



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

April 9, 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)

R24-091: RESOLUTION APPROVING THE ISSUANCE OF CERTAIN BONDS OR NOTES BY FIVE POINTS FIRE COMPANY Introduced by: Mr. Toole

TEFRA PUBLIC HEARING--FIVE POINTS FIRE COMPANY

R24-092: (STATUS: TO BE TABLED UNTIL MAY 28, 2024) ADOPTING THE NEW CASTLE COUNTY CAPITAL PROGRAM FOR FISCAL YEAR 2025 THROUGH 2030 Introduced by: Mr. Smiley, Mr. Cartier

R24-094: TO SET NEW CASTLE COUNTY'S FISCAL YEAR 2025 CONTRIBUTION RATE FOR THE COUNTY'S PENSION PLANS Introduced by: Mr. Smiley, Mr. Cartier

D. Review/Discussion of Ordinance(s)

°24-036: AMEND *NEW CASTLE COUNTY CODE*, CHAPTER 2 AND CHAPTER 26, BY REALLOCATING THE ADMINISTRATION OF THE PENSION AND RETIREMENT SYSTEM FROM THE OFFICE OF HUMAN RESOURCES TO THE OFFICE OF FINANCE WITHIN THE DEPARTMENT OF ADMINISTRATION Introduced by: Mr. Cartier, Mr. Smiley

°24-038: 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 FOR THE CLASS SPECIFICATION OF ASSISTANT PROCUREMENT AGENT FOR THE DEPARTMENT OF ADMINISTRATION, DIVISION OF TECHNOLOGY AND ADMINISTRATIVE SERVICES Introduced by: Ms. Hartley-Nagle

°24-039: AMEND THE FY2024 APPROVED OPERATING BUDGET: APPROPRIATE \$299,595 FROM THE GENERAL FUND TAX STABILIZATION RESERVE ACCOUNT TO THE DEPARTMENT OF PUBLIC SAFETY, GRANTS TO FIRE COMPANIES GRANTS AND FIXED CHARGES BUDGET LINE ITEM Introduced by: Mr. Smiley, Mr. Cartier, Mr. Bell, Ms. Hartley-Nagle

- E. **New Castle County Grant Requests/Community Events**
4-9-2024 Grant Matrix
- F. **Expense and Revenue Round Table**
- G. **Other**
ARPA Team presentation
Travel Request - Councilman Carter NACo Annual Conference
- H. **Public Comment**
- I. **Adjournment**

AGENDA POSTED: April 2, 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.

RESOLUTION NO. 24-091

**RESOLUTION APPROVING THE ISSUANCE OF CERTAIN BONDS OR NOTES BY
FIVE POINTS FIRE COMPANY**

1 **WHEREAS**, FIVE POINTS FIRE COMPANY (the "Company") is a fire company
2 organized and existing under the laws of the State of Delaware; and
3

4 **WHEREAS**, the Company has provided and continues to provide firefighting
5 services to an area within New Castle County, Delaware (the "County"); and
6

7 **WHEREAS**, the Company plans to issue tax-exempt bonds/notes in a par amount
8 not to exceed \$950,000 (the "Bonds") to finance 1) the purchase of a \$600,000 Pierce
9 Sabre Pumper Fire Truck and 2) \$350,000 for renovations to the firehouse property
10 located at 209 S. Maryland Avenue, Wilmington, Delaware 19804 (the "Project") both for
11 a period of 10 years; and
12

13 **WHEREAS**, it is the intent of the Company that the interest on the Bonds qualify
14 for exclusion from gross income of the owners thereof for federal income tax purposes
15 pursuant to Sections 103 and 150 of the *Internal Revenue Code* of 1986 (26 U.S.C.), as
16 amended (the "Code"); and
17

18 **WHEREAS**, pursuant to Sections 103 and 147 of the Code, interest on the Bonds
19 will not qualify for exclusion from gross income of the owners thereof for federal income
20 tax purposes unless the issuance of the Bonds is approved by the applicable elected
21 representative of a governmental unit with which the Company has entered into an
22 agreement, after a public hearing to consider the issuance of the Bonds has been
23 conducted, following the requisite public notice; and
24

25 **WHEREAS**, the County and the Company entered into an Agreement dated April
26 9, 2024 (the "Agreement") pursuant to which the Company agreed, among other things,
27 to provide exclusive firefighting services to the area of the County described therein and
28 such agreement remains in effect as of the date hereof. Territory Agreement attached
29 hereto; and
30

31 **WHEREAS**, notice of the requisite public hearing was published on April 2, 2024
32 on the County's website pursuant to I.R.C. § 1.147(f)–1(d); and
33

34 **WHEREAS**, on April 9, 2024, the Council conducted a public hearing at its
35 Finance Committee Meeting on behalf of the Company for the purpose of considering the
36 issuance of the Bonds.
37

38 **NOW THEREFORE BE IT RESOLVED** by and for the County Council of New
39 Castle County hereby approves the issuance of the Bonds by FIVE POINTS FIRE
40 COMPANY in a maximum aggregate principal amount not to exceed \$950,000 to finance
41 the Project, and that such Bonds shall be an obligation of the Company and shall never
42 be a debt of the County and the County shall not be liable for any payment on such
43 Bonds.

44 **BE IT FURTHER RESOLVED** that the approval is for the sole purpose of
45 qualifying the interest payable on the Bonds of the Company for exclusion from the gross
46 income of the owners thereof for federal income tax purposes pursuant to Section 103 of
47 the *Internal Revenue Code* of 1986 (26 U.S.C.), as amended.

Adopted by County Council of
New Castle County on:

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

SYNOPSIS: This Resolution approves of the issuance of tax-exempt bonds/notes in a par amount not to exceed \$950,000 in order to finance 1) the purchase of a \$600,000 Pierce Sabre Pumper Fire Truck and 2) \$350,000 for renovations on the firehouse property located at 209 S. Maryland Avenue, Wilmington, Delaware 19804.

FISCAL NOTE: The bonds or notes of the Company will be debt of the Company and not of the County. The County's approval of the issuance by the Company of bonds or notes of the Company will have no fiscal impact on the County.

TERRITORY AGREEMENT

THIS AGREEMENT is made as of this ____ day of _____, 2024 (the “Effective Date”) by and between **NEW CASTLE COUNTY, DELAWARE** (the “County”), a municipality and political subdivision of the State of Delaware (the “State”), and the **FIVE POINTS FIRE COMPANY NO. 1** (the “Company”), a non-profit corporation of the State.

WHEREAS, the Company has provided fire protection and prevention services to the County as currently regulated pursuant to State law (the “Area”); and

WHEREAS, the County and the Company both desire to continue in this relationship; and

WHEREAS, the Company desires to borrow funds to refinance an existing real estate loan; and

WHEREAS, under Section 150 of the *Internal Revenue Code* of 1986 (26 U.S.C.), as amended, in order for the borrowing to be accorded favorable federal income tax treatment, the Company must have a written agreement with the County to furnish firefighting services to the Area.

NOW THEREFORE, in consideration of their mutual promises and obligations, the parties hereto, intending to be legally bound, hereby agree as follows:

i) The Company shall continue to provide and furnish fire protection, fire prevention and firefighting services to the Area from the Effective Date of this Agreement on a volunteer basis.

ii) The County shall continue to allow the Company to provide and furnish fire protection, fire prevention and firefighting services to and within the Area from the Effective Date hereof.

iii) The County acknowledges that the Company is the exclusive fire department for the Area established pursuant to State law by the State Fire Prevention

Commission and shall not enter into a written agreement with any other person or entity for the provision of firefighting services to or within the Area except in compliance with mutual aid agreements with the Company and in compliance with applicable State law.

iv) The parties hereto agree that the Area shall automatically change and conform if any changes are required thereto pursuant to 16 *Del. C.* § 6607.

v) The parties hereto acknowledge that 16 *Del. C.* § 6607 vests in the State Fire Prevention Commission the power and the authority to determine whether any new fire companies or substations shall be authorized in the State, to prohibit the suspension of fire protection services in the State, to confirm the established geographical boundaries of areas served by all existing fire companies in the State and to resolve boundary disputes between or among such fire companies in the State. Notwithstanding any provision in this Agreement to the contrary, the County is not hereby assuming any power, authority or responsibility with respect to any of the aforementioned powers or authority of the State Fire Prevention Commission.

vi) The provisions of this Agreement shall be binding on the successors of the parties hereto.

vii) The rights, privileges and obligations of the parties hereto shall not be assignable.

viii) This Agreement shall not be nor be implied to be a waiver of any limitation of the liability of the Company or the County as provided by statute or otherwise.

ix) This Agreement shall continue in effect for a period of ten (10) years from the Effective Date. Thereafter, it shall continue on a year to year basis unless and until terminated by either party in writing delivered to the other party at least thirty (30) days before the expiration of that current term.

x) The Company hereby agrees to defend, indemnify and save the County and its officers, employees and agents harmless from and against, all liabilities, losses, damages, costs and expenses (including reasonable attorneys' fees), causes of action, suits, claims, demands and judgments of any nature arising from or in connection with its entry into this Agreement.

xi) This Agreement may be executed in one or more counterparts, any or all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year first above written.

NEW CASTLE COUNTY, DELAWARE,
a municipality and political subdivision of
the State of Delaware

By: _____
Matthew Meyer
New Castle County Executive

FIVE POINTS FIRE COMPANY NO. 1,
a Delaware non-profit corporation

By: _____

Name: _____

Title: _____

NOTICE OF PUBLIC HEARING

NEW CASTLE COUNTY, DELAWARE (the “County”) hereby gives notice that a public hearing will be held on April 9, 2024, during the County’s regular Council Finance Committee Meeting commencing at 4:00 p.m. to be held at 800 N. French Street, 1st Floor Council Chambers, Wilmington, DE 19801, concerning a Resolution to approve the issuance by FIVE POINTS FIRE COMPANY, a volunteer fire company (the “Company”) providing firefighting services to an area within the County, of a bond or note of the Company in the maximum aggregate principal amount of up to \$950,000, to finance 1) the purchase of a \$600,000 pumper truck and 2) \$350,000 in renovations to the firehouse property located at 209 S. Maryland Avenue, Wilmington, DE 19804. The Company’s firehouse is and will continue to be owned and operated by the Company.

Interested persons will be given a reasonable opportunity to be heard at the aforesaid time and place. Copies of the resolution approving the issuance may be examined in advance of the hearing at the office of New Castle County and additional information with respect to the proposed financing may be obtained from Frank Lindell, President of the Company by calling the Company at 302-994-0114.

Prime Sponsor(s): Mr. Smiley, Mr. Cartier
Requested by: Administration/Finance
Date of introduction: April 9, 2024

RESOLUTION NO. 24-092

**ADOPTING THE NEW CASTLE COUNTY
CAPITAL PROGRAM FOR FISCAL YEAR 2025 THROUGH 2030**

1 **WHEREAS**, the projects listed on Exhibit "A" are submitted for continuance in accordance
2 with Key Financial Policy (KFP) #1 and accordingly are included in the Fiscal Year 2025 Capital
3 Program; and
4

5 **WHEREAS**, the projects listed on Exhibit "B" will sunset in accordance with KFP #1 on
6 June 30, 2024. All such projects will no longer be active projects and accordingly are deleted
7 from the Fiscal Year 2025 Capital Program.
8

9 **NOW, THEREFORE, BE IT RESOLVED**, by and for the County Council of New Castle
10 County that County Council hereby approves the Capital Program for New Castle County for the
11 Fiscal Years 2025 through 2030, beginning July 1, 2024, per the attached capital program and
12 budget book entitled "New Castle County Capital Program and Budget: Fiscal Year 2025-2030."

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle

President of County Council
of New Castle County

SYNOPSIS: This Resolution adopts a six-year capital program for the fiscal period beginning July 1, 2024.

FISCAL NOTE: This Resolution would approve the Capital Program of New Castle County for the six fiscal years from July 1, 2024 through June 30, 2030 as required by the State Code. The "New Castle County Capital Program and Budget – Fiscal Year 2025-2030 – Approved" provides detail for these projects and projects previously authorized.

Additionally, this Resolution would sunset 8 projects with no anticipated savings. These projects will no longer be active projects and accordingly are deleted from the Fiscal Year 2025 Capital Program.

The Capital Program for FY2025 through FY2030 as submitted indicates that planned capital uses/sources of funds for the years FY2025 through FY2030 would be:

USES:	FY2025	\$ 34,207,715
	FY2026	\$ 91,588,643
	FY2027	\$ 83,670,492
	FY2028	\$ 77,382,984
	FY2029	\$ 50,985,753
	FY2030	\$ 50,387,246

TOTAL	\$388,222,833
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SOURCES:	Bonds	\$296,871,546
	State	\$ 5,195,878
	General	\$ 55,453,888
	Sewer	\$ 27,960,166
	Other	\$ 2,741,356

TOTAL	\$388,222,833
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EXHIBIT "A"
NEW CASTLE COUNTY
Projects for Continuance
Fiscal Year 2025

R24-092

PROJECT	PROJECT NUMBER
DEPARTMENT OF ADMINISTRATION	
Firewall Replacement	C122501
DEPARTMENT OF COMMUNITY SERVICES	
Appoquinimink Library	C400329
Glasgow Library	C402501
Newark Library	C402301
Rockwood Museum	C402502
Surratte Pool Renovations II	C402004
DEPARTMENT OF PUBLIC SAFETY	
Public Safety Equipment	C201607
Public Safety Vest Protection Program	C201509
DEPARTMENT OF PUBLIC WORKS	
Facilities/Equipment	
Electric Vehicle Infrastructure	C302421
Fleet Equipment 2022	C302203
Fleet Equipment 2023	C302303
Fleet Equipment 2024	C302403
Fleet Equipment 2025	C302503
Parks	
Agricultural Preservation	C300330
Bechtel Park Improvements	C302424
Game Court Improvements	C300510
Game Court Improvements 2021	C302108
General Parkland Improvements 2024-2025	C302404
Greenway Systems	C300515
Open Space Preservation	C302201
Southern Regional Park	C300336

EXHIBIT "A"
NEW CASTLE COUNTY
Projects for Continuance
Fiscal Year 2025

R24-092

PROJECT	PROJECT NUMBER
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DEPARTMENT OF PUBLIC WORKS (Continued)

Sewer/Stormwater

Airport Road System Rehabilitation	C301702
Brandywine Hundred South Rehab Phase I	C300218
Christiana Pump Station Upgrade	C300615
Christina River Force Main	C300705
Countywide Drainage Problems	C300413
Delaware City Industrial Sewer Expansion	C301716
Delaware City Treatment Plant Rehabilitation	C300004
DelDOT Coordination Project 2021	C302112
General Sewer Improvements	C300622
Glasgow Area Sewer Improvements	C301102
Holloway Terrace Outfall	C301801
Public Works Complex	C300107
Pump Station Rehabilitation 2024-2025	C302414
Septage Receiving Station Upgrade	C300708
Sewer Fleet Equipment 2022	C302213
Sewer Fleet Equipment 2023	C302313
Sewer Fleet Equipment 2025	C302513
Sewer Repairs and Rehabilitation 2024-2025	C302411
Stormwater Basin Renovation II	C301305
Terminal Avenue System Rehabilitation	C301707
Water Farm 1 System Rehabilitation	C301714
Water Quality Improvement Plans	C301903
White Clay System Rehabilitation	C301710

EXHIBIT "B"
NEW CASTLE COUNTY
Projects to Sunset Fiscal Year End 2024

DEPARTMENT OF PUBLIC WORKS

C300616	Electrical Power Distribution Upgrade	Complete
C301403	Middle Run Valley Bicycle Skills	Complete
C302423	Public Safety Parking Lot Lighting	Complete
C300106	Pump Station Rehab Pre2021	Complete
C302114	Pump Station Rehab 2021	Complete
C302113	Sewer Fleet Equipment 2021	Complete
C302213	Sewer Fleet Equipment 2022	Complete
C302111	Sewer Repairs and Rehabilitation 2021	Complete

RESOLUTION NO. 24-094

**TO SET NEW CASTLE COUNTY'S FISCAL YEAR 2025 CONTRIBUTION RATE
FOR THE COUNTY'S PENSION PLANS**

1 **WHEREAS**, *New Castle County Code* Section 26.04.603 ("Actuarial valuations and
2 appropriations") requires that the actuary appointed by the Employees' Retirement System
3 Board of Trustees (hereinafter "Board") determine the normal cost of the Plan required to
4 meet the actuarial cost of current service and the total unfunded accrued liability of the
5 various County pension programs established by *New Castle County Code* Article 4
6 ("Pensions"); and
7

8 **WHEREAS**, the County's contribution to fund the various County pension programs
9 for each fiscal year shall be a percentage of covered payroll approved by the Board and by
10 resolution of County Council; such contributions shall be determined by sound and
11 reasonable actuarial practices and based on the most recent actuarial valuation pursuant
12 to Section 26.04.603; and
13

14 **WHEREAS**, specifically, the recommendation for the four primary County pension
15 plans is 35.10% of covered payroll and \$76,982 for the School crossing guards' pension
16 plan, for a total contribution rate of 37.32%; and
17

18 **WHEREAS**, at its meeting on March 20, 2024, the Board voted to accept the
19 actuary's recommendations; and
20

21 **WHEREAS**, in accordance with Title 11 *Delaware Code* Chapter 88 (Delaware
22 County and Municipal Police/Firefighter Pension Plan) and *New Castle County Code*
23 Section 26.04.501, the State of Delaware estimated that the County's Fiscal Year 2025
24 contribution for police officers in the Delaware County and Municipal Police/Firefighter
25 Pension Plan to be 14.98% of payroll; the estimated County contribution for police officers
26 in the Employees' retirement system is 2.08% of payroll.
27

28 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
29 Castle County that County Council hereby sets and authorizes the contribution for
30 participants in the Alternate pension plan, the Employees' retirement system, the County
31 employees' pension plan, and the County 2011 pension plan to be 35.10% of covered
32 payroll; the School crossing guards' pension plan to be \$76,982; the estimated contribution
33 to the Delaware County and Municipal Police/Firefighter Pension Plan to be 14.98% of
34 covered payroll; and the estimated contribution to the Employees' retirement system for
35 Police Officers in the pension plan to be 2.08% of covered payroll for Fiscal Year 2025.

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of County Council

New Castle County

SYNOPSIS: This Resolution accepts the recommendation of the Employees' Retirement System Board of Trustees for the percentage of covered payroll funding of the County's primary pension plans for Fiscal Year 2025.

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

This Resolution, if approved, would change the total County Pension Contribution Rate, for the four primary County pension plans and the School Crossing Guards' pension plan from 35.30% to 37.32%. The total cost to the County for all pension plan contributions, including the County's contribution to the Delaware County and Municipal Police/Firefighter Pension Plan is estimated to be \$33,030,390.

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

Delaware County and Municipal Police/Firefighter Pension Plan (State Pension Plan):	\$6,382,084
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School Crossing Guards' Pension Plan (County Pension Plan):	76,982
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Employee Retirement System, Alternate Pension Plan, County Employees' Pension Plan, and County 2011 Pension Plan (County Pension Plan):	<u>26,571,324</u>
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Total County Contribution to All Pension Plans:	\$33,030,390
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The overall pension contribution rate of 37.32% for the four primary County pension plans and the School Crossing Guards' pension plan will remain constant for Fiscal Year 2025. However, the rates provided for the Police Pension Plan may vary since the State of Delaware adjusts them accordingly.

Prime Sponsor(s): Mr. Cartier, Mr. Smiley
Requested by: Administration
Date of introduction: March 26, 2024

ORDINANCE NO. 24-036

**AMEND NEW CASTLE COUNTY CODE, CHAPTER 2 AND CHAPTER 26, BY
REALLOCATING THE ADMINISTRATION OF THE PENSION AND RETIREMENT
SYSTEM FROM THE OFFICE OF HUMAN RESOURCES TO THE OFFICE OF
FINANCE WITHIN THE DEPARTMENT OF ADMINISTRATION**

1 **WHEREAS**, the County has determined that it is in the best interest of the County
2 that the Pension Section be relocated from the Office of Human Resources to the Office
3 of Finance; and
4

5 **WHEREAS**, as part of the relocation of the Pension Section, the direct
6 supervision of the Pension Section and its employees will transfer from the Chief
7 Human Resources Officer to the Chief Finance Officer; and
8

9 **WHEREAS**, *New Castle County Code* Chapter 2 ("Administration), Article 5
10 ("Departments and Offices"), Sections 2.05.503 ("Office of Finance"), and 2.05.506
11 ("Employees Retirement System Board of Trustees – Officers and their duties"), and
12 *New Castle County Code* Chapter 26 ("Human Resources"), Article 1 ("In General"),
13 Section 26.01.006 ("Duties of the Chief Human Resources Officer") must be amended
14 to delineate this change in supervision, and
15

16 **WHEREAS**, County Council has determined that the provisions of this Ordinance
17 substantially advance, and are reasonably and rationally related to, legitimate
18 government interests (i.e., promoting the health, safety, morals, convenience, order,
19 prosperity and/or welfare of the present and future inhabitants of this State).
20

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

23 Section 1. *New Castle County Code* Chapter 26 ("Human Resources"), Article 1
24 ("In General"), Section 26.01.006 ("Duties of the Chief Human Resources Officer"), is
25 hereby amended by deleting the material that is bracketed and stricken, as set forth
26 below:
27

28 Sec. 26.01.006. - Duties of Chief Human Resources Officer.

29 The Chief Human Resources Officer, as Executive Manager of the Human
30 Resources Office, shall be responsible for the proper conduct of all administrative affairs
31 of the Office and for the execution and maintenance of the County human resources
32 program. The Chief Human Resources Officer shall:

- 33 A. Encourage and exercise leadership in the development of effective human
- 34 resources administration within County departments;
- 35 B. Provide leadership in negotiations and other proceedings involving labor-
- 36 management relations;
- 37 C. Recommend revisions to the merit system rules and regulations to the Human
- 38 Resources Advisory Board for approval;
- 39 D. Foster and develop, in cooperation with department managers and others,
- 40 programs for the improvement of employee effectiveness;
- 41 E. Make an annual report regarding the work of the Office and prepare and adopt
- 42 such forms, reports and procedures as he or she may consider necessary and
- 43 desirable to carry out the purposes and provisions of this Chapter;
- 44 F. Select such employees and assistants as may be necessary to carry out this
- 45 Chapter within limitations of the annual budget and merit system rules and
- 46 regulations;
- 47 ~~G. [Administer the pension and retirement system of the County under the terms of~~
- 48 ~~Article 4 of this Chapter.]~~

49 Section 2. *New Castle County Code* Chapter 2 ("Administration"), Article 5
50 ("Departments and Offices"), Section 2.05.503 ("Office of Finance"), is hereby amended
51 by adding the material that is underscored, as set forth below:

52
53 Sec. 2.05.503. - Office of Finance.

54
55 The Office of Finance, managed by the Chief Financial Officer, who shall be
56 qualified for the position by education, training, and experience, may perform the
57 following functions:

- 58
- 59 A. Prepare tax rolls and bills, including those required by any municipality, school
- 60 district, or special district lying within or partially within the County if so
- 61 authorized by law or such districts;
- 62 B. Collect all taxes, license and permit fees, and other moneys that may be due to
- 63 or receivable by the County, or any of its offices, department, or boards,
- 64 provided that the Chief Financial Officer may, by rule, authorize the receipt of
- 65 moneys directly by offices, departments, or boards, or may assign employees
- 66 of departments to make such collections;
- 67 C. Collect, when directed or authorized by law, all taxes, license and permit fees,
- 68 and other moneys that may be receivable by the State, or by any public office,
- 69 department, or board not subject to the provisions of this Code;
- 70 D. Institute proceedings for the sale of taxable property upon which taxes are not
- 71 paid within the period prescribed by law;
- 72 E. Issue appropriate bills, assist in the issuance and servicing of indebtedness in
- 73 connection with assessable improvements, and be responsible for the
- 74 collection, custody, and payment of all moneys in connection therewith;
- 75 F. Issue receipts for moneys collected by the Office;
- 76 G. Maintain the treasury of the County, and deposit the moneys belonging thereto
- 77 or in the custody thereof in any depository bank, to the credit of the County;

- 78 H. Designate, with the approval of County Council, the bank or banks to be used
79 as County depositories and require them to fulfill all conditions prescribed by
80 law or ordinance;
81 I. Invest funds deemed by the Chief Financial Officer available for temporary
82 investment in such obligations or in such manner as the County Executive may
83 authorize;
84 J. Assist in the issuance of all general and special bonds or other evidence of
85 indebtedness of the County and service such debt in accordance with law and
86 terms of indentures relating thereto;
87 K. Make disbursements and payments of claims that it finds to be in correct
88 amount, and justly due, and in accordance with prior authorizations adopted
89 under the terms of the title or other State law;
90 L. Prepare payrolls and supervise the preparation of related documents;
91 M. Prepare and issue all checks;
92 N. Keep accurate and complete accounts of all receipts and disbursements;
93 O. Provide information pertaining to the financial affairs of the County;
94 P. Perform such other functions as may be required of the Chief Financial Officer
95 by this title, or other State law, or which may be assigned in writing by the
96 County Executive-;
97 Q. Administer the pension and retirement system of the County under the terms of
98 Article 4 of Chapter 26, including overseeing and supervising the Pension
99 Section staff.

100
101 Section 3. *New Castle County Code* Chapter 2 (“Administration”), Article 5
102 (“Departments and Offices”), Section 2.05.506 (“Employees Retirement System Board of
103 Trustees – Officers and their duties”), is hereby amended by adding the material that is
104 underscored and deleting the material that is bracketed and stricken, as set forth below:
105

106 Sec. 2.05.506. Employees Retirement System Board of Trustees—Officers and their
107 duties.

108
109 The Employees' Retirement System Board of Trustees shall have the following
110 officers whose duties shall be prescribed by bylaws to be adopted by the Board as part
111 of its rules and regulations:
112

- 113 A. A Chairperson shall be appointed as provided in Subsection 2.05.505.A.4.d
114 and a Vice-chairperson shall be elected from its members.
115 B. The Administrative Manager of the pension program shall be the Chief [~~Human~~
116 ~~Resources~~] Financial Officer.
117 C. The Chief Financial Officer shall be Treasurer of the program and shall have
118 custody of its monies and securities. All expenditures by the program shall be
119 made by the Treasurer upon authorization of the Board. Nothing in this
120 Subsection shall be construed to prohibit the Board from entering into an
121 agency agreement which requires the agent to adhere to the investment policy
122 set by the Board; to report to the Board any order to sell or purchase any
123 security, investment or other property of the fund; and to deliver to the Board
124 any property of the fund held by it without prior notice when instructed to do so.

- 125 D. The County Attorney shall be Legal Counsel to the Board and shall represent
126 the Board in all litigation affecting the program.
127 E. An Actuary shall be appointed to serve as technical advisor in the
128 administration of the system on matters pertaining to the technical and
129 actuarial aspects thereof.
130

131 Section 4. This ordinance shall become effective immediately upon its adoption by
132 County Council and approval by the County Executive, or as otherwise provided in
133 9 Del. C. § 1156.

Adopted by County Council of
New Castle County on:

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

Approved on:

Matthew Meyer
County Executive
of New Castle County

SYNOPSIS: This Ordinance, if approved, amends Chapter 2 and Chapter 26 of the New Castle County Code for the purpose of realigning the responsibilities of the Office of Human Resources and the Office of Finance regarding the Pension Section. Specifically, the Chief Financial Officer, instead of the Chief Human Resources Officer, shall be the individual tasked with administering the County's employees' pension and retirement system, and will oversee and supervise the Pension Section staff.

FISCAL NOTE: This Ordinance, if approved, has no discernible fiscal impact.

Prime Sponsor(s): Ms. Hartley-Nagle
Requested by: Administration/HR
Date of introduction: March 26, 2024

ORDINANCE NO. 24-038

**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 FOR THE CLASS
SPECIFICATION OF ASSISTANT PROCUREMENT AGENT FOR THE
DEPARTMENT OF ADMINISTRATION, DIVISION OF TECHNOLOGY AND
ADMINISTRATIVE SERVICES**

1 **WHEREAS**, the Department of Administration, Division of Technology and
2 Administrative Services has determined the class specification for Assistant
3 Procurement Agent needs to be updated to reflect the work currently being performed;
4 and

5
6 **WHEREAS**, it is recommended that the Pay Grade for the class specification
7 Assistant Procurement Agent be changed from Pay Grade 20 to Pay Grade 21; and

8
9 **WHEREAS**, the Human Resources Advisory Board at its meeting on March 7,
10 2024, reviewed the revisions to the class specification for Assistant Procurement Agent
11 and recommended the change from Pay Grade 20 to Pay Grade 21 on the Pay Plan
12 and Rates of Pay for Classified Service Employees Represented by the Delaware
13 Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607; and

14
15 **WHEREAS**, the Chief Human Resources Officer concurs with the
16 recommendation of the Human Resources Advisory Board.

17
18 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**

19
20 Section 1. The Pay Plan and Rates of Pay for Classified Service Employees
21 Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO,
22 Affiliate Local 1607, effective July 1, 2022, is hereby amended by adding the material
23 that is underscored and deleting the material that is stricken as set forth in Exhibit "A."

24
25 Section 2. This Ordinance shall become effective immediately upon its adoption
26 by County Council and approval by the County Executive, or as otherwise provided in 9
27 *Del. C. § 1156*.

28
29 Section 3. It is the intent of the County Council that the provisions of this
30 Ordinance shall be effective retroactive to December 21, 2023.

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of County 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 Assistant Procurement Agent from Pay Grade 20 to Pay Grade 21 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, 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 December 21, 2023.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grade for the position title of Assistant Procurement Agent from Pay Grade 20 to Pay Grade 21 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, as recommended by the Human Resources Advisory Board.

There is currently one vacant position with the title of Assistant Procurement Agent. There will be no discernible fiscal impact upon the adoption of this Ordinance.

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
CLERK	12	27,354	28,721	30,157	31,664	33,245	34,908	36,654	38,486	40,411	42,432
SURVEYOR ASSISTANT	12										
ADMINISTRATIVE SERVICES TECHNICIAN	14	30,157	31,664	33,245	34,908	36,654	38,486	40,411	42,432	44,553	46,780
AUTOMOTIVE PARTS CLERK	14										
CLERK TYPIST	14										
COMPUTER OPERATOR I	14										
JUNIOR ADMINISTRATIVE AIDE	14										
KEY OPERATOR	14										
MICROFILM TECHNICIAN	14										
PUBLIC SAFETY AIDE	14										
ACCOUNT CLERK I	15	31,664	33,245	34,908	36,654	38,486	40,411	42,432	44,553	46,780	49,121
CUSTOMER SERVICES COORDINATOR	15										
DRAFTING TECHNICIAN I	15										
INTERLIBRARY LOAN ASSISTANT	15										
LIBRARY ASSISTANT	15										
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 A
PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10
ASSISTANT PROCUREMENT AGENT	21	42,432	44,553	46,780	49,121	51,578	54,157	56,864	59,707	62,694	65,828
CERTIFIED PERMIT PROCESS TECHNICIAN	21										
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 INSPECTOR	23										
COMPLAINTS SPECIALIST	23										
CONSTRUCTION INSPECTION SUPERVISOR	23										
EQUESTRIAN PROGRAM COORDINATOR	23										
HOUSING REHABILITATION SPECIALIST II	23										
SURVEY PARTIES SUPERVISOR	23										
TREASURY ASSOCIATE	23										
CHIEF RIGHT-OF-WAY AGENT	24	49,121	51,578	54,157	56,864	59,707	62,694	65,828	69,122	72,577	76,206
CUSTOMER SERVICES SPECIALIST	24										
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24										
PUBLIC WORKS CONTRACTS OFFICER	24										
SITE INSPECTIONS SUPERVISOR	24										
STAFF ENGINEER	24										
ACCOUNTANT II	25	51,578	54,157	56,864	59,707	62,694	65,828	69,122	72,577	76,206	80,015
CHIEF CONSTRUCTION INSPECTOR	25										
CHIEF FIELD SUPERVISOR	25										
EQUESTRIAN PROGRAM SUPERVISOR	25										
PROCUREMENT AGENT	25										
SUPERINTENDENT OF WASTEWATER TREATMENT	25										
CIVIL ENGINEER I	26	54,157	56,864	59,707	62,694	65,828	69,122	72,577	76,206	80,015	84,017
DRAFTING AND DESIGN SUPERVISOR	26										
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)

Prime Sponsor(s): Mr. Smiley, Mr. Cartier,
Mr. Bell, Ms. Hartley-Nagle
Requested by: Councilman Bell
Date of introduction: March 26, 2024

ORDINANCE NO. 24-039

**AMEND THE FY2024 APPROVED OPERATING BUDGET:
APPROPRIATE \$299,595 FROM THE GENERAL FUND TAX STABILIZATION
RESERVE ACCOUNT TO THE DEPARTMENT OF PUBLIC SAFETY, GRANTS TO
FIRE COMPANIES GRANTS AND FIXED CHARGES BUDGET LINE ITEM**

1 **WHEREAS**, New Castle County wishes to increase the Department of Public
2 Safety in the amount of \$299,595 which represents a 5.69% increase to Fire Company
3 Grants and \$30,000 for county-wide Special Operations; and
4

5 **WHEREAS**, the revenue measures heretofore adopted by the County Council,
6 are, in the opinion of the County Executive, estimated to yield sums at least sufficient to
7 balance the proposed expenditures as set forth in the Approved Annual Operating
8 Budget as hereinafter amended.
9

10 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
11

12 Section 1. The Annual Operating Budget for the fiscal year beginning July 1,
13 2023, is hereby amended by deleting the material stricken and adding the material
14 underscored on the attached "Exhibit A."
15

16 Section 2. The foregoing amendment shall be considered a part of the Annual
17 Operating Budget for the fiscal year beginning July 1, 2023, and shall be effective
18 retroactively as though incorporated initially in the Annual Operating Budget.
19

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

Adopted by County Council of
New Castle County on:

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

Approved on:

Matthew Meyer
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, amends the FY2024 Approved Operating Budget by appropriating \$299,595 from the General Fund Tax Stabilization Reserve Account to the Department of Public Safety, Grants to Fire Companies Grants and Fixed Charges Budget Line Item.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2024 Approved Operating Budget by appropriating \$299,595 from the General Fund Tax Stabilization Reserve Account to the Department of Public Safety, Grants to Fire Companies Grants and Fixed Charges Budget Line Item.

The revised FY2024 Approved Operating Budget will be \$333,592,953. The General Fund Tax Stabilization Reserve balance (unaudited) upon passage of this Ordinance will be \$72,059,107.

COUNTY COUNCIL

Salaries and Wages	\$	2,428,665
Benefits		1,428,590
Training and Civic Affairs		75,776
Communication and Utilities		17,849
Materials and Supplies		61,756
Contractual Services		253,148
Equipment		1,600
Grants and Fixed Charges		415,880
Operating Transfer Charges		161,959
Total	\$	4,845,223
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		18,198
Materials and Supplies		19,736
Contractual Services		526,540
Equipment		1,000
Grants and Fixed Charges		1,140,525
Contingency		9,500
Operating Transfer Charges		82,016
Total	\$	4,652,521
Total Authorized Full-Time Positions		16

DEPARTMENT OF ADMINISTRATION

Salaries and Wages	\$	12,203,612
Benefits		8,338,475
Training and Civic Affairs		130,625
Communication and Utilities		8,309,564
Materials and Supplies		154,247
Contractual Services		6,848,812
Equipment		387,056
Grants and Fixed Charges		3,925,350
Operating Transfer Charges		1,163,161
Operating Transfer Credits		(12,098,321)
Total	\$	27,389,598
Total Authorized Full-Time Positions		172

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	\$	24,597,539
Benefits		14,348,323
Training and Civic Affairs		48,427
Communication and Utilities		24,790,006
Materials and Supplies		4,971,010
Contractual Services		10,542,075
Equipment		475,133
Grants and Fixed Charges		1,193,757
Land and Structures		35,000
Operating Transfer Charges		4,845,206
Operating Transfer Credits		(7,438,785)
Total	\$	78,407,691
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		111,337
Materials and Supplies		112,807
Contractual Services		1,573,983
Equipment		61,175
Grants and Fixed Charges		56,500
Operating Transfer Charges		1,136,835
Operating Transfer Credits		(803,217)
Total	\$	15,593,142
Total Authorized Full-Time Positions		118

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages	\$	11,772,687
Benefits		5,320,582
Training and Civic Affairs		27,392
Communication and Utilities		1,012,976
Materials and Supplies		1,398,563
Contractual Services		2,283,206
Equipment		24,317
Grants and Fixed Charges		3,110,149
Operating Transfer Charges		1,232,337
Operating Transfer Credits		(190,829)
Total	\$	25,991,380
Total Authorized Full-Time Positions		160

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages		\$	67,203,955
Benefits			39,141,888
Training and Civic Affairs			178,869
Communication and Utilities			1,032,202
Materials and Supplies			1,020,497
Contractual Services			2,194,206
Equipment			1,471,072
Grants and Fixed Charges	6,492,175		<u>6,791,770</u>
Operating Transfer Charges			7,298,634
Total	<u>126,033,498</u>	\$	<u>126,333,093</u>
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			9,925
Contractual Services			61,175
Equipment			4,143
Operating Transfer Charges			85,180
Total		\$	<u>1,953,891</u>
Total Authorized Full-Time Positions	20		

RECORDER OF DEEDS

Salaries and Wages	\$	1,232,844
Benefits		712,707
Training and Civic Affairs		40,170
Communication and Utilities		30,977
Materials and Supplies		9,315
Contractual Services		93,801
Equipment		1,150
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
Land and Structures		
Contingency		
Intragovernmental Service Charges		
Intragovernmental Service Credits		
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	\$	0
Total	\$	0
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	\$	1,267,983
Total	\$	1,267,983

NEW CASTLE COUNTY

Salaries and Wages		\$	128,183,264
Benefits			74,365,553
Training and Civic Affairs			691,185
Communication and Utilities			35,358,762
Materials and Supplies			7,786,989
Contractual Services			24,753,630
Equipment			2,438,146
Grants and Fixed Charges	16,352,686		<u>16,652,281</u>
Debt Service			45,540,069
Land and Structures			35,000
Contingency			1,982,483
Operating Transfer Charges			16,336,743
Operating Transfer Credits			(20,531,152)
<i>Sub-Total New Castle County</i>	333,293,358	\$	<u>333,592,953</u>
<i>Total Authorized Full-Time Positions</i>	1,667		

RESERVE ACCOUNTS AS OF FEBRUARY 27, 2024

Tax Stabilization Reserve Account (Unaudited)	72,358,702		<u>72,059,107</u>
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
<i>Total Reserves:</i>	144,307,584		<u>144,007,989</u>

Grant Matrix

4/9/24

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
Taylor's Bridge Community Center, Inc.	\$2500/\$2500	Funds will be used for repairs to their historic building. Most critical improvement is replacing the well to provide safe drinking water and indoor plumbing for community events, meetings, and activities.	No/No	No	Carter
Townsend Ladies Auxiliary	\$2500/\$2500	Funds will be used to purchase new curtains and cabinets to enhance the appearance of their banquet	Yes/No	No	Carter
Realist Association of Delaware (RADE)	\$1000/\$500	Funds will be used will be used to host Community Days as part of the Building Black Wealth Tour	Yes/Yes	No	Cartier
Newark Symphony Orchestra	\$625/\$625	Funds will be used for expenses associated with their Family/Children's Concert on April 14, 2024.	Yes/No	Yes -11/28/23 - \$1875 – follow-up report received	George
Brandywine Hills Civic Assoc.	\$2500/\$2500	Maintain medians on Washington Blvd, which bisects the community, but are not owned by the community.	No/No	No	Hollins

NEW CASTLE COUNTY
TRAVEL & TRAINING EXPENSE FORM

EMPLOYEE NAME

David Carter

TELEPHONE

302-395-8366

TITLE

Councilman

DEPARTMENT

County Council

DESTINATION

Tampa, FL

OCA - GRANT/PROJECT

DATES

7/11/24-7/15/24

PURPOSE

NACo Annual Conference

	Obj								
	Lvl								
Dates	7/11/20247/12/20247/13/20247/14/20247/15/2024TOTALS								
TRANSPORTATION									
Airfare	\$421								2001
Trainfare									2002
Taxi & Shuttle									2003
Tolls									2005
Parking	\$100								2006
Total	\$521							\$521	
MILEAGE									
Actual miles									
Allowable Rate									
Total									2004
LODGING									
Hotel	\$220	\$220	\$220	\$220					2010
Telephone									2030
Total	\$220	\$220	\$220	\$220				\$880	
MEALS									
Number of days (overnight travel):		Rate per day:		Maximum meal allowance:					
Actual meal costs								-	
Less than full day:									
Breakfast								-	
Lunch								-	
Dinner								-	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020
MISCELLANEOUS									
Conference Fees	\$530							\$530	2101
Seminar Fees								-	2102
ATM Fees								-	2007
Tips									2007
Books, Tapes, Etc								-	4101
Auto Rental								-	2008
Other								-	
Total	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SUMMARY	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1931	
Expense Explanations:						Less Pre-payments:			
Travel and lodging charges for NACo Annual Conference. Prices quoted here are approximate based on hotel selection and flight selection that will determine final cost, based on availability when booking.						Less Charges paid by NCC:			
						Due Employee:			
Explanation continued on attachment: yes() no()									

I hereby certify that these expenses, incurred by me on official New Castle County business, are reimbursable in accordance with current policies and have not been reimbursed, except where indicated.



3/25/2023

Employee SignatureDate

Type or print legibly - - Attach approval, receipts and original brochures.
Reference Administrative Policy #1
Form updated March 2006.

REVIEW AND APPROVAL:

Supervisor's SignatureDate

I certify that all expenses are in compliance with all policies and Executive Orders.

General Manager's SignatureDate

VENDOR NUMBER:

VOUCHER NUMBER:

VE

