



# NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

March 12, 2024  
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)**

R24-076: APPROVING THE REFUND OF A DUPLICATE TAX PAYMENT ON TAX PARCEL NUMBER 10-013.000-40 Introduced by: Mr. Smiley, Mr. Cartier

R24-077: AUTHORIZING THE COUNTY EXECUTIVE TO SIGN A MEMORANDUM OF UNDERSTANDING #25-002 BETWEEN STATE OF DELAWARE, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, DIVISION OF PUBLIC HEALTH AND NEW CASTLE COUNTY TO ENFORCE DELAWARE DOG CONTROL AND DANGEROUS DOG STATUTES Introduced by: Mr. Bell, Ms. Hartley-Nagle

**D. Review/Discussion of Ordinance(s)**

°24-019: TO AMEND *NEW CASTLE COUNTY CODE* CHAPTERS 14 ("ADMINISTRATION") AND 38 ("FINANCE AND TAXATION") REGARDING THE ASSESSMENT DIVISION Introduced by: Mr. Smiley, Mr. Carter

°24-020: AMEND THE GRANTS BUDGET: APPROPRIATE \$50,000.00 IN DONATIONS AND ACTUAL PROGRAM INCOME TO THE LOCAL PARAMEDIC PROGRAM GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY MEDICAL SERVICES Introduced by: Mr. Bell, Ms. Hartley-Nagle

°24-021: AMEND THE GRANTS BUDGET: AUTHORIZE THE COUNTY EXECUTIVE TO SIGN AN AGREEMENT AND APPROPRIATE \$52,000 FROM THE STATE OF DELAWARE, DEPARTMENT OF TRANSPORTATION TO THE CRANSTON HEIGHTS FIRE COMPANY CONCRETE APRON GRANT FOR THE DEPARTMENT OF PUBLIC SAFETY Introduced by: Mr. Bell, Ms. Hartley-Nagle, Mr. Toole

°24-022: AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND ADOPT THE REVISED CLASS

SPECIFICATION FOR SCHOOL CROSSING GUARD SUPERVISOR FOR THE DEPARTMENT OF PUBLIC SAFETY Introduced by: Ms. Hartley-Nagle

- E. New Castle County Grant Requests/Community Events**
- F. Expense and Revenue Round Table**
- G. Other**
  - County Council grant application updates discussion
  - County Council photography options discussion
  - Presentation by CliftonLarsonAllen, external auditors.
- H. Public Comment**
- I. Adjournment**

**AGENDA POSTED: March 5, 2024**

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

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

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

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

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

Prime Sponsor(s): Mr. Smiley, Mr. Cartier  
Requested by: Administration/Finance  
Date of introduction: March 12, 2024

**RESOLUTION NO. 24-076**

**APPROVING THE REFUND OF A DUPLICATE TAX PAYMENT ON TAX PARCEL NUMBER  
10-013.000-40**

1       **WHEREAS**, Nurses N' Kids Tax Parcel Number 10-013.000-40 located in Council  
2 District 7 has submitted to County Council, through the Chief Financial Officer, an affidavit  
3 requesting a refund of taxes which they believe were paid in duplicate and which total more  
4 than \$20,000; and  
5

6       **WHEREAS**, the Chief Financial Officer has approved the payment of said refund in the  
7 amount of \$37,276.91 on the grounds that said amount was a duplicate payment; and  
8

9       **WHEREAS**, the Chief Financial Officer shall not, without the express approval of  
10 County Council by Resolution, refund any payment as permitted in §14.03.001, received more  
11 than five (5) years prior to the date of receipt by the Office of Finance of the refund application,  
12 unless the amount of the refund is not more than twenty thousand dollars (\$20,000.00), in  
13 which case the Chief Financial Officer may process it in accordance with the procedures set  
14 forth in §14.03.001; and  
15

16       **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New Castle  
17 County, that New Castle County Council hereby authorizes the Chief Financial Officer to  
18 refund taxes paid in duplicate in the amount of \$37,276.91 to Nurses N' Kids.

Adopted by County Council  
of New Castle County on:

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Karen Hartley-Nagle  
President of County Council of  
New Castle County

**SYNOPSIS:** This Resolution allows for the refund of a duplicate tax payment on Tax Parcel Number 10-013.000-40 totaling \$37,276.91. According to *New Castle County Code* Article 3, §14.03.001.C, the Chief Financial Officer's authority to approve refunds is limited to \$20,000.00 and pursuant to Article 3, §14.03.002.A, the Chief Financial Officer shall not "without the express approval of County Council by resolution, refund any payment as permitted in §14.03.001, received more than five (5) years prior to the date of receipt by the Office of Finance of the refund application, unless the amount of the refund is not more than twenty thousand dollars (\$20,000.00), in which case the Chief Financial Officer may process it in accordance with the procedures set forth in §14.03.001."

**FISCAL NOTE:** This Resolution, if adopted, will authorize the refund of a duplicate tax payment in the amount of \$37,276.91 paid in duplicate comprised of taxes.

Prime Sponsor(s): Mr. Bell, Ms. Hartley-Nagle  
Requested by: Public Safety  
Date of introduction: March 12, 2024

**RESOLUTION NO. 24-077**

**AUTHORIZING THE COUNTY EXECUTIVE TO SIGN A MEMORANDUM OF UNDERSTANDING #25-002 BETWEEN STATE OF DELAWARE, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, DIVISION OF PUBLIC HEALTH AND NEW CASTLE COUNTY TO ENFORCE DELAWARE DOG CONTROL AND DANGEROUS DOG STATUTES**

1       **WHEREAS**, *New Castle County Code* § 2.02.004 requires that all contracts  
2 involving expenditures of funds in excess of \$50,000.00 in aggregate to one vendor in a  
3 fiscal year, which are not competitively bid, be approved by Resolution of County Council;  
4 and  
5

6       **WHEREAS**, in 2016, the Office of Animal Welfare within the Department of Health  
7 and Social Services assumed enforcement responsibilities for animal control, dangerous  
8 dogs, rabies control, and animal cruelty as outlined in 16 Del. C. §3031F; and  
9

10       **WHEREAS**, Delaware Animal Services (DAS) is the enforcement unit of the Office  
11 of Animal Welfare which is staffed by certified animal welfare officers in each county, the  
12 primarily goals of DAS are to protect animals and enhance public safety; and  
13

14       **WHEREAS**, Memorandum of Understanding #25-002 between the State of  
15 Delaware, Department of Health and Social Services, Division of Public Health and New  
16 Castle County is a three-year agreement effective July 1, 2024 through June 30, 2027;  
17 and  
18

19       **WHEREAS**, the cost to New Castle County for animal control services is  
20 \$2,059,703 for FY2025, reflecting the fair pricing structure agreed upon in 2023, based  
21 on a per capita rate; and  
22

23       **WHEREAS**, the cost for FY2026 increases 3% for services to \$2,121,494; and  
24

25       **WHEREAS**, the cost for FY2027 increases 3% for services to \$2,185,138; and  
26

27       **WHEREAS**, the County Executive has presented the contract listed below to  
28 County Council for its approval prior to the County Executive's signature; and  
29

30       **WHEREAS**, County Council has determined that the purpose of the contract listed  
31 below is to advance, and is reasonably and rationally related to, legitimate government  
32 interests (i.e., promoting the health, safety, morals, convenience, order, prosperity and/or  
33 welfare of the present and future inhabitants of this State).  
34

35       **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New  
36 Castle County hereby authorizes the County Executive to sign the following Memorandum  
37 of Understanding as attached:

38  
39 MEMORANDUM OF UNDERSTANDING #22-004 BETWEEN THE DIVISION OF  
40 PUBLIC HEALTH, DELAWARE DEPARTMENT OF HEALTH AND SOCIAL SERVICES,  
41 STATE OF DELAWARE AND NEW CASTLE COUNTY TO ENFORCE DELAWARE  
42 DOG CONTROL AND DANGEROUS DOG STATUTES  
43

44         This Resolution shall become effective immediately upon its adoption by County  
45 Council.

Adopted by County Council of  
New Castle County on:

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Karen Hartley-Nagle  
President of County Council  
of New Castle County

**SYNOPSIS:** This Resolution authorizes the County Executive to execute a Memorandum of Understanding with the State of Delaware, Department of Health and Social Services, Division of Public Health, to enforce Delaware dog control and dangerous dog statutes and approves the execution of the listed contract.

**FISCAL NOTE:** The fiscal impact of this agreement is \$2,059,703 in FY2025 which represents a \$334,615 increase over FY2024. Funding is included in the FY2025 Recommended Operating Budget. This amount reflects the fair pricing structure based on a per capita rate, agreed upon in 2023.

The cost for FY2026 increases 3% for services to \$2,121,494 and FY2027 increases 3% for services to \$2,185,138. The Office of Animal Welfare will work with all three Counties and City of Wilmington to define a fair pricing agreement for service in future years.



**DELAWARE HEALTH  
AND SOCIAL SERVICES**

**MEMORANDUM OF UNDERSTANDING # 25-002  
BETWEEN  
THE DIVISION OF PUBLIC HEALTH,  
DEPARTMENT OF HEALTH & SOCIAL SERVICES,  
STATE OF DELAWARE  
AND  
NEW CASTLE COUNTY  
TO  
ENFORCE DELAWARE DOG CONTROL AND DANGEROUS DOG STATUTES**

This Agreement is entered into between Delaware Department of Health and Social Services, Division of Public Health (DPH), and New Castle County (County).

**I. AUTHORITY/RESPONSIBILITIES OF OFFICE OF ANIMAL WELFARE**

In 2016, the Department of Health and Social Services, Division of Public Health, Office of Animal Welfare (OAW) assumed enforcement responsibilities for animal control, dangerous dogs, rabies control, and animal cruelty as provided in 16 *Del. C.* § 3031F. Delaware Animal Services (DAS) is the enforcement unit of the Office of Animal Welfare. Staffed by certified animal welfare officers in each county, the primary goals of DAS are to protect animals and enhance public safety. DAS takes all animals its officers pick up to the state's contracted shelter vendor for care, safe holding, and final disposition.

**II. THE ROLE OF OFFICE OF ANIMAL WELFARE TO ENFORCE DOG CONTROL**

**A. OAW receives reports in the following manner:**

1. By telephone: (302) 255-4646
2. In person: During field patrol
3. In writing: Via website <https://animalservices.delaware.gov> or mail to Office of Animal Welfare, H-166 Carvel Building, 1901 N. Du Pont Hwy, New Castle, DE 19720

**B. Scope of services provided by the OAW:**

1. DAS will receive calls 24 hours a day, 7 days a week from New Castle County residents. For assistance, residents may call 302-255-4646 or file a non-emergency complaint at <https://animalservices.delaware.gov>.
2. DAS officers are on duty from 9:00 AM to 9:00 PM Monday-Friday and 10:00 AM – 6:00 PM on weekends. On-call emergency services are provided after-hours. Operating hours may be adjusted seasonally to best accommodate call demand.

3. DAS will respond to calls regarding stray or aggressive dogs, dogs at large, and dog housing and welfare concerns as outlined in 16 *Del. C.* §§ 3041F-3048F. In addition, DAS will also respond to calls regarding barking dogs, seriously injured or endangered stray cats, and investigate reports of animal cruelty.
4. DAS will provide assistance to the New Castle County Police Department when necessary.
5. DAS enforces rabies control laws and investigates all cases of human rabies exposures as directed by the Division of Public Health Epidemiology team to ensure animals are properly quarantined.
6. DAS will facilitate dog licensing and conduct kennel and retail dog outlet inspections and licensing.
7. DAS will provide resources and education to New Castle County residents for animal related concerns and questions.
8. OAW's contracted state animal shelter vendors will receive all stray, dangerous, injured, abused, and quarantined animals that are picked up or seized by the state. The shelter will provide proper housing, care and medical attention, as well as robust pet/owner reunification and adoption programs.
9. All stray animals will be taken to the shelter facility in the county where found and will be posted immediately to the State's online lost & found pet registry (<https://animalservices.delaware.gov>) to make it easier for pet owners to find and reclaim lost pets.

### **III. OAW PROCEDURES FOR REPORTING TO THE COUNTY**

- A. OAW will submit quarterly reports to the county containing the following information:
  1. Number and type of calls for service received
  2. Animal sheltering statistics

### **IV. COUNTY RESPONSIBILITY TO OAW**

- A. New Castle County is to submit payment to the Office of Animal Welfare for dog control and dangerous dog law enforcement services to county residents, per the Delaware State Budget, and enter into a three-year MOU. The cost to New Castle County for animal control services is \$2,059,703 for FY25. This amount reflects the fair pricing structure agreed upon in 2023, based on a per capita rate.
- B. The County will submit payment to the Office of Animal Welfare at the beginning of each month in the amount \$171,641.91.
- C. The cost for FY26 increases 3% for services to \$2,121,494. The county will submit payment each month in the amount of \$176,791.16.
- D. And FY27 increases 3% for services to \$2,185,138. The county will submit payment each month in the amount of \$182,094.83.

**V. ADMINISTRATIVE REQUIREMENTS**

- A. The Agreement shall commence on July 1, 2024 and terminate on June 30, 2027 unless specifically extended by an amendment signed by all parties to the MOU or terminated as referenced in Section V.B. of this Agreement.
- B. This Agreement may be terminated in whole or part upon thirty (30) calendar days written notice, with or without cause, by either the County or the DPH to the other party.
- C. This Agreement shall not be altered, changed, modified, or amended except by written consent of both parties to the Agreement.
- D. In the event of amendments to current Federal or State laws which nullify any term(s) or provision(s) of this Agreement, the remainder of the Agreement will remain unaffected.
- E. The County agrees that no information obtained pursuant to this Agreement may be released in any form except in compliance with applicable laws and policies on the confidentiality of information and except as necessary for the proper discharge of the County's obligations under this Agreement.
- F. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such in writing, signed by an authorized representative of the DPH and attached to the original Agreement.
- G. Nothing in this agreement shall be deemed a waiver of the doctrine of sovereign immunity on the part of the State of Delaware.
- H. The County agrees to save and hold harmless the Division from any liability which may arise as a result of the County's negligent performance, or and/or the negligent performance of the County's employees, under this agreement.

Remainder of page intentionally left blank.  
Signatures follow.

**IN WITNESS THEREOF**, the Parties hereto have caused this Agreement to be duly executed as of the date and year first above written.

**New Castle County**

\_\_\_\_\_  
Signature

Matthew S. Meyer  
Printed Name

County Executive  
Title

\_\_\_\_\_  
Date

**Division of Public Health**

\_\_\_\_\_  
Steven Blessing  
DPH Director

\_\_\_\_\_  
Date

**Department of Health and Social Services**

\_\_\_\_\_  
Dava Newnam  
Deputy Cabinet Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Josette D. Manning, Esq.

\_\_\_\_\_  
Date

\_\_\_\_ ARPA

\_\_\_\_ IRM

\_\_\_\_ Training

\_\_\_\_ CM&P

\_\_\_\_ Division

**ORDINANCE NO. 24-019**

**TO AMEND NEW CASTLE COUNTY CODE CHAPTERS 14 ("ADMINISTRATION")  
AND 38 ("FINANCE AND TAXATION") REGARDING THE ASSESSMENT DIVISION**

1       **WHEREAS**, the provisions contained in the New Castle County Code at Chapter  
2 2 and Chapter 14 need to be updated as to reflect the fact that the Assessment Division  
3 is located in the Office of Finance and not in the Department of Land Use and to create  
4 uniformity within the New Castle County Code as to the Assessment Division.  
5

6       **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**  
7

8       Section 1. *New Castle County Code* Chapter 2 ("Administration") and Article 14  
9 ("Finance and taxation"), are hereby amended by adding the material that is underscored  
10 and deleting the material that is stricken, as set forth below.  
11

12       **Division 2.05.100. - Department of Land Use.**  
13

14       The Department of Land Use, managed by the General Manager of the  
15 Department, who shall be qualified by education, experience and training, shall  
16 perform the following functions unless otherwise provided:  
17

18       ~~Q. The Department shall assess all property subject to taxation by the County and~~  
19       ~~maintain appropriate records.~~  
20

21       **Sec. 2.05.503. - Office of Finance.**  
22

23       The Office of Finance, managed by the Chief Financial Officer, who shall be qualified for  
24 the position by education, training, and experience, may perform the following functions:  
25

26       Q. The Assessment Division of the Office of Finance shall assess all property  
27       subject to taxation by the County and maintain appropriate records.  
28

29       **Sec. 14.02.001. - Interim assessments.**  
30

31       A. Before performing a final assessment as required by 9 Del. C. Chs. 13 ("County  
32 Departments") and 83 ("Valuation and Assessment of Property"), the  
33 Assessment Division ~~Section~~ shall enter onto the assessment rolls an interim  
34 assessment that shall operate in all respects as a final assessment, except as  
35 provided in this Article.  
36

37       B. Prior to the issuance of a certificate of occupancy by the Department of Land  
38 Use for new construction or for improvements to existing structures and prior  
39 to the recordation of any deed to a property on which is erected a structure not  
40 theretofore valued or assessed for tax purposes, the owner of such property  
41 shall deliver to the Assessment Division ~~Section~~ an affidavit stating his or her  
42 good faith estimate of the current fair market value of the improvement, as

defined in Section 14.02.002. That estimate of value shall be used as the basis for determining the interim assessment.

- C. The amount of the interim assessment shall be derived by multiplying the current fair market value of the improvement, as defined in Section 14.02.002, by an index to be determined by the Assessment Division Section. Such index shall fairly represent the relationship between the average current fair market value and the average fair market value as of the assessment base year.

**Sec. 14.02.003. - Notice of assessment; supplemental tax bill; adjustment of interim assessment; right of appeal.**

- C. For all interim assessments, the Assessment Division Section shall, at its earliest opportunity, conduct a review of valuation of the improvements and impose a final assessment. Any increase in the interim assessment shall be subject to all notice and appeal procedures set forth in 9 Del. C. Ch. 83 (Valuation and Assessment of Property) for quarterly supplemental assessments.

- D. At the time of final assessment, the Office of Finance shall, if the interim assessment was higher than the final assessment, issue a credit to the owner of record of the property at the time the final assessment is levied and, if the interim assessment was lower than the final assessment, mail a supplemental bill to the owner of record at the time the final assessment is levied. This supplemental bill shall be issued only after the Assessment Division Section has issued an assessment change notice and added the additional increase to a supplemental assessment roll in accordance with all notice procedures required by 9 Del. C. Ch. 83 (Valuation and Assessment of Property) and shall not operate retroactively to the date of the levy of the interim assessment. Penalty and interest shall accrue on the supplemental bill in the same manner and at the same rate and time as provided for all quarterly supplemental or annual tax bills issued in the same quarter.

**Sec. 14.04.001. - Appraisal of mobile home; preparation of assessment roll**

On or before February 15th of each year, the Assessment Division Section shall prepare an assessment roll listing each mobile home, the name and address of the owner thereof as shall appear on the title to such mobile home, the appraised value of such mobile home, and the school district in which such mobile home is located. Mobile homes shall be assessed based on value, as noted in a nationally recognized appraisal guide. For models not appearing in a guide, the Assessment Division Section shall contact a reputable mobile home dealer to determine value. Mobile homes shall be reassessed on site as frequently as real property or as required by State law. However, mobile home assessments shall be adjusted each year for depreciation or appreciation due to age. Such adjustments shall not require on-site inspection, but may be based on depreciation statistics from a nationally recognized appraisal guide. Assessments for mobile homes shall use the same base year, if any, and the same percentage-of-value basis as are used in the assessment of real property.

**Sec. 14.04.002. - Presentation, review, and certification of assessment roll.**

On or before February 15th of each year, the Assessment Division ~~Section~~ shall present the assessment roll prepared in accordance with Section 14.04.001 to the Board of Assessment Review. During March of each year, the Board of Assessment Review shall review the assessment roll and hear appeals from property owners who believe their properties are improperly assessed and shall make such corrections or additions to the assessment rolls as may be necessary. Such appeals shall be in writing upon forms provided by the Board and in accordance with rules prescribed by the Board. No later than April of each year, the Board of Assessment Review shall certify to the Assessment Division ~~Section~~ a true and correct assessment roll for the year.

**Sec. 14.06.502. - Exemption for construction in the City of Wilmington.**

- D. Applications for the exemption provided by this Division shall be made to the Assessment Division ~~Section~~ within thirty (30) days after the issuance of a notice of supplemental assessment pursuant to 9 Del. C. § 8342 (Notice) and 9 Del. C. § 8343 (Appeal). Once an exemption is granted, no annual application for such structure need be filed. The exemption shall not extend to any subsequent grantee of the property required to pay a realty transfer tax pursuant to 30 Del. C. § 5402 (Rate of tax)
- E. The Assessment Division ~~Section~~ shall specify by regulation those items it considers necessary to prove entitlement to the exemption provided by this Division. The burden of proof shall rest upon the applicant.
- F. The Assessment Division ~~Section~~ shall provide the applicant with timely notice in writing of the disposition of the application and, where the application is denied, ~~the Office of Finance~~ shall set forth the reasons for the denial.

**Sec. 14.06.503. - Exemption for construction in unincorporated parts of New Castle County.**

- F. The Assessment Division shall provide the applicant with timely notice in writing of the disposition of the application and, where the application is denied, ~~the Department of Land Use~~ shall set forth the reasons for the denial.

**Sec. 14.06.1103. - Filing frequency.**

- A. A completed application for exemption pursuant to Divisions 14.06.100 and 14.06.700 of this Article pertaining to charitable, religious and educational property, and cemetery property, respectively, or specific organizations enumerated in Title 9, Chapter 81, Section 8106A of the Delaware Code must be filed with the Assessment Division ~~Section~~ on forms prescribed by the Office of Finance by March 1 of the fiscal year immediately preceding the fiscal year for which the exemption is sought. If an owner acquires property after March 1, the owner shall apply for an exemption within thirty (30) days of its acquisition of the property. Once an exemption for a parcel or part thereof has been granted, no annual application for such parcel need be filed.
- B. Applications for exemption pursuant to Division 14.06.300, relating to over sixty-five (65), disability and disabled veteran's disability, must be filed with the Assessment Division ~~Section~~ on forms prescribed by the Office of Finance. The applications must be filed on or before June 1st of the fiscal year immediately

preceding the fiscal year for which an exemption is sought for the full year's exemption from County and school taxes. If an owner acquires property after June 1, the owner shall apply for an exemption within thirty (30) days from the issuance of an assessment change notice. The assessment change notice shall state that the owner has thirty (30) days within which to apply for the exemption. If the exemption eligibility criteria are met, the exemption shall be granted as of the effective date of the assessment change notice. Once an exemption for a parcel has been granted, no annual application for such parcel need be filed.

**Sec. 14.06.1106. - Signature on application; false statements; fee; inspection.**

C. The Assessment Division ~~Department of Land Use~~ may physically inspect any property for which an exemption is being sought and, notwithstanding anything in this Article, may request any additional information it deems necessary at the time of examining the initial application and at any time thereafter during which the property enjoys an exemption to determine the property's eligibility and continued qualification for a tax exemption. The property owner's failure to provide such information by the requested deadline shall constitute a forfeiture of any claim to an exemption on such property for the forthcoming fiscal year.

**Sec. 14.06.1107. - Disposition of applications.**

The Assessment Division ~~Section~~ shall review each application and make a determination on each; provided, however, that with respect to each application for exemption pursuant to Division 14.06.600, the Assessment Division ~~Department~~ shall determine only whether the conditions of subsections 14.06.601 A through G have been satisfied. If the Assessment Division ~~Department~~ determines that those conditions have been satisfied, it shall forward the application to the Department of Public Works, which shall review the application and file with the Clerk of Council its recommendations as to the suitability of such property for recreational use and as to whether such use would be consistent with the recreational needs of the County. Such exemption shall be granted only upon passage of a resolution by Council after its review of the impact upon the assessment roll, the recommendation from the Department of Public Works, and any other facts it deems pertinent.

**Sec. 14.06.1109. - Notice of disposition.**

The Assessment Division ~~Section~~ shall notify the applicant of its decision on any exemption application. If the application is denied, the Department shall state in its decision the reasons for denial.

**Sec. 14.06.1111. - Appeals.**

B. Appeals of applications pursuant to Section 14.06.601 shall be limited to the question of whether such property and its use satisfies the conditions of subsections 14.06.601 A through G. If the Board of Assessment Review finds that the property and its use satisfies the conditions of subsections 14.06.601 A through G, the Assessment Division ~~Department of Land Use~~ shall immediately forward the application to the Department of Public Works, which shall submit its recommendation as to the suitability of the parcel for recreational use to the Clerk of Council within three (3) weeks after the date of

199 the decision by the Board of Assessment Review. County Council shall  
200 consider the application of such property in the same manner as if it had been  
201 approved by the Assessment Division ~~Department of Land Use~~. If County  
202 Council decides to grant the exemption, it must confirm such action by the  
203 passage of a resolution within three (3) weeks after the date of receipt of the  
204 recommendation from the Department of Public Works.

Adopted by County Council of  
New Castle County on:

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Karen Hartley-Nagle  
President of County Council  
of New Castle County

Approved on:

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Matthew Meyer  
County Executive  
New Castle County

**SYNOPSIS:** This Ordinance would update the New Castle County Code to reflect that the Assessment Division is located in the Office of Finance and no longer in the Department of Land Use as well as create uniformity as to Assessment Division.

**FISCAL NOTE:** There will be no fiscal impact arising from the passage of this Ordinance.

Prime Sponsor(s): Mr. Bell, Ms. Hartley-Nagle  
Requested by: Public Safety  
Date of introduction: February 27, 2024

**ORDINANCE NO. 24-020**

**AMEND THE GRANTS BUDGET:  
APPROPRIATE \$50,000.00 IN DONATIONS AND ACTUAL PROGRAM INCOME TO  
THE LOCAL PARAMEDIC PROGRAM GRANT, WHICH IS ADMINISTERED BY  
THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF  
EMERGENCY MEDICAL SERVICES**

1       **WHEREAS**, the donations and actual program income collected in the amount of  
2 \$50,000.00 will be appropriated to the Local Paramedic Program Grant to cover deficits  
3 in the grant and purchase blood warmers and other medical supplies and equipment for  
4 the Department of Public Safety, Division of Emergency Medical Services; and  
5

6       **WHEREAS**, the County Executive has determined that funds received are  
7 sufficient to cover the increase in the Grants Budget as hereinafter amended; and  
8

9       **WHEREAS**, Council has determined that the provisions of this Ordinance  
10 substantially advance, and are reasonably and rationally related to, legitimate  
11 government interests (i.e., promoting the health, safety, morals, convenience, order  
12 prosperity and/or welfare of the present and future inhabitants of this State).  
13

14 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**  
15

16       Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby  
17 amended by adding the material on the attached "Exhibit A."  
18

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

Adopted by County Council of  
New Castle County on:

\_\_\_\_\_  
Hartley-Nagle

\_\_\_\_\_  
Karen

President of County Council  
of New Castle County

Approved on:

\_\_\_\_\_  
Matthew Meyer  
County Executive

**SYNOPSIS:** This Ordinance, if approved, will appropriate \$50,000.00 in donations and actual program income to the Local Paramedic Program Grant. This funding will be used to cover deficits in the grant and purchase blood warmers and other medical supplies and equipment for the Department of Public Safety, Division of Emergency Medical Services.

**FISCAL NOTE:** This Ordinance, if approved, will amend the Grants Budget by appropriating \$50,000.00 in donations and actual program income to the Local Paramedic Program Grant, which is administered by the Department of Public Safety, Division of Emergency Medical Services.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$50,000.00. This increase will affect FY2024 and beyond since this is a continuous program. Previous program income funding was authorized in the amount of \$204,132.59. This appropriation will increase the aggregate amount to \$254,132.59. The Program Income balance after this appropriation will be \$2,049.50.

|                       |                         |                      |        |
|-----------------------|-------------------------|----------------------|--------|
| <b>DEPARTMENT:</b>    | Public Safety           | <b>EXHIBIT:</b>      | "A"    |
| <b>GRANT TITLE:</b>   | Local Paramedic Program | <b>Ordinance No.</b> | 24-020 |
| <b>PROGRAM TITLE:</b> | Local Paramedic Program |                      |        |

| Revenue        | Current       | Change       | Revised       |
|----------------|---------------|--------------|---------------|
| Federal        | \$ -          | \$ -         | \$ -          |
| State          |               | \$ -         | \$ -          |
| County         | \$ -          | \$ -         | \$ -          |
| Program Income | \$ 204,132.59 | \$ 50,000.00 | \$ 254,132.59 |
| Other          | \$ -          | \$ -         | \$ -          |
| Total          | \$ 204,132.59 | \$ 50,000.00 | \$ 254,132.59 |

| Expense                    | Current       | Change       | Revised       |
|----------------------------|---------------|--------------|---------------|
| Salaries and Wages         | \$ -          | \$ -         | \$ -          |
| Benefits                   | \$ -          | \$ -         | \$ -          |
| Training/Civic Affairs     | \$ 62,647.21  | \$ 2,800.00  | \$ 65,447.21  |
| Communication/Utilities    | \$ -          | \$ -         | \$ -          |
| Materials/Supplies         | \$ 36,955.31  | \$ 22,200.00 | \$ 59,155.31  |
| Contractual Services       | \$ 32,830.07  | \$ -         | \$ 32,830.07  |
| Equipment                  | \$ 71,700.00  | \$ 25,000.00 | \$ 96,700.00  |
| Grants/Fixed Charges       | \$ -          | \$ -         | \$ -          |
| Land and Structures        | \$ -          | \$ -         | \$ -          |
| Contingency                | \$ -          | \$ -         | \$ -          |
| Operating Transfer Charges | \$ -          | \$ -         | \$ -          |
| Operating Transfer Credits | \$ -          | \$ -         | \$ -          |
| Total                      | \$ 204,132.59 | \$ 50,000.00 | \$ 254,132.59 |

### SUPPLEMENTAL INFORMATION

|                                      |                        |
|--------------------------------------|------------------------|
| <b>Estimated Program Initiation:</b> | 7/1/1997               |
| <b>Estimated Program Completion:</b> | ongoing                |
| <b>The Local Match:</b>              | <b>Found in (ORG):</b> |
| <b>Ordinance Passed:</b>             | <b>Date Revised:</b>   |

### PROGRAM DESCRIPTION:

|                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------|
| Funds in the Local Paramedic Program grant will be used for Paramedic trainings, materials and supplies and equipment expenditures. |
|-------------------------------------------------------------------------------------------------------------------------------------|

Prime Sponsor(s): Mr. Bell, Ms. Hartley-Nagle  
Co-Sponsor(s): Mr. Toole  
Requested by: Public Safety  
Date of introduction: February 27, 2024

**ORDINANCE NO. 24-021**

**AMEND THE GRANTS BUDGET:**

**AUTHORIZE THE COUNTY EXECUTIVE TO SIGN AN AGREEMENT AND  
APPROPRIATE \$52,000 FROM THE STATE OF DELAWARE, DEPARTMENT OF  
TRANSPORTATION TO THE CRANSTON HEIGHTS FIRE COMPANY CONCRETE  
APRON GRANT FOR THE DEPARTMENT OF PUBLIC SAFETY**

1 **WHEREAS**, funding has been awarded from the State of Delaware, Department of  
2 Transportation to the Cranston Heights Fire Company Concrete Apron Grant for the installation  
3 of concrete aprons; and  
4

5 **WHEREAS**, authorization is requested for the County Executive to sign the agreement  
6 with the State of Delaware, Department of Transportation; and  
7

8 **WHEREAS**, New Castle County will use the pass-through grant funding for concrete  
9 aprons at the Cranston Heights Fire Company; and  
10

11 **WHEREAS**, the County Executive has determined that funds received are sufficient  
12 to cover the increase in the Grants Budget as hereinafter amended; and  
13

14 **WHEREAS**, Council has determined that the provisions of this Ordinance  
15 substantially advance, and are reasonably and rationally related to, legitimate government  
16 interests (i.e., promoting the health, safety, morals, convenience, order prosperity and/or  
17 welfare of the present and future inhabitants of this State).  
18

19 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**  
20

21 Section 1. The Grants Budget, as adopted by Ordinance No. 75-173, is hereby  
22 amended by adding the material on the attached "Exhibit A," which is considered to be  
23 underscored in its entirety.  
24

25 Section 2. This Ordinance shall become effective immediately upon its adoption by  
26 County Council and approval by the County Executive, or as otherwise provided by 9 Del. C. §  
27 1156.  
28

29 Section 3. It is the intent of the County Council that the provisions of this Ordinance  
30 shall be effective retroactive to November 28, 2023.

Adopted by County Council of  
New Castle County on:

---

Karen Hartley-Nagle  
President of County Council

Approved on:

---

Matthew Meyer  
County Executive  
New Castle County

**SYNOPSIS:** This Ordinance, if approved, will authorize the County Executive to sign an agreement and appropriate \$52,000 from the State of Delaware, Department of Transportation to the Cranston Heights Fire Company Concrete Apron Grant for installation of concrete aprons.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to November 28, 2023.

**FISCAL NOTE:** This Ordinance, if approved, will amend the Grants Budget by appropriating \$52,000 from the State of Delaware, Department of Transportation to the Cranston Heights Fire Company Concrete Apron Grant.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$52,000. This increase will impact FY2024 only, since the targeted program completion date of this award is June 30, 2024.

There will be no fiscal impact beyond FY2024 as a result of this grant award.

|                       |                                              |                      |     |
|-----------------------|----------------------------------------------|----------------------|-----|
| <b>DEPARTMENT:</b>    | Public Safety                                | <b>EXHIBIT:</b>      | "A" |
| <b>GRANT TITLE:</b>   | Cranston Heights Fire Company Concrete Apron | <b>Ordinance No.</b> | 24- |
| <b>PROGRAM TITLE:</b> | Cranston Heights Fire Company Concrete Apron |                      |     |

| Revenue        | Current      | Change | Revised      |
|----------------|--------------|--------|--------------|
| Federal        | \$ -         | \$ -   | \$ -         |
| State          | \$ 52,000.00 | \$ -   | \$ 52,000.00 |
| County         | \$ -         | \$ -   | \$ -         |
| Program Income | \$ -         | \$ -   | \$ -         |
| Other          | \$ -         | \$ -   | \$ -         |
| Total          | \$ 52,000.00 | \$ -   | \$ 52,000.00 |

| Expense                    | Current      | Change | Revised      |
|----------------------------|--------------|--------|--------------|
| Salaries and Wages         | \$ -         | \$ -   | \$ -         |
| Benefits                   | \$ -         | \$ -   | \$ -         |
| Training/Civic Affairs     | \$ -         | \$ -   | \$ -         |
| Communication/Utilities    | \$ -         | \$ -   | \$ -         |
| Materials/Supplies         | \$ -         | \$ -   | \$ -         |
| Contractual Services       | \$ 52,000.00 | \$ -   | \$ 52,000.00 |
| Equipment                  | \$ -         | \$ -   | \$ -         |
| Grants/Fixed Charges       | \$ -         | \$ -   | \$ -         |
| Land and Structures        | \$ -         | \$ -   | \$ -         |
| Contingency                | \$ -         | \$ -   | \$ -         |
| Operating Transfer Charges | \$ -         | \$ -   | \$ -         |
| Operating Transfer Credits | \$ -         | \$ -   | \$ -         |
| Total                      | \$ 52,000.00 | \$ -   | \$ 52,000.00 |

#### SUPPLEMENTAL INFORMATION

|                                      |                        |
|--------------------------------------|------------------------|
| <b>Estimated Program Initiation:</b> | 11/28/2023             |
| <b>Estimated Program Completion:</b> | 6/30/2024              |
| <b>The Local Match:</b>              | <b>Found in (ORG):</b> |
| <b>Ordinance Passed:</b>             | <b>Date Revised:</b>   |

#### PROGRAM DESCRIPTION:

New Castle County Department of Public Safety will use this pass-through grant funding for the installation of concrete aprons for Cranston Heights Fire Company.

2/27/2024

Prime Sponsor(s): Ms. Hartley-Nagle  
Requested by: Administration/HR  
Date of introduction: February 27, 2024

**ORDINANCE NO. 24-022**

**AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE  
EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES  
COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND ADOPT THE  
REVISED CLASS SPECIFICATION FOR SCHOOL CROSSING GUARD  
SUPERVISOR FOR THE DEPARTMENT OF PUBLIC SAFETY**

1       **WHEREAS**, the Department of Public Safety has determined the class  
2 specification for School Crossing Guard Supervisor needs to be updated to reflect the  
3 work currently being performed; and  
4

5       **WHEREAS**, the Department of Public Safety has determined that it is necessary  
6 to make changes to the Pay Grade for the class specification of School Crossing Guard  
7 Supervisor; and  
8

9       **WHEREAS**, it is recommended that the Pay Grade for the class specification  
10 School Crossing Guard Supervisor be changed from Pay Grade 22 to Pay Grade 24;  
11 and  
12

13       **WHEREAS**, the Human Resources Advisory Board at its meeting on February 1,  
14 2024, reviewed the revisions to the class specification for School Crossing Guard  
15 Supervisor and recommended the change from Pay Grade 22 to Pay Grade 24 on the  
16 Pay Plan and Rates of Pay for Classified Service Employees Represented by the  
17 Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607; and  
18

19       **WHEREAS**, the Chief Human Resources Officer concurs with the  
20 recommendation of the Human Resources Advisory Board.  
21

22       **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**  
23

24       Section 1. The revised Class Specification for School Crossing Guard Supervisor  
25 is adopted as set forth in Exhibit "A."  
26

27       Section 2. The Pay Plan and Rates of Pay for Classified Service Employees  
28 Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO,  
29 Affiliate Local 1607, effective July 1, 2022, is hereby amended by adding the material  
30 that is underscored and deleting the material that is stricken as set forth in Exhibit "B."  
31

32       Section 3. This Ordinance shall become effective immediately upon its adoption  
33 by County Council and approval by the County Executive, or as otherwise provided in 9  
34 *Del. C. § 1156*.  
35

36       Section 4. It is the intent of the County Council that the provisions of this  
37 Ordinance shall be effective retroactive to May 23, 2023.

Adopted by Council of  
New Castle County on:

---

Karen Hartley-Nagle  
President of Council  
of New Castle County

Approved on:

---

Matthew Meyer  
County Executive  
New Castle County

**SYNOPSIS:** This Ordinance, if approved, changes the Pay Grade for the position title of School Crossing Guard Supervisor from Pay Grade 22 to Pay Grade 24 on the Pay Plan and Rates of Pay for Classified Service Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607, and adopts the revised class specification, as recommended by the Human Resources Advisory Board.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to May 23, 2023.

**FISCAL IMPACT:** This Ordinance, if approved, changes the Pay Grade for the position title of School Crossing Guard Supervisor from Pay Grade 22 to Pay Grade 24 on the Pay Plan and Rates of Pay for Classified Service Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607, and adopts the revised class specification, as recommended by the Human Resources Advisory Board.

There are currently two filled positions with the title of School Crossing Guard Supervisor. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the two employees currently in these positions is \$10,535 in FY2024, \$10,741 in FY2025 and \$11,028 in FY2026.

# NEW CASTLE COUNTY GOVERNMENT

Number 1105

Page 1 of 2

## CLASS SPECIFICATION

Date **Draft**

**Title:** SCHOOL CROSSING GUARD SUPERVISOR

**Approved:**

GENERAL STATEMENT OF DUTIES: Plans, oversees, and supervises the work of School Crossing Guards; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work involving the responsibility for seeing that School Crossing Guards perform their duties according to prescribed standards. The work is performed under general supervision and includes early morning shifts.

EXAMPLES OF WORK: (Illustrative only)

- Supervises, plans, and reviews the work of School Crossing Guards;
- ~~Conducts the interview and hiring processes for School Crossing Guard applicants;~~
- **Schedules and conducts interviews, sending background information to HR, schedules pre-employment physicals, and conducts new hire orientations;**
- ~~Evaluates the performance of School Crossing Guards and makes recommendations for appropriate disciplinary action;~~
- **Performs Annual Evaluations to all School Crossing Guards (130) to include evaluating the performance of each School Crossing Guard at their posts, writing each evaluation, obtaining supervisory approval, and meeting with each School Crossing Guard out in the field to discuss and present the evaluations;**
- Interacts with Union representatives to ensure an effective and efficient working atmosphere;
- Makes daily inspection of School Crossing Guard activities at each school;
- Issues School Crossing Guard uniforms;
- Substitutes for absent School Crossing Guards;
- ~~Maintains time, mileage, and payroll records;~~
- **Uses HRIS technology program, PeopleSoft, to enter payroll and mileage for all 130 School Crossing Guards;**
- Oversees the custody and issuance of school patrol equipment;
- Promotes safety in the schools;
- **Participate in Safe Streets, which is a program through the Department of Education**
- Keeps records and makes reports of School Crossing Guard activities;
- **Responsible for full budget administration & presentation;**
- ~~Trains School Crossing Guards~~
- **Train School Crossing Guards as well as provide external training throughout the year, to extra-departmental organizations on Pedestrian Safety and Crossing Guard techniques;**

**NEW CASTLE COUNTY GOVERNMENT****Number** 1105**Page** 2 of 2**Date** Draft**CLASS SPECIFICATION****Title:** SCHOOL CROSSING GUARD SUPERVISOR**Approved:**

- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of office terminology and procedures; some knowledge of elementary bookkeeping; good knowledge of traffic regulations and of school safety practices; ability and willingness to work in inclement weather throughout the year; ability to work with children; ability to supervise others; mental alertness and ability to react quickly and properly in an emergency; tact and courtesy; ability to communicate courteously and effectively, both verbally and in writing; ability to work with representatives from various school districts, DeDOT and other agencies to develop assignments and safety strategies at each assigned post; ability to learn specialized data processing programs.

**MINIMUM QUALIFICATIONS:** At least one (1) year law enforcement experience or at least one (1) calendar year working as a School Crossing Guard and possession of a high school diploma or GED certificate; or an equivalent combination of education, experience or training directly related to the required knowledge, skills, and abilities.

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

**HISTORY OF REVISIONS:**

Established: 07/01/73  
 Revised: 07/01/87  
 Revised: 03/20/89  
 Revised: 01/19/93  
 Revised: 07/01/97  
 Revised: 01/01/02  
 Revised: 03/05/09  
 Revised: DRAFT

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

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

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

| <b>CLASSIFICATION</b>                            | <b>PAY<br/>GRADE</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |
|--------------------------------------------------|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| CERTIFIED PERMIT PROCESS TECHNICIAN              | 21                   | 42,432   | 44,553   | 46,780   | 49,121   | 51,578   | 54,157   | 56,864   | 59,707   | 62,694   | 65,828    |
| CODE ENFORCEMENT OFFICER                         | 21                   |          |          |          |          |          |          |          |          |          |           |
| CONSTRUCTION INSPECTOR                           | 21                   |          |          |          |          |          |          |          |          |          |           |
| DRAFTING TECHNICIAN III                          | 21                   |          |          |          |          |          |          |          |          |          |           |
| ENVIRONMENTAL ANALYST                            | 21                   |          |          |          |          |          |          |          |          |          |           |
| PLUMBING AND MECHANICAL CODE SUPERVISOR          | 21                   |          |          |          |          |          |          |          |          |          |           |
| RIGHT-OF-WAY AGENT                               | 21                   |          |          |          |          |          |          |          |          |          |           |
| ACCOUNTANT I                                     | 22                   | 44,553   | 46,780   | 49,121   | 51,578   | 54,157   | 56,864   | 59,707   | 62,694   | 65,828   | 69,122    |
| ASSESSOR II                                      | 22                   |          |          |          |          |          |          |          |          |          |           |
| GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN        | 22                   |          |          |          |          |          |          |          |          |          |           |
| HOUSING REHABILITATION SPECIALIST I              | 22                   |          |          |          |          |          |          |          |          |          |           |
| OPERATIONS SPECIALIST                            | 22                   |          |          |          |          |          |          |          |          |          |           |
| SCHOOL CROSSING GUARD SUPERVISOR                 | 22                   |          |          |          |          |          |          |          |          |          |           |
| ACCOUNTING OPERATIONS ASSISTANT                  | 23                   | 46,780   | 49,121   | 51,578   | 54,157   | 56,864   | 59,707   | 62,694   | 65,828   | 69,122   | 72,577    |
| CENTRAL RECEIVING SUPERVISOR                     | 23                   |          |          |          |          |          |          |          |          |          |           |
| CENTRAL SERVICES TECHNICIAN                      | 23                   |          |          |          |          |          |          |          |          |          |           |
| CERTIFIED ASSESSOR II                            | 23                   |          |          |          |          |          |          |          |          |          |           |
| CERTIFIED BUILDING AND SITE INSPECTOR            | 23                   |          |          |          |          |          |          |          |          |          |           |
| CERTIFIED PLAN EXAMINER                          | 23                   |          |          |          |          |          |          |          |          |          |           |
| CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER    | 23                   |          |          |          |          |          |          |          |          |          |           |
| CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECT | 23                   |          |          |          |          |          |          |          |          |          |           |
| COMPLAINTS SPECIALIST                            | 23                   |          |          |          |          |          |          |          |          |          |           |
| CONSTRUCTION INSPECTION SUPERVISOR               | 23                   |          |          |          |          |          |          |          |          |          |           |
| EQUESTRIAN PROGRAM COORDINATOR                   | 23                   |          |          |          |          |          |          |          |          |          |           |
| HOUSING REHABILITATION SPECIALIST II             | 23                   |          |          |          |          |          |          |          |          |          |           |
| SURVEY PARTIES SUPERVISOR                        | 23                   |          |          |          |          |          |          |          |          |          |           |
| TREASURY ASSOCIATE                               | 23                   |          |          |          |          |          |          |          |          |          |           |
| CHIEF RIGHT-OF-WAY AGENT                         | 24                   | 49,121   | 51,578   | 54,157   | 56,864   | 59,707   | 62,694   | 65,828   | 69,122   | 72,577   | 76,206    |
| CUSTOMER SERVICES SPECIALIST                     | 24                   |          |          |          |          |          |          |          |          |          |           |
| GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST        | 24                   |          |          |          |          |          |          |          |          |          |           |
| PUBLIC WORKS CONTRACTS OFFICER                   | 24                   |          |          |          |          |          |          |          |          |          |           |
| SCHOOL CROSSING GUARD SUPERVISOR                 | 24                   |          |          |          |          |          |          |          |          |          |           |
| SITE INSPECTIONS SUPERVISOR                      | 24                   |          |          |          |          |          |          |          |          |          |           |
| STAFF ENGINEER                                   | 24                   |          |          |          |          |          |          |          |          |          |           |
| ACCOUNTANT II                                    | 25                   | 51,578   | 54,157   | 56,864   | 59,707   | 62,694   | 65,828   | 69,122   | 72,577   | 76,206   | 80,015    |
| CHIEF CONSTRUCTION INSPECTOR                     | 25                   |          |          |          |          |          |          |          |          |          |           |
| CHIEF FIELD SUPERVISOR                           | 25                   |          |          |          |          |          |          |          |          |          |           |
| EQUESTRIAN PROGRAM SUPERVISOR                    | 25                   |          |          |          |          |          |          |          |          |          |           |
| PROCUREMENT AGENT                                | 25                   |          |          |          |          |          |          |          |          |          |           |
| SUPERINTENDENT OF WASTEWATER TREATMENT           | 25                   |          |          |          |          |          |          |          |          |          |           |
| CIVIL ENGINEER I                                 | 26                   | 54,157   | 56,864   | 59,707   | 62,694   | 65,828   | 69,122   | 72,577   | 76,206   | 80,015   | 84,017    |
| DRAFTING AND DESIGN SUPERVISOR                   | 26                   |          |          |          |          |          |          |          |          |          |           |
| ENVIRONMENTAL PROGRAM MANAGER I                  | 26                   |          |          |          |          |          |          |          |          |          |           |
| GEOGRAPHIC INFORMATION SYSTEMS ANALYST           | 26                   |          |          |          |          |          |          |          |          |          |           |
| PAYROLL ASSISTANT II                             | 26                   |          |          |          |          |          |          |          |          |          |           |
| PROGRAMMER ANALYST                               | 26                   |          |          |          |          |          |          |          |          |          |           |
| ARCHITECT                                        | 28                   | 59,707   | 62,694   | 65,828   | 69,122   | 72,577   | 76,206   | 80,015   | 84,017   | 88,217   | 92,627    |
| CIVIL ENGINEER II                                | 28                   |          |          |          |          |          |          |          |          |          |           |
| ENVIRONMENTAL PROGRAM MANAGER II                 | 28                   |          |          |          |          |          |          |          |          |          |           |
| SENIOR PROCUREMENT AGENT                         | 28                   |          |          |          |          |          |          |          |          |          |           |
| SEWER MANAGEMENT ENGINEER                        | 28                   |          |          |          |          |          |          |          |          |          |           |
| SENIOR APPLICATION ENGINEER                      | 28                   |          |          |          |          |          |          |          |          |          |           |
| CHIEF OF FACILITY MAINTENANCE                    | 30                   | 65,828   | 69,122   | 72,577   | 76,206   | 80,015   | 84,017   | 88,217   | 92,627   | 97,260   | 102,125   |
| CHIEF OF PROJECT MANAGEMENT                      | 30                   |          |          |          |          |          |          |          |          |          |           |
| CIVIL ENGINEER III                               | 30                   |          |          |          |          |          |          |          |          |          |           |
| ENVIRONMENTAL PROGRAM MANAGER III                | 30                   |          |          |          |          |          |          |          |          |          |           |
| PUBLIC WORKS PROJECT ADMINISTRATOR               | 30                   |          |          |          |          |          |          |          |          |          |           |
| CHIEF OF DRAINAGE OPERATIONS                     | 32                   | 72,577   | 76,206   | 80,015   | 84,017   | 88,217   | 92,627   | 97,260   | 102,125  | 107,231  | 112,592   |
| CHIEF OF SITE MANAGEMENT                         | 32                   |          |          |          |          |          |          |          |          |          |           |

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

*Revised: 03/16/2021 (Ordinance 21-016)*

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

*Revised: 05/09/2023 (Ordinance 23-047)*

*Revised: 06/16/2023 (Ordinance 23-057)*

*Revised: 09/06/2023 (Ordinance 23-096)*

*Revised: 09/06/2023 (Ordinance 23-098)*

*Revised: xx/xx/xxxx (Ordinance xx-xxx)*



## 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<sup>1</sup>:** 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](mailto:nellie.hill@newcastlede.org) or mailed to her attention at Council's office. **Initial:** \_\_\_\_\_

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<sup>1</sup> County Council and the Clerk of Council reserve the right to deny any incomplete, ambiguous, or nonconforming application.

ORGANIZATION NAME:

ORGANIZATION ADDRESS:

ADDRESS WHERE CHECK WILL BE MAILED, IF DIFFERENT FROM ABOVE:

ORGANIZATION PURPOSE/MISSION STATEMENT:

REQUESTED AMOUNT:

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.

PROJECT DESCRIPTION:

DOES OR HAS YOUR ORGANIZATION:

- HAVE A NON-DISCRIMINATION POLICY:
  - If yes, attach a copy to the application.
  - If no, please explain:

☐

YES

☐

NO

- USE STANDARD ACCOUNTING PRINCIPLES:  
If no, please explain:

☐

YES

☐

NO

- RECEIVE FUNDING FROM OTHER FUNDING SOURCES:  
If yes, please list them here:

☐

YES

☐

NO

- PREVIOUSLY SUBMITTED A GRANT APPLICATION TO NEW CASTLE COUNTY COUNCIL: ☐ YES ☐ NO  
If yes, please list the date the application was submitted, the amount you received, and the purpose:

- SUBMITTED A GRANT APPLICATION TO ANOTHER MEMBER OF COUNTY COUNCIL: ☐ YES ☐ NO

APPLICANT SIGNATURE:

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT WITNESS NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FOR COUNCIL USE ONLY**

PROPOSED AMT: \_\_\_\_\_

COUNCIL MEMBER APPROVAL: \_\_\_\_\_  
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  
(Feel free to attach a supplemental sheet if necessary/easier):

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: