NEW CASTLE COUNTY COUNCIL
ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

October 10, 2023
4:00 PM

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

AGENDA

A. Call To Order/Roll Call

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

R23-173: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER WITH DOCUMENT TECHNOLOGY SYSTEMS FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF $63,000.00 Introduced by: Mr. Smiley, Mr. Cartier

R23-174: AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH BE READY COMMUNITY DEVELOPMENT CORPORATION TO ASSIST IN PROVIDING ACCESS TO AFFORDABLE RENTAL HOUSING IN WILMINGTON FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF $250,000.00 Introduced by: Mr. Smiley, Mr. Cartier

R23-175: AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH DELAWARE VALLEY DEVELOPMENT CORPORATION TO ASSIST IN THE NEW CONSTRUCTION OF AFFORDABLE RENTAL HOUSING UNITS FOR SENIORS AND VETERANS IN NEW CASTLE COUNTY FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF $3,500,000.00 Introduced by: Mr. Smiley, Mr. Cartier

R23-176: AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH STUART ALEXANDER AND ASSOCIATES, INC. TO ASSIST IN PROVIDING ACCESS TO AFFORDABLE RENTAL HOUSING UNITS IN WILMINGTON FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF $250,000.00 Introduced by: Mr. Smiley, Mr. Cartier

R23-177: AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH TODMORDEN FOUNDATION TO ASSIST IN THE CREATION OF NEW AFFORDABLE RENTAL HOUSING UNITS IN WILMINGTON FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF $400,000.00 Introduced by: Mr. Smiley, Mr. Cartier

R23-178: APPROVING THE DEVELOPMENT AND IMPLEMENTATION OF AN ASSET MANAGEMENT PLAN FOR THE DEPARTMENT OF PUBLIC WORKS Introduced by: Mr. Sheldon, Mr. Carter

D. Review/Discussion of Ordinance(s)

°23-126: AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES FOR THE CLASS SPECIFICATION OF COMMUNITY SERVICES MANAGER FOR THE DEPARTMENT OF COMMUNITY SERVICES Introduced by: Ms. Hartley-Nagle

°23-127: AMEND THE FY2023 APPROVED OPERATING BUDGET: REALIGN $89,602 WITHIN THE SEWER FUND IN ORDER TO PROVIDE FUNDING FOR SALARIES AND WAGES Introduced by: Mr. Smiley, Mr. Cartier

°23-128: AUTHORIZING THE ISSUANCE OF $22,033,016 IN GENERAL OBLIGATION BONDS THROUGH THE DELAWARE CLEAN WATER STATE REVOLVING LOAN FUND FOR THE DEPARTMENT OF PUBLIC WORKS, UPPER WEST WING SANITARY SEWER AS PART OF THE SOUTHERN SEWER SERVICE AREA CAPITAL PROJECT Introduced by: Mr. Sheldon, Mr. Carter

°23-129: AMEND THE FY2024 APPROVED OPERATING BUDGET:TRANSFER FUNDS FROM THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO THE SALARIES AND WAGES AND EMPLOYEE BENEFITS BUDGET LINE ITEMS FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF PARKS Introduced by: Mr. Smiley

°23-130: AMEND SECTION 14.02.006 OF THE NEW CASTLE COUNTY CODE TO AUTHORIZE THE CHIEF FINANCIAL OFFICER TO WAIVE COLLECTION FEES FOR RETURNED PAYMENTS UNDER CERTAIN CIRCUMSTANCES Introduced by: Mr. Tackett, Ms. George

°23-131: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 14 (“FINANCE AND TAXATION”), ARTICLE 10 (“REAL PROPERTY TRANSFER TAX”) TO PROVIDE AN INCOME QUALIFIED EXEMPTION FROM THE NEW CASTLE COUNTY PORTION OF REAL ESTATE TRANSFER TAX RELATING TO NEWLY BUILT HOUSES WITH RESIDENTIAL FIRE PROTECTION SPRINKLERS Introduced by: Mr. Carter, Mr. Smiley, Mr. Bell

°23-133: AMENDING CHAPTER 14 (“FINANCE AND TAXATION”), ARTICLE 1 (“IN GENERAL”), SECTION 14.01.014 OF THE *NEW CASTLE COUNTY CODE* REGARDING THE TAX STABILIZATION RESERVE ACCOUNT Introduced by: Mr. Smiley

E. New Castle County Grant Requests/Community Events

-10/10/23 Grant Matrix

F. Expense and Revenue Round Table

G. Other

--Discussion of Council grant application and grant report template proposed changes

H. Public Comment

I. Adjournment

AGENDA POSTED: October 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 zoom Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : https://zoom.us/j/377322142 You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars

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

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

Introduced by: Mr. Smiley, Mr. Cartier
Date of introduction: October 10, 2023

RESOLUTION NO. 23-173

AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER WITH DOCUMENT TECHNOLOGY SYSTEMS FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF $63,000.00

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

WHEREAS, this purchase order for $63,000.00 is for the annual standard maintenance and support fee for the TrakRecord Software used by the Office of the Recorder of Deeds.

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

Adopted by County Council of
New Castle County on:

____
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed purchase order.

<u>Department of Administration, Office of Technology and Administrative Services</u>

Document Technology Systems $63,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one purchase order totaling $63,000.00. Funding is included in the FY2024 Approved Operating Budget in the Department of Administration, Office of Technology and Administrative Services.

____
Michael Smith
Chief Financial Officer

NEW CASTLE COUNTY
PURCHASE REQUISITION / JUSTIFICATION FORM

EXHIBIT A

Please complete all the blue highlighted fields. If the total is greater than $50,000 (Non-Bid only); or if the purchase, for this vendor, in aggregate for the fiscal year exceeds $50,000 (Non-Bid only), you must also complete items I-VI in the lower half of the form.

REQUISITIONER INFORMATION				VENDOR INFORMATION	
NAME	Kathleen Green	**FISCAL YR**	**2024**	**NAME**	Document Technology Systems
DEPARTMENT	ADMINISTRATION_12	**FUND**	**100 GENERAL**	**ADDRESS**	525 W. Portage Trail Ext.
ORGANIZATION	10124001 ADMIN - TECHNOLOGY				Cuyahoga Falls, OH 44223
PHONE	302-395-5257	**REQ#**	2024/2404584		
DELIVERY LOCATION	87 Reads Way New Castle, DE 197				
SEND VENDOR PO	☐ YES ☑ NO			**CONTACT NAME**	Mark Swihart, CEO
CURRENT VENDOR	☑ YES ☐ NO			**PHONE**	330-928-5311 **EXT**
VENDOR #	100840			**EMAIL**	mswihart@dts-doc.com **FAX #**

ITEM#	QTY	DESCRIPTION	UNIT PRICE	TOTAL	OBJ LEVEL	GRANT or PROJECT #/ DETAIL / LOCATION
	1	Annual Standard Maintenance and Support Fee for DTS TrakRecord Software	63,000.00	$63,000.00	55710	
		(10-29-2023 to 10-28-2024)		$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
			TOTAL	$63,000.00		

ADDITIONAL NOTES

Product will be transitioning to Cloud Services over the current fiscal year.

PURCHASES > $50,000 (Non-Bid) OR IF THE FY AGGREGATE FOR THIS VENDOR > $50,000 (Non-Bid), PLEASE COMPLETE THE SECTION BELOW.

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

Annual Maintenance Contract for the Recorder of Deeds Software.

II. Why is it needed?

Document Technology Systems provides support and updates for the software that is used by the Recorder of Deeds Department.

III. What will the impact (cost) be to New Castle County if the requisition or advice of change is not processed?

We will lose support for the product that DTS specializes in and thus we will have a major business impact.

IV. IS THIS A SOLE SOURCE CONTRACT? ☑ YES ☐ NO

V. IS THIS A PASS THROUGH GRANT? ☐ YES ☑ NO **IF YES, AGENCY**

VI. OTHER, PLEASE EXPLAIN

SIGNATURE	Kathleen Green	**DATE**	9/18/2023

Introduced by: Mr. Smiley, Mr. Cartier
Date of introduction: October 10, 2023

RESOLUTION NO. 23-174

AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH BE READY COMMUNITY DEVELOPMENT CORPORATION TO ASSIST IN PROVIDING ACCESS TO AFFORDABLE RENTAL HOUSING IN WILMINGTON FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF $250,000.00

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

WHEREAS, this contract is an agreement between New Castle County and Be Ready Community Development Corporation in an amount not to exceed $250,000.00; and

WHEREAS, these funds will be used to assist cost burden families with accessing affordable rental housing in Wilmington.

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

Adopted by County Council of
New Castle County on:

____
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed contract.

<u>Department of Community Services, Division of Community Development and Housing</u>

Be Ready Community Development Corporation $250,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one contract totaling $250,000.00. Funding is included in the FY2024 Affordable Housing Fund (AHF).

____
Michael Smith
Chief Financial Officer

NEW CASTLE COUNTY
PURCHASE REQUISITION / JUSTIFICATION FORM

EXHIBIT A

Please complete all the blue highlighted fields. If the total is greater than $50,000 (Non-Bid only); or if the purchase, for this vendor, in aggregate for the fiscal year exceeds $50,000 (Non-Bid only), you must also complete items I-VI in the lower half of the form.

REQUISITIONER INFORMATION				VENDOR INFORMATION	
NAME	Vincent Garlick	FISCAL YR	2024	NAME	Be Ready Community Development Corporation
DEPARTMENT	COMMUNITY_SERVICES_40	FUND	220 HOUSING TR	ADDRESS	1411 W 4th Street
ORGANIZATION	22400502 CS - AFFORDABLE HOUSING FU				Wilmington, DE 19805
PHONE	302-395-5673	REQ#	2403771		
DELIVERY LOCATION					
SEND VENDOR PO	☑ YES ☐ NO			CONTACT NAME	William McCool
CURRENT VENDOR	☑ YES ☐ NO			PHONE	302-598-4126 EXT
VENDOR #	107294			EMAIL	william.mccool51@gmail.com FAX #

ITEM#	QTY	DESCRIPTION	UNIT PRICE	TOTAL	OBJ LEVEL	GRANT or PROJECT #/ DETAIL / LOCATION
	1	Affordable Housing Fund - Be Ready Community Development Corporation	250,000.00	$250,000.00	57210	22400502
				$0.00		57210
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
			TOTAL	$250,000.00		

ADDITIONAL NOTES

PURCHASES > $50,000 (Non-Bid) OR IF THE FY AGGREGATE FOR THIS VENDOR > $50,000 (Non-Bid), PLEASE COMPLETE THE SECTION BELOW.

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

To assist in providing access to affordable rental housing in Wilmington.

II. Why is it needed?

To assist cost burden families with accessing affordable rental housing units in Wilmington.

III. What will the impact (cost) be to New Castle County if the requisition or advice of change is not processed?

New Castle County will be participating in furthering the affordable housing crisis in New Castle County.

IV. IS THIS A SOLE SOURCE CONTRACT?	☐ YES	☑ NO		
V. IS THIS A PASS THROUGH GRANT?	☐ YES	☑ NO	**IF YES, AGENCY**	

VI. OTHER, PLEASE EXPLAIN

Funds are provided by the Affordable Housing Fund. Vendor selection for this award was on proposal evaluation. Recommendaitons were made based on the Affordable Housing Fund Committee.

SIGNATURE	Carrie Casey	**DATE**	9/22/2023

Introduced by: Mr. Smiley, Mr. Cartier
Date of introduction: October 10, 2023

RESOLUTION NO. 23-175

AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH DELAWARE VALLEY DEVELOPMENT CORPORATION TO ASSIST IN THE NEW CONSTRUCTION OF AFFORDABLE RENTAL HOUSING UNITS FOR SENIORS AND VETERANS IN NEW CASTLE COUNTY FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF $3,500,000.00

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

WHEREAS, this contract is an agreement between New Castle County and Delaware Valley Development Corporation in an amount not to exceed $3,500,000.00; and

WHEREAS, these funds will be used to provide affordable rental housing for seniors and veterans in New Castle County.

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

Adopted by County Council of
New Castle County on:

____
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed contract.

<u>Department of Community Services, Division of Community Development and Housing</u>

Delaware Valley Development Corporation $3,500,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one contract totaling $3,500,000.00. Funding is included in the FY2024 Affordable Housing Fund (AHF).

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Michael Smith
Chief Financial Officer

NEW CASTLE COUNTY
PURCHASE REQUISITION / JUSTIFICATION FORM

EXHIBIT A

Please complete all the blue highlighted fields. If the total is greater than $50,000 (Non-Bid only); or if the purchase, for this vendor, in aggregate for the fiscal year exceeds $50,000 (Non-Bid only), you must also complete items I-VI in the lower half of the form.

REQUISITIONER INFORMATION				VENDOR INFORMATION	
NAME	Vincent Garlick	FISCAL YR	2024	NAME	Delaware Valley Development Corporation
DEPARTMENT	COMMUNITY_SERVICES_40	FUND	220 HOUSING TR	ADDRESS	726 Yorklyn Road, Suite 150, Hockessin, DE 19707
ORGANIZATION	22400502 CS - AFFORDABLE HOUSING FUI				
PHONE	302-395-5673	REQ#	2403766		
DELIVERY LOCATION					
SEND VENDOR PO	☑ YES ☐ NO			CONTACT NAME	Eden Roberts
CURRENT VENDOR	☑ YES ☐ NO			PHONE	302-235-2500 EXT
VENDOR #	109921			EMAIL	eroberts@dvdc.com FAX #

ITEM#	QTY	DESCRIPTION	UNIT PRICE	TOTAL	OBJ LEVEL	GRANT or PROJECT #/ DETAIL / LOCATION
	1	Affordable Housing Fund - Delaware Valley Development Corporation	3,500,000.00	$3,500,000.00	57210	22400502
				$0.00		57210
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
			TOTAL	$3,500,000.00		

ADDITIONAL NOTES

PURCHASES > $50,000 (Non-Bid) OR IF THE FY AGGREGATE FOR THIS VENDOR > $50,000 (Non-Bid), PLEASE COMPLETE THE SECTION BELOW.

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

To assist in the new construction of affordable rental housing units for seniors and veterans in New Castle County.

II. Why is it needed?

To provide affordable rental housing for seniors and veterans in New Castle County.

III. What will the impact (cost) be to New Castle County if the requisition or advice of change is not processed?

New Castle County will be participating in furthering its affordable housing crisis.

IV. IS THIS A SOLE SOURCE CONTRACT? ☐ YES ☑ NO

V. IS THIS A PASS THROUGH GRANT? ☐ YES ☑ NO **IF YES, AGENCY**

VI. OTHER, PLEASE EXPLAIN

Funds are provided by the Affordable Housing Fund. Vendor seleciton for this award was on a proposal evaluation. Recommendations were made based on the Affordable Housing Fund Committee.

SIGNATURE	Carrie Casey	DATE	9/22/2023

Introduced by: Mr. Smiley, Mr. Cartier
Date of introduction: October 10, 2023

RESOLUTION NO. 23-176

AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH STUART ALEXANDER AND ASSOCIATES, INC. TO ASSIST IN PROVIDING ACCESS TO AFFORDABLE RENTAL HOUSING UNITS IN WILMINGTON FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF $250,000.00

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

WHEREAS, this contract is an agreement between New Castle County and Stuart Alexander and Associates, Inc. in an amount not to exceed $250,000.00; and

WHEREAS, these funds will be used to assist cost burden families with accessing affordable rental housing units in Wilmington.

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

Adopted by County Council of
New Castle County on:

____
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed contract.

<u>Department of Community Services, Division of Community Development and Housing</u>

Stuart Alexander and Associates, Inc. $250,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one contract totaling $250,000.00. Funding is included in the FY2024 Affordable Housing Fund (AHF).

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Michael Smith
Chief Financial Officer

NEW CASTLE COUNTY
PURCHASE REQUISITION / JUSTIFICATION FORM

EXHIBIT A

Please complete all the blue highlighted fields. If the total is greater than $50,000 (Non-Bid only); or if the purchase, for this vendor, in aggregate for the fiscal year exceeds $50,000 (Non-Bid only), you must also complete items I-VI in the lower half of the form.

REQUISITIONER INFORMATION				VENDOR INFORMATION	
NAME	Vincent Garlick	FISCAL YR	2024	NAME	Stuart Alexander and Associates, Inc.
DEPARTMENT	COMMUNITY_SERVICES_40	FUND	220 HOUSING TR	ADDRESS	1 Seneca Street, Floor 29, Suite 2952, Buffalo, NY 14203
ORGANIZATION	22400502 CS - AFFORDABLE HOUSING FU				
PHONE	302-395-5673	REQ#	2403767		
DELIVERY LOCATION					
SEND VENDOR PO	☑ YES ☐ NO			CONTACT NAME	Connor Kenney
CURRENT VENDOR	☑ YES ☐ NO			PHONE	585-703-0952 EXT
VENDOR #	109922			EMAIL	ckenney@saaevi.com FAX #

ITEM#	QTY	DESCRIPTION	UNIT PRICE	TOTAL	OBJ LEVEL	GRANT or PROJECT #/ DETAIL / LOCATION
	1	Affordable Housing Fund - Stuart Alexander and Associates, Inc.	250,000.00	$250,000.00	57210	22400502
				$0.00		57210
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
			TOTAL	$250,000.00		

ADDITIONAL NOTES

PURCHASES > $50,000 (Non-Bid) OR IF THE FY AGGREGATE FOR THIS VENDOR > $50,000 (Non-Bid), PLEASE COMPLETE THE SECTION BELOW.

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

To assist in providing access to affordable rental housing units in Wilmington.

II. Why is it needed?

To assist cost burden families with accessing affordable rental housing units in Wilmington.

III. What will the impact (cost) be to New Castle County if the requisition or advice of change is not processed?

New Castle County will be participating in furthering the affordable housing crisis in New Castle County.

IV. IS THIS A SOLE SOURCE CONTRACT?	☐ YES	☑ NO		
V. IS THIS A PASS THROUGH GRANT?	☐ YES	☑ NO	IF YES, AGENCY	

VI. OTHER, PLEASE EXPLAIN

Funds are provided by the Affordable Housing Fund. Vendor selection for this award was on proposal evaluation. Recommendaitons were made based on the Affordable Housing Fund Committee.

SIGNATURE	Carrie Casey	DATE	9/22/2023

Introduced by: Mr. Smiley, Mr. Cartier
Date of introduction: October 10, 2023

RESOLUTION NO. 23-177

AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH TODMORDEN FOUNDATION TO ASSIST IN THE CREATION OF NEW AFFORDABLE RENTAL HOUSING UNITS IN WILMINGTON FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF $400,000.00

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

WHEREAS, this contract is an agreement between New Castle County and Todmorden Foundation in an amount not to exceed $400,000.00; and

WHEREAS, these funds will be used to assist in providing access to affordable rental housing units for cost burden families in Wilmington.

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

Adopted by County Council of
New Castle County on:

____
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed contract.

<u>Department of Community Services, Division of Community Development and Housing</u>

Todmorden Foundation $400,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one contract totaling $400,000.00. Funding is included in the FY2024 Affordable Housing Fund (AHF).

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Michael Smith
Chief Financial Officer

NEW CASTLE COUNTY
PURCHASE REQUISITION / JUSTIFICATION FORM

EXHIBIT A

Please complete all the blue highlighted fields. If the total is greater than $50,000 (Non-Bid only); or if the purchase, for this vendor, in aggregate for the fiscal year exceeds $50,000 (Non-Bid only), you must also complete items I-VI in the lower half of the form.

REQUISITIONER INFORMATION					VENDOR INFORMATION	
NAME	Vincent Garlick		FISCAL YR	2024	NAME	Todmorden Foundation
DEPARTMENT	COMMUNITY_SERVICES_40		FUND	220 HOUSING TR	ADDRESS	100 W. 10th Street, Suite 1104, Wilmington, DE 19801
ORGANIZATION	22400502 CS - AFFORDABLE HOUSING FU					
PHONE	302-395-5673		REQ#	2403760		
DELIVERY LOCATION						
SEND VENDOR PO	☑ YES	☐ NO			CONTACT NAME	Alan Matas
CURRENT VENDOR	☑ YES	☐ NO			PHONE	302-299-2287 EXT
VENDOR #	109923				EMAIL	amatas@todmordenfoundation FAX #

ITEM#	QTY	DESCRIPTION	UNIT PRICE	TOTAL	OBJ LEVEL	GRANT or PROJECT #/ DETAIL / LOCATION
	1	Affordable Housing Fund - Todmorden Foundation	400,000.00	$400,000.00	57210	22400502
				$0.00		57210
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
			TOTAL	$400,000.00		

ADDITIONAL NOTES

PURCHASES > $50,000 (Non-Bid) OR IF THE FY AGGREGATE FOR THIS VENDOR > $50,000 (Non-Bid), PLEASE COMPLETE THE SECTION BELOW.

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

To assist in the creation of new affordable rental housing units in Wilmington.

II. Why is it needed?

It's needed to assist in providing access to affordable rental housing units for cost burden families in Wilmington.

III. What will the impact (cost) be to New Castle County if the requisition or advice of change is not processed?

New Castle County will be participating in furthering the affordable housing crisis.

IV. IS THIS A SOLE SOURCE CONTRACT?	☐ YES	☑ NO	
V. IS THIS A PASS THROUGH GRANT?	☐ YES	☑ NO	**IF YES, AGENCY**

VI. OTHER, PLEASE EXPLAIN

Funds are provided by the Affordable Housing Fund. Vendor seleciton for this award was on proposal evaluation. Recommendaitons were made based on the Affordable Housing Fund Committee.

SIGNATURE	Carrie Casey	**DATE**	9/22/2023

Introduced by: Mr. Sheldon, Mr. Carter
Date of Introduction: October 10, 2023

RESOLUTION NO. 23-178

APPROVING THE DEVELOPMENT AND IMPLEMENTATION OF AN ASSET MANAGEMENT PLAN FOR THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, pursuant to 9 *Del. C.* § 1341, New Castle County's Department of Public Works operates, maintains and manages the public sanitary sewer system serving the citizens of New Castle County; and

WHEREAS, the Department of Public Works utilizes and maintains a hydraulic model of the public sanitary sewer system, the Public Works Sanitary Sewer Capacity Status Model, for the purpose of sewer infrastructure planning, development and operation; and

WHEREAS, the Delaware Water Infrastructure Advisory Council established the Wastewater Matching Planning Grant to provide financial assistance through the Clean Water State Revolving Fund ("CWSRF") Program to public utilities for planning and development of wastewater feasibility and design studies; and

WHEREAS, the Department of Public Works is seeking to study and obtain recommendations on necessary updates, optimization or, revisions to the Public Works Sanitary Sewer Capacity Status Model, including advancements in modeling technology and configuration; and

WHEREAS, the Wastewater Matching Planning Grant Program requires each public utility applicant to submit a resolution adopted by its governing body approving the development and implementation of the public utility's wastewater feasibility plan as part of the application process.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby approves the development and implementation of an asset management plan for the Department of Public Works in order to apply for funding under the Wastewater and Drinking Water Asset Management Incentive Program, and other available relevant funding programs.

Adopted by County Council of
New Castle County on:

____
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the development and implementation of a wastewater expansion feasibility plan for the Department of Public Works to provide sanitary sewer service to the Heavy Industrial Zoned properties within and surrounding the Delaware City Refinery.

FISCAL NOTE: If the application by the Department of Public Works for a Matching Grant under the Wastewater Matching Plan Grant is accepted, New Castle County can realize a $50,000.00 savings on public sanitary sewer system study costs.

This project will utilize funding appropriated in the FY2024 Capital Budget within the Asset Management Capital Project in the amount of $100,000 as the match if the grant is approved. There is no fiscal impact to the Operating Budget.

Introduced by: Ms. Hartley-Nagle
Date of introduction: September 26, 2023

ORDINANCE NO. 23-126

AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES FOR THE CLASS SPECIFICATION OF COMMUNITY SERVICES MANAGER FOR THE DEPARTMENT OF COMMUNITY SERVICES

WHEREAS, the Department of Community Services has determined that it is necessary to make changes to the class specification of Community Services Manager to reflect the work currently being performed; and

WHEREAS, the Department recommends that the Pay Grade for the class specification Community Services Manager be changed from Pay Grade 32 to Pay Grade 34; and

WHEREAS, the Human Resources Advisory Board at its meeting on September 7, 2023, recommended that the class specification for the position title of Community Services Manager be changed on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees from Pay Grade 32 to Pay Grade 34; and

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

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

Section 1. 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 "A."

Section 2. 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 "B."

Section 3. 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 "C."

Section 4. 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 "D."

Section 5. 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 6. It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to August 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: This Ordinance, if approved, changes the Pay Grade for the position title of Community Services Manager from Pay Grade 32 to Pay Grade 34 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 August 1, 2023.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grade for the position title of Community Services Manager from Pay Grade 32 to Pay Grade 34 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees.

There are currently two filled positions with the title of Community Services Manager. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the two employees currently in these positions is $24,729 in FY2024, $38,658 in FY2025 and $39,624 in FY2026.

EXHIBIT A
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
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 FACILITIES PROJECT MANAGER 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 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 A
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 ASSISTANT LAND USE MANAGER CHIEF PROCUREMENT OFFICER CHIEF OF SPECIAL PROJECTS COMMUNITY SERVICES MANAGER 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	34	82,016	86,117	90,423	94,944	99,691	104,676	109,909	115,404	121,174	127,233
FINANCE LEGAL OFFICER FIRST ASSISTANT COUNTY ATTORNEY HUMAN RESOURCES MANAGER	35	86,118	90,424	94,945	99,692	104,677	109,910	115,405	121,176	127,235	133,597
PUBLIC WORKS SENIOR MANAGER DEPUTY CHIEF OF TECHNOLOGY	36	90,423	94,944	99,691	104,676	109,909	115,404	121,174	127,233	133,594	140,274

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	30	71,779	75,152	78,695	82,415	86,320	90,421	94,727	99,248	103,995	108,980
CHIEF OF EMERGENCY COMMUNICATIONS	36	94,728	99,249	103,996	108,981	114,214	119,709	125,479	131,538	137,899	144,579
CHIEF OF EMERGENCY MEDICAL SERVICES	38	106,867	111,852	117,085	122,580	128,351	134,410	140,772	147,452	154,466	161,831

Effective: 07/01/2023 (Ordinance 23-063)
Revised: 07/01/2023 (Ordinance 23-086)
Revised: 08/29/2023 (Ordinance 23-097)
Revised: xx/xx/xxxx (Ordinance 23-xxx)

EXHIBIT B

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
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 FACILITIES PROJECT MANAGER 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 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 B
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 ASSISTANT LAND USE MANAGER CHIEF PROCUREMENT OFFICER CHIEF OF SPECIAL PROJECTS COMMUNITY SERVICES MANAGER 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	34	84,067	88,270	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414
FINANCE LEGAL OFFICER FIRST ASSISTANT COUNTY ATTORNEY HUMAN RESOURCES MANAGER	35	88,271	92,685	97,319	102,185	107,294	112,658	118,291	124,206	130,416	136,937
PUBLIC WORKS SENIOR MANAGER DEPUTY CHIEF OF TECHNOLOGY	36	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414	136,934	143,781

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

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

Effective: 07/01/2024 (Ordinance 23-063)
Revised: 07/01/2024 (Ordinance 23-086)
Revised: 08/29/2023 (Ordinance 23-097)
Revised: xx/xx/xxxx (Ordinance 23-xxx)

EXHIBIT C
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
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 LAW OFFICE ADMINISTRATOR	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 FACILITIES PROJECT MANAGER 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 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 C
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 ASSISTANT LAND USE MANAGER CHIEF PROCUREMENT OFFICER CHIEF OF SPECIAL PROJECTS COMMUNITY SERVICES MANAGER 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	34	86,169	90,477	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675
FINANCE LEGAL OFFICER FIRST ASSISTANT COUNTY ATTORNEY HUMAN RESOURCES MANAGER	35	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312	133,677	140,361
PUBLIC WORKS SENIOR MANAGER DEPUTY CHIEF OF TECHNOLOGY	36	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,358	147,376

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	30	75,414	78,957	82,680	86,588	90,690	95,000	99,524	104,274	109,260	114,498
CHIEF OF EMERGENCY COMMUNICATIONS	36	99,525	104,275	109,261	114,499	119,997	125,770	131,832	138,198	144,881	151,899
CHIEF OF EMERGENCY MEDICAL SERVICES	38	112,278	117,516	123,014	128,787	134,849	141,216	147,900	154,918	162,287	170,024

Effective: 07/01/2025 (Ordinance 23-063)
Revised: 07/01/2025 (Ordinance 23-086)
Revised: 08/29/2023 (Ordinance 23-097)
Revised: xx/xx/xxxx (Ordinance 23-xxx)

EXHIBIT D
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
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 LAW OFFICE ADMINISTRATOR	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 FACILITIES PROJECT MANAGER 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 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 D

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											
COMMUNITY SERVICES MANAGER											
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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
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 23-086)
Revised: 08/29/2023 (Ordinance 23-097)
Revised: xx/xx/xxxx (Ordinance 23-xxx)

Introduced by: Mr. Smiley, Mr. Cartier
Date of introduction: September 26, 2023

ORDINANCE NO. 23-127

**AMEND THE FY2023 APPROVED OPERATING BUDGET:
REALIGN $89,602 WITHIN THE SEWER FUND IN ORDER TO PROVIDE FUNDING FOR SALARIES AND WAGES**

WHEREAS, realignment of funds is required for the FY2023 County's salaries and wages; and

WHEREAS, the Sewer Fund will require a realignment of $89,602 from the Debt Service Budget Line Item to the Salaries and Wages Budget Line Item in the Department of Public Works; and

WHEREAS, the revenue measures heretofore adopted by the County Council, together with any General Fund Tax Stabilization Reserves 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, 2022 is hereby amended by deleting the matter stricken and adding the matter 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, 2022 and shall be effective 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. It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to June 30, 2023.

Adopted by County Council of
New Castle County on:

____
President of County Council
of New Castle County

Approved on:

____
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will realign $89,602 within the Sewer Fund from the Debt Service Budget Line Item to the Salaries and Wages Budget Line Item in the Department of Public Works. This realignment of funds is necessary to cover FY2023 County's salaries and wages.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to June 30, 2023.

FISCAL NOTE: This Ordinance, if approved, will realign $89,602 within the Sewer Fund from the Debt Service Budget Line Item to the Salaries and Wages Budget Line Item in the Department of Public Works. This realignment of funds is necessary to cover FY2023 County's salaries and wages. This realignment of funding will result in no increase to the FY2023 Approved Operating Budget as the legislation is a transfer of funds between Departments and within the same fund.

COUNTY COUNCIL

Salaries and Wages	$	2,109,895
Benefits		1,263,991
Training and Civic Affairs		50,190
Communication and Utilities		20,836
Materials and Supplies		35,414
Contractual Services		294,435
Equipment		4,898
Grants and Fixed Charges		172,965
Operating Transfer Charges		144,715
Total	***$***	***4,097,339***
Total Authorized Full-Time Positions 35		

COUNTY EXECUTIVE

Salaries and Wages	$	1,643,392
Benefits		957,407
Training and Civic Affairs		39,404
Communication and Utilities		16,780
Materials and Supplies		22,236
Contractual Services		147,991
Equipment		1,000
Grants and Fixed Charges		1,893,000
Contingency		47,000
Operating Transfer Charges		76,382
Total	***$***	***4,844,592***
Total Authorized Full-Time Positions 14		

DEPARTMENT OF ADMINISTRATION

Salaries and Wages	$	11,229,226
Benefits		6,540,308
Training and Civic Affairs		124,486
Communication and Utilities		6,979,246
Materials and Supplies		163,208
Contractual Services		6,509,695
Equipment		510,745
Grants and Fixed Charges		3,830,289
Operating Transfer Charges		1,024,227
Operating Transfer Credits		(11,775,518)
Total	***$***	***25,135,912***
Total Authorized Full-Time Positions 166		

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	~~22,695,548~~	$	22,785,150
Benefits			13,293,757
Training and Civic Affairs			34,445
Communication and Utilities			24,792,906
Materials and Supplies			5,169,663
Contractual Services			9,467,752
Equipment			750,378
Grants and Fixed Charges			1,234,007
Land and Structures			35,000
Operating Transfer Charges			4,659,870
Operating Transfer Credits			(8,009,063)
Total	***~~74,124,263~~***	***$***	***74,213,865***
Total Authorized Full-Time Positions 379			

DEPARTMENT OF LAND USE

Salaries and Wages	$	7,384,566
Benefits		4,337,774
Training and Civic Affairs		63,515
Communication and Utilities		115,975
Materials and Supplies		82,117
Contractual Services		1,536,061
Equipment		70,115
Grants and Fixed Charges		55,500
Operating Transfer Charges		1,126,134
Operating Transfer Credits		(800,651)
Total	***$***	***13,971,106***
Total Authorized Full-Time Positions 118		

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages	$	11,533,050
Benefits		5,178,773
Training and Civic Affairs		17,000
Communication and Utilities		1,054,027
Materials and Supplies		1,377,892
Contractual Services		2,131,761
Equipment		35,627
Grants and Fixed Charges		3,110,149
Operating Transfer Charges		1,215,694
Operating Transfer Credits		(188,230)
Total	***$***	***25,465,743***
Total Authorized Full-Time Positions 161		

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages	$	64,723,978
Benefits		36,335,447
Training and Civic Affairs		180,183
Communication and Utilities		1,021,720
Materials and Supplies		1,160,237
Contractual Services		1,999,992
Equipment		1,652,292
Grants and Fixed Charges		6,458,350
Operating Transfer Charges		7,938,182
Total	***$***	***121,470,381***
Total Authorized Full-Time Positions 711		

REGISTER OF WILLS

Salaries and Wages	$	978,974
Benefits		565,901
Training and Civic Affairs		35,150
Communication and Utilities		12,266
Materials and Supplies		8,384
Contractual Services		25,448
Equipment		1,950
Operating Transfer Charges		80,523
Total	***$***	***1,708,596***
Total Authorized Full-Time Positions 19		

RECORDER OF DEEDS

Salaries and Wages		$	1,066,594
Benefits			618,100
Training and Civic Affairs			39,820
Communication and Utilities			33,977
Materials and Supplies			12,898
Contractual Services			84,446
Equipment			5,000
Grants and Fixed Charges			18,350
Operating Transfer Charges			150,152
Total		$	***2,029,337***
Total Authorized Full-Time Positions	***24***		

SHERIFF

Salaries and Wages		$	1,173,906
Benefits			689,894
Training and Civic Affairs			29,452
Communication and Utilities			16,181
Materials and Supplies			20,684
Contractual Services			56,398
Equipment			5,000
Operating Transfer Charges			163,243
Total		***$***	***2,154,758***
Total Authorized Full-Time Positions	***21***		

CLERK OF THE PEACE

Salaries and Wages		$	449,603
Benefits			265,680
Training and Civic Affairs			14,130
Communication and Utilities			5,256
Materials and Supplies			5,424
Contractual Services			23,593
Operating Transfer Charges			30,639
Total		***$***	***794,325***
Total Authorized Full-Time Positions	***7***		

DEBT SERVICE

Debt Service	~~46,374,026~~	$	46,284,424
Total	***~~46,374,026~~***	***$***	***46,284,424***
Total Authorized Full-Time Positions			

ETHICS COMMISSION		
Salaries and Wages	$	39,347
Benefits		3,860
Training and Civic Affairs		10,500
Communication and Utilities		2,223
Materials and Supplies		2,450
Contractual Services		291,116
Equipment		500
Operating Transfer Charges		6,066
Total	***$***	***356,062***
Total Authorized Full-Time Positions 0		
COUNCIL CONTINGENCY		
Contingency	$	250,000
Total	***$***	***250,000***
Total Authorized Full-Time Positions		
EXECUTIVE CONTINGENCY		
Contingency	$	0
Total	***$***	***0***
Total Authorized Full-Time Positions		
PERSONNEL CONTINGENCY		
Contingency	$	294,800
Total	***$***	***294,800***
Total Authorized Full-Time Positions		
ATTRITION CONTINGENCY		
Personal Services - Salaries and Wages	$	0
Personal Services - Employee Benefits	$	0
Total	***$***	***0***
Total Authorized Full-Time Positions		
ONE-TIME CONTINGENCY		
Contingency	$	121,540
Total	***$***	***121,540***

NEW CASTLE COUNTY			
Salaries and Wages	~~125,028,079~~	$	125,117,681
Benefits			70,050,892
Training and Civic Affairs			638,275
Communication and Utilities			34,071,393
Materials and Supplies			8,060,607
Contractual Services			22,568,688
Equipment			3,037,505
Grants and Fixed Charges			16,772,610
Debt Service	~~46,374,026~~		46,284,424
Land and Structures			35,000
Contingency			713,340
Operating Transfer Charges			16,615,827
Operating Transfer Credits			(20,773,462)
Sub-Total New Castle County		***$***	**323,192,780**
Total Authorized Full-Time Positions 1,655			

RESERVE ACCOUNTS AS OF JUNE 27, 2023	
Tax Stabilization Reserve Account	69,992,392
Sewer Rate Stabilization Reserve Account	10,663,702
General Fund Budget Reserve Account	44,845,412
Sewer Fund Budget Reserve Account	18,362,788
Total Reserves:	**143,864,294**

Introduced by: Mr. Sheldon, Mr. Carter
Date of introduction: September 26, 2023

ORDINANCE NO. 23-128

AUTHORIZING THE ISSUANCE OF $22,033,016 IN GENERAL OBLIGATION BONDS THROUGH THE DELAWARE CLEAN WATER STATE REVOLVING LOAN FUND FOR THE DEPARTMENT OF PUBLIC WORKS, UPPER WEST WING SANITARY SEWER AS PART OF THE SOUTHERN SEWER SERVICE AREA CAPITAL PROJECT

WHEREAS, Chapter 22 of Title 9 of the *Delaware Code*, as amended, authorizes New Castle County to plan, acquire, purchase, construct, reconstruct, improve, better and extend, and maintain and operate sewerage systems therein defined, and the County Council of New Castle County has determined to extend existing sewerage systems now maintained by the County by constructing and extend local sewer projects and to connect newly constructed force mains to treatment plant sites; and

WHEREAS, it has been deemed necessary to appropriate $22,033,016 for the installation of 18,000 linear feet of dual parallel force mains, 14 inches and 18 inches in diameter and regional pumping station. The force mains will run from the regional pump located on Carter Farm, parcel ID 11-061.00-001, to an existing manhole along Boyds Corner Road, by Whispering Wood residential development in New Castle County, Delaware. The force mains will convey sewage from the Upper West Wing Sewer Service Area to Mt. Pleasant Interceptor, for treatment at the County's Water Farm #1 Regional Wastewater Treatment Plant as part of the Southern Sewer Service Area Capital Project (the "Project"); and

WHEREAS, the Project is part of on the ongoing expansion of the southern sewer area to extend the existing sanitary sewer system and to prevent sanitary sewer overflows which decrease water quality and have negative environmental and public health impacts on wildlife, residents and commercial entities; and

WHEREAS, this Ordinance corresponds to Resolution 23-xxx authorizing the County Executive to execute a financing agreement for $22,033,016 with the Delaware Clean Water State Revolving Loan Fund, acting by and through the Delaware Department of Natural Resources and Environmental Control.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS (10 of 13 of the members elected to the County Council concurring therein):

Section 1. New Castle County shall authorize the issuance of its negotiable bonds in the maximum aggregate principal amount of $22,033,016 for the Project.

Section 2. The funds raised by the issuance of the bonds hereby authorized, after the payment of the charges and expenses connected with the preparation, sale, and issuance thereof, shall be expended only for the purposes for which said bonds have been authorized, or for the payment of the principal of, and interest on, temporary loans made in anticipation of the sale of such bonds.

Section 3. The effect of the bonded indebtedness hereby authorized upon the total bonded indebtedness of New Castle County is as shown on the attached, Exhibit "A."

Section 4. It is hereby determined and declared that the normal life of said improvements is not less than three (3) years (§ 1163 of the *Delaware Code*).

Section 5. 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: Authorize the issuance of $22,033,016 of general obligation bonds through the Delaware Clean Water State Revolving Loan Funds from the State of Delaware Department of Natural Resources and Environmental Control to the Department of Public Works, Upper West Wing Sanitary Sewer as part of the Southern Sewer Service Area Capital Project.

FISCAL NOTE: This Ordinance, if approved, will authorize the issuance of $22,033,016 of general obligation bond funds through the Delaware Clean Water State Revolving Loan Funds from the State of Delaware Department of Natural Resources and Environmental Control to the Department of Public Works, Upper West Wing Sanitary Sewer as part of the Southern Sewer Service Area Capital Project.

The fiscal impact of issuing County Bonds in the maximum aggregate principal amount of $22,033,016 assuming a term of twenty (30) years with a constant principal amount, is demonstrated on the attached Exhibit "A."

EXHIBIT "A"

FISCAL NOTE: This Ordinance will authorize County Bonds in the maximum aggregate principal amount (net of issuance costs) of $22,033,016.

The fiscal impact of this Ordinance, if approved, is demonstrated on a pro-forma basis below:

Previous Authorizations	Principal	Interest	Total
Authorized and Issued Bonds [1] (8/31/2023)	$520,840,000	$163,292,273	$684,132,273
Authorized and Unissued Bonds (8/31/2023)	133,483,970	56,063,267 [2]	189,547,238
Total Previous Authorizations	654,323,970	219,355,540	873,679,511

The following State Revolving Fund loans are not included in the above totals:

Authorized and Issued Bonds [5] (8/31/2023)	$23,859,025	$4,319,568 [6]	$28,178,594
Authorized and Unissued Bonds [5] (8/31/2023)	9,778,559	1,824,315 [6]	11,602,874
Total Previous Authorizations	33,637,584	6,143,883	39,781,467
Proposed Net Authorizations [4] by the Ordinance	22,033,016	6,830,235 [3]	28,863,251
Total Previous Authorizations and Proposed Net Authorizations	$55,670,600	$12,974,118	$68,644,718

(1) These amounts have been adjusted to reflect retired principal and interest through 8/31/23.
(2) Interest is computed at 4.0 percent.
(3) Interest is computed at 2.0 percent.
(4) Assuming a constant principal amount of $734,434 over a term of thirty years, total debt service interest for the $22,033,016 would be $6,830,235.
(5) Future draws on these loans will decrease the unissued bonds amount and increase the issued bonds amount.
(6) Interest is from DNREC's estimated future repayment schedule. Interest rates for various loans are 0, 2.00, 2.394 and 2.601 percent.

Introduced by: Mr. Smiley
Date of introduction: September 26, 2023

ORDINANCE NO. 23-129

AMEND THE FY2024 APPROVED OPERATING BUDGET: TRANSFER FUNDS FROM THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO THE SALARIES AND WAGES AND EMPLOYEE BENEFITS BUDGET LINE ITEMS FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF PARKS

WHEREAS, the Department of Public Works, Division of Parks maintains community parkland and storm water ditches; and

WHEREAS, County Council has budgeted funding available in the Grants and Fixed Charges Budget Line Item; and

WHEREAS, County Council would like to contribute $5,000 to the Department of Public Works, Division of Parks to assist with overtime associated with maintenance of Community parkland and storm water ditches; and

WHEREAS, the revenue measures heretofore adopted by the County Council, together with any General Fund Tax Stabilization Reserves 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 bracketed and 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 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 transfer $5,000 from the County Council – Grants and Fixed Charges Budget Line Item to the Department of Public Works – Salaries and Wages and Employee Benefits Budget Line Items to the Department of Public Works, Division of Parks to assist with overtime costs associated with the maintenance of Community parkland and storm water ditches. This legislation will result in no increase to the FY2024 Approved Operating Budget as the legislation is a transfer of funds between departments.

FISCAL NOTE: This Ordinance, if approved, will transfer $5,000 from the County Council – Grants and Fixed Charges Budget Line Item to the Department of Public Works – Salaries and Wages and Employee Benefits Budget Line Items.

This legislation will reduce the FY2024 Approved Operating Budget for County Council by $5,000 and increase the Department of Public Works by $5,000. This legislation will result in no increase to the FY2024 Approved Operating Budget as the legislation is a transfer of funds between departments. There is no fiscal impact for FY2025 or FY2026.

COUNTY COUNCIL

Salaries and Wages		$	2,428,665
Benefits			1,428,590
Training and Civic Affairs			71,004
Communication and Utilities			17,849
Materials and Supplies			60,926
Contractual Services			253,148
Equipment			1,600
Grants and Fixed Charges	~~431,482~~		426,482
Operating Transfer Charges			161,959
Total	~~***4,855,223***~~	***$***	***4,850,223***
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		743,000
Contingency		55,000
Operating Transfer Charges		82,016
Total	***$***	***3,922,521***
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		8,293,491
Materials and Supplies		158,147
Contractual Services		6,777,985
Equipment		392,056
Grants and Fixed Charges		3,925,350
Operating Transfer Charges		1,163,161
Operating Transfer Credits		(12,098,321)
Total	***$***	***25,133,673***
Total Authorized Full-Time Positions 167		

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	~~24,594,391~~	$	24,597,539
Benefits	~~14,346,471~~		14,348,323
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~~***	***$***	***77,782,691***

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		20,232
Communication and Utilities		949,832
Materials and Supplies		1,383,163
Contractual Services		2,336,062
Equipment		19,900
Grants and Fixed Charges		3,110,149
Operating Transfer Charges		1,230,637
Operating Transfer Credits		(190,829)
Total	***$***	***25,932,415***

Total Authorized Full-Time Positions 160

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages	$	67,200,807
Benefits		39,140,036
Training and Civic Affairs		178,869
Communication and Utilities		1,010,888
Materials and Supplies		1,040,811
Contractual Services		2,179,206
Equipment		1,471,072
Grants and Fixed Charges		6,492,175
Operating Transfer Charges		7,298,634
Total	***$***	***126,012,498***
Total Authorized Full-Time Positions 711		

REGISTER OF WILLS

Salaries and Wages	$	1,111,172
Benefits		634,647
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	***$***	***1,953,891***
Total Authorized Full-Time Positions 20		

RECORDER OF DEEDS

Salaries and Wages		$	1,232,844
Benefits			712,707
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		$	***2,287,316***
Total Authorized Full-Time Positions	***23***		

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			30,043
Equipment Replacement			6,000
Operating Transfer Charges			31,776
Total		***$***	***846,527***
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	$	1,619,958
Total	***$***	***1,619,958***

NEW CASTLE COUNTY			
Salaries and Wages	~~128,178,603~~	$	128,181,751
Benefits	~~73,114,264~~		73,116,116
Training and Civic Affairs			676,771
Communication and Utilities			35,254,322
Materials and Supplies			7,355,247
Contractual Services			24,122,984
Equipment			2,443,736
Grants and Fixed Charges	~~*15,970,763*~~		15,965,763
Debt Service			45,540,069
Land and Structures			35,000
Contingency			2,979,958
Operating Transfer Charges			16,332,843
Operating Transfer Credits			(20,531,152)
Sub-Total New Castle County		***$***	**331,473,408**
Total Authorized Full-Time Positions 1,661			

RESERVE ACCOUNTS AS OF AUGUST 29, 2023	
Tax Stabilization Reserve Account (Unaudited)	75,254,652
Sewer Rate Stabilization Reserve Account (Unaudited)	8,484,160
General Fund Budget Reserve Account	44,592,418
Sewer Fund Budget Reserve Account	18,872,304
Total Reserves:	**147,203,534**

Introduced by: Mr. Tackett, Ms. George
Date of introduction: September 26, 2023

ORDINANCE NO. 23-130

AMEND SECTION 14.02.006 OF THE *NEW CASTLE COUNTY CODE* TO AUTHORIZE THE CHIEF FINANCIAL OFFICER TO WAIVE COLLECTION FEES FOR RETURNED PAYMENTS UNDER CERTAIN CIRCUMSTANCES

WHEREAS, section 14.02.006 of the *New Castle County Code* requires the Office of Finance to assess and collect certain fees (the "NSF Fees") whenever the County is presented with a payment that is returned for any reason by the financial institution upon which it is drawn; and

WHEREAS, the Office of Finance is not provided with any authority to waive the NSF Fee under any circumstances; and

WHEREAS, certain circumstances may arise that justify allowing the Chief Financial Officer to waive the NSF Fee.

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

Section 1. Section 14.02.006 of the *New Castle County Code* is amended to add the following underscored provisions and remove the following stricken provisions:

D. The Chief Financial Officer may waive any fee set forth in this Section for the following reasons:

1. A payment presented by the presenter has not been returned for any reason during the thirty-six (36) month period preceding return of the payment; or

2. The presenter establishes that return of the payment was caused by a party other than the presenter through evidence satisfactory to the Chief Financial Officer.

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 authorize the Chief Financial Officer to waive fees for returned payments under certain circumstances to provide more flexibility and fairness to individuals who make payments to the County that are returned by their financial institutions.

FISCAL NOTE: This Ordinance, if approved, will have a de minimis impact to the County. The amount of returned payment fees collected by the County do not exceed $6,000 on average in any fiscal year, and the fees likely to be waived under the authority provided under this Ordinance will be a *de minimis* portion of that amount.

Introduced by: Mr. Carter, Mr. Smiley,
Mr. Bell
Date of introduction: September 26, 2023

ORDINANCE NO. 23-131

TO AMEND *NEW CASTLE COUNTY CODE* CHAPTER 14 ("FINANCE AND TAXATION"), ARTICLE 10 ("REAL PROPERTY TRANSFER TAX") TO PROVIDE AN INCOME QUALIFIED EXEMPTION FROM THE NEW CASTLE COUNTY PORTION OF REAL ESTATE TRANSFER TAX RELATING TO NEWLY BUILT HOUSES WITH RESIDENTIAL FIRE PROTECTION SPRINKLERS

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, the cost of housing is the major cost of household budgets, and frequently forces at-risk families into unpredictable and unstable living situations; and

WHEREAS, per the U.S. Department of Housing & Urban Development Income Limits, as of April 1, 2023, 80% of the median income for a 4-person household is $89,250, with median income being $114,400; and

WHEREAS, the increasing cost of housing has had a disproportionally negative impact on families with incomes below the area median income; and

WHEREAS, fire safety equipment in a home, such as residential fire sprinkler systems, can make the difference between life and death, but are likely to increase the housing burden especially on low to middle income populations if not offset by other savings; and

WHEREAS, New Castle County offers tax relief for, among others, businesses that help stimulate the economic development of the County; and

WHEREAS, New Castle County additionally offers tax relief for vulnerable populations such as seniors, disabled individuals, and veterans; and

WHEREAS, Realty transfer taxes in Delaware are 4% of the purchase price of a property, with 2.5% going to the State of Delaware and 1.5% going to the County; and

WHEREAS, providing relief from this tax burden will help at risk populations with housing while also providing for their safety; 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 14 ("Finance and Taxation"), Article 10 ("Real Property Transfer Tax") is hereby amended by adding the material that is underscored and deleting the material that is stricken, as set forth below.

Sec. 14.10.001. - Definitions; transfers.

…

C. *First-time homebuyers; conveyances of land for agricultural, horticultural or forest use.* Notwithstanding Subsection A, "document" shall not include the following:

1. Any conveyance to a first-time homebuyer on or after October 1, 2018, for at least the value of the property or ~~four hundred thousand dollars (~~$400,000.00~~)~~, whichever is less; provided, however, that only that portion of the tax, not to exceed one-half (½) of the total taxes due, that is attributable to and payable by the first-time homebuyer under this Article shall be exempt<u>, except as otherwise provided in this Article.</u>

…

Sec. 14.10.002. - Levy of tax; exemptions.

A. Except as otherwise provided in this Section, every transaction under this Article shall be subject to a tax at the rate of one and one-half (1½) percent of the value of the property subject to the transaction, which tax shall be payable at the time of the transaction; provided, however, no more than a one and one-half (1½) percent tax shall be levied by the County on any single transfer of property. In the absence of any agreement to the contrary, the tax shall be apportioned equally between the grantor and grantee.

B. Every transaction involving a lease which constitutes a document under this Article shall be subject to a tax at the rate of one and one-half (1½) percent of the value of the property subject to the lease, which tax shall be payable as follows:

1. The tax on the consideration attributed to the first year of the term shall be payable at the time of making, execution, delivery, acceptance or presenting of such document for recording; and
2. The tax on the consideration attributed to each successive year of the term thereafter shall be paid annually to the Office of Finance.

C. The rate of tax on documents described in Section 14.10.001.A.1 shall be one and one-half (1½) percent on amounts exceeding ten thousand dollars ($10,000.00), which shall be borne by the owner of the building whose construction is made subject to tax under Subsection d of the definition of document in Section 14.10.001.A.1.

<u>D. *Income qualified household exemption.*</u>

1. <u>*Qualifications.* A household qualifies as an "income qualified household" when:</u>

a. As of July 1 of the fiscal year for which an exemption is sought, the household's income does not exceed 80% of the median income established by the U.S. Department of Housing and Urban Development; and

b. The household purchases a newly built house that is equipped with a fire protection sprinkler system after the effective date of this Section.

c. No application hereunder shall be approved unless, at the time of approval, all taxes and sewer service charges then due to or collectible by New Castle County have been paid in full, or the applicant is actively enrolled and timely making monthly payments of any and all tax and sewer service charges due to or collectible by New Castle County, as determined by the Office of Finance.

2. *Amount of income qualified exemption.* Each "income qualified household" shall be exempt from the County portion of the real estate transfer tax.

...

Section 2. The provisions of this Ordinance shall take effect upon passage by New Castle County Council and approval of the County Executive, or as otherwise provided in 9 *Del. C.* Section 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 exempts from the 1.5% County portion of the real estate transfer tax any household whose income does not exceed 80% of the area median income established by the U.S. Department of Housing and Urban Development and who purchases a newly built house that is equipped with residential fire protection sprinklers subsequent to the effective date of this Ordinance.

FISCAL NOTE: This Ordinance, if approved, will reduce Real Estate Transfer Tax fees by approximately $41,250 annually. This estimate is based on the assumption that 88 homes are sold annually in New Castle County with an assessed value of $125,000 or less; and that 50% of those purchases would be eligible for the First-Time Homebuyers credit. Three-year summary as noted below:

FY2024	$41,250
FY2025	$41,250
FY2026	$41,250

Introduced by: Mr. Smiley
Date of introduction: September 26, 2023

ORDINANCE NO. 23-133

AMENDING CHAPTER 14 ("FINANCE AND TAXATION"), ARTICLE 1 ("IN GENERAL"), SECTION 14.01.014 OF THE *NEW CASTLE COUNTY CODE* REGARDING THE TAX STABILIZATION RESERVE ACCOUNT

WHEREAS, the purpose of this legislation is to provide historical context and, thus, further clarity as to the original and continuing purpose for the Tax Stabilization Reserve Account; and

WHEREAS, by way of background, New Castle County established a financial reserve, namely the Tax Stabilization Reserve Account, to stabilize the tax rate and ensure the fiscal stability of County government, which has helped the County maintain its AAA bond rating; and

WHEREAS, in its commitment to continue as long as possible to provide residents with essential services without a tax or sewer rate increase while simultaneously maintaining the long-term financial stability of New Castle County, County Council deemed it necessary to create the Tax Stabilization Reserve Account (along with other reserve accounts) in which reserve funds could be maintained to fund tax stabilization and sewer rate stabilization over future years, as well as budgeted capital costs that would otherwise require issuance of bonds; and

WHEREAS, at the time County Council considered adoption of this account, the County, while maintaining essential services for residents, experienced operating deficits, which were funded in part by the County's reserves; this allowed County residents to, at the time, go almost 10 years without a tax or sewer rate increase; and

WHEREAS, New Castle County determined that it may draw upon the Tax Stabilization Reserve Account in the future, *as necessary to minimize tax increases or issuance of bonds*.

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

Section 1. Amend Chapter 14 ("Finance and Taxation"), Article 1 ("In General"); Section 14.01.014 ("Tax Stabilization Reserve Account") of the *New Castle County Code* by adding the underlined material and deleting the material that is stricken through, as follows.

…

Sec. 14.01.014. Tax Stabilization Reserve Account.

A. There is hereby established a Tax Stabilization Reserve Account within the General Fund.

B. The amount in ~~that~~ the reserve account shall be set annually by County Council in conjunction with ~~the~~ adoption of the operating budget.

C. County Council may by a majority vote appropriate from the Tax Stabilization Reserve Account such sums as may be necessary for the limited purpose of only ~~to~~ balancing~~e~~ the annual operating budget or ~~to~~ covering budgeted capital costs for County assets that would otherwise require the issuance of bonds and/or ~~payment of~~ a tax increase.

Section 2. 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

SYNOPSIS: This Ordinance provides an historical context and, thus, further clarity as to the purpose and proper usage of reserve funds in the Tax Stabilization Reserve Account. More particularly, County Council is limited in its ability to appropriate reserves from the account to only balance the annual operating budget or to cover budgeted capital costs for New Castle County assets that would otherwise require the issuance of bonds and/or a tax increase.

FISCAL IMPACT: There will be no fiscal impact if this Ordinance is enacted.

Grant Matrix
10/10/23

GRANT APPLICANT	AMOUNT REQUESTED / AMOUNT PROPOSED	INTENDED USE OF GRANT	Standard Accounting Practices/ Non-Discrimination Policy	PRIOR COUNCIL GRANTS IN CURRENT FISCAL YEAR	COUNCIL MEMBER
Brandywine High School Baseball Boosters	$2500/	Funds will be used for baseball field improvements at Brandywine High School	No/Yes	No	Durham
Naamans Little League	$2500/	Funds will be used to install a water flushing system to remove debris and sediment from their water lines so it is safe for children to drink	Yes/Yes	No	Durham
Our Daily Bread Dining Room	$2500/$2500	Funds will be used to help replace the front door to the facility	Yes/Yes	No	Carter
Blackbird Community Center	$1000/$1000 -Carter $500 -Bell $500	Funds will be used their annual Turkeys and Toys Christmas Program.	Yes/No	Yes	Carter/Bell
Interfaith Community Housing of Delaware*	$1800/$1800	Funds will be used to create a concept plan for housing in the town of Townsend	Yes/Yes	No	Carter

**The nondiscrimination policy for the Interfaith Community Housing Grant is missing. This grant will not be processed until a copy of the policy is received.*

MEMORANDUM

TO: Applicant for New Castle County Council Grant Funds

FROM: New Castle County Council

DATE: September 27, 2023

RE: New Castle County Council Grant Application

Mission Statement: The purpose of the New Castle County Council grants budget is to strengthen the social, cultural, and business communities within New Castle County. Special emphasis is placed on innovative community-based programs that reach underserved populations.

Eligibility. To qualify for 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 citizens. **Initial:** CB

General Instructions[1]: To enable New Castle County Council to evaluate requests for County Council Grant Funds, please complete all 10 sections of this application, complete the Budget Worksheet, and sign and date the application. Your completed request should be delivered to your Council Member or the President of Council at the Louis L. Redding City/County Building, 800 North French Street, 8th Floor, Wilmington, Delaware 19801. Questions may be directed to (302) 395-8383.

New Castle County Council's fiscal year is July 1 - June 30. Applicants must not seek grants for employee wage and/or benefit costs. Grant applications will be considered by New Castle County Council during the twice-monthly Finance Committee meetings. If this application is approved, funds are generally disbursed two to four weeks after approval. A properly completed W-9 form will be required to initiate the disbursement process.

By submitting this application, **successful applicants** agree as a requirement to receive future grant application consideration, to provide a follow-up letter describing how the funds were spent, or if attached to the application form received, complete the one page report form provided and return it to the Clerk of Council within one hundred twenty (120) days after New Castle County Council approves the grant application. **Initial:** CB

1. Provide the name, address, telephone number, fax number, and e-mail address of applicant organization and describe its business status (i.e., corporation, partnership, limited partnership, association, committee, etc.): Interfaith Community Housing of Delaware, Inc. 613 N Washington St. Wilmington DE 19801 (o) 302-652-3991 fax:302-652-492 cbowers@ichde.org
2. Describe the purpose of the organization and examples of its activities: ICHDE is a non Profit organization which revitalizes and strengthens neighborhoods by ptoviding sustainable housing and homeownership services that supports low- and moderate-income households.

[1] County Council and the Clerk of Council reserve the right to deny any incomplete, ambiguous, or nonconforming application.

3. Describe the purpose or intended use for which grant funds are requested. Describe how the purpose fits the mission of the New Castle County Council grants budget:

The intended use of the grant funds is to create a Concept Plan to allow for a portion of our properties located in the town of Townsend to be rezoned to R-3.

4. State the amount requested:

One Thosand Eight Hundred Dollars ($1800.00)

5. List here other funding sources(s) for this organization for continuing or ongoing programs, administration, operations, and special projects:

NCCO HOME
NCCO CHDO
NCCO HTF

6. Provide the name, title, address, telephone number, fax number, and e-mail address of individual completing this application for the requesting organization or agency:

Carlton Bowers
Housing Development Manager 613 N Washington St, Wilmington DE 19801
cbowers@ICHDE.org 302-652-3991 ext. 111

7. Does your organization use standard accounting and control procedures? ☑ Yes ☐ No

If no, please explain:

8. Has your organization adopted a non-discrimination policy for employees as well as service recipients?[2] ☑ Yes ☐ No

If *yes*, please **attach a copy of the policy**.

If no, please explain:

9. If this organization has previously received New Castle County Council grant funding, state the amount received, receipt date, and use:

N/A

10. Enter the organization's Federal Employer Identification Number (EIN) or Taxpayer Identification Number (TIN):

51-0298556

[2] By submitting this application, the applicant organization asserts that it shall not discriminate against any employee, applicant for employment, vendor, volunteer, or individual seeking service from the applicant organization, regarding the rendering of service/assistance funded under any program described by this application, on the basis of race, creed, color, sex, or national origin or other legally recognized protected class.

NOTE TO APPLICANT: If your request is granted, your organization or agency must use the grant funds for the purpose described in Section 3, page 1. Within 120 days of receiving grant approval the Clerk of Council must be provided with a follow-up of your project, such as an article, brochure, or letter to ensure that County funds were expended for the proper public purpose stated in this request.

X Carlton Bowers	10/2/23
Signature of Applicant	Date
Title: Housing Development Manager	
X LaJuana Pitts	10/2/23
Signature of Witness	Date

FOR COUNCIL USE ONLY

	DATE	INITIAL
Reviewed by a sponsoring Council Member:		
Proposed Amount:	$	
Received by Clerk of Council:		
Presented to Council:		
Action Taken on Application:		
Action Taken (circle): Approve / Reject / Information Requested (Final Resolution, if additional information requested.)		
Upon approval, initial by Finance Committee Chair, Council President, or President Pro Tempore:		

Additional Comments:

Enclosure

New Castle County Council

Grant Application

Fiscal Year: July 1 – June 30

BUDGET WORKSHEET		
Complete this budget worksheet and attach to the application. Please be sure to describe Other Funding Sources below (as required) and at Section 5.		
	Current Year Operating Budget	**Percentage of Total Revenues / Expenditures**
Revenues:		
Private contributions	$	%
All Governmental contributions (NCCO FUNDS)	$ 1,896,590.00	21 %
All other revenues	$	%
Total Revenues	$ 1,896,590.00	21%
Expenditures:		
Salaries	$	%
Administrative expenditures	$	%
Program/project expenditures	$ 400,000.00	%
Taxes	$	%
All other expenditures	$	%
Total Expenditures	$ 400,000.00	21%
Net	$1,496,590.00	
Total number of paid full-time employees		
Total number of paid part-time employees		
Total number of volunteers		

Please follow these instructions if you have not yet logged into the County's Vendor Portal.
Please routinely update any organizational information that may have changed since registering.

- In order to receive payment from New Castle County, vendors must register in the new system utilizing this self-service portal: https://nccde.org/2000/Vendor-Self-Service

- New Vendors:
  If your organization has never received payment from New Castle County or County Council previously, you are a new vendor and should use the new vendor instructions found at the link above.

- Existing vendors:
  If your organization has received payment from New Castle County or County Council in the past, you are an existing vendor and should use the existing vendor guide found at the link above wen registering. Additionally, you would have previously received an email from the Purchasing Department with your new vendor number and instructions to register on the portal. If you are an existing vendor and attempt to log into the system as a new vendor, you will be unable to do so. You must use the vendor number provided by Purchasing in their email to you to log in. If you cannot find your vendor number, please contact the Purchasing Department at Purchasing@newcastlede.gov or (302) 395-5250, or Accounts Payable at AccountsPayable@newcastlede.gov or (302) 395-5152 to obtain it.

- The attached W-9 is for your convenience, should you choose to load this version into the self-service portal, but using the attached W-9 is not required. Any W-9 can be submitted to the NCC self-service portal. You will be presented with instructions for uploading when you register.

New Castle County
Request for Taxpayer Identification Number

Please complete the following information. We are required by law to obtain this information from you when making a reportable payment to you. If you do not provide us with this information, your payments may be subject to 28% federal income tax backup withholding. Also, you may be subject to a $50 penalty imposed by the IRS under section 6723.

Federal law on backup withholding preempts any state or local law remedies, such as any right to a mechanic's lien. If you do not furnish a valid TIN, or if you are subject to backup withholding, we are required to withhold 28% of its payment to you. Backup withholding is not a failure to pay you. It is an advance tax payment. You should report all backup withholding as a credit for taxes paid on your federal income tax return.

Use this form only if you are a U.S. person (including U.S. resident alien). If you are a foreign person, use the appropriate Form W-8.

Instructions:
1. Complete Part 1 by selecting the one row of boxes that corresponds to your tax status.
2. Complete Part 2 if you are exempt from Form 1099 reporting.
3. Complete Part 3 to sign and date the form.
4. Return this completed form to us by mail or by fax.

Part 1 - Tax Status: Complete only one row of boxes. ALL NAMES SHOULD AGREE TO THE NAME OF THE INDIVIDUAL OR COMPANY AS IT APPEARS ON YOUR TAX RETURN.

Individuals:	Individual Name: (First name, middle initial, last name)	Individual's Social Security Number ___ - __ - ____	
Sole Proprietor OR Single Member LLC: *A sole proprietor may have a doing business as trade name but the legal name is the name of the business owner.*	Business Owner's Name: (REQUIRED)	Business Owner's Social Security Number ___ - __ - ____ or Employer Identification Number __ - _______	Business or Trade Name (OPTIONAL)
LLC: Enter in Box below: C=C Corporation S=S Corporation P=Partnership [ ] *For Single Member LLC that is disregarded, do not check LLC: Check the appropriate box in the section above for the tax classification of single member owner.*	Business Owner's Name: (REQUIRED)	Business Owner's Social Security Number ___ - __ - ____ or Employer Identification Number __ - _______	Business or Trade Name (OPTIONAL)
Partnership:	Name of Partnership:	Partnership's Employer ID Number	Partnership's Name on IRS records (see IRS mailing label)
Corporation, exempt charity or other entity: Are you incorporated? Yes No yes	Name of Corporation or Entity: Interfaith Community Housing of Delaware Inc.	Employer Identification Number 57 - 02988556	List all DBA or TA business ames.

Page 6 of 7 7/12/23

Part 2 - Exemptions: If exempt from Form 1099 reporting check here and enter the appropriate code from the exemption reasons listed below : x 1

(codes only apply to certain entities, not individuals)

1. Tax Exempt Charity under 501(a), 501(c)(3), IRA, or a custodial account under section 403(b)(7) if the accounts satisfies the requirements of section 401(f)(2).
2. The United States or any of its agencies or instrumentalities.
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions.
4. A foreign government or any of its political subdivisions.
5. Corporation, except there is no exemption for medical and healthcare payments or payments for legal services.
6. A dealer in securities or commodities required to register in the United States, the District of Columbia,or a U.S. commonwealth or possession.
7. A futures commission merchant registered with the Commodity Futures Trading Commission.
8. A real estate investment Trust.
9. An entity registerd at all times during the tax year under the Investment Company Act of 1940.
10. A common trust fund operated by a bank under section 584(a).
11. A financial institution.
12. A middleman known in the investment community as a nominee or custodian.
13. A trust exempt from tax under section 664 or described in section 4947.

FATCA EXEMPTION CODE if any (Please see IRS form W-9 for FATCA Exemption Codes) ☐

A- An organization exempt under tax section 501(a) or any individual retirement plan defined in section 7701(a)(37)

B- The U.S. or any of its agencies or instrumentalities

C- A state, District of Columbia, U.S. commonwealth or possession, or any of their subdivisions or instrumentalities

D- A corporation with stock regularly traded on one or more established securities markets as describe in Regulations section 1.1472-1(c)(1)(i)

E-A Corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F- A dealer in securities, commodities, or derivative financial instruments(including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the U.S. or any state

G- A real estate investment trust

H- A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I- A common trust fund as defined in section 584(a)

J- A bank as defined in section 581

K- A broker

L –A trust exempt from tax under section 664 or described in section 4947(a)(1)

M- A tax exempt trust under section 403(b) plan or section 457(g) plan

Part 3 Certification: I certify under penalties of perjury that the Tax Identification Number provided is correct, I am not subject to backup withholding, I am a U.S. citizen or other U.S. person and the FATCA code entered (if any) indicating FATCA exemption reporting is correct.

Person completing this form: Carlton Bowers Phone (302) 652-3991

Signature: Carlton Bowers Date 10/2/23

Address: 613 North Washington Street, Wilmington DE 19801 Email cbowers@ichde.org

LOUIS L. REDDING CITY COUNTY BUILDING
8th FLOOR

COUNCIL

800 N. French Street
Wilmington, DE 19801
Office: (302) 395-8383
Fax: (302) 395-8386

NEW CASTLE COUNTY COUNCIL GRANT APPLICATION

Mission Statement: The purpose of the New Castle County Council grants budget is to strengthen the social, cultural, and business communities within New Castle County. Special emphasis is placed on innovative community-based programs that reach underserved populations.

Eligibility. To qualify for these funds, an applicant organization must be a nonprofit organization, or under the umbrella of a nonprofit organization, or a civic or maintenance organization within New Castle County with goals and/or objectives that advance the health, safety, and/or welfare of New Castle County citizens. **Initial:____________**

General Instructions[1]: Please complete, sign and date the application. Your completed request should be sent to the sponsoring Council member via email or by mailing to their attention at 800 North French Street, City/County Bldg, 8th Floor, Wilmington, Delaware 19801. Questions should be directed to office of the sponsoring Council member.

New Castle County Council's fiscal year is July 1 - June 30. Applicants must not seek grants for employee wage and/or benefit costs. Grant applications will be considered by New Castle County Council during the twice-monthly Finance Committee meetings. If this application is approved, funds are generally disbursed two to four weeks after approval. Registration through the County's self-service vendor portal is required to initiate the disbursement process. The self-service vendor portal can be found at https://www.newcastlede.gov/2000/Vendor-Self-Service. Detailed instructions can be found on the self-service vendor portal site. Additional questions can be directed to the sponsoring Council member's office.

Non-discrimination statement: By submitting this application, the applicant organization asserts that it shall not discriminate against any employee, applicant for employment, vendor, volunteer, or individual seeking service from the applicant organization, regarding the rendering of services/assistance funded under any program described in this application, on the basis of race, color, religion, sex, national origin, age, disability or genetic information or any other legally recognized protected class. **Initial:__________**

NOTE TO APPLICANT: If your request is granted, as a requirement to receive future grant application consideration, your organization or agency must use the grant funds for the purpose described in your application. Within 120 days of receiving grant approval, the Clerk of Council must be provided with a follow-up of your project, template attached, to ensure that County funds were expended for the proper public purpose stated in this request. If grant funds are used to purchase items, please include copies of receipts with the follow up report. Follow up reports should be sent to the Clerk of Council via email at nellie.hill@newcastlede.org or mailed to her attention at Council's office. **Initial:____________**

[1] County Council and the Clerk of Council reserve the right to deny any incomplete, ambiguous, or nonconforming application.

ORGANIZATION NAME:

ORGANIZATION ADDRESS, WHERE CHECK WILL BE MAILED:

ORGANIZATION PURPOSE/MISSION STATEMENT:

ORGANIZATION COUNTY VENDOR ID NUMBER:
YOU CAN FIND YOUR COUNTY VENDOR ID BY LOGGING ONTO THE COUNTY VENDOR SELF-SERVICE PORTAL.
https://www.newcastlede.gov/2000/Vendor-Self-Service HERE YOU CAN LOGON OR CREATE AN ACCOUNT.

REQUESTED AMOUNT:

PROJECT DESCRIPTION:

DOES YOUR ORGANIZATION:

- HAVE A NON-DISCRIMINATION POLICY: ☐ **YES** ☐ **NO**
  If yes, attach a copy to the application.
  If no, please explain:
- USE STANDARD ACCOUNTING PRINCIPLES: ☐ **YES** ☐ **NO**
  If no, please explain:
- RECEIVE FUNDING FROM OTHER FUNDING SOURCES: ☐ **YES** ☐ **NO**
  If yes, please list them here:

APPLICANT SIGNATURE:

______________________	______________________	__________
PRINT NAME AND TITLE	SIGNATURE	DATE
______________________	______________________	__________
PRINT WITNESS NAME	SIGNATURE	DATE

FOR COUNCIL USE ONLY

COUNCIL MEMBER APPROVAL:______________ __________ PROPOSED AMT:__________
DATE INITIAL

REVIEWED BY CLERK OF COUNCIL: ______________ __________
DATE INITIAL

NEW CASTLE COUNTY COUNCIL GRANT
FOLLOW UP REPORT TEMPLATE

ORGANIZATION NAME:

ORGANIZATION EMAIL:

ORGANIZATION PHONE:

ORGANIZATION COUNTY VENDOR ID NUMBER:

GRANT AMOUNT & PURPOSE:

LIST ITEMS PURCHASED-ATTACH CORRESPONDING RECEIPTS:	**COST OF EACH ITEM:**

PROJECT FINAL BUDGET:

REVENUES:

Private contributions	$
Governmental contributions	$
Other revenues	$
Total Revenues:	$

PROJECT EXPENDITURES:

Project staff salaries	$
Project administrative expenditures	$
All other expenditures	$
Total Expenditures:	$

TOTAL NUMBER OF PROJECT STAFF MEMBERS:

TOTAL NUMBER OF PROJECT VOLUNTEERS:

Return completed follow up reports with copies of receipts to:
Nellie Hill, Clerk of Council, nellie.hill@newcastlede.gov or
800 N. French Street, City/County Building 8th Floor, Wilmington, DE 19801