



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

April 22, 2025
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 - April 8, 2025

C. Review/Discussion of Resolution(s)

R25-069: APPROVAL OF REFEREES FOR PROPERTY REASSESSMENT APPEALS

Prime Sponsor(s): Mr. Smiley, Mr. Cartier

R25-070: URGING THE DELAWARE GENERAL ASSEMBLY TO AUTHORIZE NEW CASTLE COUNTY TO LEVY A LOCAL TAX ON RETAIL MARIJUANA PRODUCTS

Prime Sponsor(s): Mr. Caneco, Ms. Kilpatrick

D. Review/Discussion of Ordinance(s)

°25-041: AMEND THE GRANTS BUDGET: APPROPRIATE \$125,000 IN FUNDING FROM THE STATE OF DELAWARE, DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, DIVISION OF PARKS AND RECREATION TO THE KNOLLWOOD PARK COURT IMPROVEMENTS GRANT FOR THE DEPARTMENT OF PUBLIC WORKS

Prime Sponsor(s): Mr. Sheldon, Mr. Carter

°25-042: AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109 FOR THE CLASS SPECIFICATION OF PLANNER I FOR THE DEPARTMENT OF LAND USE, DIVISION OF PLANNING

Prime Sponsor(s): Ms. Williams-Johns

E. New Castle County Grant Requests/Community Events

- 4/22/25 Grant Matrix

F. Expense and Revenue Round Table

G. Other

-Travel Advance - Mr. Carter

H. Public Comment**I. Adjournment****AGENDA POSTED: Tuesday, April 15, 2025**

*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.nccode.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. 25-069

APPROVAL OF REFEREES FOR PROPERTY REASSESSMENT APPEALS

WHEREAS, § 1371C of Title 9 of the Delaware Code provides that County Council may, by ordinance, authorize the appointment of Referees to hear property reassessment appeals;

WHEREAS, Ordinance 25-014 passed Council January 28, 2025, which created the Referee position and authorized the Chief Financial Officer to appoint referees for the purpose of hearing reassessment appeals, with the advice and consent of County Council; and

WHEREAS, upon authorization by Ordinance, reassessment Referee positions were advertised widely across New Castle County and over 90 applications were received, representing a diverse background of real estate knowledge and experience; and

WHEREAS, upon reaching the March 31, 2025 deadline for filing a formal reassessment appeal with the Board of Assessment Review, over 4700 formal appeal applications were received, substantiating the need for a pool of Referees to hold multiple, simultaneous hearings; and

WHEREAS, after application review and candidate interviews were held to determine sufficient qualifications concerning the valuation of real property, the following individuals are provided for consideration and consent to serve as Referees for the purpose of hearing formal reassessment appeals:

Sharon Hamilton	Tracy Chongling	Alia Grier
Emily Maahs	Dominique Marshall	Erik Ohline
Rebecca Conway	Pleshette Moore	Timothy Hamill
Bridgette Torres	Patricia Shores	Harris Corbett
Todd Ruckle	Gary Williams	Jennifer Samero
David Mays	Caroline Stewart	Linda Felicetti
Alan Mazzetti	Maria Ruckle	Mary Steppi
Candice Santoro	Paul Mann	Marla Schechter
Jacqueline Patrick	Craig DiSabatino	Brian Ferreira
Michael Clement	Vaidra Johnson	Diane Salvatore

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby appoints the individuals listed above as a Referee to hear appeals of Property Assessments for terms beginning May 1, 2025, and expiring on December 1, 2025.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact upon the adoption of this legislation. Ordinance 25-014 previously authorized the pay plan and funding for the appointment of Referees.

Acknowledged by the Chief Financial Officer April 14, 2025.

Prime Sponsor(s): Mr. Caneco, Ms. Kilpatrick
Date of introduction: April 22, 2025

RESOLUTION NO. 25-070

URGING THE DELAWARE GENERAL ASSEMBLY TO AUTHORIZE NEW CASTLE COUNTY TO LEVY A LOCAL TAX ON RETAIL MARIJUANA PRODUCTS

1 **WHEREAS**, in April 2023, Delaware enacted *The Delaware Marijuana Control Act*
2 (*Delaware Code* Title 4, Chapter 13) (the “Act”) legalizing the sale of recreational
3 marijuana; and

4
5 **WHEREAS**, the Act established a 15% State tax on retail sales of marijuana
6 products; and

7
8 **WHEREAS**, New Castle County seeks finetuning of the Act to enable counties
9 with over 500,000 residents to levy a local tax of up to 5% on the sale of retail marijuana
10 products (this would not affect medical marijuana); and

11
12 **WHEREAS**, precedential support for New Castle County’s request is
13 overwhelming... 21 States presently tax recreational marijuana products; in addition, at
14 least 15 of these States (including Massachusetts and Oregon) also allow local
15 governments to add a local tax (typically 2-5%) in addition to the State tax; and

16
17 **WHEREAS**, the proposed local tax by the County of up to 5% of the retail sales
18 price builds on the State’s sales tax, which could bring the total sales tax up to 20%,
19 aligning with numerous other States like Montana (20%) and supporting revenue goals
20 without exceeding higher rates found in other States, like Washington (at 37%
21 combined); and

22
23 **WHEREAS**, no less than 50% of the revenue from the local tax would be used
24 to pay for costs the County will inevitably incur related to public safety as a result of the
25 sale of marijuana products, mirroring how States like New Jersey and New York use
26 marijuana tax revenues to address community needs and fund programs to support
27 economic and workforce development especially in communities disproportionately
28 harmed by prior drug laws and enforcement, while the balance would fund other County
29 needs and services; and

30
31 **WHEREAS**, importantly, authorization of a local tax on retail marijuana sales
32 mirrors the local taxing power granted by the General Assembly to the County that
33 provided for a local lodging tax; and

34
35 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
36 Castle County that County Council hereby urges the Delaware General Assembly to
37 finetune *The Delaware Marijuana Control Act* (*Delaware Code* Title 4, Chapter 13) to
38 authorize New Castle County to levy a local tax on retail sales of marijuana products of
39 up to 5% of the retail sales price of the marijuana product, with no less than 50% of the
40 revenue from this local tax will be allocated in equal parts toward (1) related public safety
41 functions and associated costs and (2) programs that support economic and workforce
42 development in disproportionately harmed communities in the county.

Adopted by County Council
of New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: This Resolution urges the Delaware General Assembly to finetune *The Delaware Marijuana Control Act (Delaware Code Title 4, Chapter 13)* to authorize each county with a population greater than 500,000 to levy, by duly enacted ordinance, to levy a local marijuana tax of up to 5% of the retail sales price of the marijuana product. No less than 50% of the revenue from this local tax will be allocated in equal parts toward (1) related public safety functions and associated costs and (2) programs that support economic and workforce development in disproportionately harmed communities in the county.

Moreover, this proposed tax is supported by overwhelming precedent. Among various examples, this local tax is similar to other local taxing powers granted by the General Assembly to the counties, such as the local lodging tax. Furthermore, this local tax is consistent with local taxes on marijuana retail products as established by at least 15 other States thus far.

FISCAL NOTE: This local tax will provide revenue for New Castle County.

ORDINANCE NO. 25-041

AMEND THE GRANTS BUDGET:

**APPROPRIATE \$125,000 IN FUNDING FROM THE STATE OF DELAWARE,
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL,
DIVISION OF PARKS AND RECREATION TO THE KNOLLWOOD PARK COURT
IMPROVEMENTS GRANT FOR THE DEPARTMENT OF PUBLIC WORKS**

1 **WHEREAS**, an agreement between New Castle County and the State of
2 Delaware, Department of Natural Resources and Environmental Control (DNREC),
3 Division of Parks and Recreation has awarded \$125,000 in state funding provided by
4 the Delaware Land & Water Conservation Trust Fund (Outdoor Recreation, Parks and
5 Trails Program); and
6

7 **WHEREAS**, these funds will be used to improve the existing basketball court and
8 add a second multi-use court facility and related improvements at Knollwood Park; and
9

10 **WHEREAS**, the purpose of the project is to assist the Building Better
11 Communities Initiative (BBC) in violence reduction and increase community
12 engagement in the Knollwood neighborhood by improving the courts to help revitalize
13 this small neighborhood; and
14

15 **WHEREAS**, the County Executive has determined that grants anticipated to be
16 received from the DNREC Division of Parks and Recreation are sufficient to cover the
17 increase in the Grants Budget as hereinafter amended; and
18

19 **WHEREAS**, Council has determined that the provisions of this Ordinance
20 substantially advance, and are reasonably and rationally related to, legitimate
21 government interests (i.e., promoting the health, safety, morals, convenience, order,
22 prosperity and/or welfare of the present and future inhabitants of this State).
23

24 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
25

26 Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby
27 amended by adding the material on the attached Exhibit "A," which is considered to be
28 underscored in its entirety.
29

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

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate \$125,000 in State funding from the State of Delaware, Department of Natural Resources and Environmental Control (DNREC), Division of Parks and Recreation through the Delaware Land & Water Conservation Trust Fund (Outdoor Recreation, Parks and Trails Program) to the Knollwood Park Court Improvements Grant. Funding will be used to improve the existing basketball court and add a second multi-use court facility and related improvements at Knollwood Park.

FISCAL NOTE: This Ordinance, if approved, will appropriate \$125,000 in State funding from the State of Delaware, Department of Natural Resources and Environmental Control (DNREC), Division of Parks and Recreation through the Delaware Land & Water Conservation Trust Fund (Outdoor Recreation, Parks and Trails Program) to the Knollwood Park Court Improvements Grant.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$125,000. This increase will affect FY2025 and FY2026 as the estimated program completion is June 30, 2026. There is a required match of \$125,000 which is included in the Approved Capital Budget in the General Parkland Improvements 24-25 Capital Project. The County anticipates to receive \$15,000 in donations that would offset the County's match and reduce it to \$110,000.

Acknowledged by the Chief Financial Officer March 21, 2025.

DEPARTMENT:	Public Works	EXHIBIT:	"A"
GRANT TITLE:	Knollwood Park Court Improvements	Ordinance No.	25-041
PROGRAM TITLE:	Knollwood Park Court Improvements		

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ 125,000.00	\$ -	\$ 125,000.00
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 125,000.00	\$ -	\$ 125,000.00

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 125,000.00	\$ -	\$ 125,000.00
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 125,000.00	\$ -	\$ 125,000.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	4/22/2025
Estimated Program Completion:	6/30/2026
County Match:	\$ 125,000.00
Available in (ORG):	Capital Project - C302404
Ordinance Passed:	
Date Revised:	

PROGRAM DESCRIPTION:

The Knollwood Park Court Improvements grant will assist in the improvements to the existing basketball court, the addition of a second multi-court facility and other related improvements at Knollwood Park.

4/8/2025

ORDINANCE NO. 25-042

**AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE
PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109 FOR THE
CLASS SPECIFICATION OF PLANNER I FOR THE DEPARTMENT OF LAND USE,
DIVISION OF PLANNING**

1 **WHEREAS**, the Department of Land Use has determined that it is necessary to
2 make organizational changes to operate most effectively and to continue to deliver high
3 quality customer service to the residents and businesses of New Castle County;
4

5 **WHEREAS**, the Department of Land Use has determined the class specification
6 for the Planner I needs to be changed from a Pay Grade 22 to Pay Grade 24 (Exhibits
7 "A-C") to reflect the work currently being performed; and
8

9 **WHEREAS**, the Human Resources Advisory Board at its meeting on March 6,
10 2025, reviewed and recommended to change the Planner I from Pay Grade 22 to Pay
11 Grade 24 on the Pay Plan and Rates of Pay for Classified Service Professional
12 Employees Represented by the Delaware Public Employees Council 81, AFSCME,
13 AFL-CIO, Affiliate Local 3109; 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 Professional
21 Employees Represented by the Delaware Public Employees Council 81, AFSCME,
22 AFL-CIO, Affiliate Local 3109, for the period July 1, 2024 through June 30, 2025 as set
23 forth in Exhibit "A", is hereby amended by adding the material that is underscored and
24 deleting the material that is stricken.
25

26 Section 2. The Pay Plan and Rates of Pay for Classified Service Professional
27 Employees Represented by the Delaware Public Employees Council 81, AFSCME,
28 AFL-CIO, Affiliate Local 3109, for the period July 1, 2025 through June 30, 2026 as set
29 forth in Exhibit "B", is hereby amended by adding the material that is underscored and
30 deleting the material that is stricken.
31

32 Section 3. The Pay Plan and Rates of Pay for Classified Service Professional
33 Employees Represented by the Delaware Public Employees Council 81, AFSCME,
34 AFL-CIO, Affiliate Local 3109, effective July 1, 2026 as set forth in Exhibit "C", is hereby
35 amended by adding the material that is underscored and deleting the material that is
36 stricken.
37

38 Section 4. This Ordinance shall become effective immediately upon its adoption
39 by County Council and approval by the County Executive, or as otherwise provided in 9
40 *Del. C. § 1156.*

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, changes the Pay Grade for the position title of Planner I from Pay Grade 22 to Pay Grade 24 on the Pay Plan and Rates of Pay for Classified Service Professional Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109. This change was reviewed and recommended by the Human Resources Advisory Board at their meeting on March 6, 2025, and the Chief Human Resources Officer concurs with the recommendation.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grade for the position title of Planner I from Pay Grade 22 to Pay Grade 24 on the Pay Plan and Rates of Pay for Classified Service Professional Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109.

There are currently two filled positions and one vacant position with the title of Planner I. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the two employees currently in these positions is \$1,840 in FY2025, \$10,096 in FY2026 and \$10,863 in FY2027.

Acknowledged by the Chief Financial Officer March 21, 2025.

**PAY PLANS AND RATES OF PAY FOR
CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
HOUSING SPECIALIST	19	40,419	42,440	44,562	46,791	49,130	51,587	54,168	56,876	59,721	62,706	65,841
RECREATION SPECIALIST	19											
AUTOMOTIVE PARTS SUPERVISOR	22	46,791	49,130	51,587	54,168	56,876	59,721	62,706	65,844	69,134	72,593	76,223
PLANNER I	22											
COMMUNITY SERVICES COORDINATOR	23	49,130	51,587	54,168	56,876	59,721	62,706	65,844	69,134	72,593	76,222	80,033
CUSTOMER INFO AND ASSISTANCE COORD	23											
HEALTH SERVICES NURSE	23											
ASSESSMENT ANALYST	24	51,587	54,168	56,876	59,721	62,706	65,844	69,134	72,593	76,222	80,033	84,035
EMERGENCY PREPAREDNESS PLANNER	24											
HOUSING FINANCIAL ADVISOR	24											
PLANNER I	24											
PROGRAM ANALYST	24											
JUNIOR SYSTEMS PROGRAMMER	26	56,876	59,721	62,706	65,844	69,134	72,593	76,222	80,033	84,035	88,236	92,648
LIBRARIAN I	26											
PENSION PROGRAM ANALYST	26											
PLANNER II	26											
BUDGET AND PROCEDURES ANALYST	27	59,721	62,706	65,844	69,134	72,593	76,222	80,033	84,035	88,236	92,648	97,280
COORDINATOR OF EMERGENCY PLANNING	28	62,706	65,844	69,134	72,593	76,222	80,033	84,035	88,236	92,648	97,281	102,145
HOUSING MANAGEMENT ANALYST	28											
INFORMATION SYSTEMS SPECIALIST	28											
LANDSCAPE ARCHITECT	28											
SENIOR PENSION PROGRAM ANALYST	28											
SEWER SYSTEM ANALYST	28											
SYSTEMS PROGRAMMER	28											
TRAFFIC ENGINEER	28											
SENIOR BUDGET AND PROCEDURES ANALYST	29	65,844	69,134	72,593	76,222	80,033	84,035	88,236	92,648	97,281	102,145	107,252
INFORMATION SYSTEMS COORDINATOR	30	69,134	72,593	76,222	80,033	84,035	88,236	92,648	97,281	102,145	107,253	112,616
OPERATIONS ENGINEER	30											
PARKS DEVELOPMENT PLANNER	30											
PLANNER III	30											
TRAINING ADMINISTRATOR	30											
SENIOR NETWORK ENGINEER	31	72,593	76,222	80,033	84,035	88,236	92,648	97,281	102,145	107,253	112,616	118,247
GEOGRAPHIC INFORMATION SYSTEMS MANAGER	32	76,222	80,033	84,035	88,236	92,648	97,281	102,145	107,253	112,616	118,246	124,158
CHIEF PROCUREMENT OFFICER	34	84,035	88,236	92,648	97,281	102,145	107,253	112,616	118,246	124,157	130,366	136,884

Effective: 07/01/2024 (Ord 24-150)

Revised: 11/19/2024 (Ord 24-160)

Revised: xx/xx/xxxx (Ord xx-xxx)

**PAY PLANS AND RATES OF PAY FOR
CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
HOUSING SPECIALIST	19	41,429	43,501	45,676	47,961	50,358	52,877	55,522	58,298	61,214	64,274	67,487
RECREATION SPECIALIST	19											
AUTOMOTIVE PARTS SUPERVISOR	22	47,961	50,358	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,129
PLANNER-I	22											
COMMUNITY SERVICES COORDINATOR	23	50,358	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034
CUSTOMER INFO AND ASSISTANCE COORD	23											
HEALTH SERVICES NURSE	23											
ASSESSMENT ANALYST	24	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136
EMERGENCY PREPAREDNESS PLANNER	24											
HOUSING FINANCIAL ADVISOR	24											
PLANNER I	24											
PROGRAM ANALYST	24											
JUNIOR SYSTEMS PROGRAMMER	26	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964
LIBRARIAN I	26											
PENSION PROGRAM ANALYST	26											
PLANNER II	26											
BUDGET AND PROCEDURES ANALYST	27	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,712
COORDINATOR OF EMERGENCY PLANNING	28	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699
HOUSING MANAGEMENT ANALYST	28											
INFORMATION SYSTEMS SPECIALIST	28											
LANDSCAPE ARCHITECT	28											
SENIOR PENSION PROGRAM ANALYST	28											
SEWER SYSTEM ANALYST	28											
SYSTEMS PROGRAMMER	28											
TRAFFIC ENGINEER	28											
SENIOR BUDGET AND PROCEDURES ANALYST	29	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,933
INFORMATION SYSTEMS COORDINATOR	30	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431
OPERATIONS ENGINEER	30											
PARKS DEVELOPMENT PLANNER	30											
PLANNER III	30											
TRAINING ADMINISTRATOR	30											
SENIOR NETWORK ENGINEER	31	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,203
GEOGRAPHIC INFORMATION SYSTEMS MANAGER	32	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,202	127,262
CHIEF PROCUREMENT OFFICER	34	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,202	127,261	133,625	140,306

Effective: 07/01/2025 (Ord 24-150)

Revised: 11/19/2024 (Ord 24-160)

Revised: xx/xx/xxxx (Ord xx-xxx)

**PAY PLANS AND RATES OF PAY FOR
CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
HOUSING SPECIALIST	19	42,465	44,589	46,818	49,160	51,617	54,199	56,910	59,755	62,744	65,881	69,174
RECREATION SPECIALIST	19											
AUTOMOTIVE PARTS SUPERVISOR	22	49,160	51,617	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,082
PLANNER I	22											
COMMUNITY SERVICES COORDINATOR	23	51,617	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085
CUSTOMER INFO AND ASSISTANCE COORD	23											
HEALTH SERVICES NURSE	23											
ASSESSMENT ANALYST	24	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289
EMERGENCY PREPAREDNESS PLANNER	24											
HOUSING FINANCIAL ADVISOR	24											
PLANNER I	24											
PROGRAM ANALYST	24											
JUNIOR SYSTEMS PROGRAMMER	26	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338
LIBRARIAN I	26											
PENSION PROGRAM ANALYST	26											
PLANNER II	26											
BUDGET AND PROCEDURES ANALYST	27	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,205
COORDINATOR OF EMERGENCY PLANNING	28	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316
HOUSING MANAGEMENT ANALYST	28											
INFORMATION SYSTEMS SPECIALIST	28											
LANDSCAPE ARCHITECT	28											
SENIOR PENSION PROGRAM ANALYST	28											
SEWER SYSTEM ANALYST	28											
SYSTEMS PROGRAMMER	28											
TRAFFIC ENGINEER	28											
SENIOR BUDGET AND PROCEDURES ANALYST	29	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,681
INFORMATION SYSTEMS COORDINATOR	30	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317
OPERATIONS ENGINEER	30											
PARKS DEVELOPMENT PLANNER	30											
PLANNER III	30											
TRAINING ADMINISTRATOR	30											
SENIOR NETWORK ENGINEER	31	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,233
GEOGRAPHIC INFORMATION SYSTEMS MANAGER	32	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,232	130,444
CHIEF PROCUREMENT OFFICER	34	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,232	130,443	136,966	143,814

Effective: 07/01/2026 (Ord 24-150)

Revised: 11/19/2024 (Ord 24-160)

Revised: xx/xx/xxxx (Ord xx-xxx)

Grant Matrix 4/22/25

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
New Castle Public Library	\$2500/\$2500	Funds will be used to support their Summer Programing (Summer Reading with the Library, Library on the Loose, Volunteen) and end of summer Ice Cream Social	Yes/ Yes	No	Caneco
Brandywine Hills Community Association	\$2500/\$2500	Funds will be used to help maintain the medians on Washington Blvd.	No/No	No -Received a grant on 4/21/24 (\$2500)	Hollins
Life is Delicious, Inc.	\$1000/	Funds will be used to support VegFest Event	Yes/Yes	No	Williams-Johns

NEW CASTLE COUNTY TRAVEL & TRAINING EXPENSE FORM

EMPLOYEE NAME	David Carter	TELEPHONE	302.395.8346
TITLE	Councilman	DEPARTMENT	County Council
DESTINATION	Philadelphia, PA	OCA - GRANT/PROJECT	
DATES	July 11-14, 2025		
PURPOSE	NACo Annual Conference		

Dates	7/11/2025	7/12/2025	7/13/2025	7/14/2025				TOTALS	
TRANSPORTATION									
Airfare								-	2001
Trainfare								-	2002
Taxi & Shuttle								-	2003
Tolls								-	2005
Parking	\$60	\$60	\$60	\$60				240.00	2006
Total	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -	\$ -	\$ -	\$ 240.00	
MILEAGE									
Actual miles	61			59.90					
Allowable Rate	0.700	0.700	0.700	0.700	0.700	0.700	0.700		
Total	\$ 42.91	\$ -	\$ -	\$ 41.93	\$ -	\$ -	\$ -	\$ 84.84	2004
LODGING									
Hotel	300.00	300.00	300.00					900.00	2010
Telephone								-	2030
Total	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 900.00	
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	550.00							550.00	2101
Seminar Fees								-	2102
ATM Fees								-	2007
Tips								-	2007
Books, Tapes, Etc								-	4101
Auto Rental								-	2008
Other								-	
Total	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550.00	
SUMMARY	\$ 952.91	\$ 360.00	\$ 360.00	\$ 101.93	\$ -	\$ -	\$ -	\$ 1,774.84	
Expense Explanations:								Less Pre-payments: Less Charges paid by NCC: Due Employee: \$ 1,774.84	
Registration, Travel, and lodging for the NACo Annual Conference to be held in Philadelphia PA. These costs are just an estimate, and may vary after travel is complete.									
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.

REVIEW AND APPROVAL:

Employee Signature _____ Date _____

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

Supervisor's Signature _____ Date _____

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

General Manager's Signature _____ Date _____

VENDOR NUMBER:

VOUCHER NUMBER:

VE

NEW CASTLE COUNTY
DRAFT--TRAVEL & TRAINING EXPENSE FORM
Business Meal Meetings and Entertainment Detail - Cont'd

Employee Name:		Travel Dates:	
Title:		Travel Location:	
Department:		OCA-Grant/Project:	

[illegible]