



NEW CASTLE COUNTY COUNCIL COUNCIL MEETING

July 11, 2023
6:30 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

- **Moment of Silence**
- **Pledge of Allegiance**
- **Roll Call**

B. Approval of Minutes

C. Announcements

D. Introduction of Ordinances

°23-089: TO REVISE CHAPTER 14 OF THE *NEW CASTLE COUNTY CODE* TO PROVIDE A FINITE TAX EXEMPTION FOR ROHM AND HAAS ELECTRONIC MATERIALS CMP, LLC, TAX PARCEL NO. 11-018.00-061, 2001 OLD COOCHS BRIDGE RD, NEWARK, DELAWARE, IN SUPPORT OF ECONOMIC DEVELOPMENT Introduced by: Mr. Tackett

°23-090: TO DECLARE SURPLUS CERTAIN LANDS OF NEW CASTLE COUNTY ASSOCIATED WITH THE NEW CASTLE COUNTY AIRPORT AND TO AUTHORIZE THE TRANSFER OF LANDS TO THE STATE OF DELAWARE FOR A PUBLIC PURPOSE Introduced by: Mr. Smiley, Mr. Cartier

°23-091: AMEND THE GRANTS BUDGET: APPROPRIATE INVESTMENT INCOME TO JUSTICE ASSISTANCE GRANT (JAG) 2019 ENHANCED CRIME PREVENTION AND OFFICER WELLNESS INITIATIVE AND THE JUSTICE ASSISTANCE GRANT (JAG) 2018 FORTIFYING OFFICER AND COMMUNITY GRANT FOR THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC SAFETY, DIVISION OF POLICE Introduced by: Mr. Bell, Ms. Hartley-Nagle

°23-092: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 26 ("HUMAN RESOURCES"), ARTICLE 4 ("PENSIONS"), COUNTY 2011 PENSION PLAN TO PROVIDE FOR SERVICE RETIREMENT ANNUITY AFTER TWENTY-FIVE YEARS OF CREDITED SERVICE FOR EMERGENCY MEDICAL SERVICES DIVISION EMPLOYEES AND EMERGENCY COMMUNICATIONS DIVISION EMPLOYEES AND PROVIDING FOR INCREASED EMPLOYEE CONTRIBUTIONS FROM EMERGENCY MEDICAL SERVICES DIVISION EMPLOYEES AND

EMERGENCY COMMUNICATIONS DIVISION EMPLOYEES Introduced by: Ms. Hartley-Nagle, Mr. Bell

°23-093: AMEND THE FY2024 APPROVED OPERATING BUDGET: APPROPRIATE \$1,245,950 FROM THE GENERAL FUND TAX STABILIZATION RESERVE ACCOUNT TO THE DEPARTMENT OF ADMINISTRATION, HUMAN RESOURCE MANAGEMENT FOR 25-YEAR RETIREMENT UNFUNDED LIABILITY Introduced by: Mr. Smiley, Mr. Cartier

°23-094: AMENDING NEW CASTLE COUNTY CODE CHAPTER 6 ("BUILDING CODE") AND CHAPTER 7 ("PROPERTY MAINTENANCE CODE") TO ESTABLISH ROUTINE INSPECTIONS FOR CERTAIN COMMON INTEREST COMMUNITY BUILDINGS, INCLUDING CONDOMINIUMS, IN NEW CASTLE COUNTY Introduced by: Mr. Cartier, Ms. Kilpatrick, Mr. Sheldon

°23-095: AMENDING NEW CASTLE COUNTY CODE CHAPTER 40 (THE "UNIFIED DEVELOPMENT CODE") TO ESTABLISH A PROTECTED OPEN SPACE ZONING DISTRICT Introduced by: Mr. Carter, Ms. Durham, Mr. Toole, Mr. Cartier

E. Reports from Select and Special Committees

F. Consent Calendar

NOTE: If an item on the Consent Calendar is objected to by a Council member, or a member of the public wishes to obtain additional information about the candidate or proposed legislation, or if a Councilmember intends to offer an amendment to a resolution, seek additional information, or state a conflict, it shall be removed from the Consent Calendar and voted upon separately.

G. Presentations

H. Consideration of Resolutions Removed from the Consent Calendar and Other Resolutions

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

I. Consideration of Ordinances

°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

J. Time Sensitive Congratulatory/Honorary Resolutions

R23-125: CELEBRATING THE GROUNDBREAKING OF THE 166TH AIRLIFT WING FUEL CELL HANGAR BY THE DELAWARE NATIONAL GUARD Introduced by: Ms. Hartley-Nagle

K. Introduction/Consideration of Emergency Ordinances

L. Public Comment/Other

M. Motion to Adjourn

AGENDA POSTED: June 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. Tackett
Date of introduction: July 11, 2023

ORDINANCE NO. 23-089

**TO REVISE CHAPTER 14 OF THE *NEW CASTLE COUNTY CODE* TO
PROVIDE A FINITE TAX EXEMPTION FOR ROHM AND HAAS
ELECTRONIC MATERIALS CMP, LLC, TAX PARCEL NO. 11-018.00-061, 2001
OLD COOCHS BRIDGE RD, NEWARK, DELAWARE, IN SUPPORT OF
ECONOMIC DEVELOPMENT**

WHEREAS, Article VIII, Section 1 of the *Delaware Constitution of 1897* authorizes New Castle County to exempt from County taxation such property as in its opinion will best promote the public welfare; and

WHEREAS, Rohm and Haas Electronic Materials CMP, LLC (“Rohm and Haas”), a subsidiary of Dupont de Nemours, Inc., is a leading manufacturer of specialty chemicals and semiconductors for leading edge markets; and

WHEREAS, Rohm and Haas has entered into a lease agreement with LPC First State Holding Company LP to lease a parcel of real property located at 2001 Old Coochs Bridge Rd., Newark, DE 19702, identified as Tax Parcel Number 11-018.00-061 (the “Property”); and

WHEREAS, Rohm and Haas intends to complete construction of an approximately 300,000 square foot facility for manufacturing semiconductors on the Property in the first quarter of calendar year 2024; and

WHEREAS, Rohm and Haas’s development of the Property will create job opportunities and generally benefit the economy of New Castle County; and

WHEREAS, pursuant to the Strategic Grant Agreement dated December 8, 2022 (attached hereto as Exhibit A, the “State Grant Agreement”), by and between the Delaware Economic Development Authority (the “Authority”) and Rohm and Haas, the State of Delaware will provide (a) up to \$65,550 for performance-based funding, (b) up to \$1,578,000 capital expenditure grant funding or a three percent (3%) match of qualified expenditures; and

WHEREAS, pursuant to paragraph 5(b) of the State Grant Agreement, Rohm and Haas is obligated to make reasonable commercial efforts to employ 11 new-full time employees by December 25, 2025; and

WHEREAS, Rohm and Haas represented that this facility will allow them to retain 73 jobs in Delaware that may have moved out of state; and

WHEREAS, the New Castle County Council (“Council”) recognizes the substantial costs for the planned capital expenditures for infrastructure and equipment, and other costs associated with the utilization of the Property, which are estimated to be a minimum of \$50 million; and

WHEREAS, the Council joins the State of Delaware in seeking to increase the likelihood for Rohm and Haas’s success by eliminating the County property tax burden for a period of five years up to a maximum cumulative amount of \$300,000.00; 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. *New Castle County Code* Chapter 14 (“Finance and Taxation”), Article 6 (“Exemption from Real Property Taxation”), is hereby amended by the addition of the underlined text as set forth below:

Section 14.06.1204. Special exemption for new or renovated commercial or manufacturing project.

1. 2001 Old Coochs Bridge Road, Newark, DE 19702, identified as tax parcel number 11-018.00-061 (the “Property”), shall be exempt from County property tax. The exemption shall commence in Fiscal Year 2024.
2. The County property tax exemption for the Property shall terminate in its entirety on the earlier of: (i) June 30, 2028; (ii) when a total of \$300,000.00 in County property tax has been exempted; (iii) the failure of Rohm & Haas to finish construction of its facility on the Property on or before December 31, 2024; (iv) if Rohm and Haas has not created 11 new full-time positions at the facility on the Property by December 25, 2025; or (v) if Rohm and Haas applies for bankruptcy protection, makes an assignment for the benefit of its creditors or seeks similar relief, or consents to the appointment of a receiver, trustee or liquidator of all or a substantial part of its assets, or takes advantage of any insolvency law, or submits an answer admitting the material allegations of a petition in bankruptcy, reorganization or insolvency proceeding.
3. Nothing in this Section shall prevent the County from increasing the assessed value of all property taxable under 9 Del. C. § 8101 to reflect improvements made to the Property during the Exemption Period.
4. Nothing in this Section shall entitle Rohm and Haas or the Owner to an exemption from County sewer service charges, ditch taxes, taxes imposed by any school district, or any other fee associated with the Property.

5. Nothing in this Section shall entitle Rohm and Haas or the Owner to an exemption from real estate transfer tax obligations that may be associated with the transfer of any interest in of the Property.

6. In any County Fiscal Year in which Rohm and Haas fails to comply with the conditions of the Delaware Economic Development Authority ("DEDA") Strategic Grant Agreement, the otherwise applicable County tax exemption shall be forfeited for the following County Fiscal Year.

7. In any County Fiscal Year in which the County sewer service charges or annual school taxes for the Property that are not subject to dispute or timely appeal are not paid timely, the otherwise applicable County tax exemption shall be forfeited for the following County Fiscal Year.

8. This property tax exemption shall sunset no later than June 30, 2028.

Section 2. This ordinance shall become effective upon passage by the New Castle County Council and approval by the County Executive or as otherwise set forth 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 legislation provides for a five year or \$300,000 exemption, whichever comes first, from County taxes for 2001 Old Coochs Bridge Rd, Newark, DE 19702 (Parcel # 11-018.00-061) to encourage the development of a semiconductor manufacturing facility and associated job creation.

FISCAL NOTE: Based on the current property tax rates, this Ordinance, if adopted, would result in an estimated minimum annual tax revenue decrease of \$4,491.96.

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

ORDINANCE NO. 23-090

**TO DECLARE SURPLUS CERTAIN LANDS OF NEW CASTLE COUNTY
ASSOCIATED WITH THE NEW CASTLE COUNTY AIRPORT AND TO AUTHORIZE
THE TRANSFER OF LANDS TO THE STATE OF DELAWARE FOR A PUBLIC
PURPOSE**

WHEREAS, New Castle County (“County”) owns certain lands constituting the New Castle County Airport (the “Airport”), located along the north and south sides of Old Churchmans Road, and along Churchmans Road, being part of Tax Parcel No. 10-018.00-006 (the “Airport Property”); and

WHEREAS, the County acquired the Airport Property from the United States of America, acting by and through the War Assets Administration, in 1947, subject to certain restrictions; and

WHEREAS, one of these restrictions requires the approval of the Federal Aviation Administration (“FAA”) prior to transferring any part of the Airport Property for non-aviation related purposes; and

WHEREAS, 49 U.S.C. § 47107 requires that the revenues generated by a public airport be expended for the capital or operating costs of the airport; and

WHEREAS, Title 14, Part 155 of the *Code of Federal Regulations* states that proceeds from the sale of any of the Airport Property are considered revenue generated by the Airport and therefore must be re-invested in the Airport; and

WHEREAS, the Delaware River and Bay Authority (“DRBA”) leased the Airport Property from New Castle County in 1995 for a thirty-year term with a thirty year renewal option (the “Lease Agreement”), and, under the Lease Agreement, the DRBA manages the operation of the Airport; and

WHEREAS, pursuant to Title 9, Section 1521(g) of the *Delaware Code*, the County may by ordinance transfer lands held by the County, including but not limited to, surplus lands, to the State of Delaware (“State”) after written notification from the Governor or the Governor’s designee that such lands are required by the State for public purposes; and

WHEREAS, the Delaware Army National Guard (the “Guard”) currently leases 24 ± acres of land at the Airport; and

WHEREAS, the Guard has a need to expand their facilities to add a Readiness Center for the 126th Army Aviation Company (UH-60) Air Ambulance and to have space for staging in relation to pandemic response; and

WHEREAS, the Guard currently leases a portion of the Airport, commonly referred to as 12 Penns Way (Tax Parcel No. 10-018.00-006L0027, the “Premises”); and

WHEREAS, the Premises sits on 2.94 ± acres and contains an office building totaling 27,000 sq. ft.; and

WHEREAS, the Guard, through the Office of Management and Budget of the State of Delaware, desires to purchase the Premises and has received American Rescue Plan Act funds for the purchase; and

WHEREAS, the Offices of Law and Finance, and the Chief Administrative Officer are satisfied that the State has demonstrated that the 2.94 ± acre property is required for the public purpose of a Readiness Center for the Guard (as set forth in the January 27, 2023 letter from the Office of the Governor attached hereto as Exhibit “A”); and

WHEREAS, DRBA has consented to the Guard’s acquisition of the Premises; and

WHEREAS, the FAA has approved the transfer of the Premises to the Guard for non-aviation related purposes, including, specifically, the public purpose of a Readiness Center for the Guard; and

WHEREAS, in accordance with *Federal Register*, Volume 64, Number 30 (February 16, 1999), the State must pay fair market value in consideration for the release of airport property for non-aeronautical purposes; and

WHEREAS, to complete the transfer, the State will be required to pay the fair market value of the 2.94 ± acres into the DRBA’s airport fund; and

WHEREAS, County Council has determined that the purpose of the transfer identified below substantially advances, and is 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 COUNCIL OF NEW CASTLE COUNTY
HEREIN ORDAINS:**

Section 1. The property described below is land that is required by the State of Delaware for a public purpose in accordance with Title 9, Section 1521(g) of the *Delaware Code*. The State of Delaware requires this property to use as a Readiness Center for the Delaware National Guard. Therefore, subject to the approval of the Federal Aviation Administration, the County Executive is authorized to execute all documents necessary to transfer and convey the following land to the State of Delaware:

2.94 ± acre Parcel, with an address of 12 Penns Way, New Castle, New Castle County, Delaware 19720, consisting of County Tax Parcel No. 10-018.00-006L0027.

New Castle County shall not receive the proceeds from the sale of this property, except ten dollars (\$10.00) may be recited in the deed. In accordance with the law cited above, the State of Delaware will pay the purchase price to the Delaware River and Bay Authority airport fund.

Section 2. Inconsistent Ordinances and Resolutions Repealed. All ordinances or parts of ordinances and all resolutions or parts of resolutions that may be in conflict herewith are hereby repealed except to the extent they remain applicable to land use matters reviewed under previous Code provisions as provided in Chapter 40 of the *New Castle County Code*.

Section 3. Severability. The provisions of this ordinance shall be severable. If any provision of this ordinance is found by any court of competent jurisdiction to be unconstitutional or void, the remaining provisions of this ordinance shall remain valid, unless the court finds that the valid provisions of this ordinance are so essentially and inseparably connect with, and so dependent upon, the unconstitutional or void provision that it cannot be presumed that County Council would have enacted the remaining valid provisions without the unconstitutional or void one; or unless the court finds that the remaining valid provisions, standing alone, are incomplete and incapable of being executed in accordance with County Council's intent. If any provision of this ordinance or any zoning map or portion thereof is found to be unconstitutional or void all applicable former ordinances, resolutions, zoning maps or portions thereof shall become applicable and shall be considered as continuations thereof and not as new enactments regardless if severability is possible.

Section 4. Effective Date. 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 adopted, declares certain real property owned by the County as surplus and further authorizes the County Executive to execute all documents necessary to transfer the property described above to the State of Delaware. The property will be used as a Readiness Center for the Delaware National Guard.

FISCAL NOTE: This Ordinance, if adopted, would authorize the County Executive to sign the documents necessary for the transfer of the 2.94 ± acre Parcel of land located on New Castle County Airport Property, as described above. New Castle County shall not receive the proceeds of the sale of this property, except ten dollars (\$10.00) may be recited in the deed. In accordance with the law cited above, the State of Delaware will pay the fair market value to the Delaware River and Bay Authority Airport Fund to be invested in the Airport Property. New Castle County is not responsible for any portion of the closing costs.

ORDINANCE NO. 23-091

**AMEND THE GRANTS BUDGET:
APPROPRIATE INVESTMENT INCOME TO JUSTICE ASSISTANCE GRANT
(JAG) 2019 ENHANCED CRIME PREVENTION AND OFFICER WELLNESS
INITIATIVE AND THE JUSTICE ASSISTANCE GRANT (JAG) 2018 FORTIFYING
OFFICER AND COMMUNITY GRANT FOR THE NEW CASTLE COUNTY
DEPARTMENT OF PUBLIC SAFETY, DIVISION OF POLICE**

WHEREAS, original allocated funding from the Bureau of Justice Assistance was previously approved by County Council and appropriated to the Justice Assistance Grants (JAG) for 2017, 2018, 2019 and 2020 via Ordinances 18-082, 18-122, 19-098 and 20-120; and

WHEREAS, investment and program income previously approved by County Council and appropriated to the Justice Assistance Grants (JAG) for 2017, 2018, 2019 and 2020 via Ordinance 21-072, 22-136 and 23-034; and

WHEREAS, the JAG program, administered by the Bureau of Justice Assistance, is the leading source of Federal Justice funding to State and Local jurisdictions and provides New Castle County with critical funding to support a range of programs within the New Castle County Division of Police; and

WHEREAS, authorization is being sought for the appropriation of \$1,766.41 in investment income to the JAG 2019 – Enhanced Crime Prevention and Officer Wellness Initiative Grant to be used to cover purchase of needed supplies for the K9 unit; and

WHEREAS, authorization is being sought for the appropriation of \$32.33 in investment income to the JAG 2018 – Fortifying Office and Community Grant to facilitate grant close out; and

WHEREAS, investment and program income received is 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 underscored and deleting the material stricken on the attached Exhibit “A.”

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.* §

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 \$1,766.41 in investment income to the Justice Assistance Grant (JAG) 2019 Enhanced Crime Prevention and Officer Wellness Initiative Grant to cover purchase of needed supplies for the K9 unit and \$32.33 in investment income to the Justice Assistance Grant (JAG) 2018 Fortifying Officer and Community Grant to facilitate grant close out. These grants are administered by the Department of Public Safety, Division of Police.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$1,766.41 in investment income to the Justice Assistance Grant (JAG) 2019 Enhanced Crime Prevention and Officer Wellness Initiative Grant and \$32.33 in investment income to the Justice Assistance Grant (JAG) 2018 Fortifying Officer and Community Grant.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget totaling \$1,798.74. This increase will affect FY2024 only since the targeted program completion date of the most recent grant is September 30, 2023. There is no fiscal impact beyond FY2024 as a result of this grant award.

DEPARTMENT: Public Safety

EXHIBIT: "A"

GRANT TITLE: JAG 2019 Enhanced Crime Prevention and Officer Wellness Initiative

Ordinance No. 23-091

PROGRAM TITLE: JAG 2019 Enhanced Crime Prevention and Officer Wellness Initiative

Expense	Current	Change	Revised
Salaries and Wages	\$ 69,972.00	\$ -	\$ 69,972.00
Benefits	\$ 6,912.00	\$ -	\$ 6,912.00
Training/Civic Affairs	\$ 85,850.00	\$ -	\$ 85,850.00
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ 4,487.46	\$ 1,766.41	\$ 6,253.87
Contractual Services	\$ 5,400.00	\$ -	\$ 5,400.00
Equipment	\$ 8,869.21	\$ -	\$ 8,869.21
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 181,490.67	\$ 1,766.41	\$ 183,257.08

Revenue	Current	Change	Revised
Federal	\$ 172,058.00	\$ -	\$ 172,058.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ 7,952.78	\$ -	\$ 7,952.78
Interest	\$ 1,479.89	\$ 1,766.41	\$ 3,246.30
Total	\$ 181,490.67	\$ 1,766.41	\$ 183,257.08

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 10/1/2018

Estimated Program Completion: 9/30/2023

The Local Match: \$ 32,903.00

Found in (ORG): Police 10200305-10200308

Ordinance 19-098, 21-072, 22-136, 23-034
Passed:

Date Revised: 11/12/2019, 6/16/2021, 12/22/2022, 3/28/23

PROGRAM DESCRIPTION:

The Justice Assistance Grant (JAG) Program provides crucial funding to the New Castle County Division of Police. This grant will support police overtime to reduce crime in identified high crime areas of the County, fund training for police officers and support the purchase of specialized equipment.

~~3/14/2023~~ 7/11/2023

DEPARTMENT: Public Safety

GRANT TITLE: JAG 2018 - Fortifying Officer and Community

PROGRAM TITLE: JAG 2018 - Fortifying Officer and Community

EXHIBIT: "B"

Ordinance No. 23-091

Expense	Current	Change	Revised
Salaries and Wages	\$ 105,056.00	\$ 83.59	\$ 105,139.59
Benefits	\$ 11,011.00	\$ (687.17)	\$ 10,323.83
Training/Civic Affairs	\$ 35,475.00	\$ 767.68	\$ 36,242.68
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ 3,283.00	\$ 12.11	\$ 3,295.11
Contractual Services	\$ 7,802.88	\$ (1.88)	\$ 7,801.00
Equipment	\$ 21,128.00	\$ (142.00)	\$ 20,986.00
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 183,755.88	\$ 32.33	\$ 183,788.21

Revenue	Current	Change	Revised
Federal	\$ 172,973.00	\$ -	\$ 172,973.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ 9,277.09	\$ -	\$ 9,277.09
Other	\$ 1,505.79	\$ 32.33	\$ 1,538.12
Total	\$ 183,755.88	\$ 32.33	\$ 183,788.21

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 10/1/2017 **Estimated Program Completion:** 9/30/2021

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

Ordinance 18-122, 21-072 **Date Revised:** 12/11/2018, 5/25/2021

Passed:

PROGRAM DESCRIPTION:

The Justice Assistance Grant (JAG) Program provides crucial funding to the New Castle County Division of Police. This grant will support police overtime to reduce crime in unidentified high crime areas of the County, fund training for police officers and support the purchase of specialized equipment.

~~5/15/2021~~ 7/11/2023

Introduced by: Ms. Hartley-Nagle,
Mr. Bell
Date of introduction: July 11, 2023

ORDINANCE NO. 23-092

**TO AMEND NEW CASTLE COUNTY CODE CHAPTER 26 (“HUMAN RESOURCES”),
ARTICLE 4 (“PENSIONS”), COUNTY 2011 PENSION PLAN TO PROVIDE FOR
SERVICE RETIREMENT ANNUITY AFTER TWENTY-FIVE YEARS OF CREDITED
SERVICE FOR EMERGENCY MEDICAL SERVICES DIVISION EMPLOYEES AND
EMERGENCY COMMUNICATIONS DIVISION EMPLOYEES AND PROVIDING FOR
INCREASED EMPLOYEE CONTRIBUTIONS FROM EMERGENCY MEDICAL
SERVICES DIVISION EMPLOYEES AND EMERGENCY COMMUNICATIONS
DIVISION EMPLOYEES**

WHEREAS, the New Castle County pension system contains several pension plans including “County 2011 Plan”; and

WHEREAS, similar to police, certain Emergency Medical Services and Emergency Communications Services employees experience mentally straining situations, shiftwork, and are required to perform strenuous, labor-intensive tasks; and

WHEREAS, class specifications for certain Emergency Medical Services and Emergency Communications Services employees include, but are not limited to, answering service calls under stress, carrying out duties under stressful situations, communicating with victims and witnesses of crimes and accidents, insuring patient needs are met, and shiftwork; and

WHEREAS, the County Executive and County Council have determined that reducing the credit service requirement to twenty-five (25) years is appropriate for certain County Emergency Medical Services Division Employees and County Emergency Communications Division Employees based upon the nature of the job duties.

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

Section 1. New Castle County Code Chapter 26 (“Human Resources”), Article 4 (“Pensions”) is hereby amended by adding the material that is underscored and deleting the material that is stricken, as set forth below:

Sec. 26.04.701. – Name; effective date

There shall be a County retirement plan to be known as the “County 2011 Plan” that shall be administered by the Employees’ Retirement System Board of Trustees as constituted in Section 2.05.505 of this Code. The plan shall become effective on November 1, 2011.

...

Sec. 26.04.702. – Definitions.

The following words, terms and phrases, when used in this Division, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

Base salary means, unless otherwise provided, the base salary or wage of a member, as shown on the pay plan, without overtime, premium pay or shift differential, paid by the County to an employee before withholding or deductions. Any increase in pay as the result of being appointed in an acting director capacity or acting general manager capacity shall be considered premium pay for the first six (6) months that the employee holds that position. After six (6) months, if the employee is still serving in the capacity of acting director or acting general manager, the salary received by that employee shall be considered his or her regular salary for purposes of this Article, including determining the amount of the employee's contributions and the amount of the employee's final average salary. Scheduled overtime shall be included when calculating the base salary of ~~emergency responders~~ a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee.

County Emergency Medical Services Division Employee means an employee who is employed within the Emergency Medical Services Division whose class specification requires the employee to possess and maintain a paramedic certification.

County Emergency Communications Division Employee means an employee who is employed within the Emergency Communications Division whose class specification requires the employee to possess and maintain an EPD, EFD and EMD certifications.

~~*Emergency responder* means a member who has spent ten (10) years of credited service employed as an emergency responder either as a County Emergency Medical Services Division employee or as a County Emergency Communications Division employee. County Emergency Medical Services Division employee means any employee within the Emergency Medical Services Division required by their class specification to possess and maintain a paramedic or emergency medical technician certification as a requirement of their position. County Emergency Communications Division employee means those employees within the Emergency Communications Division classified as Emergency Call Operator, Emergency Call Operator Coordinator, Fire/Medical Communications Specialist, Fire/Medical Communications Supervisor, Police Communications Specialist, Police Communications Specialist Supervisor,~~

~~Chief of Emergency Communications, Telecom Training Officer Coordinator, Assistant Chief
Emergency Communications or Quality Assurance Coordinator.~~

Compensation taken into account under the plan for determining all benefits provided under such plan for any determination period shall not exceed the limit on compensation prescribed in Section 401(a)(17) of the Code (the “Section 401(a)(17) Limit”). The limit for any 2011 plan year beginning on and after July 1, 2011, shall be two hundred forty-five thousand dollars (\$245,000.00), as adjusted for increases in the cost of living in accordance with Code Section 401(a)(17)(B). The cost-of-living adjustment in effect on January 1st of any calendar year shall apply to any determination period beginning in such calendar year. For this purpose, the “determination period” is any period not exceeding twelve (12) months over which compensation is determined. If a determination period consists of fewer than twelve (12) months, the Section 401(a)(17) Limit will be multiplied by a fraction, the numerator of which is the number of months in the determination period, and the denominator of which is twelve (12).

Scheduled overtime means hours worked by ~~an emergency responder~~ a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee in excess of forty (40) hours per week, where such hours are built into the 2-2-4 shift schedule and/or are scheduled at least one (1) week in advance. Scheduled overtime does not include hours worked by ~~an emergency responder~~ a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee in excess of forty (40) hours per week which occurs without notice (e.g., sick call off, holdover overtime).

Sec. 26.04.703. – Membership.

- A. Any eligible employee who first becomes an employee in the classified service on or after November 1, 2011, other than a County police officer or school crossing guard, shall become a member of the County 2011 Plan as a condition of employment upon completion of six (6) months of service. Those employees hired on or after November 1, 2011, who are excluded from compulsory membership (i.e., elected and appointed employees) in the County 2011 Plan shall become members upon completion of six (6) months of service, provided that at the date of completion of such period of service such person has not indicated in writing that he or she has elected not to become a member. Each member of the County 2011 Plan, other than a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee, shall have three (3) percent of his or her base salary after the completion of six (6) months of service withheld and contributed to the defined benefit portion of this County 2011 Plan. A County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee shall have five (5) percent of his or her base salary

after the completion of six (6) months of service withheld and contributed to the defined benefit portion of this County 2011 Plan. Such contributions shall be treated as pickup contributions under Section 414(h)(2) of the Code.

Sec. 26.04.706. - Eligibility for service pension.

- A. A member of the County 2011 Plan shall become eligible to receive a service pension, beginning the first day of the month after he or she has terminated employment, if:
1. He or she has ten (10) years of credited service and has attained the age of sixty-five (65); or
 2. ~~He or she is an emergency responder with ten (10) years of credited service and has attained the age of sixty (60), or upon thirty (30) years of credited service regardless of age.~~ County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee, as defined in 26.04.702, with ten (10) years of credited service and has attained the age of sixty (60), or upon twenty-five (25) years of credited service regardless of age.

Sec. 26.04.707. – Vested right to service pension.

- A. A member of the County 2011 Plan who terminates employment prior to attaining age sixty-five (65) and has ten (10) years of credited service shall have a vested right to a service pension upon attaining age sixty-five (65). A member who is ~~an emergency responder~~ a County Emergency Medical Services Division Employee or County Emergency Communications Division Employee who terminates employment prior to attaining age sixty (60) and has ten (10) years of credited service shall have a vested right to a service pension upon attaining age sixty (60) or upon ~~thirty (30)~~ twenty-five (25) years of credited service regardless of age.

- B. A member with a vested right to a service pension shall become eligible to receive such pension, computed in accordance with the terms of the County 2011 Plan in effect when he or she ceased to be an employee, beginning the first day of the month after his or her attainment of age sixty-five (65). A member who is ~~an emergency responder~~ a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee with a vested right to a service pension shall become eligible to receive such pension, computed in accordance with the terms of the County

2011 Plan in effect when he or she ceased to be an employee, beginning the first day of the month after his or her attainment of age sixty (60) or upon ~~thirty (30)~~ twenty-five (25) years of credited service regardless of age.

Sec. 26.04.708. – Eligibility for disability pension.

- A. A member who has ten (10) years of credited service and becomes totally and permanently disabled while an active employee of the County shall become eligible to receive a disability pension. Such individual shall cease to be eligible to receive a disability pension at the end of the month in which he or she recovers from the disability and is again offered employment as an employee of the County, if such recovery and offer of employment occur prior to his or her attaining age sixty-five (65) or, in the case of ~~emergency responder~~ a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee, age sixty (60).

Sec. 26.04.709. - Amount of service or disability pension.

- A. The amount of the monthly service or disability pension payable to a member, other than a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee, shall be one (1.0) percent of his or her final average salary multiplied by the number of years and partial years of credited service taken to the nearest month. The amount of the monthly service or disability pension payable to a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee shall be one point two (1.2) percent of his or her final average salary multiplied by the number of years and partial years of credited service taken to the nearest month.

Sec. 26.04.711 – Payment of disability pension.

- A. Any member who is receiving a disability pension who has not attained age sixty-five (65) or, in the case of ~~emergency responder~~ a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee, age sixty (60), shall report to the Board of Trustees under this Division by April 30th each year, on a form prescribed by the Board, his or her total earnings from any gainful occupation or business in the preceding calendar year. The excess of such earnings over one-half (½) of the annual base salary received by such employee before he or she became disabled shall be deducted from his or her disability pension during the twelve (12)

months beginning in July of the year following the calendar year for which earnings are reported, in a manner determined by the Board. If any person received a disability pension for less than twelve (12) months in the calendar year for which earnings are reported, the deduction, if any, shall be determined on a pro rata basis.

Sec. 26.04.722. – Amendment and termination.

Employees shall have no right to earn future benefits under the County 2011 Plan. County Council may amend, alter, revise or terminate the County 2011 Plan at any time; provided, however, that accrued vested benefits at the time of such amendment, alteration, revision or termination shall not be reduced. Accrued vested benefits are those benefits that a member would be entitled to receive at age sixty-five (65) or, in the case of ~~emergency responder~~ a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee, age sixty (60), as if he or she had terminated employment on the day before the day on which any amendment, alteration, revision or termination is effective. Amendments, alterations, revisions or termination of the County 2011 Plan as described above may be effectuated by vote of a simple majority of New Castle Council, except that Council may not modify in any manner (i.e., reduce, increase or discontinue) the County's nonelective and matching contributions (as described in Section 26.04.717(A)) without a supermajority (nine (9) Council members) vote.

Section 4. This ordinance shall become effective immediately upon its adoption by County Council and approval of 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 would provide for a full-service retirement annuity under the ~~Employees' Retirement System or for a full-service pension under the~~ County 2011 Plan for a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee upon twenty-five (25) years of credited service as a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee at any age. A reduction of service time requirements for pension eligibility for a County Emergency Medical Services Division Employee or a County Emergency Communications Division Employee to twenty-five (25) years credited service will place these employees in a similar position with other public safety professions and enhance the recruitment of qualified personnel by providing consistency among these essential public safety services. Pension contributions made on behalf of a County Emergency Medical Services Division Employee, or a County Emergency Communications Division Employee will be increased from three percent (3%) to five percent (5%) for the County 2011 Plan.

FISCAL NOTE: An actuarial study provided by GRS Consulting on January 11, 2023, attached to this legislation, determined that providing a 25-year retirement option for County Emergency Medical Services Division Employees and County Emergency Communications Division Employees under the County 2011 Plan would result in an estimated unfunded liability of \$1,245,950. The unfunded liability will be funded via the Tax Stabilization Reserve. Additionally, the County's costs under the County 2011 Plan would increase by approximately \$289,171 per year (depending on the rate at which employees elected to retire at 25 years), based upon current enrollment in the County 2011 Plan and would be funded via the annual Operating Budget. There will also be minimal administrative costs for items such as outside legal counsel services and Code/Plan summary updates and membership booklet updates.

The unfunded liability figured was derived from the midpoint of \$1,185,848 and \$1,306,052. The additional annual costs to the County was derived from the midpoint of \$270,025 and \$308,317. These figures could vary throughout the years.

Assuming passage of this Ordinance, an additional Ordinance would need to be put forth before Council for the use of General Tax Stabilization Fund in the amount of \$1,245,950 for the unfunded liability.

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

ORDINANCE NO. 23-093

**AMEND THE FY2024 APPROVED OPERATING BUDGET:
APPROPRIATE \$1,245,950 FROM THE GENERAL FUND TAX STABILIZATION RESERVE
ACCOUNT TO THE DEPARTMENT OF ADMINISTRATION, HUMAN RESOURCE
MANAGEMENT FOR 25-YEAR RETIREMENT UNFUNDED LIABILITY**

WHEREAS, Ordinance 23-092 contained revisions to the County 2011 Plan; and

WHEREAS, in accordance with New Castle County Code Chapter 2, Section 2.05.505, the Employees Retirement System Board of Trustees considered the County 2011 Plan changes and delivered its recommendation to County Council; and

WHEREAS, the reduction to the credit service requirement to twenty-five (25) years for certain County Emergency Medical Services Division Employees and County Emergency Communications Division Employees based upon the nature of the job duties would result in an estimated unfunded liability of \$1,245,950; and

WHEREAS, additional funding is needed to fund the unfunded liability in the amount of \$1,245,950; 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 Approved 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 material underscored on the attached "Exhibit A."

Section 2. The foregoing amendment shall be considered a part of the 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.

Section 4. The provisions of this Ordinance shall become effective on July 1, 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: Companion Ordinance 23-092 TO AMEND NEW CASTLE COUNTY CODE CHAPTER 26 (“HUMAN RESOURCES”), ARTICLE 4 (“PENSIONS”), COUNTY 2011 PENSION PLAN TO PROVIDE FOR SERVICE RETIREMENT ANNUITY AFTER TWENTY-FIVE YEARS OF CREDITED SERVICE FOR EMERGENCY MEDICAL SERVICES DIVISION EMPLOYEES AND EMERGENCY COMMUNICATIONS DIVISION EMPLOYEES AND PROVIDING FOR INCREASED EMPLOYEE CONTRIBUTIONS FROM EMERGENCY MEDICAL SERVICES DIVISION EMPLOYEES AND EMERGENCY COMMUNICATIONS DIVISION EMPLOYEES) must be approved prior to the consideration of this Ordinance.

This Ordinance, if approved, amends the FY2024 Approved Operating Budget by appropriating \$1,245,950 from the General Fund Tax Stabilization Reserve Account to the Department of Administration, Human Resources Benefits Budget Line Item.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2024 Approved Operating Budget by appropriating \$1,245,950 from the General Fund Tax Stabilization Reserve Account to the Department of Administration, Human Resources Benefits Budget Line Item. Companion Ordinance 23-092 (TO AMEND NEW CASTLE COUNTY CODE CHAPTER 26 (“HUMAN RESOURCES”), ARTICLE 4 (“PENSIONS”), COUNTY 2011 PENSION PLAN TO PROVIDE FOR SERVICE RETIREMENT ANNUITY AFTER TWENTY-FIVE YEARS OF CREDITED SERVICE FOR EMERGENCY MEDICAL SERVICES DIVISION EMPLOYEES AND EMERGENCY COMMUNICATIONS DIVISION EMPLOYEES AND PROVIDING FOR INCREASED EMPLOYEE CONTRIBUTIONS FROM EMERGENCY MEDICAL SERVICES DIVISION EMPLOYEES AND EMERGENCY COMMUNICATIONS DIVISION EMPLOYEES) must be approved prior to the consideration of this Ordinance.

The revised FY2024 Approved Operating Budget will be \$332,719,358. The General Fund Tax Stabilization Reserve balance upon passage of this Ordinance is estimated to be \$73,456,203.

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		<u>8,338,475</u>
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	\$	<u>29,304,581</u>
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		2,179,206
Equipment		1,471,072
Grants and Fixed Charges		6,492,175
Operating Transfer Charges		7,298,634
Total	\$	126,007,498
Total Authorized Full-Time Positions		711

REGISTER OF WILLS

Salaries and Wages	\$	1,081,015
Benefits		616,908
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
Total Authorized Full-Time Positions		19

RECORDER OF DEEDS

Salaries and Wages	\$	1,263,001
Benefits		730,446
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	\$	2,335,212
Total Authorized Full-Time Positions	24	

SHERIFF

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	

CLERK OF THE PEACE

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

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		<u>74,358,843</u>
Training and Civic Affairs			674,983
Communication and Utilities			35,219,820
Materials and Supplies			7,354,063
Contractual Services			24,137,839
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>	<i>331,473,408</i>	\$	<u>332,719,358</u>
<i>Total Authorized Full-Time Positions</i>	<i>1,661</i>		

RESERVE ACCOUNTS AS OF JULY 1, 2023

Tax Stabilization Reserve Account (Unaudited)	74,702,153		<u>73,456,203</u>
Sewer Rate Stabilization Reserve Account (Unaudited)			10,915,451
General Fund Budget Reserve Account (Unaudited)			45,512,418
Sewer Fund Budget Reserve Account (Unaudited)			18,872,304
<i>Total Reserves:</i>	<i>150,002,326</i>		<u>148,756,376</u>

Introduced by: Mr. Cartier, Ms. Kilpatrick,
Mr. Sheldon
Date of introduction: July 11, 2023

ORDINANCE NO. 23-094

**AMENDING *NEW CASTLE COUNTY CODE* CHAPTER 6 (“BUILDING CODE”)
AND CHAPTER 7 (“PROPERTY MAINTENANCE CODE”)
TO ESTABLISH ROUTINE INSPECTIONS
FOR CERTAIN COMMON INTEREST COMMUNITY BUILDINGS,
INCLUDING CONDOMINIUMS, IN NEW CASTLE COUNTY**

WHEREAS, failing building infrastructure in common interest communities, like condominiums, can lead to loss of life and personal property and serious injuries; and

WHEREAS, structural failures and building collapses in the United States continue to occur, including a recent deadly building collapse in Iowa and a balcony collapse in Sea Isle City, New Jersey, in addition to the catastrophic collapse of Champlain Towers South in Surfside, Florida that resulted in 98 deaths and dozens of serious injuries; and

WHEREAS, New Castle County, unfortunately, has its own examples of common interest community buildings that present concerns, including multi-story buildings located at Le Parc Condominiums, which are currently under observation by the County due to structural stability concerns; and

WHEREAS, the above have led growing concerns and increased attention on the structural and façade integrity of residential buildings in New Castle County; and

WHEREAS, currently there is no requirement that common interest community buildings undergo routine structural and façade inspections to ensure the safety of a building over its service life; and

WHEREAS, in light of the above, it is appropriate for New Castle County to enact procedures for inspecting, evaluating, and maintaining the structural and façade integrity of common interest community buildings, including condominiums, within the County; and

WHEREAS, routine inspections of these buildings and structures, especially older ones, will help avert structural and façade failures causing injury and loss of life; and

WHEREAS, a routine inspection program also will reduce life cycle costs by averting unexpected and expensive remediation or replacement projects; and

WHEREAS, New Castle County Council finds and declares that:

- a. The structural and facade integrity of residential common interest community buildings in New Castle County has become a growing concern, especially in the wake of the tragic collapse of a multifamily residential building

in Florida.

- b. Given these concerns, it is appropriate for County Council to enact procedures for inspecting, evaluating, and maintaining the structural and façade integrity of certain residential common interest community buildings, including condominiums, within the County; and

WHEREAS, County Council has determined that the provisions of this Ordinance will substantially advance, and are reasonably and rationally related to, legitimate government interests by promoting the health, safety, prosperity, and welfare of the citizens of New Castle County.

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

Section 1. *New Castle County Code* Chapter 6 (“Building Code”), Article 2 (“Definitions”) and Article 4 (“Building Code”) are hereby amended by adding the material that is underscored, and deleting the material with strikethroughs, as set forth below.

Chapter 6 – BUILDING CODE...

ARTICLE 2. – DEFINITIONS...

Section 6.02.001. – Definitions...

The following terms and related language as underlined are to be added alphabetically as new definitions to read as follows:

...

Corrective maintenance means maintenance to be undertaken following the detection of deterioration of the primary load bearing system or the façade with the goal of remediating conditions reported by the design professional.

Covered building, for purposes of a structural inspection, means a residential building or a mixed use building that is, wholly or in part, residential and is a *common interest community building*, including, for example, a *condominium* or *cooperative building*, as such terms are defined in *Delaware Code* Title 25, Chapter 81 (the “*Delaware Uniform Common Interest Ownership Act*” or the “*DUCIOA*”), and have a *primary load bearing system* constructed of concrete, masonry, steel, or heavy timber, in addition to such buildings with structural slabs over unconditioned space.

Covered building, for purposes of a *façade* inspection, means a residential building or a mixed use building that is, wholly or in part, residential and is a *common interest community building*, including, for example, a *condominium* or *cooperative building* as such terms are defined in the *DUCIOA*, and is 4 stories or taller as measured from the lowest elevation of grade plane around the perimeter of the building, unless the building is 3 stories or less and has balconies or decks in which case only the balconies and decks on the second and third stories above grade plane shall be inspected.

Covered building owner means the owner, the owners’ authorized agent, or the person

having charge or control of a covered building.

Façade means all areas on the exterior of a building including all exterior walls and exterior wall covering; without limitation, a façade further includes cornices, belt courses, corbels, terra cotta trim, wall facings, and other decorative features, parapets, architectural trim and embellishments, and all connected or attached appurtenances such as balconies and decks and attached handrails, fire escapes, chimneys, hanging air conditioners, and window washing and exterior maintenance systems.

Primary load bearing system ("PLBS") means the assemblage of structural components within a building comprised of columns, beams, and/or bracing that by contiguous interconnection form a path by which external and internal forces applied to the building are delivered to the foundation.

...

ARTICLE 4. – BUILDING CODE...

Sec. 6.04.002. – Amendments to the International Building Code...

The following sections of the International Building Code, 2018 edition, are revised as follows...

Note: Although the International Building Code does not identify sections with a "B" designation, such a designation is utilized to avoid any confusion as to which Code the amendment relates...

CHAPTER 17. SPECIAL INSPECTIONS AND TESTS...

CHAPTER 17, SPECIAL INSPECTIONS AND TESTS is amended by adding the following underlined language into a newly added SECTION 1710 immediately following existing SECTION 1709, PRECONSTRUCTION LOAD TESTS, as indicated by underscore as follows:

Section B1710 Structural and façade inspections for certain residential common interest community buildings, including condominiums.

Section B1710.1 General. New Castle County Council finds that maintaining the structural and façade integrity of a building and structure throughout its service life is of paramount importance to ensure that buildings and structures do not pose a threat to the public health, safety, or welfare. Accordingly, County Council finds that requiring structural and façade inspections for common interest buildings, including condominiums, in the County is necessary to ensure that the buildings and occupants thereof are safe.

Section B1710.1.1 Applicability. Covered buildings, as defined in this Chapter, shall have a structural and façade inspection completed in accordance with Section B1710.2.

Section B1710.2. Inspections: Pre-issuance of certificate of occupancy.

1. When a construction application that proposes to create, amend, or modify the PLBS or façade of a covered building is filed with the Department, prior to issuance of a certificate of occupancy, the Department shall consult with the design professional chosen by the covered building owner to confirm that the PLBS and/or facade as-built is equivalent to the proposed design.
2. All inspections required herein shall be performed by or under the direction of a design professional. All structural and façade inspection reports shall be signed and sealed by the design professional. The design professional may be assisted by other professionals qualified in various special disciplines, including geotechnical and civil engineering practices, as needed to conduct the inspections required by this Section.
3. In conducting inspections pursuant to subsections 1. and 2., the design professional shall review the construction plans submitted with the construction application and issue a written report determining whether the PLBS and/or facade conforms with the building plans. If the design professional determines that the PLBS and/or the façade is not in conformance with the building plans, the applicant shall provide additional plans which show conformance with a modification to the PLBS and/or façade. No certificate of occupancy shall be issued until the design professional issues a written report that confirms that the construction of the PLBS and/or the façade of the building is equivalent with the approved construction plans.
4. The covered building owner shall record with the Recorder of Deeds Office signed and sealed structural and/or façade drawings, special inspection reports, and a maintenance plan, as provided in the Community Associations Institute Best Practices Report on Maintenance or a similar nationally-recognized guide, along with a copy of the certificate of occupancy within 10 business days of the issuance of the certificate of occupancy.
5. The creation of or repair, renovation, alteration, or modification of the PLBS and/or façade of a covered building required pursuant to any inspection shall be conducted by a design professional prior to issuance of a certificate of occupancy.
6. The Department may adopt rules and regulations consistent herewith as necessary and helpful to effectuate the intent and purpose of this Section, and such authority includes the ability of the Department to adopt forms necessary to further the intent and purposes of this Section.

Section 2. *New Castle County Code* Chapter 7 (“Property Maintenance Code”), Article 1 (“Standards for Property Maintenance”), Section 7.01.002 (“Amendments to the Property Maintenance Code”) are hereby amended by adding the material that is underscored and deleting the material as struck through, as set forth below.

Chapter 7 – PROPERTY MAINTENANCE CODE...

ARTICLE 1. – STANDARDS FOR PROPERTY MAINTENANCE...

Section 7.01.002. - Amendments to the Property Maintenance Code...

Certain sections and subsections of the International Property Maintenance Code, 2018 edition, adopted in Section 7.01.001 and/or Section 7.01.002, are hereby added, deleted, amended, changed, and/or clarified as follows by underline and/or strikethrough. *Note:* Although the International Property Maintenance Code, 2018 edition, does not identify sections with a "PM" designation, such a designation is utilized to avoid any confusion as to what Code the amendment relates...

...

Section PM 202. DEFINITIONS

The following words, terms, and phrases, when used in this Chapter, shall have the meaning ascribed to them in this Section, except where the context clearly indicates a different meaning:

...

The following terms and related language as underlined are to be added alphabetically as new definitions to read as follows:

Corrective maintenance means maintenance to be undertaken following the detection of deterioration of the primary load bearing system or the façade with the goal of remediating conditions reported by the design professional.

Covered building, for purposes of a structural inspection, means a residential building or a mixed use building that is, wholly or in part, residential and is a common interest community building, including, for example, a condominium or cooperative building, as such terms are defined in Delaware Code Title 25, Chapter 81 (the "Delaware Uniform Common Interest Ownership Act" or the "DUCIOA"), and have a primary load bearing system constructed of concrete, masonry, steel, or heavy timber, in addition to such buildings with structural slabs over unconditioned space.

Covered building, for purposes of a façade inspection, means a residential building or a mixed use building that is, wholly or in part, residential and is a common interest community building, including, for example, a condominium or cooperative building as such terms are defined in the DUCIOA, and is 4 stories or taller as measured from the lowest elevation of grade plane around the perimeter of the building, unless the building is 3 stories or less in which case only the balconies and decks on the second and third stories above grade plane shall be inspected.

Covered building owner means the owner, the owners' authorized agent, or the person having charge or control of a covered building.

Facade means all areas on the exterior of a building including all exterior walls and exterior wall covering; without limitation, a façade further includes cornices, belt courses, corbels, terra cotta trim, wall facings, and other decorative features, parapets, architectural trim and embellishments, and all connected or attached appurtenances such as balconies and decks, and attached handrails, fire escapes, chimneys, hanging air conditioners, and window washing and

exterior maintenance systems.

Grade plane means a reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building.

Primary load bearing system (“PLBS”) means the assemblage of structural components within a building comprised of columns, beams, and/or bracing that by contiguous interconnection form a path by which external and internal forces applied to the building are delivered to the foundation.

Section PM 304. EXTERIOR STRUCTURE is amended by the addition of underlined language as follows, which is followed by the addition of new ***Section PM 310*** and its subparts as indicated by the following underlined language...

...

Section PM 304.1 General. The exterior of a structure and the façade, which is defined in this Section, shall be maintained in good repair, structurally sound, and sanitary so as not to pose a threat to the public health, safety or welfare. “Covered buildings,” as defined in this Chapter, shall also comply with Section PM 310 of this Chapter.

...

SECTION PM 310 INSPECTIONS OF COVERED BUILDINGS.

Section PM 310.1 Primary load bearing system inspections. For each covered building where the certificate of occupancy was issued prior to the effective date of this Section, an initial structural inspection of the PLBS, which shall include inspection of the foundation, shall be performed in accordance with the most recently published American Society of Civil Engineers (“ASCE”) *Guideline for Structural Condition Assessment of Existing Buildings* or other recognized equivalent standards by a design professional retained by the covered building owner to determine if conditions exist which potentially affect the structural capacity of the system within the earlier of:

- a. 2 years from the effective date of this Section; or
- b. 60 days after observable damage to the PLBS.
- c. If the design professional determines that unsafe and imminently dangerous conditions exist such that the observable damage compromises the structural integrity of the PLBS, immediate action is required. When such conditions are discovered, remedial steps to avoid harm to people or property shall be taken as required under Section PM 109.
- d. For each covered building where a certificate of occupancy was issued after the effective date of this Section, an initial structural inspection shall be undertaken by a design professional within 15 years of the effective date of this Section.

Section PM 310.1.1 Structural Report. After a design professional has performed a structural inspection pursuant to Section PM 310.1., the design professional shall issue a written report describing the condition of the PLBS. The structural report shall:

- a. Set forth with specificity all corrective maintenance or repairs necessary for the PLBS;
- b. Determine when the subsequent inspection of the PLBS shall be performed, based on Section 310.1.3.
- c. Be provided to the Code Official and the Department;
- d. Be prepared in accordance with protocol established by the most recently published ASCE or other recognized equivalent standards for the structural condition assessment of a covered building or a similar protocol by another nationally recognized structural engineering organization;
- e. Provide any other information or guidance necessary to maintain the structural integrity of a covered building;
- f. Provide additional detailed evaluations necessary to evaluate any observed concerns.
- g. The structural report shall be recorded with the Office of the Recorder of Deeds.

Section PM 310.1.2. Corrective Maintenance. If the design professional's report created pursuant to Section PM 310.1.1 concludes that corrective maintenance of the PLBS is needed, the report shall specify with reasonable detail the required corrective maintenance including the estimated timing and an engineering cost estimate for the work to be performed.

Section PM 310.1.3. Subsequent Inspections. Notwithstanding the design professional's initial inspection and report undertaken pursuant to this Section, subsequent structural inspections and reports shall be provided for as set forth by the design professional's preceding report as follows:

- a. The design professional will determine a reasonable period of time within which the next structural inspection will take place provided, however, that any subsequent inspection shall not occur:
 - 1) More than 10 years after a preceding inspection during the first 20 years following issuance of a certificate of occupancy; or
 - 2) More than 5 years after a preceding inspection if the covered building is more than 20 years old.
- b. The design professional shall review the preceding structural report prior to undertaking a subsequent structural inspection of the covered building. After the design professional completes this review and inspection, the design professional will then issue a subsequent structural report which shall:
 - 1) Make note of any new or progressive deterioration;
 - 2) Set forth the corrective maintenance required to address any new or progressive deterioration;
 - 3) Describe any additional, more detailed evaluations that must be performed to evaluate in greater detail any observed concerns; and

- 4) Be provided to the covered building owner, who shall undertake measures necessary to effectuate the corrective maintenance, including engaging the services of a design professional licensed by the State and qualified in structural repairs or maintenance to create plans or specifications to implement the corrective maintenance. The covered building owner shall cause any plans or specifications created pursuant to this Section to be filed with the Department.
- c. If the structural inspection by the design professional finds that there is no need for corrective maintenance, the written report will reflect this and shall be recorded with the Department and the Office of the Recorder of Deeds.
- d. Any written report issued by the design professional pursuant to this Section shall be provided to the covered building owner and shall be made available to any resident of the covered building upon request and posted in the building in a prominent location.

Section PM 310.2. Façade inspections of covered buildings.

Following the issuance of a certificate of occupancy after the effective date of this Section, an initial facade inspection of a covered building shall be undertaken in accordance with the most recently published ASCE Guideline for Condition Assessment of the Building Envelope or other recognized equivalent standards by a design professional retained by the covered building owner to review the condition of the façade to determine if conditions exist that potentially affect the integrity of the façade components that are supported by the PLBS as well as the potential for deterioration of moisture protection systems such as visually observable joints, flashings, and weeps that could lead to deterioration of the underlying building components. If conditions, which do not pose an immediate threat of harm to people or property which will be addressed under Section PM 109, are identified as a result of the inspection, a more detailed evaluation must be performed. The initial façade inspection must be performed within the earlier of:

- a. 5 years of the date on which the covered building was issued a certificate of occupancy; or
- b. 60 days after observable damage to the facade.
- c. If a covered building was issued a certificate of occupancy prior to the effective date of this Section, then an initial facade inspection shall be undertaken by a design professional within 2 years of the effective date of this Section.

Section PM 310.2.1 Façade report. After the design professional has performed an inspection following issuance of a certificate of occupancy pursuant to Section PM 310.2, the design professional shall issue a written report describing the condition of the facade. The inspection report shall:

- a. Identify with specificity any required corrective maintenance or repairs, not of an unsafe and imminently hazardous nature which shall be addressed immediately under Section PM 109, relating to both the condition of the façade as well as the weatherproofing of the façade;

- b. Identify when the next inspection of the façade shall be performed, but in no event shall a subsequent inspection occur more than 5 years after the initial inspection;
- c. Describe any additional evaluations necessary to further evaluate any observed conditions;
- d. Be provided to the Code Official and the Department;
- e. Be prepared in accordance with protocol established by the most recently published ASCE *Guideline for Condition Assessment of the Building Envelope*, or a similar protocol by another nationally recognized organization; and
- f. Provide any further information or guidance necessary to maintain the facade of a covered building.

Section PM 310.2.2. If the design professional determines that an unsafe and imminently dangerous condition exists, necessary remedial steps to avoid harm to people or property shall immediately be taken under Section PM 109.

Section PM 310.2.3. If the design professional's report created pursuant to Section PM 310.2.1 concludes that corrective maintenance of the façade is needed, which is not of an unsafe and imminently dangerous nature, the report shall specify with reasonable detail the required corrective maintenance including the estimated timing and an engineering cost estimate for the work to be performed.

Section PM 310.2.4. Notwithstanding the initial façade inspection and report undertaken pursuant to *Sections PM 310.2 and PM 310.2.1.*, subsequent façade inspections and reports shall be provided for as set forth by the design professional's preceding report as follows:

- a. The design professional will determine a reasonable time period within which the subsequent inspection shall occur, provided, however, that any subsequent inspection shall occur within 5 years of the preceding inspection.
- b. The design professional shall review the preceding inspection report prior to undertaking subsequent inspections of the covered building. After the design professional completes this review and façade inspection, the design professional will then issue a subsequent inspection report which shall:
 - 1) Identify any new or progressive deterioration;
 - 2) Identify corrective maintenance necessary to address any new or progressive deterioration;
 - 3) Describe any further evaluations that must be performed to more fully assess any observed conditions; and
 - 4) Be provided to the covered building owner, who shall undertake measures necessary to effectuate the corrective maintenance, including, but not limited to, engaging the services of a design professional who is qualified in façade repairs or maintenance to create a plan to implement corrective maintenance. The covered building owner shall cause any plans or specifications created pursuant to this subparagraph to be filed with the Department.

- c. If, upon inspection, the design professional determines that corrective maintenance is not necessary, the written report shall reflect this determination and be filed with the Department.
- d. Written reports issued by the design professional pursuant to this Section shall be promptly provided to the covered building's owner and shall be made available to any resident of the covered building upon request and posted in a prominent location in the building.
- e. The facade report shall be recorded with the Office of the Recorder of Deeds.

Section PM 310.3. Miscellaneous.

Section PM 310.3.1. Costs incurred by the Department relating to inspections of a covered building made under this Section shall be recovered through a fee as determined by the Department, and shall be paid by the covered building owner.

Section PM 310.3.2. The Department may adopt rules and regulations consistent herewith as necessary and helpful to effectuate the intent and purpose of this Section, and such authority includes the ability of the Department to adopt forms necessary to further the intent and purposes of this Section.

Section 3. This Ordinance shall become effective after 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
of New Castle County

SYNOPSIS: On June 24, 2021, Champlain Towers South, a 12-story condominium building built in 1981 in Surfside, Florida, collapsed, killing 98 people and seriously injuring many others. Although the exact cause of the building collapse remains under investigation, many reports have surfaced stating that the building had major structural issues. In addition, some experts argue that the repeal of a 2010 Florida law requiring that condominiums plan for certain repairs, may have contributed to this tragic building collapse.

Currently, there is no requirement in New Castle County to inspect the structural integrity and facades of common interest community buildings on a regular basis. Such inspections would help to ensure the safety of buildings and the occupants thereof. This ordinance would require that the structure and façade of *covered buildings* be inspected by a design professional such as a licensed engineer or architect during the building's

construction and post-construction phases.

In addition, this ordinance would require that a design professional review the construction plans submitted with a construction application, establish an inspection schedule to confirm that the primary load bearing system (“PLBS”) and the façade conform with the building plans, and issue a written report which expresses whether the PLBS conforms to the building plans.

A certificate of occupancy will not be issued until the design professional’s report confirms that the construction of the PLBS and the building façade are in conformance with the approved construction plans. Relatedly, the issuance of a certificate of occupancy would be precluded until all necessary repairs, renovations, alterations, or modifications to the covered building are made pursuant to the design professional’s report. Costs incurred by the Department as a result of required inspections would be recovered through a fee associated with the construction application as determined by the Department.

FISCAL NOTE: There is no immediate fiscal impact.

Introduced by: Mr. Carter, Ms. Durham,
Mr. Toole, Mr. Cartier
Date of introduction: July 11, 2023

ORDINANCE NO. 23-095

**AMENDING NEW CASTLE COUNTY CODE CHAPTER 40
(THE “UNIFIED DEVELOPMENT CODE”)
TO ESTABLISH A PROTECTED
OPEN SPACE ZONING DISTRICT**

WHEREAS, in 1997, New Castle County Council enacted a comprehensive overhaul of New Castle County’s original 1954 zoning and subdivision regulations with the addition of Chapter 40 to the *New Castle County Code* (the “Unified Development Code” or “UDC”); and

WHEREAS, the Unified Development Code has since undergone considerable evolution to better reflect growth trends in the County and to advance the UDC regulations to include planning and land use ideas and values to meet today’s needs; and

WHEREAS, the County’s urban growth patterns have created a void in the ability of County government and its citizens to clearly recognize and appreciate the significant amounts of public and private open space that exist today in the County; and

WHEREAS, the zoning of open space protected in perpetuity in categories describing other uses is confusing to the public and leads to a practical misunderstanding of the future growth patterns of the County, rather than clearly depicting the real world current and future land use conditions; and

WHEREAS, it is important to establish an Open Space (OS) District to readily show the extent of publicly protected lands and provide a clearer vision of the size and extent of these important land uses; and

WHEREAS, Strategy 1.1.6 of the 2022 New Castle County Comprehensive Plan states that the County should consider the addition of a preservation zoning category, and defines “Protected Open Space” as privately or publicly held land that has been protected from future development, yet such parcels are not readily designated differently from other parcels which are able to be further developed; and

WHEREAS, the establishment of the Open Space District, which will include all Federal, State, County, and other local government lands protected in perpetuity through donation or the use of public funds and placed under protective covenants or conservation easements will provide a clearer picture of the extent of permanent open space and recreational land use in the County, and their protected class; and

WHEREAS, County Council has determined that the provisions of this Ordinance substantially advance, and are reasonably and rationally related to, legitimate government interests, including the protection and preservation of the public health, safety, prosperity, general welfare, and quality of life.

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

Section 1. *New Castle County Code* Chapter 40 (the “Unified Development Code”), Article 2 (“Establishment of Zoning Districts”), Division 40.02.200 (“Statement of purpose and intent of districts”) is hereby amended by the addition of the underscored text as set forth below.

Division 40.02.200. Statement of purpose and intent of districts.

This Division specifies the purpose and intent of the zoning districts established by this Chapter. The major community character classes (urban, suburban transition, suburban, [and] special, and protected open space) are used to organize the districts. Uses within a community character class are more similar in character than uses in a different class. All districts share the purpose of implementing the Comprehensive Development Plan.

It is County Council's intent to encourage agricultural preservation in all New Castle County zoning districts. ...

Section 2. *New Castle County Code* Chapter 40 (“Unified Development Code”), Article 2 (“Establishment of Zoning Districts”), Division 40.02.200 (“Statement of purpose and intent of districts”) is hereby amended by the underscored language as set forth below:

Sec. 40.02.248. Protected Open Space (OS) District.

The Protected Open Space (OS) District is comprised of land that is protected in perpetuity through the purchase of protective covenants utilizing public funds or the donation of protective covenants to a public entity including public parks, an ecological habitat or any other environmental or outdoor recreation area.

- A. Land designated as OS includes federal, state, county, and other local government lands that have been permanently protected from land development.
- B. Land designated as OS additionally includes private lands protected in perpetuity through donation of fee simple property or conservation easements, covenants, or deed restrictions, or through the purchase of protections utilizing public funds where the federal, state, county, or other local government has obtained ownership or is a named beneficiary in conservation easements or other protective covenants, with the exception that it does not include land protected under the Delaware Agricultural Lands Preservation Program.
- C. The Department of Land Use must advise New Castle County Council, biyearly of any land not already zoned OS that meets the above criteria. County Council will introduce an ordinance, consistent with the provisions of this Chapter, to rezone all land meeting the above criteria to OS.

Section 3. New Castle County Code Chapter 40 (“Unified Development Code”), Article 3 (“Use Regulations”), Division 40.03.100 (“Use regulations”), Section 40.03.110 (“Use table”) is hereby amended by adding the material that is underscored and by deleting the material with strikethroughs, as set forth below:

Sec. 40.03.110. Use table.

Table 40.03.110 lists the type of uses permitted in each district. Refer to Division 40.33.200 for definitions of the various use categories and their components...

Table 40.03.110 A GENERAL USE TABLE									Table 40.03.110 B GENERAL USE TABLE								Table 40.03.110 C GENERAL USE TABLE		
Zoning District (Urban and Suburban-Transition Character) Y=permitted, N=prohibited, L=limited review, S=special use review, A=accessory,									Zoning District (Suburban and Special Character)								Additional Standards (all districts)		
Land Use	* TN	ST	M M	ON	OR	CR	BP	I	CN	*** S	SE	** NC	HI	EX	SR	OS	Parking	Limited & Special Use Standards	
Agricultural									Agricultural								Agricultural		
Agriculture (includes uses pursuant to Delaware Law)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	na.	---	
Clearing	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	na.	Section 40.03.301	
Farmstead	N	N	N	N	N	N	N	N	N	Y	Y	N	N	N	Y	Y	2.0/du.	---	
Farm market	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	8 spaces	Section 40.03.328	
Commercial stables	N	N	N	N	N	N	N	N	N	L	L	N	N	N	L	L	1 per 2 stalls	Section 40.03.302	
Residential									Residential								Residential		
Single-family, detached	Y	Y	N	N	N	N	N	N	N	Y	Y	Y	N	N	Y	L	2.0/du.	---	
Open space subdivision, option 1	N	N	N	N	N	N	N	N	N	Y	Y	N	N	N	Y	L	3.0/du.	---	
Open space subdivision, option 2	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	L	2.0/du.	---	
Single-family, attached	Y	Y	N	N	N	N	N	N	N	N	N	Y	N	N	N	L	2.25/du.	---	
Open space planned	Y	Y	N	N	N	N	N	N	N	Y	N	N	N	N	N	L	2.25/du.	---	
Apartments	Y	Y	N	N	N	N	N	N	N	N	N	L	N	N	N	L	Table 40.03.522	Section 40.03.303	
Apartment conversions	L	L	N	N	N	N	N	N	N	L	N	L	N	N	N	L	2.0/du.	Section 40.03.304	
Commercial apartments	L	N	N	N	N	L	N	N	L	N	N	N	N	N	N	L	2.0/du.	Section 40.03.305	
Hamlet	N	N	N	N	N	N	N	N	N	L	N	N	N	N	N	L	Division 40.25.100	Division 40.25.100	
Village	N	N	N	N	N	N	N	N	N	L	N	N	N	N	N	L	Division 40.25.100	Division 40.25.100	
Group home	Y	Y	N	N	N	N	N	N	N	Y	Y	Y	N	N	Y	L	1.0/2 beds	---	
Manufactured home park	N	N	L	N	N	N	N	N	N	N	N	L	N	N	N	L	2.25/du.	Section 40.03.306	
Small single-family	L	L	N	N	N	L	N	N	L	L	N	L	N	N	N	L	[2.0/du.]	[---]	
Home Uses									Home Uses								Home Uses		
Day care, family/large family	A	A	A	N	N	N	N	N	N	A	A	A	N	N	A	L	Section 40.03.420	Section 40.03.420	
Home occupation	A	A	A	N	N	A	N	N	A	A	A	A	N	N	A	L	Table 40.03.522	Section 40.03.420	
Home business	N	N	N	N	N	N	N	N	N	L	L	N	N	N	L	L	Table 40.03.522	Table 40.03.210, Article 25 for design standards	
Cottage industry	N	N	N	N	N	N	N	N	N	L	L	N	N	N	L	L	Table 40.03.522	Table 40.03.210, Article 25 for design standards	
Institutional									Institutional								Institutional		

Table 40.03.110 A GENERAL USE TABLE									Table 40.03.110 B GENERAL USE TABLE								Table 40.03.110 C GENERAL USE TABLE		
Zoning District (Urban and Suburban-Transition Character) Y=permitted, N=prohibited, L=limited review, S=special use review, A=accessory,									Zoning District (Suburban and Special Character)								Additional Standards (all districts)		
Land Use	* TN	ST	M M	ON	OR	CR	BP	I	CN	*** S	SE	** NC	HI	EX	SR	OS	Parking	Limited & Special Use Standards	
Assembly and worship	L	L	N	N	L	Y	L	L	L	L	L	L	N	N	L	N	Table 40.03.522	Section 40.03.307, Division 40.25.200	
Schools	L	L	N	N	L	Y	L	L	L	L	L	L	N	N	L	N	Table 40.03.522	Section 40.03.307	
Colleges	Y	Y	N	L	Y	Y	Y	Y	L	N	N	N	N	N	N	N	Table 40.03.522	Section 40.03.307	
Institutional, regional	N	L	N	N	L	L	L	L	N	L	L	L	N	N	L	N	Table 40.03.522	Section 40.03.308	
Institutional, neighborhood	L	L	L	L	L	L	L	L	L	L	L	L	N	N	L	N	Table 40.03.522	Section 40.03.309	
Institutional, residential (Type I)	L	L	N	N	N	Y	N	N	L	L	L	L	N	N	Y	N	Table 40.03.522	Table 40.03.210	
Institutional, residential (Type II)	L	L	N	N	N	L	N	N	L	L	L	L	N	N	L	N	Table 40.03.522	Table 40.03.210	
Protective care	N	N	N	N	S	N	S	S	N	N	N	N	S	N	S	N	Table 40.03.522	Table 40.03.210, Section 40.03.310	
Public service	L	L	L	Y	Y	Y	Y	Y	Y	L	L	L	Y	Y	L	N	Table 40.03.522	Section 40.03.311	
Hospitals	N	N	N	N	Y	Y	Y	Y	N	N	N	L	N	N	N	N	1/bed	Table 40.03.210	
Commercial									Commercial								Commercial		
Adaptive reuse, historic building	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	Table 40.03.522	Section 40.15.240	
Adult uses	N	N	N	N	N	S	N	N	N	N	N	N	N	N	N	N	1/100 GFA	Section 40.03.313	
Agricultural support and other rural services	N	N	N	N	Y	Y	Y	Y	Y	S	S	S	Y	Y	S	N	Table 40.03.522	Section 40.03.314 and Section 40.03.336	
Bed and breakfast	L	L	N	N	N	N	N	N	L	L	L	L	N	N	L	N	1 / room plus 2 / du	Section 40.03.315	
Commercial lodging	N	N	N	N	L	Y	L	L	Y	N	N	N	N	N	N	N	Table 40.03.522	Table 40.03.210	
Commercial retail and service	L	N	N	N	L	Y	L	L	Y	N	N	N	N	N	N	N	Table 40.03.522	Table 40.03.210, Division 40.25.200	
Corporate guest house	N	L	N	N	Y	Y	Y	Y	N	L	L	L	N	N	L	N	Table 40.03.522	Table 40.03.210	
Craft alcohol production establishment	N	N	N	N	N	L	L	L	L	L	L	N	N	N	L	N	Table 40.03.522	Table 40.03.210, Section 40.03.318, Section 40.03.338	
Drive-in facility	L	N	N	L	L	L	L	L	L	N	N	N	L	N	N	N	Table 40.03.522	Table 40.03.210, Section 40.03.316	
Heavy retail and service	N	N	N	N	N	Y	N	Y	N	N	N	N	S	N	N	N	Table 40.03.522	Section 40.31.430	
Light automobile service	L	N	N	N	L	Y	L	Y	Y	N	N	N	N	N	N	N	Table 40.03.522	Section 40.03.317	
Mixed use	L	N	N	L	L	L	N	N	L	N	N	N	N	N	N	N	Table 40.03.522	Section 40.03.318, Division 40.25.200	
Restaurants	L	N	N	N	L	Y	L	L	Y	N	N	N	N	N	N	N	Table 40.03.522	Table 40.03.210, Division 40.25.200	
Office	L	N	N	Y	Y	Y	Y	Y	Y	N	N	N	L	N	N	N	Table 40.03.522	Table 40.03.210, Section 40.03.321, Division 40.25.200	
Shopping center	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N	N	N	Table 40.03.522	---	
Vehicular sales, rental and service	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	Table 40.03.522	---	
Recreation and Amusement									Recreation and Amusement								Recreation and Amusement		
Campground	N	N	N	N	N	N	N	N	N	L	N	N	N	N	L	L	1/space + 3/50 spaces at office	Table 40.03.210	

Table 40.03.110 A GENERAL USE TABLE									Table 40.03.110 B GENERAL USE TABLE								Table 40.03.110 C GENERAL USE TABLE		
Zoning District (Urban and Suburban-Transition Character) Y=permitted, N=prohibited, L=limited review, S=special use review, A=accessory,									Zoning District (Suburban and Special Character)								Additional Standards (all districts)		
Land Use	* TN	ST	M M	ON	OR	CR	BP	I	CN	*** S	SE	** NC	HI	EX	SR	OS	Parking	Limited & Special Use Standards	
Recreation, high intensity	N	N	N	N	S	Y	S	S	L	N	N	N	N	L	N	N	Table 40.03.522	Table 40.03.210. In EX, see also Section 40.03.324	
Recreation, low intensity	L	L	L	L	L	Y	L	L	Y	L	L	L	L	N	L	L	Table 40.03.522	Table 40.03.210	
Resort	N	N	N	N	N	L	N	N	N	L	L	N	N	N	L	N	Table 40.03.522	Table 40.03.210, Section 40.03.322	
Industrial Uses									Industrial Uses								Industrial Uses		
Compost operations	N	N	N	N	N	N	N	L	N	N	N	N	L	L	S	N	Table 40.03.522	Section 40.03.336	
Extraction	N	N	N	N	N	N	N	N	N	N	N	N	N	L	N	N	Table 40.03.522	Section 40.03.324 and Table 40.03.210	
Heavy industry	N	N	N	N	N	N	N	N	N	N	N	N	S	N	N	N	Table 40.03.522	---	
Light industry	N	N	N	N	L	S	Y	Y	N	N	N	N	Y	Y	N	N	Table 40.03.522	Section 40.03.333	
Recycling or storage	N	N	N	N	L	N	L	L	N	N	N	N	L	N	N	N	Table 40.03.522	Table 40.03.210	
Utilities, maintenance facilities	N	N	N	N	Y	L	Y	Y	N	N	N	N	Y	N	N	N	Table 40.03.522	Section 40.03.312	
Utility, minor	L	L	L	L	L	L	L	L	L	L	L	L	Y	Y	L	N	Table 40.03.522	Section 40.03.334	
Utility, major	S	S	S	S	S	S	S	L	S	S	S	S	L	S	S	N	Table 40.03.522	Section 40.03.312	
Solar energy system, large-scale	N	N	L	L	L	L	L	L	N	L	N	N	L	N	L	N	na.	Section 40.03.337	
Other Uses									Other Uses								Other Uses		
Airports	N	N	N	N	L	N	L	L	N	S	N	N	L	N	S	N	Special study, Section 40.03.524	Table 40.03.210, Section 40.03.325 and 40.03.432	
Commercial communications towers	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	2 per tower	Section 40.03.326	
Community recycling bins	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	---	Section 40.03.430	
Exterior lighting for outdoor recreational uses	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Table 40.03.522	Table 40.03.210 and Division 40.22.700	
Park and ride facility	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	N	---	Table 40.03.210	
Parking structures	N	N	N	S	S	S	S	S	S	S	N	N	S	N	N	N	---	Sections 40.03.528, 40.01.320, and 40.25.137	
Temporary Uses									Temporary Uses								Temporary Uses		
Temporary storage, office or classroom modulars or trailers	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	N	Table 40.03.522	Table 40.03.210	
Concrete/asphalt batch plant	N	N	N	N	N	N	N	L	N	N	N	N	L	L	L	N	Table 40.03.522	Section 40.03.327	
Contractor's office	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	N	1/200 sf.	---	
Model homes/sale office	L	L	L	N	N	N	N	N	N	L	L	L	N	N	L	N	2/model	Section 40.03.335	
Commercial temporary outdoor sales	L	N	N	N	N	L	N	N	L	N	N	N	N	N	N	N	None	Section 40.03.329	
Public interest and special events	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	Table 40.03.522	Section 40.03.330	
Temporary miscellaneous sales	L	N	N	N	N	L	N	N	L	N	N	N	N	N	N	N	Table 40.03.522	Table 40.03.210, Section 40.03.331	
NOTES: * Refer to Article 25 for design standards for TN District. ** Refer to Section 40.02.241 for identification of permitted residential uses by specific NC zoning district. *** See Division 40.25.100 for Village and Hamlet Standards.																			

Section 4. *New Castle County Code* Chapter 40 (“Unified Development Code”), Article 4 (“District Intensity and Bulk Standards”), Division 40.04.100 (“District performance standards”), Section 40.04.110 (“District and bulk standards”) is hereby amended by adding the material that is underscored and by deleting the material with strikethroughs as set forth below:

Sec. 40.04.110. District and bulk standards.

Table 40.04.110 A. DISTRICT AND BULK STANDARDS								Table 40.04.110 B. DISTRICT AND BULK STANDARDS								Table 40.04.110 C. DISTRICT AND BULK STANDARDS			
District Standards								Lot, and Building Standards								Storage and Comments			
Zoning District & Development Type	Min. OSR / LSR	Density		Floor Area Ratio		Utilities (on-site, public)	Min. Site Area	Minimum							Maximum	Exterior Storage	Notes		
		Max. Gross	Max Net	Max. Gross	Max Net			Lot Area	Lot Width (feet)	Street Yard (feet)	Side Yard (feet)	Rear Yard (feet)	Paving street yard/other yard (feet)	Unit Mix (%)	Building Height (feet)	Percent of Lot Area			
Protected Open Space (OS)								Protected Open Space (OS)								Protected Open Space (OS)			
Permitted uses*	0.70	na.	na.	0.12	0.45	OS/P	na.	na.	na.	50	40	50	50/30	na.	40	na.	*Standards are applicable unless explicitly established by a Governmental agreement. ...		

Section 5. *New Castle County Code* Chapter 40 (“Unified Development Code”), Article 4 (“District Intensity and Bulk Standards”), Division 40.04.100 (“District performance standards”), Section 40.04.111 (“Landscape and illumination standards”), Table 40.04.111 (“Use and Lot Standards”) is hereby amended by adding the material underscored and by deleting of the material with strikethroughs as set forth below:

Sec. 40.04.111. Landscape and illumination standards.

Bufferyard, landscaping standards and lighting standards are provided in Table 40.04.111.

Table 40.04.111 A. USE AND LOT STANDARDS							Table 40.04.111 B. USE AND LOT STANDARDS																	Table 40.04.111 C. USE AND LOT STANDARDS			
Zoning District & Development Type	Landscaping Plant Units per (See Division 40.23.100)			Bufferyard Opacity Standards			Bufferyard Opacity Standards (See Section 40.23.140)																	Street Tree Spacing (feet)	Max. Illumination/Height		Notes
				Adjoining Streets			Adjoining District or Use (1) (No bufferyard shall be required where like zoning district and like developments options are adjacent)																		Illumination	Height	
	Lot	Acre Open Space	Parking Spaces																						Arterial	Collector	
Protected Open Space (OS)							Protected Open Space (OS)																	Protected Open Space (OS)			
Permitted uses	5/ac.	4	1/12	0.4	0.3	0.2	0.3	0.3	0.3	0.3	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.2	0.2	-	40	C=4 fc S=2 fc	C=20 ft S=20 ft	...	

Section 6. *New Castle County Code* Chapter 40 (“Unified Development Code”), Article 6 (“Sign Regulations”), Division 40.06.000 (“Applicability”) is hereby amended by the deletion of the material with strikethroughs and the addition of the underscored material as set forth below:

Division 40.06.000. Applicability.

A. With regard to Section 40.06.060 Schedule of Sign Restrictions, the following rules shall govern:

1. Protected Open Space (OS), Neighborhood Conservation (NC), Suburban Reserve (SR), Suburban Estate (SE), Suburban (S), Suburban Transition (ST), and Traditional Neighborhood (TN) districts shall all be considered residential districts.
2. Commercial Neighborhood (CN)...

Section 7. New Castle County Council finds that the provisions of this Ordinance are consistent with the spirit and intent of the New Castle County Comprehensive Development Plan.

Section 8. This Ordinance shall become effective immediately upon passage by New Castle 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
of New Castle County

SYNOPSIS: This Ordinance proposes the creation of a new zoning district known as the Protected Open Space (OS) District. The OS zoning district will designate public interest open space that has been protected in perpetuity. The Ordinance sets forth the purposes of the Protected Open Space (OS) District, and establishes the permitted by right and prohibited uses as well as limited and accessory uses within the district.

FISCAL NOTE: There is no discernible fiscal impact.

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
Title: OFFICE OF LAW PARALEGAL	Date DRAFT 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, appendices, 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)

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

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									

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

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

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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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 LAW OFFICE ADMINISTRATOR	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

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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

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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
<u>LAW OFFICE ADMINISTRATOR</u> 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

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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	<u>23</u>		<u>24</u>			

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

RESOLUTION NO. 23-125

**CELEBRATING THE GROUNDBREAKING OF THE 166TH
AIRLIFT WING FUEL CELL HANGAR BY THE DELAWARE NATIONAL GUARD**

WHEREAS, Major General Michael R. Berry, the Adjutant General of the Delaware National Guard, and the resolute members of the Delaware National Guard have displayed unwavering commitment, exceptional service, and steadfast dedication in their mission to protect and serve the citizens of New Castle County; and

WHEREAS, the 166th Airlift Wing of the Delaware National Guard, under the leadership of Major General Michael R. Berry, has consistently exhibited excellence, professionalism, and a profound sense of duty in executing their vital responsibilities; and

WHEREAS, the groundbreaking ceremony for the 166th Airlift Wing Fuel Cell Hangar on Monday, the tenth of July, marks a significant milestone in the progress of this crucial project; and

WHEREAS, the construction of the 166th Airlift Wing Fuel Cell Hangar is a testament to the commitment of the Delaware National Guard and their ongoing efforts to modernize and enhance their operational capabilities; and

WHEREAS, the completion of this state-of-the-art facility will not only contribute to the safety and efficiency of the Delaware National Guard's operations but also serve as a testament to their continued dedication to the community and the state of Delaware; and

WHEREAS, the groundbreaking ceremony offers an opportunity for the citizens of New Castle County to express their gratitude and appreciation for the Delaware National Guard's steadfast commitment to safeguarding our freedoms and ensuring the security of our great nation.

NOW, THEREFORE, BE IT RESOLVED, that County Council of New Castle County, on behalf of its constituents and the entire community, hereby extends heartfelt congratulations and gratitude to Major General Michael R. Berry, the Adjutant General of the Delaware National Guard, and all the men and women of the 166th Airlift Wing for their outstanding service and their exceptional achievements; and

BE IT FURTHER RESOLVED, that County Council of New Castle County hereby recognizes and commends the Delaware National Guard for their visionary leadership and their unwavering commitment to excellence, which has resulted in the groundbreaking of the 166th Airlift Wing Fuel Cell Hangar, a facility that will undoubtedly enhance the capabilities and readiness of the Delaware National Guard.

Adopted by County Council of
New Castle County on: 7/11/2023

President of County Council
of New Castle County

SYNOPSIS: Same as title.

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