,286	61,200	64,260
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	45,667	47,951	50,348	52,866	55,509	58,285	61,199	64,259	67,472	70,845
LAW OFFICE ADMINISTRATOR REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	47,950	50,347	52,865	55,508	58,284	61,198	64,258	67,471	70,844	74,387
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	50,350	52,867	55,510	58,286	61,200	64,260	67,473	70,846	74,389	78,109
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	52,868	55,511	58,287	61,201	64,261	67,474	70,847	74,390	78,110	82,015
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR <u>LAW OFFICE ADMINISTRATOR</u>	26	55,511	58,287	61,201	64,261	67,474	70,847	74,390	78,110	82,015	86,116
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	58,286	61,200	64,260	67,473	70,846	74,389	78,109	82,014	86,115	90,421
ENVIRONMENTAL ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	61,200	64,260	67,473	70,846	74,389	78,109	82,014	86,115	90,421	94,942
PAYROLL SUPERVISOR	29	64,262	67,475	70,848	74,391	78,111	82,016	86,117	90,423	94,944	99,691
COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST FINANCE ADMINISTRATION MANAGER HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION AND BENEFITS ADMINISTRATOR PUBLIC WORKS PROJECT MANAGER TRANSPORTATION PLANNER	30	67,474	70,847	74,390	78,110	82,015	86,116	90,422	94,943	99,690	104,675
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	70,851	74,393	78,113	82,018	86,119	90,425	94,946	99,694	104,679	109,912
COMMUNITY SERVICES MANAGER DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	74,392	78,112	82,017	86,118	90,424	94,945	99,692	104,677	109,910	115,405

EXHIBIT G
PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
ACCOUNTING AND FISCAL MANAGER	34	82,016	86,117	90,423	94,944	99,691	104,676	109,909	115,404	121,174	127,233
ASSISTANT LAND USE MANAGER											
CHIEF PROCUREMENT OFFICER											
CHIEF OF SPECIAL PROJECTS											
ENGINEERING SERVICES MANAGER											
INFORMATION SYSTEMS MANAGER											
INSURANCE AND LOSS CONTROL MANAGER											
INTERNAL SERVICES MANAGER											
PARKS DIVISION MANAGER											
PENSION PROGRAM MANAGER											
SEWER OPERATIONS MANAGER											
STORMWATER & ENVIRONMENTAL PROGS. MGR											
TREASURY MANAGER											
FINANCE LEGAL OFFICER	35	86,118	90,424	94,945	99,692	104,677	109,910	115,405	121,176	127,235	133,597
FIRST ASSISTANT COUNTY ATTORNEY											
HUMAN RESOURCES MANAGER											
PUBLIC WORKS SENIOR MANAGER	36	90,423	94,944	99,691	104,676	109,909	115,404	121,174	127,233	133,594	140,274
DEPUTY CHIEF OF TECHNOLOGY											

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	30	71,779	75,152	78,695	82,415	86,320	90,421	94,727	99,248	103,995	108,980
CHIEF OF EMERGENCY COMMUNICATIONS	36	94,728	99,249	103,996	108,981	114,214	119,709	125,479	131,538	137,899	144,579
CHIEF OF EMERGENCY MEDICAL SERVICES	38	106,867	111,852	117,085	122,580	128,351	134,410	140,772	147,452	154,466	161,831

Effective: 07/01/2023 (Ordinance 23-063)

Revised: 07/01/2023 (Ordinance 23-xxx)

EXHIBIT H
PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
SENIOR SERVICES TRANS. PROGRAM COORD.	16	34,929	36,675	38,509	40,435	42,456	44,578	46,806	49,147	51,604	54,185
INSURANCE CLAIMS ASSISTANT	17	36,676	38,510	40,436	42,457	44,580	46,809	49,150	51,607	54,188	56,897
SENIOR SERVICES CENTER DIRECTOR	18	38,511	40,437	42,458	44,581	46,810	49,151	51,609	54,189	56,898	59,744
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	42,458	44,581	46,810	49,151	51,609	54,189	56,898	59,744	62,730	65,867
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	46,809	49,150	51,607	54,188	56,897	59,743	62,729	65,866	69,159	72,617
LAW OFFICE ADMINISTRATOR REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	49,149	51,606	54,187	56,896	59,742	62,728	65,865	69,158	72,616	76,247
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	51,609	54,189	56,898	59,744	62,730	65,867	69,160	72,618	76,249	80,062
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	54,190	56,899	59,745	62,732	65,868	69,161	72,619	76,250	80,063	84,066
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR	26	56,899	59,745	62,732	65,868	69,161	72,619	76,250	80,063	84,066	88,269
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	59,744	62,730	65,867	69,160	72,618	76,249	80,062	84,065	88,268	92,682
ENVIRONMENTAL ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	62,730	65,867	69,160	72,618	76,249	80,062	84,065	88,268	92,682	97,316
PAYROLL SUPERVISOR	29	65,869	69,162	72,620	76,251	80,064	84,067	88,270	92,684	97,318	102,184
COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST FINANCE ADMINISTRATION MANAGER HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION AND BENEFITS ADMINISTRATOR PUBLIC WORKS PROJECT MANAGER TRANSPORTATION PLANNER	30	69,161	72,619	76,250	80,063	84,066	88,269	92,683	97,317	102,183	107,292
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	72,623	76,253	80,066	84,069	88,272	92,686	97,320	102,187	107,296	112,660
COMMUNITY SERVICES MANAGER DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	76,252	80,065	84,068	88,271	92,685	97,319	102,185	107,294	112,658	118,291

EXHIBIT H
PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
ACCOUNTING AND FISCAL MANAGER	34	84,067	88,270	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414
ASSISTANT LAND USE MANAGER											
CHIEF PROCUREMENT OFFICER											
CHIEF OF SPECIAL PROJECTS											
ENGINEERING SERVICES MANAGER											
INFORMATION SYSTEMS MANAGER											
INSURANCE AND LOSS CONTROL MANAGER											
INTERNAL SERVICES MANAGER											
PARKS DIVISION MANAGER											
PENSION PROGRAM MANAGER											
SEWER OPERATIONS MANAGER											
STORMWATER & ENVIRONMENTAL PROGS. MGR											
TREASURY MANAGER											
FINANCE LEGAL OFFICER	35	88,271	92,685	97,319	102,185	107,294	112,658	118,291	124,206	130,416	136,937
FIRST ASSISTANT COUNTY ATTORNEY											
HUMAN RESOURCES MANAGER											
PUBLIC WORKS SENIOR MANAGER	36	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414	136,934	143,781
DEPUTY CHIEF OF TECHNOLOGY											

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	30	73,574	77,031	80,663	84,476	88,478	92,682	97,096	101,730	106,595	111,705
CHIEF OF EMERGENCY COMMUNICATIONS	36	97,097	101,731	106,596	111,706	117,070	122,702	128,616	134,827	141,347	148,194
CHIEF OF EMERGENCY MEDICAL SERVICES	38	109,539	114,649	120,013	125,645	131,560	137,771	144,292	151,139	158,328	165,877

Effective: 07/01/2024 (Ordinance 23-063)

Revised: 07/01/2024 (Ordinance 23-xxx)

EXHIBIT I
PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
SENIOR SERVICES TRANS. PROGRAM COORD.	16	35,803	37,592	39,472	41,446	43,518	45,693	47,977	50,376	52,895	55,540
INSURANCE CLAIMS ASSISTANT	17	37,593	39,473	41,447	43,519	45,695	47,980	50,379	52,898	55,543	58,320
SENIOR SERVICES CENTER DIRECTOR	18	39,474	41,448	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,299	67,514
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	47,980	50,379	52,898	55,543	58,320	61,237	64,298	67,513	70,888	74,433
LAW OFFICE ADMINISTRATOR REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	50,378	52,897	55,542	58,319	61,236	64,297	67,512	70,887	74,432	78,154
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	52,900	55,544	58,321	61,238	64,299	67,514	70,889	74,434	78,156	82,064
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	55,545	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR <u>LAW OFFICE ADMINISTRATOR</u>	26	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000
ENVIRONMENTAL ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749
PAYROLL SUPERVISOR	29	67,516	70,892	74,436	78,158	82,066	86,169	90,477	95,002	99,751	104,739
COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST FINANCE ADMINISTRATION MANAGER HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION AND BENEFITS ADMINISTRATOR PUBLIC WORKS PROJECT MANAGER TRANSPORTATION PLANNER	30	70,891	74,435	78,157	82,065	86,168	90,476	95,001	99,750	104,738	109,975
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	74,439	78,160	82,068	86,171	90,479	95,004	99,753	104,742	109,979	115,477
COMMUNITY SERVICES MANAGER DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	78,159	82,067	86,170	90,478	95,003	99,752	104,740	109,977	115,475	121,249

EXHIBIT I
PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
ACCOUNTING AND FISCAL MANAGER	34	86,169	90,477	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675
ASSISTANT LAND USE MANAGER											
CHIEF PROCUREMENT OFFICER											
CHIEF OF SPECIAL PROJECTS											
ENGINEERING SERVICES MANAGER											
INFORMATION SYSTEMS MANAGER											
INSURANCE AND LOSS CONTROL MANAGER											
INTERNAL SERVICES MANAGER											
PARKS DIVISION MANAGER											
PENSION PROGRAM MANAGER											
SEWER OPERATIONS MANAGER											
STORMWATER & ENVIRONMENTAL PROGS. MGR											
TREASURY MANAGER											
FINANCE LEGAL OFFICER	35	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312	133,677	140,361
FIRST ASSISTANT COUNTY ATTORNEY											
HUMAN RESOURCES MANAGER											
PUBLIC WORKS SENIOR MANAGER	36	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,358	147,376
DEPUTY CHIEF OF TECHNOLOGY											

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	30	75,414	78,957	82,680	86,588	90,690	95,000	99,524	104,274	109,260	114,498
CHIEF OF EMERGENCY COMMUNICATIONS	36	99,525	104,275	109,261	114,499	119,997	125,770	131,832	138,198	144,881	151,899
CHIEF OF EMERGENCY MEDICAL SERVICES	38	112,278	117,516	123,014	128,787	134,849	141,216	147,900	154,918	162,287	170,024

Effective: 07/01/2025 (Ordinance 23-063)

Revised: 07/01/2025 (Ordinance 23-xxx)

EXHIBIT J
PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
SENIOR SERVICES TRANS. PROGRAM COORD.	16	36,699	38,532	40,459	42,483	44,606	46,836	49,177	51,636	54,218	56,929
INSURANCE CLAIMS ASSISTANT	17	38,533	40,460	42,484	44,607	46,838	49,180	51,639	54,221	56,932	59,778
SENIOR SERVICES CENTER DIRECTOR	18	40,461	42,485	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,907	69,202
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	49,180	51,639	54,221	56,932	59,778	62,768	65,906	69,201	72,661	76,294
LAW OFFICE ADMINISTRATOR REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	51,638	54,220	56,931	59,777	62,767	65,905	69,200	72,660	76,293	80,108
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	54,223	56,933	59,780	62,769	65,907	69,202	72,662	76,295	80,110	84,116
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	56,934	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR <u>LAW OFFICE ADMINISTRATOR</u>	26	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375
ENVIRONMENTAL ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243
PAYROLL SUPERVISOR	29	69,204	72,665	76,297	80,112	84,118	88,324	92,739	97,378	102,245	107,358
COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST FINANCE ADMINISTRATION MANAGER HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION AND BENEFITS ADMINISTRATOR PUBLIC WORKS PROJECT MANAGER TRANSPORTATION PLANNER	30	72,664	76,296	80,111	84,117	88,323	92,738	97,377	102,244	107,357	112,725
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	76,300	80,114	84,120	88,326	92,741	97,380	102,247	107,361	112,729	118,364
COMMUNITY SERVICES MANAGER DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	80,113	84,119	88,325	92,740	97,379	102,246	107,359	112,727	118,362	124,281

EXHIBIT J
PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
ACCOUNTING AND FISCAL MANAGER	34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017
ASSISTANT LAND USE MANAGER											
CHIEF PROCUREMENT OFFICER											
CHIEF OF SPECIAL PROJECTS											
ENGINEERING SERVICES MANAGER											
INFORMATION SYSTEMS MANAGER											
INSURANCE AND LOSS CONTROL MANAGER											
INTERNAL SERVICES MANAGER											
PARKS DIVISION MANAGER											
PENSION PROGRAM MANAGER											
SEWER OPERATIONS MANAGER											
STORMWATER & ENVIRONMENTAL PROGS. MGR											
TREASURY MANAGER											
FINANCE LEGAL OFFICER	35	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495	137,019	143,871
FIRST ASSISTANT COUNTY ATTORNEY											
HUMAN RESOURCES MANAGER											
PUBLIC WORKS SENIOR MANAGER	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061
DEPUTY CHIEF OF TECHNOLOGY											

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	30	77,300	80,931	84,747	88,753	92,958	97,375	102,013	106,881	111,992	117,361
CHIEF OF EMERGENCY COMMUNICATIONS	36	102,014	106,882	111,993	117,362	122,997	128,915	135,128	141,653	148,504	155,697
CHIEF OF EMERGENCY MEDICAL SERVICES	38	115,085	120,454	126,090	132,007	138,221	144,747	151,598	158,791	166,345	174,275

Effective: 07/01/2026 (Ordinance 23-063)

Revised: 07/01/2026 (Ordinance 23-xxx)

ORDINANCE NO. 23-087

**AMEND THE FY2024 APPROVED OPERATING BUDGET:
TRANSFER ONE VACANT CLERK TYPIST POSITION FROM THE OFFICE OF THE
RECORDER OF DEEDS TO THE OFFICE OF THE REGISTER OF WILLS**

WHEREAS, there is the need to increase staffing for the Office of the Register of Wills to assist in the daily operations of the office as they anticipate continued growth in the aging population of the County resulting in increased filings; and

WHEREAS, this legislation will authorize the transfer of one vacant Clerk Typist position and associated Salaries and Wages and Benefits budget from the Office of the Recorder of Deeds to the Office of the Register of Wills; and

WHEREAS, the revenue measures heretofore adopted by the County Council are, in the opinion of the County Executive, estimated to yield sums at least sufficient to balance the proposed expenditures as set forth in the Annual Operating Budget as hereinafter amended.

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

Section 1. The Annual Operating Budget for the fiscal year beginning July 1, 2023, is hereby amended by deleting the material stricken and adding the matter underscored on the attached "Exhibit A."

Section 2. The foregoing amendment shall be considered a part of the Approved Annual Operating Budget for the fiscal year beginning July 1, 2023, and shall be effective retroactively as though incorporated initially in the Annual Operating Budget.

Section 3. 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, will authorize the transfer of one vacant Clerk Typist from the Office of the Recorder of Deeds to the Office of the Register of Wills. The additional staffing will assist in the daily operations of the office. The Office of the Register of Wills anticipates continued growth in the aging population of the County resulting in increased filings. The total FY2024 authorized position count will not change.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2024 Approved Operating Budget by transferring one vacant Clerk Typist position and the associated funds from the Salaries and Wages Budget Line Item \$30,157 and Benefits Budget Line Item \$17,739 from the Office of the Recorder of Deeds to the Office of the Register of Wills.

The total Fiscal Year 2024 Approved Operating Budget will remain at \$331,422,408.

COUNTY COUNCIL

Salaries and Wages	\$	2,428,665
Benefits		1,428,590
Training and Civic Affairs		70,888
Communication and Utilities		17,849
Materials and Supplies		61,042
Contractual Services		253,148
Equipment		1,600
Grants and Fixed Charges		441,482
Operating Transfer Charges		161,959
Total	\$	4,865,223
Total Authorized Full-Time Positions	35	

COUNTY EXECUTIVE

Salaries and Wages	\$	1,777,524
Benefits		1,045,578
Training and Civic Affairs		31,904
Communication and Utilities		15,698
Materials and Supplies		22,236
Contractual Services		148,565
Equipment		1,000
Grants and Fixed Charges		43,000
Contingency		55,000
Operating Transfer Charges		82,016
Total	\$	3,222,521
Total Authorized Full-Time Positions	15	

DEPARTMENT OF ADMINISTRATION

Salaries and Wages	\$	12,223,612
Benefits		7,092,525
Training and Civic Affairs		130,625
Communication and Utilities		8,273,491
Materials and Supplies		158,147
Contractual Services		6,793,141
Equipment		389,900
Grants and Fixed Charges		3,932,350
Operating Transfer Charges		1,163,161
Operating Transfer Credits		(12,098,321)
Total	\$	28,058,631
Total Authorized Full-Time Positions	167	

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	\$	24,594,391
Benefits		14,346,471
Training and Civic Affairs		42,945
Communication and Utilities		24,785,917
Materials and Supplies		4,524,681
Contractual Services		10,366,975
Equipment		483,333
Grants and Fixed Charges		1,193,757
Land and Structures		35,000
Operating Transfer Charges		4,843,006
Operating Transfer Credits		(7,438,785)
Total	\$	77,777,691
Total Authorized Full-Time Positions		384

DEPARTMENT OF LAND USE

Salaries and Wages	\$	8,375,178
Benefits		4,899,879
Training and Civic Affairs		68,665
Communication and Utilities		111,017
Materials and Supplies		113,127
Contractual Services		1,541,973
Equipment		55,175
Grants and Fixed Charges		56,500
Operating Transfer Charges		1,136,835
Operating Transfer Credits		(803,217)
Total	\$	15,555,132
Total Authorized Full-Time Positions		118

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages	\$	11,754,322
Benefits		5,318,947
Training and Civic Affairs		18,560
Communication and Utilities		935,330
Materials and Supplies		1,383,163
Contractual Services		2,348,236
Equipment		18,900
Grants and Fixed Charges		3,110,149
Operating Transfer Charges		1,230,637
Operating Transfer Credits		(190,829)
Total	\$	25,927,415
Total Authorized Full-Time Positions		160

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages		\$	67,198,478
Benefits			39,138,665
Training and Civic Affairs			178,869
Communication and Utilities			1,010,888
Materials and Supplies			1,039,511
Contractual Services			2,128,206
Equipment			1,471,072
Grants and Fixed Charges			6,492,175
Operating Transfer Charges			7,298,634
Total		\$	125,956,498
Total Authorized Full-Time Positions	711		

REGISTER OF WILLS

Salaries and Wages	1,081,015	\$	<u>1,111,172</u>
Benefits	616,908		<u>634,647</u>
Training and Civic Affairs			35,275
Communication and Utilities			12,374
Materials and Supplies			10,625
Contractual Services			62,668
Equipment			1,950
Operating Transfer Charges			85,180
Total	1,905,995	\$	<u>1,953,891</u>
Total Authorized Full-Time Positions	<u>20</u>		19

Salaries and Wages			1,263,001	\$	<u>1,232,844</u>
Benefits			730,446		<u>712,707</u>
Training and Civic Affairs					43,170
Communication and Utilities					33,977
Materials and Supplies					12,398
Contractual Services					79,718
Equipment					6,150
Grants and Fixed Charges					18,350
Operating Transfer Charges					148,002
Total			<u>2,335,212</u>	\$	<u>2,287,316</u>
Total Authorized Full-Time Positions	23	24			

Salaries and Wages	\$	1,260,692
Benefits		737,678
Training and Civic Affairs		29,452
Communication and Utilities		16,189
Materials and Supplies		21,259
Contractual Services		55,999
Equipment		5,000
Operating Transfer Charges		144,938
Total	\$	2,271,207
Total Authorized Full-Time Positions	21	

Salaries and Wages	\$	474,736
Benefits		279,250
Training and Civic Affairs		14,130
Communication and Utilities		5,168
Materials and Supplies		5,424
Contractual Services		17,568
Equipment Replacement		6,000
Operating Transfer Charges		31,776
Total	\$	834,052
Total Authorized Full-Time Positions	7	

Debt Service	\$	45,540,069
Total	\$	45,540,069
Total Authorized Full-Time Positions		

ETHICS COMMISSION

Salaries and Wages	\$	38,000
Benefits		3,385
Training and Civic Affairs		10,500
Communication and Utilities		1,922
Materials and Supplies		2,450
Contractual Services		290,642
Equipment		500
Operating Transfer Charges		6,699
Total	\$	354,098
Total Authorized Full-Time Positions	0	

COUNCIL CONTINGENCY

Contingency	\$	250,000
Total	\$	250,000
Total Authorized Full-Time Positions		

EXECUTIVE CONTINGENCY

Contingency	\$	600,000
Total	\$	600,000
Total Authorized Full-Time Positions		

PERSONNEL CONTINGENCY

Contingency	\$	455,000
Total	\$	455,000
Total Authorized Full-Time Positions		

ATTRITION CONTINGENCY

Personal Services - Salaries and Wages	\$	(4,293,340)
Personal Services - Employee Benefits	\$	(2,525,429)
Total	\$	(6,818,769)
Total Authorized Full-Time Positions		

ONE-TIME CONTINGENCY

Contingency	\$	2,332,433
Total	\$	2,332,433

NEW CASTLE COUNTY

Salaries and Wages	\$	128,176,274
Benefits		73,112,893
Training and Civic Affairs		674,983
Communication and Utilities		35,219,820
Materials and Supplies		7,354,063
Contractual Services		24,086,839
Equipment		2,440,580
Grants and Fixed Charges		15,287,763
Debt Service		45,540,069
Land and Structures		35,000
Contingency		3,692,433
Operating Transfer Charges		16,332,843
Operating Transfer Credits		(20,531,152)
<i>Sub-Total New Castle County</i>	\$	331,422,408
<i>Total Authorized Full-Time Positions</i>		1,661

RESERVE ACCOUNT ESTIMATES AS OF MAY 31, 2023

Tax Stabilization Reserve Account	74,585,374
Sewer Rate Stabilization Reserve Account	10,615,708
General Fund Budget Reserve Account	44,845,412
Sewer Fund Budget Reserve Account	18,362,788
<i>Total Reserves:</i>	148,409,282

Grant Matrix 7/11/23

GRANT APPLICANT	AMOUNT REQUESTED / AMOUNT PROPOSED	INTENDED USE OF GRANT	Standard Accounting Practices/ Non-Discrimination Policy	PRIOR COUNCIL GRANTS IN CURRENT FISCAL YEAR	COUNCIL MEMBER
Western District Advisory Council *	\$2000/\$2000	Funds will be used for National Night out and other NCCPD Community Events	Yes/No	No	Sheldon
Tri-State Bird Rescue & Research	\$2500/\$2500	Funds will be used to help repave their entry ramps in their upper parking lot.	Yes/Yes	No	Kilpatrick
Clayton Place Maintenance Corporation	\$875/\$875	Funds will be used to help cover the cost associated with major cleanups of the storm basin and maintenance of open space areas	Yes/No	No	Cartier
Newark Union Corporation	\$1600/\$1600	Funds will be used for to install a railing on both sides of the steps at the entrance of the Newark Union Church	Yes/Yes	No	Cartier
Overlook Colony Civic Association	\$2500/\$2500	Funds will be used for community events and for printing cost associated with community newsletters and event flyers	No/No	No	Carter
Ridgewood Civic Association	\$3500/\$3500**	Funds will be used to assist the community in amending their record plan to remove a fence requirement on their community owned land.	Yes/No	No	Cartier
Towers of Valley Run Condominiums	\$2500/\$2500	Funds will be used to upgrade the lighting in 3 stairwells with LED lighting and to purchase additional cameras for their parking lot	Yes/No	No	Cartier
Claymont Girls Fast Pitch Softball	\$2500/\$2500	Funds will be used to purchase a truck load of Diamond-tex for their fields	Yes/Yes	No	Cartier
Breaking Barriers Rowing and Fitness	\$2500/	Funds will be used for a 10 week youth camp.	Yes/Yes	No	Hartley-Nagle

*The grant for National Night Out will come out of Council's Community Events funding line.

** The grant for Ridgewood Civic Association will require Council to lift the \$2500 cap to approve full amount that is requested.