



NEW CASTLE COUNTY COUNCIL COUNCIL MEETING

April 28, 2026
6:30 PM

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

AGENDA

A. Call to Order

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

B. Approval of Minutes

C. Announcements

D. Introduction of Ordinances

°26-046: AMEND THE GRANTS BUDGET: APPROPRIATE FUNDS FROM THE DELAWARE COMMUNITY FOUNDATION, AARP INC., AND WSFS BANK TO THE SPECIAL EVENTS FUND GRANT, TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES

Prime Sponsor(s): Mr. Hollins, Mr. Street

°26-047: AMEND THE GRANTS BUDGET: APPROPRIATE FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO THE FY25 HEALTHY HOMES SUPPLEMENT – LEAD BASED PAINT HAZARD REDUCTION GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING

Prime Sponsor(s): Mr. Hollins, Mr. Street

°26-048: AMEND THE GRANTS BUDGET: APPROPRIATE FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO THE FY25 LEAD-BASED PAINT HAZARD REDUCTION GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING

Prime Sponsor(s): Mr. Hollins, Mr. Street

°26-049: AMEND THE SCOPE OF WORK IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING FUND CONTRACT WITH NATIONAL ALLIANCE MENTAL ILLNESS TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES

Prime Sponsor(s): Mr. Hollins, Mr. Street

°26-050: AMEND THE SCOPE OF WORK IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING FUND CONTRACT WITH WILMINGTON NEIGHBORHOOD CONSERVANCY TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES

Prime Sponsor(s): Mr. Hollins, Mr. Street

°26-051: AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES AND ADOPT THE CLASS SPECIFICATION OF LEAD PROGRAM ADMINISTRATOR AND LEAD PROGRAM ASSISTANT ADMINISTRATOR FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING

Prime Sponsor(s): Ms. Williams-Johns

°26-052: AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND ADOPT THE NEW CLASS SPECIFICATION OF HOUSING PROGRAM ASSISTANT I AND HOUSING PROGRAM ASSISTANT II FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT & HOUSING

Prime Sponsor(s): Ms. Williams-Johns

E. Consent Calendar

R26-089: CONSENTING TO THE APPOINTMENT OF RAINA HARPER ALLEN TO THE NEW CASTLE COUNTY DIVERSITY COMMISSION

Prime Sponsor(s): Mr. Hollins

R26-090: CONSENTING TO THE APPOINTMENT OF MONICA GONZALEZ-GILLESPIE TO THE NEW CASTLE COUNTY HUMAN RESOURCES ADVISORY BOARD

Prime Sponsor(s): Ms. Durham

R26-091: CONSENTING TO THE APPOINTMENT OF SHAUN MICHAEL KELLY TO THE NEW CASTLE COUNTY ETHICS COMMISSION

Prime Sponsor(s): Ms. Durham

R26-092: CONSENTING TO THE APPOINTMENT OF HERB INDEN AS CHAIR TO THE NEW CASTLE COUNTY BOARD OF ADJUSTMENT

Prime Sponsor(s): Mr. Hollins

R26-093: APPOINTING CHRIS DIMARCO TO THE NEW CASTLE COUNTY BOARD OF ASSESSMENT REVIEW

Prime Sponsor: Mr. Cartier

R26-097: HONORING THE LIFE OF STEPHANIE HOJNICKI AND OFFERING CONDOLENCES TO HER FAMILY AND FRIENDS

Prime Sponsor(s): Mr. Smiley

Co-sponsor(s): Mr. Caneco, Mr. Carter, Mr. Cartier, Ms. Durham, Ms. George, Mr. Hollins, Ms. Kilpatrick, Mr. Sheldon, Mr. Street, Mr. Tackett, Mr. Toole, Ms. Williams-Johns

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

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

R26-094: PROCLAIMING APRIL 22, 2026, AS "TRY TRANSIT DAY" IN NEW CASTLE COUNTY TO COINCIDE WITH THE 56TH ANNIVERSARY OF EARTH DAY

Prime Sponsor(s): Mr. Tackett

R26-095: TO SET NEW CASTLE COUNTY'S FISCAL YEAR 2027 CONTRIBUTION RATE FOR THE COUNTY'S PENSION PLANS

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

R26-096: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 14.1 ("EXPENDITURES; NECESSARY APPROVALS") RELATING TO EXPENDITURE APPROVALS

Prime Sponsors: Ms. Durham, Mr. Smiley

G. Time Sensitive Congratulatory/Honorary Resolutions

R26-098: CONGRATULATING AND COMMENDING NEW CASTLE COUNTY PUBLIC WORKS SENIOR MANAGER JASON ZERN ON HIS RETIREMENT AFTER 25 YEARS OF PUBLIC SERVICE

Prime Sponsor(s): Mr. Carter

Co-sponsor(s): Mr. Caneco, Mr. Cartier, Ms. Durham, Ms. George, Mr. Hollins, Ms. Kilpatrick, Mr. Sheldon, Mr. Smiley, Mr. Street, Mr. Tackett, Mr. Toole, Ms. Williams-Johns

R26-099: RECOGNIZING JUAN CARILLO FOR HIS EXEMPLARY SERVICE

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

R26-100: RECOGNIZING THE NEW BRANDYWINE CENTER FOR MENTAL HEALTH IN HOCKESSIN, DELAWARE AND CELEBRATING THEIR RIBBON CUTTING

Prime Sponsor(s): Ms. Kilpatrick

R26-101: HONORING PEGGY SCHULTZ FOR HER DECADES OF WORK ADVANCING THE CAUSE OF SUSTAINABILITY AND ENVIRONMENTAL PROTECTION

Prime Sponsor(s): Ms. Durham, Ms. George

Co-sponsors: Mr. Caneco, Mr. Carter, Mr. Cartier, Mr. Hollins, Ms. Kilpatrick, Mr. Sheldon, Mr. Smiley, Mr. Street, Mr. Tackett, Mr. Toole, Ms. Williams-Johns

R26-102: A RESOLUTION RECOGNIZING APRIL AS ALCOHOL AWARENESS MONTH IN NEW CASTLE COUNTY AND ENCOURAGING EDUCATION, RESPONSIBLE CONDUCT, AND COMMUNITY PREVENTION EFFORTS

Prime Sponsor(s): Ms. Williams-Johns

R26-103: A RESOLUTION HONORING OFFICER CORPORAL COREY BELK

Prime Sponsor(s): Ms. Williams-Johns

H. Presentations

I. Consideration of Ordinances

°26-034: (STATUS: TO BE TABLED UNTIL MAY 26, 2026) THE ANNUAL REVENUE ORDINANCE OF NEW CASTLE COUNTY FOR FISCAL YEAR 2027 BEGINNING JULY 1, 2026

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

°26-035: (STATUS: TO BE TABLED UNTIL MAY 26, 2026) CALCULATION OF SEWER SERVICE CHARGES EFFECTIVE JULY 1, 2026 FOR FISCAL YEAR 2027

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

°26-036: (STATUS: TO BE TABLED UNTIL MAY 26, 2026) AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF NEW CASTLE COUNTY FOR THE PURPOSE OF FINANCING CERTAIN CAPITAL PROJECTS APPROVED IN

THE FISCAL YEAR 2027 CAPITAL BUDGET

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

°26-037: (STATUS: TO BE TABLED UNTIL MAY 26, 2026) THE CAPITAL BUDGET ORDINANCE OF NEW CASTLE COUNTY FOR THE FISCAL YEAR BEGINNING JULY 1, 2026
Prime Sponsor(s): Mr. Smiley, Mr. Cartier

°26-038: (STATUS: TO BE TABLED UNTIL MAY 26, 2026) ADOPT THE ANNUAL OPERATING BUDGET OF NEW CASTLE CO FOR THE FISCAL YEAR BEGINNING JULY 1, 2026

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

°26-039: TO AMEND *NEW CASTLE COUNTY CODE* CHAPTER 13 ("STORMWATER MAINTENANCE DISTRICTS") REGARDING STORMWATER MAINTENANCE AND GREEN VALLEY – PHASE V COMMUNITY

Prime Sponsor(s): Mr. Sheldon

°26-040: AMEND THE GRANTS BUDGET: APPROPRIATE FUNDS FROM THE FEDERAL HOME LOAN BANK OF PITTSBURGH TO THE HOPE CENTER SHELTER RENOVATIONS - FHLB GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING

Prime Sponsor(s): Mr. Hollins, Mr. Street

°26-041: AMEND THE GRANTS BUDGET: APPROPRIATE ANTICIPATED ADDITIONAL FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO THE EMERGENCY HOUSING CHOICE VOUCHERS GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING

Prime Sponsor(s): Mr. Hollins, Mr. Street

°26-042: REALLOCATE FUNDS IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING FUND BETWEEN PROJECTS TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES

Prime Sponsor(s): Mr. Hollins, Mr. Street

°26-043: AMEND THE FY2026 APPROVED OPERATING BUDGET APPROPRIATE FUNDING FROM THE NEW CASTLE COUNTY TECHNOLOGY FEE ACCOUNT WITHIN THE OFFICE OF THE RECORDER OF DEEDS AND RECORDER OF DEEDS TECHNOLOGY FEE ACCOUNT TO THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF POLICE FOR THE PURCHASE OF BLUE VOICE SOFTWARE

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

°26-044: AMEND THE FY2026 CAPITAL PROGRAM AND BUDGET: APPROPRIATE ADDITIONAL FUNDING RECEIVED FROM THE STATE OF DELAWARE, DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC) THROUGH DELAWARE'S NONPOINT SOURCE PROGRAM TO THE DEPARTMENT OF PUBLIC WORKS, GENERAL PARKLAND IMPROVEMENTS 2021 CAPITAL PROJECT

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

J. Introduction/Consideration of Emergency Ordinances

K. Public Comment/Other

L. Motion to Adjourn

AGENDA POSTED: April 21, 2026

*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://us02web.zoom.us/webinar/register/WN_nMNvEBVLR4eRRGxQ4a6g7g 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.

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-046

**AMEND THE GRANTS BUDGET:
APPROPRIATE FUNDS FROM THE DELAWARE COMMUNITY FOUNDATION,
AARP INC. AND WSFS BANK TO THE SPECIAL EVENTS FUND GRANT, TO BE
ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES**

1 **WHEREAS**, original allocated funding in the amount of \$80,000.00 from the
2 Delaware Community Foundation was previously approved by County Council and
3 appropriated to the Special Events Fund Grant via Ordinance 20-009; and
4

5 **WHEREAS**, authorization is sought for the appropriation of \$60,000 awarded from
6 the fundraising efforts of the Delaware Community Foundation, \$2,500 from AARP Inc.,
7 and \$2,500 from WSFS Bank to the Special Events Fund Grant to be used to help offset
8 the costs of New Castle County's Special Events and programs; and
9

10 **WHEREAS**, the County Executive has determined that grants received from
11 Delaware Community Foundation are sufficient to cover the increase in the Grants Budget
12 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
16 government interests (i.e., promoting the health, safety, morals, convenience, order,
17 prosperity and/or 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 shall be considered
23 underscored in its entirety.
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 by 9
27 *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 adopted, will appropriate \$60,000 awarded from the fundraising efforts of the Delaware Community Foundation, \$2,500 from AARP Inc. and \$2,500 from WSFS Bank to the Special Events Fund Grant. These funds will be used to assist with the expenses incurred for New Castle County sponsored special events and programs.

FISCAL NOTE: The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$65,000.00. The increase will affect FY2026 and beyond, since this is a continuous program. There is no discernible fiscal impact on the current operating budget.

Acknowledged by the Chief Financial Officer April 16, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	Special Events Fund Grant	Ordinance No.	26-046
PROGRAM TITLE:	Special Events Fund Grant		

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ <u>224,280.00</u>	\$ <u>65,000.00</u>	\$ <u>289,280.00</u>
Total	\$ <u>224,280.00</u>	\$ <u>65,000.00</u>	\$ <u>289,280.00</u>

Expense	Current	Change	Revised
Salaries and Wages	\$ 2,715.61	\$ -	\$ 2,715.61
Benefits	\$ 1,548.05	\$ -	\$ 1,548.05
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ <u>116.55</u>	\$ <u>700.00</u>	\$ <u>816.55</u>
Contractual Services	\$ <u>219,899.79</u>	\$ <u>64,300.00</u>	\$ <u>284,199.79</u>
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ <u>224,280.00</u>	\$ <u>65,000.00</u>	\$ <u>289,280.00</u>

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 12/1/2019

Estimated Program Completion: ongoing

The Local Match: **Found in (ORG):**

Ordinance Passed/Date Revised:

20-009	2/18/2020
24-004	1/9/2024
<u>25-038</u>	<u>4/8/2025</u>

PROGRAM DESCRIPTION:

The Special Events Fund grant will be used to assist with the expenses incurred for New Castle County sponsored special events and programs.

4/8/2025

4/28/2026

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-047

**AMEND THE GRANTS BUDGET:
APPROPRIATE FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT TO THE FY25 HEALTHY HOMES SUPPLEMENT –
LEAD BASED PAINT HAZARD REDUCTION GRANT, WHICH IS ADMINISTERED
BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY
DEVELOPMENT AND HOUSING**

1 **WHEREAS**, the Lead-Based Paint Hazard Reduction Program is funded from the
2 U.S. Department of Housing and Urban Development (HUD); and
3

4 **WHEREAS**, the families served by the Lead-Based Paint Hazard Reduction
5 Program are low to very-low-income households with children under the age of six in New
6 Castle County; and
7

8 **WHEREAS**, the grant will be used to identify and control lead-based paint hazards
9 in privately-owned housing that is owned or rented by low or very-low-income families;
10 and
11

12 **WHEREAS**, the County Executive has determined that grants anticipated to be
13 received from the U.S. Department of Housing and Urban Development (HUD) and
14 estimated program income will be sufficient to cover the increase in the Grants Budget as
15 hereinafter amended; and
16

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

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

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

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

32 Section 3. It is the intent of the County Council that the provisions of this
33 Ordinance shall be effective retroactive to March 16, 2026.

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: Appropriate federal funds of \$750,000 from the U.S. Department of Housing and Urban Development (HUD) to the FY25 Healthy Homes Supplement – Lead-Based Paint Hazard Reduction grant, which will be administered by the Department of Community Services, Division of Community Development and Housing.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to March 16, 2026.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$750,000 from the U.S. Department of Housing and Urban Development (HUD), which will be administered by the Department of Community Services, Division of Community Development and Housing.

This increase will affect FY2026 through FY2030, since the targeted program completion date for this grant is March 18, 2030.

Acknowledged by the Chief Financial Officer on April 16, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	FY25 Healthy Homes Supplement - Lead Based Paint Hazard Reduction	Ordinance No.	26-047
PROGRAM TITLE:	FY25 Healthy Homes Supplement - Lead Based Paint Hazard Reduction		

Revenue	Current	Change	Revised
Federal	\$ 750,000.00	\$ -	\$ 750,000.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 750,000.00	\$ -	\$ 750,000.00

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 750,000.00	\$ -	\$ 750,000.00
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 750,000.00	\$ -	\$ 750,000.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	3/16/2026
Estimated Program Completion:	3/18/2030
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The FY25 Healthy Homes Supplement - Lead Based Paint Hazard Reduction grant is funded by HUD (U. S. Department of Housing and Urban Development) to identify and control lead-based paint or Healthy Homes hazards in privately-owned housing that is owned or rented by low or very-low income families.

4/28/2026

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-048

**AMEND THE GRANTS BUDGET:
APPROPRIATE FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT TO THE FY25 LEAD-BASED PAINT HAZARD
REDUCTION GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF
COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND
HOUSING**

1 **WHEREAS**, the Lead-Based Paint Hazard Reduction Program is funded from the
2 U.S. Department of Housing and Urban Development (HUD); and
3

4 **WHEREAS**, the families served by the Lead-Based Paint Hazard Reduction
5 Program are low to very-low-income households with children under the age of six in New
6 Castle County; and
7

8 **WHEREAS**, the grant will be used to identify and control lead-based paint hazards
9 in privately-owned housing that is owned or rented by low or very-low-income families;
10 and
11

12 **WHEREAS**, the County Executive has determined that grants anticipated to be
13 received from the U.S. Department of Housing and Urban Development (HUD) and
14 estimated program income will be sufficient to cover the increase in the Grants Budget as
15 hereinafter amended; and
16

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

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

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

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

32 Section 3. It is the intent of the County Council that the provisions of this
33 Ordinance shall be effective retroactive to March 16, 2026.

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: Appropriate federal funds of \$6,937,231 from the U.S. Department of Housing and Urban Development (HUD) to the FY25 Lead-Based Paint Hazard Reduction grant, which will be administered by the Department of Community Services, Division of Community Development and Housing. The required match of \$692,884.89 will be met with \$108,476.11 in previously budgeted Indirect Cost Match; \$250,000 from the City of Wilmington Lead grants; \$316,264.78 from Salaries and Benefits budgeted within Community Services Approved Operating Budget; and \$18,144 from Community Services Administration's Fleet Cross Charges.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to March 16, 2026.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$6,937,231 from the U.S. Department of Housing and Urban Development (HUD), which will be administered by the Department of Community Services, Division of Community Development and Housing.

There is a required match on this grant of \$692,884.89, which will be met with \$108,476.11 in previously budgeted Indirect Cost Match; \$250,000 from the City of Wilmington Lead grants; \$316,264.78 from Salaries and Benefits budgeted within Community Services Approved Operating Budget; and \$18,144 from Community Services Administration's Fleet Cross Charges.

This increase will affect FY2026 through FY2030, since the targeted program completion date for this grant is March 18, 2030.

Acknowledged by the Chief Financial Officer on April 16, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	FY25 Lead Based Paint Hazard Reduction	Ordinance No.	26-048
PROGRAM TITLE:	FY25 Lead Based Paint Hazard Reduction		

Revenue	Current	Change	Revised
Federal	\$ 6,937,231.00	\$ -	\$ 6,937,231.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 6,937,231.00	\$ -	\$ 6,937,231.00

Expense	Current	Change	Revised
Salaries and Wages	\$ 219,960.00	\$ -	\$ 219,960.00
Benefits	\$ 123,947.46	\$ -	\$ 123,947.46
Training/Civic Affairs	\$ 60,170.00	\$ -	\$ 60,170.00
Communication/Utilities	\$ 24,200.00	\$ -	\$ 24,200.00
Materials/Supplies	\$ 10,500.00	\$ -	\$ 10,500.00
Contractual Services	\$ 5,092,500.00	\$ -	\$ 5,092,500.00
Equipment	\$ 33,453.54	\$ -	\$ 33,453.54
Grants/Fixed Charges	\$ 1,372,500.00	\$ -	\$ 1,372,500.00
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 6,937,231.00	\$ -	\$ 6,937,231.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	3/16/2026
Estimated Program Completion:	3/18/2030
The Local Match: \$ 692,884.89	Found in (ORG): Various
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The FY25 Lead Based Paint Hazard Reduction grant is funded by HUD (U. S. Department of Housing and Urban Development) to identify and control lead-based paint hazards in privately-owned housing that is owned or rented by low or very-low income families.

4/28/2026

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-049

**AMEND THE SCOPE OF WORK IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING
FUND CONTRACT WITH NATIONAL ALLIANCE MENTAL ILLNESS TO BE
ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES**

1 **WHEREAS**, Ordinance 21-110 established the Affordable Housing Fund to preserve and
2 develop affordable housing within New Castle County (NCC Code 14.01.020); and
3

4 **WHEREAS**, Ordinance 21-111 allocated \$15,000,000 from the General Fund Tax
5 Stabilization Fund to the Affordable Housing Fund; and
6

7 **WHEREAS**, New Castle County Department of Community Services held public
8 stakeholder meetings to receive feedback and input on the Affordable Housing Fund created to
9 preserve and create affordable housing in New Castle County; and
10

11 **WHEREAS**, from that feedback, New Castle County Department of Community Services
12 released a public Request for Proposal for eligible applicants to apply for funding through the
13 Affordable Housing Fund; and
14

15 **WHEREAS**, Council previously appropriated \$1,352,000 to the National Alliance Mental
16 Illness (NAMI) via Ordinance 22-146 for the acquisition of four homes for individuals with
17 behavioral health conditions earning less than 80% Area Median Income (AMI); and
18

19 **WHEREAS**, this Ordinance requests Council's approval to change the scope of work of
20 Ordinance 22-146. To date, NAMI has purchased and rehabilitated three units. If approved,
21 NAMI will use the project's remaining balance of \$825,939 to rehabilitate three existing group
22 homes with needed repairs instead of purchasing an additional home. This change would
23 increase the number of assisted group home units from the original four to a total of six; and
24

25 **WHEREAS**, the Housing Trust Fund is a separate fund from the Affordable Housing
26 Fund, and the Housing Trust Fund can only be expended for projects within unincorporated
27 areas of New Castle County and there are no Housing Trust Funds included in the funding of
28 this Ordinance; and
29

30 **WHEREAS**, the revenue measures heretofore adopted by County Council are necessary
31 to preserve and develop affordable housing within New Castle County; and
32

33 **WHEREAS**, each contract or purchase order funded through this Affordable Housing
34 Fund appropriation will be submitted on a Resolution for Council's consideration as required by
35 *New Castle County Code § 2.02.004*.

36 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
37

38 Section 1. To preserve and develop an affordable housing project, the change in the
39 scope of work using \$825,939 of previously approved funds in the New Castle County Affordable
40 Housing Fund is hereby approved to be administered by the Department of Community Services.
41

42 Section 2. This Ordinance shall become effective immediately upon its adoption by
43 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* §
44 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 scope of work of Ordinance 22-146. To date, NAMI has purchased and rehabilitated three units. If approved, NAMI will use the project's remaining balance of \$825,939 to rehabilitate three existing group homes with needed repairs instead of purchasing one new home. This change would increase the number of assisted group home units from the original four to a total of six. There is no change to the budget, just to the scope of work. There are no Housing Trust Funds included in the funding of this Ordinance.

FISCAL NOTE: This Ordinance, if approved, will have no change to the original project's budget in the New Castle County Affordable Housing Fund. It will use the project's remaining \$825,939 to rehabilitate three existing homes with needed repairs instead of purchasing one new home. This change would increase the number of assisted group home units from the original four to a total of six. There is no discernible impact to the Operating Budget since this is an appropriation in the Affordable Housing Fund. The Affordable Housing Fund balance available for appropriation is \$0 as of March 12, 2026.

Acknowledged by the Chief Financial Officer on April 16, 2026.

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-050

**AMEND THE SCOPE OF WORK IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING
FUND CONTRACT WITH WILMINGTON NEIGHBORHOOD CONSERVANCY TO BE
ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES**

1 **WHEREAS**, Ordinance 21-110 established the Affordable Housing Fund to preserve and
2 develop affordable housing within New Castle County (NCC Code 14.01.020); and
3

4 **WHEREAS**, Ordinance 21-111 allocated \$15,000,000 from the General Fund Tax
5 Stabilization Fund to the Affordable Housing Fund; and
6

7 **WHEREAS**, New Castle County Department of Community Services held public
8 stakeholder meetings to receive feedback and input on the Affordable Housing Fund created to
9 preserve and create affordable housing in New Castle County; and
10

11 **WHEREAS**, from that feedback, New Castle County Department of Community Services
12 released a public Request for Proposal for eligible applicants to apply for funding through the
13 Affordable Housing Fund; and
14

15 **WHEREAS**, Council previously appropriated \$500,000 to the Wilmington Neighborhood
16 Conservancy via Resolution 22-229 for the acquisition and new construction of 40 affordable
17 housing units located within a 10-block radius (Lower Hilltop) of 4th Street, Wilmington, DE for
18 families earning less than 80% Area Median Income (AMI); and
19

20 **WHEREAS**, this Ordinance requests Council's approval to change the scope of work of
21 Resolution 22-229. To date, the Wilmington Neighborhood Conservancy Land Bank project in
22 the Lower Hilltop area has not been initiated. Therefore, the Department of Community Services
23 requests Council's approval to redirect the \$500,000 to the Elbert Palmer Affordable Townhouse
24 project, also administered by the Wilmington Neighborhood Conservancy Land Bank. This new
25 project involves the construction of 30 affordable townhouse units intended for first-time
26 homebuyers. The development will be located at 1210 Lobdell Street in Wilmington and is
27 projected to be completed by September 2028; and
28

29 **WHEREAS**, the Housing Trust Fund is a separate fund from the Affordable Housing
30 Fund, and the Housing Trust Fund can only be expended for projects within unincorporated
31 areas of New Castle County and there are no Housing Trust Funds included in the funding of
32 this Ordinance; and
33

34 **WHEREAS**, the revenue measures heretofore adopted by County Council are necessary
35 to preserve and develop affordable housing within New Castle County; and
36

37 **WHEREAS**, each contract or purchase order funded through this Affordable Housing
38 Fund appropriation will be submitted on a Resolution for Council's consideration as required by
39 *New Castle County Code § 2.02.004.*

40 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
41

42 Section 1. To preserve and develop an affordable housing project, the change in the
43 scope of work using \$500,000 of previously approved funds in the New Castle County Affordable
44 Housing Fund is hereby approved to be administered by the Department of Community Services.
45

46 Section 2. This Ordinance shall become effective immediately upon its adoption by the
47 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* §
48 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 scope of work of Resolution 22-229. To date, the Wilmington Neighborhood Conservancy Land Bank project in the Lower Hilltop area has not been initiated. Therefore, the Department of Community Services requests Council's approval to redirect the \$500,000 to the Elbert Palmer Affordable Townhouse project, also administered by the Wilmington Neighborhood Conservancy Land Bank. This new project involves the construction of 30 affordable townhouse units intended for first-time homebuyers. The development will be located at 1210 Lobdell Street in Wilmington and is projected to be completed by September 2028. There is no change to the budget, just to the scope of work. There are no Housing Trust Funds included in the funding of this Ordinance.

FISCAL NOTE: This Ordinance, if approved, will have no change to the original project's budget in the New Castle County Affordable Housing Fund. It will use the project's initial \$500,000 for the construction of 30 affordable townhouse units intended for first-time homebuyers. The development will be located at 1210 Lobdell Street in Wilmington and is projected to be completed by September 2028. There is no discernible impact to the Operating Budget since this is an appropriation in the Affordable Housing Fund. The Affordable Housing Fund balance available for appropriation is \$0 as of March 12, 2026.

Acknowledged by the Chief Financial Officer on April 16, 2026.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: April 28, 2026

ORDINANCE NO. 26-051

**AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED
SERVICE EMPLOYEES AND ADOPT THE CLASS SPECIFICATION OF LEAD
PROGRAM ADMINISTRATOR AND LEAD PROGRAM ASSISTANT ADMINISTRATOR
FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY
DEVELOPMENT AND HOUSING**

1 **WHEREAS**, the Department of Community Services, Division of Community
2 Development and Housing has determined that it is necessary to make organizational
3 changes to operate most effectively; and
4

5 **WHEREAS**, the Department submitted a new class specification for Lead Program
6 Administrator at Pay Grade 34, and Lead Program Assistant Administrator at Pay Grade 26;
7 and
8

9 **WHEREAS**, the Human Resources Advisory Board at its meeting on April 2, 2026,
10 recommended that the class specification for the new position title of Lead Program
11 Administrator (Pay Grade 34) and Lead Program Assistant Administrator (Pay Grade 26) be
12 added to the Pay Plan and Rates of Pay for Non-Union Classified Service Employees; and
13

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

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

19 Section 1. The Class Specifications for Lead Program Administrator is adopted as set
20 forth in Exhibit "A."
21

22 Section 2. The Class Specification for Lead Program Assistant Administrator is
23 adopted as set forth in Exhibit "B."
24

25 Section 3. The Pay Plan and Rates of Pay for Non-Union Classified Service
26 Employees, effective July 1, 2025 through June 30, 2026, is hereby amended by adding the
27 material that is underscored as set forth in Exhibit "C."
28

29 Section 5. The Pay Plan and Rates of Pay for Non-Union Classified Service
30 Employees, effective July 1, 2026, is hereby amended by adding the material that is
31 underscored as set forth in Exhibit "D."
32

33 Section 4. This Ordinance shall become effective immediately upon its adoption by
34 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.*
35 § 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, adds the position titles of Lead Program Administrator (Pay Grade 34) and Lead Program Assistant Administrator (Pay Grade 26) to the Pay Plan and Rate of Pay for Non-Union Classified Service Employees and adopts the class specifications of Lead Program Administrator and Lead Program Assistant Administrator, as recommended by the Human Resources Advisory Board.

FISCAL IMPACT: This Ordinance, if approved, adds the position titles of Lead Program Administrator (Pay Grade 34) and Lead Program Assistant Administrator to the Pay Plan and Rate of Pay for Non-Union Classified Service Employees and adopts the class specification of Lead Program Administrator and Lead Program Assistant Administrator, as recommended by the Human Resources Advisory Board.

There will be no discernible fiscal impact upon the adoption of this Ordinance.

Acknowledged by the Chief Financial Officer April 16, 2026.

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number NEW Page 1 of 3 Date DRAFT
Title: LEAD PROGRAM ADMINISTRATOR	Approved:

DISTINGUISHING FEATURES OF THE CLASS:

The Community Services Lead Program Administrator provides senior program leadership and administrative oversight for the County's lead hazard reduction and healthy homes initiatives. This role ensures program integrity, compliance with federal and state funding requirements, operational quality control, community outreach and partnerships, and effective delivery of services that prevent lead exposure and improve residential health conditions for eligible County residents. The incumbent works collaboratively across departments, with community partners, and with state and federal agencies to advance program goals.

ESSENTIAL FUNCTIONS:

Program Leadership & Administration

- Lead the planning, development, implementation, and evaluation of the County's **Lead Hazard Reduction (No Lead) and Healthy Homes Programs**, ensuring that program goals align with community needs and funding requirements.
- Oversee program operations, including intake, eligibility assessment, environmental hazard identification, remediation coordination, and follow-up service delivery.
- Establish and enforce policies, procedures, quality assurance standards, and performance metrics for program activities.
- Ensure compliance with applicable federal and state grant requirements, including funding reporting, documentation, and auditing obligations.

Operational & Staff Management

- Supervise program managers and professional staff responsible for case management, environmental assessments, contractor coordination, and community outreach.
- Recruit, train, evaluate, and develop staff; promote a high standard of customer service and professional performance across teams.
- Facilitate effective internal communication, coordination, and resource allocation to support program delivery.

Fiscal & Grant Oversight

- Assist with the preparation of annual budgets and manage program expenditures within approved funding levels.
- Oversee grant administration, including proposal development, budget submission, progress reporting, and compliance documentation.
- Monitor contracts and procurements with certified inspectors, remediation contractors, and service providers.

Community Outreach & Stakeholder Engagement

- Represent the County in community presentations, public meetings, advisory groups, and interagency collaborations to increase public awareness of lead safety and healthy housing initiatives.
- Cultivate and maintain partnerships with community organizations, health departments, housing authorities, social service agencies, and advocacy groups.
- Engage directly with residents, landlords, property owners, and families to facilitate access to services and support informed decision-making about lead and home health hazards.

Quality Assurance & Continuous Improvement

- Implement data collection, tracking, and reporting systems to measure program effectiveness, identify trends, and recommend improvements.
- Develop educational materials, training, and workshops for residents, community partners, and staff to promote lead safety, healthy home practices, and hazard prevention techniques.
- Evaluate program outcomes and participate in strategic planning to adapt services based on community feedback and emerging public health needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough understanding of lead hazard issues, healthy homes principles, environmental health considerations, and related public health practices.
- Knowledge of applicable federal and state regulations and guidelines related to lead poisoning prevention and healthy housing programs.
- Strong leadership, program management, and organizational skills.
- Excellent written and oral communication skills, including public speaking and report preparation.
- Proficiency in developing policies, procedures, and program documentation.
- Ability to supervise and motivate staff, manage multiple priorities, and make sound decisions under pressure.
- Ability to build productive partnerships with internal and external stakeholders.

- Commitment to high standards of service to diverse communities, with sensitivity to cultural and socioeconomic factors.

MINIMUM REQUIREMENTS:

- Bachelor's degree from an accredited college or university in public administration, environmental health, social services, community development, urban planning, or a closely related field (or an equivalent of education and experience).
- At least five (5) years of progressively responsible experience in program administration, community services, housing, environmental health, or related fields.
- Experience managing federal/state funded programs, grants, and compliance reporting is strongly preferred.
- Demonstrated experience in supervision, program development, and community engagement.

ADDITIONAL REQUIREMENTS:

- Valid driver's license and ability to travel locally to service sites, meetings, and community events.
- Ability to work occasional evenings or weekends as program needs require.
- Must pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.
- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

HISTORY OF REVISIONS:
Established: NEW

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number NEW Page 1 of 2 Date DRAFT
Title: LEAD PROGRAM ASSISTANT ADMINISTRATOR	Approved:

DISTINGUISHING FEATURES OF THE CLASS:

The Community Services Lead Program Administrator Assistant supports the leadership, planning, coordination, and operational management of the County's Lead Hazard Reduction and Healthy Homes programs. This role assists in ensuring effective service delivery, compliance with funding requirements, quality assurance, community outreach, interagency collaboration, and data-driven program evaluation that help reduce lead exposure risks and improve residential health conditions for eligible New Castle County residents.

ESSENTIAL FUNCTIONS:

Program Support & Operations

- Assist in day-to-day administrative and program oversight of the *Lead Hazard Reduction* and *Healthy Homes* initiatives, ensuring services are delivered in accordance with program goals, funding requirements, and relevant regulations.
- Support intake and eligibility processes for residents seeking services, ensuring accurate assessment and appropriate referrals.
- Coordinate with field assessment teams, contractors, and inspectors to facilitate environmental assessments, hazard remediation, and follow-up interventions.
- Monitor case progress, collect service delivery data, and assist in preparation of reports and documentation required for internal oversight and external compliance.
- Help develop and maintain policies, procedures, and operational standards to ensure program quality and consistency.

Administrative & Fiscal Duties

- Assist in preparing program budgets, tracking expenditures, and managing resources to stay within approved funding levels.
- Support grant administration activities, including data collection for progress reporting, compiling documentation for audits, and ensuring compliance with federal/state funding requirements.
- Help manage contracts, agreements, and relationships with vendors, certified lead professionals, and service providers.

Community Outreach & Engagement

- Participate in community outreach efforts designed to raise awareness of the *No-Lead* and *Healthy Homes* services among residents, landlords, property owners, and community partners.
- Assist in creating and disseminating educational materials on lead hazards, healthy housing practices, and how to access services.
- Represent the division at community meetings, workshops, and informational events as needed.

Quality Assurance & Continuous Improvement

- Assist in development and maintenance of data collection, tracking systems, and performance measures to evaluate program effectiveness, identify trends, and recommend improvements.
- Support program evaluation efforts and prepare information for periodic program reviews, strategic planning, and service enhancement initiatives.

Supervision & Team Collaboration

- Provide guidance and operational support to program staff, contractors, and temporary personnel engaged in program activities.
- Work collaboratively with the Community Services Administrator, division leadership, and cross-department teams to coordinate work efforts and address operational challenges.

Required Knowledge, Skills & Abilities

- Understanding of environmental health issues, especially lead hazard mitigation and healthy home interventions, and the impact of these issues on community health and safety.
- Familiarity with federal and state grant administration practices, including reporting, documentation, and compliance expectations.
- Strong organizational and administrative skills with the ability to coordinate multiple tasks and priorities effectively.
- Excellent written and verbal communication skills suitable for preparing reports, community outreach materials, and stakeholder correspondence.
- Competency in collecting, analyzing, and interpreting program data to support reporting and continuous improvement.
- Ability to work collaboratively in a team environment, provide operational direction when needed, and communicate effectively with diverse populations.
- Capacity to manage client-focused processes with empathy, confidentiality, professionalism, and a commitment to equitable service delivery.

MINIMUM REQUIREMENTS:

- Bachelor's degree from an accredited college or university in public administration, environmental health, social services, community development, urban planning, or a closely related field (or an equivalent of education and experience).
- At least three (3) years of progressively responsible experience in program administration, community services, housing, environmental health, or social service delivery.
- Experience in grant-funded program operations, community outreach, and data reporting is strongly preferred.

ADDITIONAL REQUIREMENTS:

- Valid driver's license and ability to travel locally to service sites, meetings, and community events.
- Ability to work occasional evenings or weekends as program needs require.
- Must pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.
- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

HISTORY OF REVISIONS:

Established: NEW

26-051

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	35,803	37,592	39,472	41,446	43,518	45,693	47,977	50,376	52,895	55,540	58,317
INSURANCE CLAIMS ASSISTANT	17	37,593	39,473	41,447	43,519	45,695	47,980	50,379	52,898	55,543	58,320	61,236
SENIOR SERVICES CENTER DIRECTOR	18	39,474	41,448	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,300
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,299	67,514	70,889
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	47,980	50,379	52,898	55,543	58,320	61,237	64,298	67,513	70,888	74,433	78,155
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	50,378	52,897	55,542	58,319	61,236	64,297	67,512	70,887	74,432	78,154	82,061
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	52,900	55,544	58,321	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	55,545	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR <u>LEAD PROGRAM ASSISTANT ADMINISTRATOR</u>	26	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476	95,000
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749	104,737
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR PARKS DEVELOPMENT PLANNER PAYROLL SUPERVISOR PENSION ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	70,891	74,435	78,157	82,065	86,168	90,476	95,001	99,750	104,738	109,975	115,474
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	74,439	78,160	82,068	86,171	90,479	95,004	99,753	104,742	109,979	115,477	121,251

26-051

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
DEPARTMENT FINANCE OFFICER	32	78,159	82,067	86,170	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312
INFORMATION SYSTEMS ASSISTANT MANAGER												
LICENSING MANAGER												
MANAGEMENT AND PRODUCTIVITY MANAGER												
PLANNING MANAGER												
SENIOR FINANCIAL OFFICER												
ACCOUNTING AND FISCAL MANAGER	34	86,169	90,477	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,359
ASSISTANT LAND USE MANAGER												
CHIEF OF SPECIAL PROJECTS												
COMMUNITY SERVICES MANAGER												
CONSTRUCTION SUPPORT DIVISION MANAGER												
COUNTY ASSESSOR												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
<u>LEAD PROGRAM ADMINISTRATOR</u>												
PARKS DIVISION MANAGER												
PENSION PROGRAM MANAGER												
SEWER OPERATIONS MANAGER												
STORMWATER & ENVIRONMENTAL PROGS. MGR												
TREASURY MANAGER												
FINANCE LEGAL OFFICER	35	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312	133,677	140,361	147,379
HUMAN RESOURCES MANAGER												
DEPUTY CHIEF FINANCIAL OFFICER	36	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,358	147,376	154,745
FIRST ASSISTANT COUNTY ATTORNEY												
PUBLIC WORKS SENIOR MANAGER												
DEPUTY CHIEF OF TECHNOLOGY												

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

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	83,144	87,050	91,155	95,463	99,986	104,738	109,725	114,962	120,459	126,234	132,546
CHIEF OF EMERGENCY COMMUNICATIONS	36	99,525	104,275	109,261	114,499	119,997	125,770	131,832	138,198	144,881	151,899	159,495
CHIEF OF EMERGENCY MEDICAL SERVICES	38	112,278	117,516	123,014	128,787	134,849	141,216	147,900	154,918	162,287	170,024	178,526

*Effective: 07/01/2025 (Ordinance 23-063)**Revised: 07/01/2025 (Ordinance 23-086)**Revised: 08/29/2023 (Ordinance 23-097)**Revised: 08/01/2023 (Ordinance 23-126)**Revised: 07/07/2022 (Ordinance 24-013)**Revised: 10/8/2024 (Ordinance 24-148 and Ordinance 24-149)**Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11**Revised: 11/19/2024 (Ordinance 24-160)**Revised: 02/24/2025 (Ordinance 25-016)**Revised: 04/11/2025 (Ordinance 25-031)**Revised: 10/21/2025 (Ordinance 25-119)**Revised: 11/25/2025 (Ordinance 25-144)**Revised: 02/27/2026 (Ordinance 26-009)**Revised: 03/18/2026 (Ordinance 26-022)**Revised: xx/xx/xxxx (Ordinance 26-xxx) - Lead Program Administrator & Lead Program Assistant Administrator*

26-051

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	36,699	38,532	40,459	42,483	44,606	46,836	49,177	51,636	54,218	56,929	59,775
INSURANCE CLAIMS ASSISTANT	17	38,533	40,460	42,484	44,607	46,838	49,180	51,639	54,221	56,932	59,778	62,767
SENIOR SERVICES CENTER DIRECTOR	18	40,461	42,485	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,908
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,907	69,202	72,662
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	49,180	51,639	54,221	56,932	59,778	62,768	65,906	69,201	72,661	76,294	80,109
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	51,638	54,220	56,931	59,777	62,767	65,905	69,200	72,660	76,293	80,108	84,113
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	54,223	56,933	59,780	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	56,934	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR <u>LEAD PROGRAM ASSISTANT ADMINISTRATOR</u>	26	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738	97,375
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243	107,356
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR PARKS DEVELOPMENT PLANNER PAYROLL SUPERVISOR PENSION ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	72,664	76,296	80,111	84,117	88,323	92,738	97,377	102,244	107,357	112,725	118,361
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	76,300	80,114	84,120	88,326	92,741	97,380	102,247	107,361	112,729	118,364	124,283

26-051

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
DEPARTMENT FINANCE OFFICER	32	80,113	84,119	88,325	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495
INFORMATION SYSTEMS ASSISTANT MANAGER												
LICENSING MANAGER												
MANAGEMENT AND PRODUCTIVITY MANAGER												
PLANNING MANAGER												
SENIOR FINANCIAL OFFICER												
ACCOUNTING AND FISCAL MANAGER	34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,868
ASSISTANT LAND USE MANAGER												
CHIEF OF SPECIAL PROJECTS												
COMMUNITY SERVICES MANAGER												
CONSTRUCTION SUPPORT DIVISION MANAGER												
COUNTY ASSESSOR												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
<u>LEAD PROGRAM ADMINISTRATOR</u>												
PARKS DIVISION MANAGER												
PENSION PROGRAM MANAGER												
SEWER OPERATIONS MANAGER												
STORMWATER & ENVIRONMENTAL PROGS. MGR												
TREASURY MANAGER												
FINANCE LEGAL OFFICER	35	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495	137,019	143,871	151,064
HUMAN RESOURCES MANAGER												
DEPUTY CHIEF FINANCIAL OFFICER	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061	158,614
FIRST ASSISTANT COUNTY ATTORNEY												
PUBLIC WORKS SENIOR MANAGER												
DEPUTY CHIEF OF TECHNOLOGY												

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

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	85,223	89,226	93,434	97,850	102,486	107,356	112,469	117,836	123,471	129,391	135,860
CHIEF OF EMERGENCY COMMUNICATIONS	36	102,014	106,882	111,993	117,362	122,997	128,915	135,128	141,653	148,504	155,697	163,483
CHIEF OF EMERGENCY MEDICAL SERVICES	38	115,085	120,454	126,090	132,007	138,221	144,747	151,598	158,791	166,345	174,275	182,990

*Effective: 07/01/2026 (Ordinance 23-063)**Revised: 07/01/2026 (Ordinance 23-086)**Revised: 08/29/2023 (Ordinance 23-097)**Revised: 08/01/2023 (Ordinance 23-126)**Revised: 07/07/2022 (Ordinance 24-013)**Revised: 10/8/2024 (Ordinance 24-148 and Ordinance 24-149)**Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11**Revised: 11/19/2024 (Ordinance 24-160)**Revised: 02/24/2025 (Ordinance 25-016)**Revised: 04/11/2025 (Ordinance 25-031)**Revised: 10/21/2025 (Ordinance 25-119)**Revised: 11/25/2025 (Ordinance 25-144)**Revised: 02/27/2026 (Ordinance 26-009)**Revised: 03/18/2026 (Ordinance 26-022)**Revised: xx/xx/xxxx (Ordinance 26-xxx) - Lead Program Administrator & Lead Program Assistant Administrator*

**NEW CASTLE COUNTY
MINUTES OF HUMAN RESOURCES ADVISORY BOARD MEETING**

April 2, 2026

Board Members Present:

Valencia L. Brown, J.D., Chair
Nakishia Williams Bailey, Member

Board Members Absent:

None

Others Present:

Dusty Blakey – Office of Human Resources
Candy Boayue – Office of Human Resources
Yiannis Floropoulos – Office of Human Resources
Laura McDermott – Office of Human Resources
Carol Meadows – Office of Human Resources
Jacquelyn Moore – Office of Human Resources
Patricia Purnell – Office of Human Resources
Kathy Raduszewski – Office of Human Resources
Tonya Burbage – Community Services Department
Carrie Casey – Community Services Department
Franchon Dickinson – Community Services Department
Assunta Scarpitti – Community Services Department
Kenneth Dunn – Executive Office
Jane Rattenni – Executive Office
Toni Friesson-Jones – Office of Finance
Dawn Morrison – Office of Finance
Kellie Kemble – Land Use Department
Linda Carmichael – Office of Law, Attorney representing Human Resources
Aysha Gregory – Office of Law, Attorney representing the Board
Paul Frese – Public Works

The meeting was held on Thursday, April 2, 2026, in-person and by Teams video and audio conference, in the Managers Room, New Castle County Government Center, 87 Reads Way, New Castle, Delaware. Board Chair Valencia Brown called the meeting to order at 8:32 a.m. Dr. Brown introduced herself and asked those present in the room and on the call to introduce themselves.

Dr. Brown read the first Agenda item (listed below).

1. Approval of Meeting Minutes of February 5, 2026

Board Member Nakishia Williams Bailey made a motion to approve the meeting minutes of February 5, 2026. Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown read the next Agenda item.

2. Recommendation of new class specification of Lead Program Administrator (Pay Plan and

Rates of Pay for Non-Union Classified Service Employees) Pay Grade 34 (\$86,169 to \$140,359)

Carrie Casey, General Manager, Community Services, thanked HR for working with her department, along with Claire Dematius, in looking at some of their positions. It had been a wonderful, exciting validating process and she shared some of the fruits of that work. The first position was the Lead Program Administrator. The lead program in the Healthy Homes Program had become a core program within the Department of Community Services. Ms. Casey mentioned that she was also joined in the meeting by Franchon and Tonya, who currently work in that program. HUD administered the grant and it is probably the most administratively cumbersome program that it offers. They had always been wary of this grant because of its administrative requirements. In 2019, they applied for and received funding and hired 2 employees as Executive Assistants (EAs) to help administer the grant. Since that time, they have really become big supporters, realizing that this was a program that the County should offer. They have also been awarded over \$24 million in HUD funding. Because of this, they thought it was time to make the shift from EA appointed positions to permanent positions and to solidify the fact that the Healthy Homes Program that serves low-income people, children under the age of 6, pregnant moms, seniors with home repair, lead remediation, and things of that nature were part of their department's core programs. These two positions would allow them to recruit, get the best candidates, and create permanent positions for the programs now that they had been responsible for them for 7 years. They believed that the job specifications outlined what they needed in these positions. HR will send these out through a competitive employment process. They will be converting those EAs into these positions, no longer having those EAs.

Dr. Brown had questions concerning the Org Chart, showing two individuals who were already predestined to be in the 2 new positions, Lead Program Administrator and Lead Program Assistant Administrator. Dr. Brown did not doubt that it might happen with a competitive process, but since it was mentioned by Ms. Casey that there would be that competitive process, the Org Chart ideally should have shown those folks with their current EA titles instead of the new titles. An additional org chart could show the new titles as vacant. It was suggested to revise those before presenting to Council. Dr. Brown was surprised it had been 7 years but also reminded the group that we had had COVID in the midst of it all. Dr. Brown also questioned the format of the specs as they had changed. Jackie Moore, HR Administrator, responded that they were working on class specs for the entire County and that the format was indeed changing, that they were broken out a little more in alignment with the LEAD Program. They were all going to look a bit different because of the different functions and responsibilities. Dusty Blakey, CHRO commented that they were still working on them.

Board Member Nakishia Williams Bailey made a motion to approve the recommendation of new class specification of Lead Program Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 34 (\$86,169 to \$140,359). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown read the next Agenda item.

3. Recommendation of new class specification of Lead Program Assistant Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 26 (\$58,322 to \$95,000)

Carrie Casey, Community Services General Manager, spoke again. As was covered with the Lead Program Administrator, they wanted to create this second permanent position of Assistant Administrator to support the work of the Lead and Healthy Homes Program in partnership with the LEAD Program Administrator. As stated, they have had this grant since 2019. They have

been awarded some of the largest grants in the country. They do work all throughout the County and because of the administrative requirements of the programs, they wanted to make these 2 positions permanent so that we were following all HUD requirements. There are a lot of moving parts so we felt that having 2 permanent positions would keep those core functions of the Lead and Healthy Homes Program moving. Ms. Casey announced that Franchon Dickinson completed negotiations with HUD and that they were getting an award of \$7.8 million next but had also received \$8.7 million a few years ago and with it, were doing a lot of lead work and also healthy homes work which was making sure that people were living in healthy environments throughout the County, including the City of Wilmington.

Board Member Nakishia Williams Bailey made a motion to approve the recommendation of new class specification of Lead Program Assistant Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 26 (\$58,322 to \$95,000). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown suggested combining Items #4 and #5 and read them to the group.

4. Recommendation of new class specification of Housing Program Assistant I (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 20 (\$43,518 to \$67,515)
5. Recommendation of new class specification of Housing Program Assistant II (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 23 (\$50,378 to \$78,157)

Carrie Casey, Community Services General Manager recognized Assunta Scarpitti, Housing Authority Administrator, of the Housing Choice Voucher Program, who started as a Housing Program Assistant and has worked up to Administrator of their program. These 2 positions were 100% federally funded and are part of their Housing Choice Voucher Program, which is the largest federally funded program they have in the County. They receive anywhere between \$18-\$20,000,000 a year to provide housing rental subsidies to up to 1,800 families. They pay about \$1,000,000 a month for people who need assistance with their rent. It is probably their most requested program with 5,000 people on a waiting list. The Housing Program Assistant I & II positions are basically the case managers--they have 250-300 caseloads a month, bringing people into their program, making sure their incomes, etc., are eligible, and conducting annual recertifications. Ms. Casey expressed her gratefulness to the Executive Office and Human Resources, as well as to Claire DeMatteis, Esq., Global Kompass Strategies, Inc., who assisted with the specs. Ms. Casey claimed she had tried to create a career ladder after starting with the County, almost 17 years ago and after researching, realized there are career ladders all over the country for Section 8 Housing Choice Voucher Programs, along with a program for people to reach a higher level of analysis and certification. This is the basis for the Housing Program Assistants I and II as they reviewed the job specs for the roles. They perform very complex eligibility reviews, support the administration of our housing programs including processing assistance, maintaining comp documentation, and ensuring adherence to state and county regulations. This again is highly program specific. They are audited (to the penny) through outside auditors, as well as through HUD. Subsequently, they wanted to create a higher-level career ladder for the folks who were working in their program to seek certification and seek that higher level program requirement. A Housing Program Assistant I, coming into their program, working for a few years, hopefully works towards their certification which requires a weeklong training as well as testing, then moves on to Housing Program Assistant II. They are people who work unbelievably hard from the second they walk in the office to the second they leave. Ms.

Casey thought that this career ladder would retain staff and validate the work they do. Dr. Brown mentioned possible housekeeping on one of the specs with a change to wording in a title.

Franchon Dickinson, Executive Assistant II thanked everyone for their consideration since HUD likes to see this type of permanency in order for them to receive such large awards.

Assunta Scarpitti, Administrator, New Castle County Housing Authority stated that this type of job was very difficult, dealing with all kinds of people, lots of changes, deadlines, and plenty to know. With the next day being a holiday, their office would pay for it because nothing ever stops, her team works constantly. She can back up everything they do 100%. If they do not work, their deadlines are not met, and they would receive backlash from HUD. So, they have been high performers--they are doing so well, and if some staff are out for medical, they all jump in to cover, and everyone does their job plus some. She just thanked everyone for this, because this was huge.

Board Member Nakishia Williams Bailey made a motion to approve the recommendations of new class specification of Housing Program Assistant I (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 20 (\$43,518 to \$67,515) and,

To approve new class specification of Housing Program Assistant II (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 23 (\$50,378 to \$78,157). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown ended with a comment for those who may not have understood why she stressed the importance of showing that the positions were vacant on the Org Chart. They go on the record as saying that there will be an open competitive process and they should know that when we have people already working in a particular class specifically, they are gaining the skills so that they will be successful.

Board Chair, Valencia Brown adjourned the Human Resources Advisory Board meeting at 9:01 a.m.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: April 28, 2026

ORDINANCE NO. 26-052

**AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR
WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND ADOPT
THE NEW CLASS SPECIFICATION OF HOUSING PROGRAM ASSISTANT I AND
HOUSING PROGRAM ASSISTANT II FOR THE DEPARTMENT OF COMMUNITY
SERVICES, DIVISION OF COMMUNITY DEVELOPMENT & HOUSING**

1 **WHEREAS**, the Department of Community Services, Division of Community
2 Development & Housing has determined that it is necessary to make organizational changes
3 to operate most effectively; and
4

5 **WHEREAS**, the Department submitted a new class specification for Housing Program
6 Assistant I at Pay Grade 20; and
7

8 **WHEREAS**, the Department submitted a new class specification for Housing Program
9 Assistant II at Pay Grade 23 that requires experience, strong performance and ability to
10 handle more complex cases and compliance tasks, as well as a Certification as Section 8
11 Housing Choice Voucher Specialist, and completion of two (2) years service as a New Castle
12 county Housing Program Assistant I; and
13

14 **WHEREAS**, the Human Resources Advisory Board at its meeting on April 2, 2026,
15 recommended that the class specification for the new position title of Housing Program
16 Assistant I (Pay Grade 20) and Housing Program Assistant II (Pay Grade 23) be added to
17 the Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees
18 represented by the Delaware Public Employees Council 81, AFSME, AFL-CIO, Affiliate Local
19 1607; and
20

21 **WHEREAS**, the Chief Human Resources Officer concurs with the recommendation of
22 the Human Resources Advisory Board.
23

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

26 Section 1. The Class Specification for Housing Program Assistant I is adopted as set
27 forth in Exhibit "A."
28

29 Section 2. The Class Specification for Housing Program Assistant II is adopted as set
30 forth in Exhibit "B".
31

32 Section 3. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek
33 Employees represented by the Delaware Public Employees Council 81, AFSME, AFL-CIO,
34 Affiliate Local 1607, effective July 1, 2025 through June 30, 2026, is hereby amended by
35 adding the material that is underscored as set forth in Exhibit "C."

36 Section 4. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek
37 Employees represented by the Delaware Public Employees Council 81, AFSME, AFL-CIO,
38 Affiliate Local 1607, effective July 1, 2025 through June 30, 2026, is hereby amended by
39 adding the material that is underscored as set forth in Exhibit "D."
40

41 Section 11. This Ordinance shall become effective immediately upon its adoption by
42 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.*
43 § 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, adds the position titles of Housing Program Assistant I (Pay Grade 20) and Housing Program Assistant II (Pay Grade 23) to the Pay Plan and Rate of Pay for Classified Service 35-Hour Workweek Employees represented by the Delaware Public Employees Council 81, AFSME, AFL-CIO, Affiliate Local 1607, and adopts the class specification of Housing Program Assistant I and Housing Program Assistant II, as recommended by the Human Resources Advisory Board.

FISCAL IMPACT: This Ordinance, if approved, adds the position titles of Housing Program Assistant I (Pay Grade 20) and Housing Program Assistant II (Pay Grade 23) to the Pay Plan and Rate of Pay for Classified Service 35-Hour Workweek Employees represented by the Delaware public Employees Council 81, AFSME, AFL-CIO, Affiliate Local 1607, and adopts the class specification of Housing Program Assistant I and II, as recommended by the Human Resources Advisory Board.

There will be no discernible fiscal impact upon the adoption of this Ordinance.

Acknowledged by the Chief Financial Officer April 16, 2026.

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number 1440 Page 1 of 3 Date
Title: HOUSING PROGRAM ASSISTANT I	Approved:

DISTINGUISHING FEATURES OF THE CLASS:

Performs entry-level administrative and program support work in assisting with the delivery of County housing and community development programs. Supports staff working on housing assistance, community development grants, program intake, and resident services. Does related work as required.

An employee in this class performs routine to moderately complex clerical, customer service, and technical support tasks related to housing programs. Duties involve assisting applicants, maintaining records, processing documentation, and supporting program operations.

Work is performed under close supervision, with assignments reviewed for accuracy, completeness, and adherence to program rules and County procedures. This is the entry-level classification in the Housing Program Assistant career ladder.

ESSENTIAL FUNCTIONS:

- Reviews, interprets and follows Federal regulations regarding housing assistance programs.
- Interview program applicants/participants and determines eligibility.
- Calculates income, deductions, amount of rental payment, amount of utility allowance and related figures.
- Prepares automated and manual payments requests to meet contractual obligations.
- Conducts applicant intake for housing programs, including answering inquiries, distributing forms, and explaining basic program requirements.
- Receives and reviews applications for completeness; assists applicants in assembling required documentation.
- Maintains case files, electronic records, and databases; enters and updates applicant and participant information.
- Provides customer service to applicants, landlords, community partners, and the public.
- Assists in coordinating services, processing invoices, and assembling program packets.
- Processes mail, maintains logs, and organizes filing systems.
- Tracks the status of applications and forwards issues to appropriate management

staff.

- Performs general office support including copying, scanning, data entry, and record maintenance.
- Operates a personal computer and other related equipment in the performance of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of office practices, procedures, and recordkeeping.
- Ability to understand and explain program rules, forms, and procedures to applicants.
- Skill in using computers, databases, and standard office software.
- Ability to work with diverse populations in a courteous and professional manner.
- Ability to maintain accurate files, enter data correctly, and follow established procedures.
- Strong customer service and communication skills.
- Ability to maintain confidentiality.

MINIMUM QUALIFICATIONS:

- Associate's degree from an accredited college or university in public administration, social services, housing services or related field preferred or equivalent experience in social services, housing services or related field.
- One (1) year of customer service, administrative or clerical experience preferred.

ADDITIONAL REQUIREMENTS:

- Valid Delaware Class D Driver's License or it's equivalent.
- Must pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.
- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

CAREER LADDER STRUCTURE:

LEVEL	NATURE OF WORK	SUPERVISION REQUIRED	ADVANCEMENT REQUIREMENTS
Housing Program Assistant I	Entry-level administrative and program support	Close supervision	Demonstrated proficiency, reliability and knowledge of housing programs
Housing Program Assistant II	Full-performance level; independent technical support	General supervision	Experience, strong performance and ability to handle more complex cases and compliance tasks. Certification as a Section 8 Housing Choice Voucher Specialist. Completion of two years of service as a New Castle County Housing Program Assistant I.

HISTORY OF REVISIONS:

Established NEW

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number NEW Page 1 of 3 Date DRAFT
Title: HOUSING PROGRAM ASSISTANT II	Approved:

DISTINGUISHING FEATURES OF THE CLASS:

Performs responsible technical and administrative work in support of County housing and community development programs. Provides advanced assistance to applicants, manages more complex case records, performs program eligibility reviews, and supports program compliance and reporting. An employee in this class performs more complex administrative and technical duties requiring a deeper understanding of housing program rules, documentation, and processes.

The position involves more independent judgment, may serve as a resource to Housing Program Assistant I employees, and handles more sensitive or detailed program transactions. Work is performed under general supervision.

ESSENTIAL FUNCTIONS:

- Conducts detailed eligibility reviews for housing programs by verifying income, household composition, residency, and other required data.
- Assists with processing of rental assistance, rehabilitation programs, homebuyer assistance, community development grants, or other assigned housing initiatives.
- Prepares drafts of agreements, inspection notices, participant communications, and compliance documentation.
- Maintains tracking systems for deadlines, recertifications, payments, inspections, and program milestones.
- Assists in preparing reports and documentation for federal, state, grant, or internal audits.
- Coordinates with landlords, contractors, housing counselors, and community partners to support program delivery.
- Assists with organizing outreach events, program workshops, and public information sessions.
- Conducts more complex data entry, reconciliations, and quality checks in program databases and software.
- Reviews applications and identifies discrepancies or missing information; follows up with applicants and stakeholders.
- Provides guidance or informal mentoring to Housing Program Assistant I staff.
- Assists with vendor invoices, contractor paperwork, and payment submissions.

- Ensures files meet federal and County compliance requirements.
- Operates a personal computer and other related equipment in the performance of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of housing program procedures, eligibility requirements, and compliance standards.
- Strong understanding of recordkeeping, documentation, and verification requirements.
- Ability to interpret and apply program rules, regulations, and guidelines.
- Skill in handling multiple tasks, deadlines, and case files.
- Strong customer service and interpersonal skills when dealing with diverse populations.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency in databases, spreadsheets, and electronic case management systems.
- Ability to explain program requirements clearly to applicants, landlords, and contractors.
- Ability to work with increasing independence.

MINIMUM REQUIREMENTS:

- Associate or bachelor's degree from an accredited college or university in public administration, social services, housing services or related field or equivalent experience in social services, housing services or related field.
- Bachelor's degree preferred.
- At least two (2) years of experience in housing programs, case management support, public assistance programs or related administrative work.
- Certification as a Section 8 Housing Choice Voucher Specialist.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Delaware Class D Driver's License or its equivalent.
- Must pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.

- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

CAREER LADDER STRUCTURE:

LEVEL	NATURE OF WORK	SUPERVISION REQUIRED	ADVANCEMENT REQUIREMENTS
Housing Program Assistant I	Entry-level administrative and program support	Close supervision	Demonstrated proficiency, reliability and knowledge or housing programs
Housing Program Assistant II	Full-performance level; independent technical support	General supervision	Experience, strong performance and ability to handle more complex cases and compliance tasks. Certification as a Section 8 Housing Choice Voucher Specialist. Completion of two years of service as a New Castle County Housing Program Assistant I.

26-052

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK 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	11
CLERK	12	29,457	30,929	32,476	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,980
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	32,476	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,897
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	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,543
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,320
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,238
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,514
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
CERTIFIED ASSESSOR I	20	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890
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~~											
<u>HOUSING PROGRAM ASSISTANT I</u>	<u>20</u>											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											
ASSISTANT PROCUREMENT AGENT	21	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,434
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											

26-052

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK 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	11
ACCOUNTANT I	22	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,159
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066
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 PROGRAM ASSISTANT II	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,169
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	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,476
CHIEF CONSTRUCTION INSPECTOR	25											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR	25											
SENIOR STAFF ENGINEER	25											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
CHIEF FIELD SUPERVISOR	26	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,477	95,001
CIVIL ENGINEER I	26											
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,477	95,000	99,750	104,737
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF PROJECT MANAGEMENT	30	70,890	74,437	78,157	82,066	86,167	90,477	95,000	99,750	104,739	109,977	115,477
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	78,157	82,066	86,167	90,477	95,000	99,750	104,739	109,977	115,477	121,249	127,311
CHIEF OF SITE MANAGEMENT	32											

Effective: 07/01/2025 (Ordinance 24-089)

Revised: 12/19/2024 (Ordinance 24-177)

Revised: 01/16/2025 (Ordinance 24-179)

Revised: 2/24/2025 (Ordinance 25-016)

Revised: 11/25/2025 (Ordinance 25-138)

Revised: xx/xx/xxxx (Ordinance 26-xxx)

26-052

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK 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	11
CLERK	12	30,193	31,702	33,288	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,180
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	33,288	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,219
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	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,932
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,778
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,769
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,202
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
CERTIFIED ASSESSOR I	20	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662
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~~											
<u>HOUSING PROGRAM ASSISTANT I</u>	<u>20</u>											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											
ASSISTANT PROCUREMENT AGENT	21	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,295
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											

26-052

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK 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	11
ACCOUNTANT I	22	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,113
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118
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 PROGRAM ASSISTANT II	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,323
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	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,738
CHIEF CONSTRUCTION INSPECTOR	25											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR	25											
SENIOR STAFF ENGINEER	25											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
CHIEF FIELD SUPERVISOR	26	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,739	97,376
CIVIL ENGINEER I	26											
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,739	97,375	102,244	107,355
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF PROJECT MANAGEMENT	30	72,662	76,298	80,111	84,118	88,321	92,739	97,375	102,244	107,357	112,726	118,364
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	80,111	84,118	88,321	92,739	97,375	102,244	107,357	112,726	118,364	124,280	130,494
CHIEF OF SITE MANAGEMENT	32											

Effective: 07/01/2026 (Ordinance 24-089)

Revised: 12/19/2024 (Ordinance 24-177)

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Revised: 2/24/2025 (Ordinance 25-016)

Revised: 11/25/2025 (Ordinance 25-138)

Revised: xx/xx/xxxx (Ordinance 26-xxx)

**NEW CASTLE COUNTY
MINUTES OF HUMAN RESOURCES ADVISORY BOARD MEETING**

April 2, 2026

Board Members Present:

Valencia L. Brown, J.D., Chair
Nakishia Williams Bailey, Member

Board Members Absent:

None

Others Present:

Dusty Blakey – Office of Human Resources
Candy Boayue – Office of Human Resources
Yiannis Floropoulos – Office of Human Resources
Laura McDermott – Office of Human Resources
Carol Meadows – Office of Human Resources
Jacquelyn Moore – Office of Human Resources
Patricia Purnell – Office of Human Resources
Kathy Raduszewski – Office of Human Resources
Tonya Burbage – Community Services Department
Carrie Casey – Community Services Department
Franchon Dickinson – Community Services Department
Assunta Scarpitti – Community Services Department
Kenneth Dunn – Executive Office
Jane Rattenni – Executive Office
Toni Friesson-Jones – Office of Finance
Dawn Morrison – Office of Finance
Kellie Kemble – Land Use Department
Linda Carmichael – Office of Law, Attorney representing Human Resources
Aysha Gregory – Office of Law, Attorney representing the Board
Paul Frese – Public Works

The meeting was held on Thursday, April 2, 2026, in-person and by Teams video and audio conference, in the Managers Room, New Castle County Government Center, 87 Reads Way, New Castle, Delaware. Board Chair Valencia Brown called the meeting to order at 8:32 a.m. Dr. Brown introduced herself and asked those present in the room and on the call to introduce themselves.

Dr. Brown read the first Agenda item (listed below).

1. Approval of Meeting Minutes of February 5, 2026

Board Member Nakishia Williams Bailey made a motion to approve the meeting minutes of February 5, 2026. Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown read the next Agenda item.

2. Recommendation of new class specification of Lead Program Administrator (Pay Plan and

Rates of Pay for Non-Union Classified Service Employees) Pay Grade 34 (\$86,169 to \$140,359)

Carrie Casey, General Manager, Community Services, thanked HR for working with her department, along with Claire Dematius, in looking at some of their positions. It had been a wonderful, exciting validating process and she shared some of the fruits of that work. The first position was the Lead Program Administrator. The lead program in the Healthy Homes Program had become a core program within the Department of Community Services. Ms. Casey mentioned that she was also joined in the meeting by Franchon and Tonya, who currently work in that program. HUD administered the grant and it is probably the most administratively cumbersome program that it offers. They had always been wary of this grant because of its administrative requirements. In 2019, they applied for and received funding and hired 2 employees as Executive Assistants (EAs) to help administer the grant. Since that time, they have really become big supporters, realizing that this was a program that the County should offer. They have also been awarded over \$24 million in HUD funding. Because of this, they thought it was time to make the shift from EA appointed positions to permanent positions and to solidify the fact that the Healthy Homes Program that serves low-income people, children under the age of 6, pregnant moms, seniors with home repair, lead remediation, and things of that nature were part of their department's core programs. These two positions would allow them to recruit, get the best candidates, and create permanent positions for the programs now that they had been responsible for them for 7 years. They believed that the job specifications outlined what they needed in these positions. HR will send these out through a competitive employment process. They will be converting those EAs into these positions, no longer having those EAs.

Dr. Brown had questions concerning the Org Chart, showing two individuals who were already predestined to be in the 2 new positions, Lead Program Administrator and Lead Program Assistant Administrator. Dr. Brown did not doubt that it might happen with a competitive process, but since it was mentioned by Ms. Casey that there would be that competitive process, the Org Chart ideally should have shown those folks with their current EA titles instead of the new titles. An additional org chart could show the new titles as vacant. It was suggested to revise those before presenting to Council. Dr. Brown was surprised it had been 7 years but also reminded the group that we had had COVID in the midst of it all. Dr. Brown also questioned the format of the specs as they had changed. Jackie Moore, HR Administrator, responded that they were working on class specs for the entire County and that the format was indeed changing, that they were broken out a little more in alignment with the LEAD Program. They were all going to look a bit different because of the different functions and responsibilities. Dusty Blakey, CHRO commented that they were still working on them.

Board Member Nakishia Williams Bailey made a motion to approve the recommendation of new class specification of Lead Program Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 34 (\$86,169 to \$140,359). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown read the next Agenda item.

3. Recommendation of new class specification of Lead Program Assistant Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 26 (\$58,322 to \$95,000)

Carrie Casey, Community Services General Manager, spoke again. As was covered with the Lead Program Administrator, they wanted to create this second permanent position of Assistant Administrator to support the work of the Lead and Healthy Homes Program in partnership with the LEAD Program Administrator. As stated, they have had this grant since 2019. They have

been awarded some of the largest grants in the country. They do work all throughout the County and because of the administrative requirements of the programs, they wanted to make these 2 positions permanent so that we were following all HUD requirements. There are a lot of moving parts so we felt that having 2 permanent positions would keep those core functions of the Lead and Healthy Homes Program moving. Ms. Casey announced that Franchon Dickinson completed negotiations with HUD and that they were getting an award of \$7.8 million next but had also received \$8.7 million a few years ago and with it, were doing a lot of lead work and also healthy homes work which was making sure that people were living in healthy environments throughout the County, including the City of Wilmington.

Board Member Nakishia Williams Bailey made a motion to approve the recommendation of new class specification of Lead Program Assistant Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 26 (\$58,322 to \$95,000). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown suggested combining Items #4 and #5 and read them to the group.

4. Recommendation of new class specification of Housing Program Assistant I (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 20 (\$43,518 to \$67,515)
5. Recommendation of new class specification of Housing Program Assistant II (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 23 (\$50,378 to \$78,157)

Carrie Casey, Community Services General Manager recognized Assunta Scarpitti, Housing Authority Administrator, of the Housing Choice Voucher Program, who started as a Housing Program Assistant and has worked up to Administrator of their program. These 2 positions were 100% federally funded and are part of their Housing Choice Voucher Program, which is the largest federally funded program they have in the County. They receive anywhere between \$18-\$20,000,000 a year to provide housing rental subsidies to up to 1,800 families. They pay about \$1,000,000 a month for people who need assistance with their rent. It is probably their most requested program with 5,000 people on a waiting list. The Housing Program Assistant I & II positions are basically the case managers--they have 250-300 caseloads a month, bringing people into their program, making sure their incomes, etc., are eligible, and conducting annual recertifications. Ms. Casey expressed her gratefulness to the Executive Office and Human Resources, as well as to Claire DeMatteis, Esq., Global Kompass Strategies, Inc., who assisted with the specs. Ms. Casey claimed she had tried to create a career ladder after starting with the County, almost 17 years ago and after researching, realized there are career ladders all over the country for Section 8 Housing Choice Voucher Programs, along with a program for people to reach a higher level of analysis and certification. This is the basis for the Housing Program Assistants I and II as they reviewed the job specs for the roles. They perform very complex eligibility reviews, support the administration of our housing programs including processing assistance, maintaining comp documentation, and ensuring adherence to state and county regulations. This again is highly program specific. They are audited (to the penny) through outside auditors, as well as through HUD. Subsequently, they wanted to create a higher-level career ladder for the folks who were working in their program to seek certification and seek that higher level program requirement. A Housing Program Assistant I, coming into their program, working for a few years, hopefully works towards their certification which requires a weeklong training as well as testing, then moves on to Housing Program Assistant II. They are people who work unbelievably hard from the second they walk in the office to the second they leave. Ms.

Casey thought that this career ladder would retain staff and validate the work they do. Dr. Brown mentioned possible housekeeping on one of the specs with a change to wording in a title.

Franchon Dickinson, Executive Assistant II thanked everyone for their consideration since HUD likes to see this type of permanency in order for them to receive such large awards.

Assunta Scarpitti, Administrator, New Castle County Housing Authority stated that this type of job was very difficult, dealing with all kinds of people, lots of changes, deadlines, and plenty to know. With the next day being a holiday, their office would pay for it because nothing ever stops, her team works constantly. She can back up everything they do 100%. If they do not work, their deadlines are not met, and they would receive backlash from HUD. So, they have been high performers--they are doing so well, and if some staff are out for medical, they all jump in to cover, and everyone does their job plus some. She just thanked everyone for this, because this was huge.

Board Member Nakishia Williams Bailey made a motion to approve the recommendations of new class specification of Housing Program Assistant I (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 20 (\$43,518 to \$67,515) and,

To approve new class specification of Housing Program Assistant II (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 23 (\$50,378 to \$78,157). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown ended with a comment for those who may not have understood why she stressed the importance of showing that the positions were vacant on the Org Chart. They go on the record as saying that there will be an open competitive process and they should know that when we have people already working in a particular class specifically, they are gaining the skills so that they will be successful.

Board Chair, Valencia Brown adjourned the Human Resources Advisory Board meeting at 9:01 a.m.

Prime Sponsor(s): Mr. Hollins
Requested by: Executive Office
Date of Introduction: April 28, 2026

RESOLUTION NO. 26-089

**CONSENTING TO THE APPOINTMENT OF RAINA HARPER ALLEN TO
THE NEW CASTLE COUNTY DIVERSITY COMMISSION**

1 **WHEREAS**, pursuant to *New Castle County Code* §2.05.509, the Diversity
2 Commission is vested with responsibility of monitoring the County's policies to promote
3 and encourage opportunities for small, minority and women-owned business enterprises
4 and to encourage their participation in County contracts as prime vendors and
5 contractors; and
6

7 **WHEREAS**, the Commission monitors the County's policy to ensure that all human
8 resources activities are conducted in a manner to provide opportunity for all and ensure
9 that the workforce is representative of the community which it serves, thereby reflecting
10 diversity in the workplace; and
11

12 **WHEREAS**, *New Castle County Code* §2.05.509 provides that the Diversity
13 Commission shall consist of seven (7) members. With the advice and consent of County
14 Council, the County Executive appoints the Chairperson and two (2) additional members
15 of the Commission; and
16

17 **WHEREAS**, members of the Diversity Commission serve two (2) year terms,
18 except that members shall continue to serve until their successors are appointed and
19 qualified; provided, however, that no member shall hold over more than six (6) months
20 after the end of his or her term; and
21

22 **WHEREAS**, the County Executive has submitted for the advice and consent of
23 County Council the appointment of Raina Harper Allen to the Diversity Commission; and
24

25 **WHEREAS**, Ms. Allen demonstrated a distinguished career in public service,
26 nonprofit leadership, and community engagement, including serving as Director of the
27 Delaware Racial Justice Collaborative at the United Way of Delaware, where she led a
28 200+ member organization and was responsible for strategic planning, communications,
29 advocacy, and stakeholder engagement; and
30

31 **WHEREAS**, Raina has extensive legislative and policy experience, having served
32 as Legislative and Community Director for Wilmington City Council, where she drafted
33 ordinances, resolutions, and policy briefs, and led communications and community
34 outreach efforts; and

35 **WHEREAS**, her professional background also includes leadership roles with
36 organizations such as Big Brothers Big Sisters of Delaware, the Metropolitan Wilmington
37 Urban League, and the Office of the Lieutenant Governor, where she developed and
38 implemented programs, built partnerships with nonprofit and faith-based organizations,
39 and supported statewide initiatives; and
40

41 **WHEREAS**, Ms. Allen's career reflects a strong commitment to advancing equity,
42 strengthening communities, and supporting minority and underserved populations
43 through advocacy, program development, and public service; and
44

45 **WHEREAS**, in addition to her professional accomplishments, Ms. Allen has
46 demonstrated continued civic engagement through service on boards and committees,
47 including the Delaware Women's Hall of Fame Committee and the Nemours Children's
48 Health Delaware Valley Board of Managers; and
49

50 **WHEREAS**, Ms. Allen holds a Master of Arts in Urban Affairs and Public Policy
51 from the University of Delaware and a Bachelor of Arts in Government and Politics from
52 the University of Maryland, College Park, further supporting her qualifications for public
53 service.
54

55 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
56 Castle County that County Council hereby consents to the appointment of Raina Harper
57 Allen to the New Castle County Diversity Commission for a term to begin immediately
58 upon the adoption of this resolution and expiration on April 28, 2028.

Adopted by the County Council
of New Castle County on:

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact upon the adoption of this legislation.

Prime Sponsor(s): Ms. Durham
Requested by: Executive Office
Date of Introduction: April 28, 2026

RESOLUTION NO. 26-090

**CONSENTING TO THE APPOINTMENT OF MONICA GONZALEZ-GILLESPIE TO
THE NEW CASTLE COUNTY HUMAN RESOURCES ADVISORY BOARD**

1 **WHEREAS**, the Human Resources Advisory Board shall represent the public's
2 interest in the merit system. The Human Resources Advisory Board shall provide advice
3 and make recommendations to the Chief Human Resources Officer. It shall devote its
4 efforts to the broader program through studies, investigations, and recommendations
5 such as advice to the Chief Human Resources Officer, the County Executive and County
6 Council on the improvement of human resources administration in County employment.
7 The Board also shall hear and act upon all appeals as provided in Chapter 26 of the *New*
8 *Castle County Code*. It shall make an annual report to the County Executive and County
9 Council which shall be made public; and

10
11 **WHEREAS**, members of the Board shall be residents of the County. They shall be
12 persons of recognized character and ability whose experience provides knowledge of
13 human resources practices and procedures and knowledge and support of merit
14 principles as applied to public employment. No member of the Board shall be a member
15 of any local, state or national committee of a political party or an officer or a member of a
16 committee of any partisan or political group or shall hold or be a candidate for any political
17 office; this applicant meets these qualifications. Appointees made upon the expiration of
18 any Board member's term shall be before six (6) years before such expiration; and

19
20 **WHEREAS**, Monica Gonzalez-Gillespie is a highly accomplished human
21 resources executive with decades of leadership experience in both state and local
22 government, currently serving as Division Director of Personnel Management for the
23 State of Delaware's Department of Human Resources; and

24
25 **WHEREAS**, in her current role, Ms. Gonzalez-Gillespie directs statewide
26 personnel management functions, including compensation and classification, employee
27 engagement, policy development, and interpretation of Merit Rules, while also leading
28 strategic human resources initiatives and transformational improvements in service
29 delivery; and

30
31 **WHEREAS**, Ms. Gonzalez-Gillespie previously served as Division Director of
32 Labor Relations and Employment Practices, where she oversaw collective bargaining for
33 more than 50 employee units, administered grievance processes, represented the State
34 in labor and employment matters, and led negotiations on behalf of the Governor's Office;
35 and

36 **WHEREAS**, Ms. Gonzalez-Gillespie has significant municipal leadership
37 experience, having served as Director of Human Resources for the City of Wilmington,
38 where she developed and implemented comprehensive human resources programs,
39 managed a multi-million-dollar budget, led labor negotiations, and modernized policies
40 and systems to improve efficiency and service delivery; and
41

42 **WHEREAS**, her career also includes service as Executive Director of the
43 Governor's Advisory Council on Hispanic Affairs, where she advocated for the Latino
44 community, coordinated legislative engagement, and advanced statewide initiatives, as
45 well as earlier leadership roles in human resources and organizational management; and
46

47 **WHEREAS**, Ms. Gonzalez-Gillespie has demonstrated a strong commitment to
48 public service, professional development, and community engagement through
49 leadership roles in organizations such as the Delaware Public Employer Labor Relations
50 Association and service on the Delaware Supreme Court Board of Professional
51 Responsibilities; and
52

53 **WHEREAS**, Ms. Gonzalez-Gillespie holds a Master of Business Administration
54 from Wilmington University and a Bachelor of Arts in Communications from the University
55 of Delaware, further supporting her qualifications in leadership and human resources
56 management.
57

58 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
59 Castle County that County Council hereby consents to the appointment of Monica
60 Gonzalez-Gillespie to the New Castle County Human Resources Advisory Board for a
61 term to begin immediately upon the adoption of this resolution and expiration on April 28,
62 2032.

Adopted by the County Council
of New Castle County on:

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

SYNOPSIS: Same as title.

FISCAL NOTE: There will be no discernible fiscal impact upon the adoption of this legislation.

Prime Sponsor(s): Ms. Durham
Requested by: Executive Office
Date of Introduction: April 28, 2026

RESOLUTION NO. 26-091

CONSENTING TO THE APPOINTMENT OF SHAUN MICHAEL KELLY TO THE NEW CASTLE COUNTY ETHICS COMMISSION

1 **WHEREAS**, pursuant to *New Castle County Code* §2.04.101 and 2.04.102, the
2 Ethics Commission is vested with the responsibility of ensuring that all County business
3 is conducted ethically and responsibly, the Ethics Commission may compile statements
4 on financial interests, investigate claims, issue findings, hold hearings, make
5 recommendations, and prepare reports regarding ethical concerns with the County; and
6

7 **WHEREAS**, New Castle County Code Section 2.04.101 provides that the Ethics
8 Commission shall consist of seven (7) members, of which County Council, with the advice
9 and consent of the County Executive, shall appoint four (4) members, and the County
10 Executive, with the advice and consent of County Council, shall appoint three (3)
11 members, each of whom shall serve for a term of three (3) years; and
12

13 **WHEREAS**, this appointment fulfills the requirement in *New Castle County Code*
14 Section 2.04.101.A that no more than two members appointed by an entity shall be of the
15 same political party and that the appointee may not be employed by New Castle County,
16 hold or campaign for any County office or hold office in any political party, among other
17 criteria; and
18

19 **WHEREAS**, Shaun Michael Kelly is an experienced attorney with more than a
20 decade of combined experience in private legal practice and public sector service,
21 including extensive litigation experience before the Delaware Court of Chancery and
22 Delaware Superior Court; and
23

24 **WHEREAS**, Mr. Kelly most recently served as a Partner at Connolly Gallagher
25 LLP, where he led the firm's Delaware Business, Commercial, and Corporate Litigation
26 Group, overseeing legal strategy, personnel, and operations while advising public and
27 private clients, including state agencies and the Office of the Governor, on complex legal,
28 regulatory, and governance matters; and
29

30 **WHEREAS**, Mr. Kelly has significant public service experience, including serving
31 as Director of Consumer Protection for the Delaware Department of Justice, where he led
32 a multidisciplinary team, oversaw policy development and program implementation, and
33 worked collaboratively with state and federal partners to advance consumer welfare
34 initiatives; and

35 **WHEREAS**, Mr. Kelly also served as a Deputy Attorney General in the Fraud
36 Division, where he managed civil and criminal matters involving fraud, consumer
37 protection, and regulatory compliance, and provided guidance on government contracting
38 and ethical policy development; and

39
40 **WHEREAS**, Mr. Kelly's career reflects a strong commitment to public service,
41 ethical governance, and the rule of law, supported by his leadership roles within the legal
42 community, including service on the Delaware Board of Bar Examiners and the Richard
43 S. Rodney American Inn of Court; and

44
45 **WHEREAS**, Mr. Kelly has received numerous professional honors recognizing the
46 quality of his legal work, including recognition by Chambers and Partners USA, Super
47 Lawyers, and Best Lawyers: Ones to Watch in America; and

48
49 **WHEREAS**, Mr. Kelly holds a Juris Doctor, cum laude, from the University of Notre
50 Dame Law School and a Bachelor of Arts in Political Science from Swarthmore College.

51
52 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
53 Castle County that County Council hereby consents to the appointment of Shaun Michael
54 Kelly to the New Castle County Ethics Commission for a term to begin immediately upon
55 the adoption of this resolution and expiration on April 28, 2029.

Adopted by the County Council
of New Castle County on:

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact upon the adoption of this legislation.

Prime Sponsor(s): Mr. Hollins
Requested by: Executive Office
Date of introduction: April 28, 2026

RESOLUTION NO. 26-092

CONSENTING TO THE APPOINTMENT OF HERB INDEN AS CHAIR TO THE NEW CASTLE COUNTY BOARD OF ADJUSTMENT

1 **WHEREAS**, the New Castle County Board of Adjustment ("Board") consists of 7
2 members who are required to be residents of New Castle County, who have knowledge
3 of, and experience in, the problems of urban and rural development, and who, at the
4 time of appointment, are not permitted to be candidates or candidates-elect for, or
5 incumbents of, elective public office pursuant to 9 *Del. C. §§1311-1314* and *New Castle*
6 *County Code §40.30.320*); and
7

8 **WHEREAS**, the Board is empowered to hear and decide appeals in zoning
9 matters, applications for special exceptions or special permits, and, in specific cases,
10 variance requests from any zoning ordinance, code or regulation that will not be
11 contrary to the public interest; and
12

13 **WHEREAS**, the County Executive, with the advice and consent of the County
14 Council, appoints six (6) members for terms of four (4) years. Further, the County
15 Executive, with the advice and consent of the County Council, appoints 1 member who
16 is the chairperson and who serves at the pleasure of the County Executive; and
17

18 **WHEREAS**, Herb Inden possesses extensive professional experience in
19 planning, land use policy, and governmental coordination; and
20

21 **WHEREAS**, Mr. Inden served as Director of Planning for the City of Wilmington
22 under Mayor James M. Frawley and Mayor Michael S. Purzycki, where he played a key
23 role in shaping the City's long-term development strategy; and
24

25 **WHEREAS**, during his tenure with the City of Wilmington, Mr. Inden was part of
26 the team that developed the original Riverfront Pilot Plan that guided the redevelopment
27 of the western Christina Riverfront and contributed to the development plan for the
28 eastern Christina Riverfront that is currently under development; and
29

30 **WHEREAS**, Mr. Inden also led the development of the City's state-required
31 comprehensive plan, Wilmington 2028, establishing a long-range framework for land
32 use, development, and community growth; and
33

34 **WHEREAS**, Mr. Inden was part of the original staff responsible for the creation of
35 the Office of State Planning Coordination for the State of Delaware, where he served as
36 a liaison to New Castle County and municipalities throughout the state, working with
37 local leaders on land use issues related to state interests and attending relevant
38 meetings and planning commissions; and

39 **WHEREAS**, in that capacity, Mr. Inden co-authored several versions of the
40 Delaware Strategies for State Policies and Spending and contributed to numerous land
41 use efforts and legislative initiatives; and
42

43 **WHEREAS**, Mr. Inden's extensive experience in planning, intergovernmental
44 coordination, and land use policy makes him well qualified to serve on the Board of
45 Adjustment.
46

47 **WHEREAS**, the County Executive has submitted the name of Herb Inden to
48 County Council for its advice and consent for appointment as Chair of the Board of
49 Adjustment.
50

51 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
52 Castle County that County Council hereby consents to the appointment of Herb Inden
53 as Chair of the New Castle County Board of Adjustment.

Adopted by the County Council
Of New Castle County on:

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact upon the adoption of this
legislation.

Prime Sponsor(s): Mr. Cartier
Date of introduction: April 28, 2026

RESOLUTION NO. 26-093

**APPOINTING CHRIS DI MARCO TO THE NEW CASTLE COUNTY BOARD OF
ASSESSMENT REVIEW**

1 **WHEREAS**, Chris DiMarco has expressed interest in serving on the New Castle
2 County Board of Assessment Review; and
3

4 **WHEREAS**, pursuant to 9 Del C. Sec. 1318 and New Castle County Code Sec.
5 2.05.102, the Board of Assessment Review is vested with the responsibility of hearing
6 appeals from property owners regarding improper assessment, following the hearing of
7 any property owner and determining whether the assessment is correct, and reviewing
8 the methods by which the general manager of the Department of Land Use has
9 established the assessments, among other duties; and
10

11 **WHEREAS**, pursuant to 9 Del C. Sec. 1317, Mr.DiMarco is a resident and
12 property owner in the County; and
13

14 **WHEREAS**, Mr. DiMarco resides in Council District 8 in New Castle County.
15

16 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
17 Castle County that County Council hereby appoints Chris DiMarco to the New Castle
18 County Board of Assessment Review for a term beginning on April 28, 2026 and
19 expiring on April 28, 2030.

Adopted by County Council of
New Castle County on:

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

SYNOPSIS: Same as title.

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

Prime Sponsor(s): Mr. Smiley
Co-sponsor(s): Mr. Caneco, Mr. Carter
Mr. Cartier, Ms. Durham
Ms. George, Mr. Hollins
Ms. Kilpatrick, Mr. Sheldon
Mr. Street, Mr. Tackett
Mr. Toole, Ms. Williams-Johns

RESOLUTION NO. 26-097

**HONORING THE LIFE OF STEPHANIE HOJNICKI AND OFFERING
CONDOLENCES TO HER FAMILY AND FRIENDS**

1 **WHEREAS**, Stephanie Hojnicky, beloved matriarch of the Hojnicky family and
2 faithful member of St. Michael's Orthodox Church, passed away peacefully on April 15,
3 2026;

4
5 **WHEREAS**, Stephanie was a bright light to all who knew her and dedicated her
6 life in service of others; and

7
8 **WHEREAS**, Stephanie was a lifelong member of the Minquadales Fire Company
9 Ladies Auxiliary and loved her community of New Castle; and

10
11 **WHEREAS**, for many years Stephanie, together with the devoted members of
12 the Ladies Auxiliary, faithfully prepared and delivered dinners to County Council and
13 staff on long evenings when meetings stretched late—work for which they were
14 contracted, yet carried out with such kindness, consistency, and personal warmth that
15 their meals became a true comfort and were always deeply appreciated by all; and

16
17 **WHEREAS**, Stephanie was a devoted wife and mother; preceded in death by her
18 beloved husband of 51 years and the love of her life, Edward Hojnicky, Sr. and her son
19 Edward Hojnicky, Jr. and survived by her son Leon Hojnicky (wife Georgia), her daughter
20 Christine Roberts (husband David), daughter in law Karen Hojnicky, 8 grandchildren, 14
21 great-grandchildren and many beloved nieces and nephews; and

22
23 **WHEREAS**, Stephanie was warm and loving and will live on in the memories of
24 all those who had the pleasure of knowing her.

25
26 **NOW THERE BE IT RESOLVED** by and for the County Council of New Castle
27 County that County Council hereby honors the life of Stephanie Hojnicky and offers
28 condolences to her family and friends.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
Council President
of New Castle County Council

SYNOPSIS: Same as title

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

RESOLUTION NO. 26-094

**PROCLAIMING APRIL 22, 2026, AS "TRY TRANSIT DAY" IN NEW CASTLE COUNTY
TO COINCIDE WITH THE 56TH ANNIVERSARY OF EARTH DAY**

1 **WHEREAS**, New Castle County remains committed to the principles of environmental
2 stewardship, recognizing that the health of our communities is inextricably linked to the health of
3 our natural environment; and

4 **WHEREAS**, New Castle County Council has consistently supported initiatives, under
5 the NCC2050 Comprehensive Plan, that promote multimodal transportation, reduce carbon
6 emissions, and alleviate traffic congestion on our County's primary corridors; and

7 **WHEREAS**, public transportation serves as a cornerstone of transit equity, providing
8 essential access to employment, education, and healthcare for thousands of New Castle County
9 residents; and

10 **WHEREAS**, DART First State is facilitating an unprecedented opportunity for residents to
11 explore these services by offering FREE statewide bus and paratransit rides throughout the day
12 on Wednesday, April 22, 2026; and

13 **WHEREAS**, a shift from single-occupancy vehicles to public transit significantly improves
14 local air quality and supports the County's long-term climate resiliency goals; and

15 **WHEREAS**, County Council desires to encourage all residents—from the Claymont
16 Transportation Center to the Middletown transit hubs—to experience the convenience and
17 sustainability of the DART system.

18 **NOW, THEREFORE, BE IT RESOLVED**, by and for the County Council of New Castle
19 County, that April 22, 2026, is hereby recognized as "Try Transit Day" in New Castle County.

20 **BE IT FURTHER RESOLVED**, that County Council urges all residents to participate in
21 this Earth Day initiative by choosing DART First State for their daily travels, thereby contributing
22 to a cleaner, more connected, and more sustainable New Castle County.

Adopted by County Council of
New Castle County on:

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

SYNOPSIS: This Resolution proclaims April 22, 2026, as "Try Transit Day" in New Castle County, encouraging the use of free DART services to promote environmental sustainability and transit awareness.

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

RESOLUTION NO. 26-095

**TO SET NEW CASTLE COUNTY'S FISCAL YEAR 2027 CONTRIBUTION RATE
FOR THE COUNTY'S PENSION PLANS**

1 **WHEREAS**, *New Castle County Code* § 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*, Ch. 26, Art. 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 to
12 Section 26.04.603; and

13
14 **WHEREAS**, specifically, the recommendation for the four primary County pension
15 plans is 27.93% of covered payroll and \$87,902 for the School crossing guards' pension plan,
16 for a total contribution rate of 27.95%; and

17
18 **WHEREAS**, at its meeting on March 18, 2026, the Board voted to accept the actuary's
19 recommendations; and

20
21 **WHEREAS**, in accordance with *Delaware Code*, Title 11, Ch. 88 (Delaware County
22 and Municipal Police/Firefighter Pension Plan) and *New Castle County Code* § 26.04.501,
23 the State of Delaware estimated that the County's Fiscal Year 2027 contribution for police
24 officers in the Delaware County and Municipal Police/Firefighter Pension Plan to be 17.26%
25 of payroll.

26
27 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New Castle
28 County that County Council hereby sets and authorizes the contribution for participants in
29 the alternate pension plan, the Employees' retirement system, the County employees'
30 pension plan, and the County 2011 pension plan to be 27.93% of covered payroll; the School
31 crossing guards' pension plan to be \$87,902; the estimated contribution to the Delaware
32 County and Municipal Police/Firefighter Pension Plan to be 17.26% of covered payroll for
33 Fiscal Year 2027.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
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 2027.

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 34.26% to 27.95%. 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 \$31,035,145.

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

Delaware County and Municipal Police/Firefighter Pension Plan (State Pension Plan):	\$8,105,916
School Crossing Guards' Pension Plan (County Pension Plan):	87,902
Employee Retirement System, Alternate Pension Plan, County Employees' Pension Plan, and County 2011 Pension Plan (County Pension Plan):	<u>22,841,327</u>

Total County Contribution to All Pension Plans:	\$31,035,145
--	---------------------

The overall pension contribution rate of 27.95% for the four primary County pension plans and the School Crossing Guards' pension plan will remain constant for Fiscal Year 2027. However, the rates provided for the Police Pension Plan may vary since the State of Delaware adjusts them accordingly.

Acknowledged by the Chief Financial Officer April 16, 2026.

RESOLUTION NO. 26-096

**TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 14.1
("EXPENDITURES; NECESSARY APPROVALS")
RELATING TO EXPENDITURE APPROVALS**

WHEREAS, this proposed amendment to the Procedural Rules of County Council provides improved clarity as related to expenditures of New Castle County Council; and

WHEREAS, the proposed revisions provide updated guidelines regarding County Council expenditures.

NOW, THEREFORE, BE IT RESOLVED that New Castle County Council recognizes the importance of improved guidelines that are easy to comply with and, thus, amends Rule No. 14.1 of County Council's Procedural Rules by adding language as indicated by underlines below and deleting language as indicated by strike throughs.

14.1. Expenditures; Necessary Approvals.

14.1.1. Assuming sufficient funds exist, the Clerk of Council is authorized to undertake office expenditures as noted in 14.1.3 up to \$250, ~~Financial Advisor shall approve all expenditures for day-to-day operations (i.e. reimbursements from petty cash, the purchase of supplies, etc.)~~ and the Council President shall approve all expenditures as noted in 14.1.3 from \$250 up to \$1,000.00 for non-day-to-day expenditures (i.e. travel, service, etc.). Council expenditures of \$1,000.00 and over shall be approved by the Finance Committee. Expenditures for goods not provided for in the operating budget shall be approved by a majority of members of Council (i.e. e.g. specialty goodwill and award items).

14.1.2. Council officials or employees requesting funds must comply with the following procedural steps:

14.1.2.1 A request form must be completed and signed by the Council official or employee for each instance in which funds are to be disbursed. The form must be submitted to the Clerk of Council ~~Financial Advisor~~ for compliance review and approval in advance of the expenditure. If applicable, receipts will be required and a memorandum outlining the details of the expenditure(s). When completed, if applicable, the form will be forwarded to the President for signature. If the request requires additional clarification, the ~~Financial Advisor~~ Clerk of Council will discuss the matter on an individual basis with the official or employee.

14.1.2.2 In making a request, each Council member shall act at all times in a manner that promotes public confidence in his or her integrity and the impartiality of New Castle County government. ~~The Financial Advisor~~ Clerk of Council will forward any requests thought to be questionable in terms of whether it is an appropriate use of public funds to the Council President. If the Council member disagrees with the decision of the President, the request may be presented to the Finance Committee for final resolution.

- 46 14.1.2.3. There will be no requests approved for payments to individuals
47 with the exception of a reimbursement of expenditures to the
48 requesting official or employee.
49
- 50 14.1.2.4. Upon request of a Council Member, the ~~The Financial Advisor~~ Clerk
51 of Council will provide a financial statement at the end of each fiscal
52 year for evaluation and modification of these guidelines.
53
- 54 14.1.3. Appropriate Expenditures include, but are not limited to, the following:
55
- 56 14.1.3.1. Reimbursements from petty cash, the purchase of day-to-day and
57 non-generic ~~Non-generic~~ office supplies.
58
- 59 14.1.3.2. Mileage Reimbursement: Claims for mileage shall be in accordance
60 with Federal Regulation IR-2004-139, or its successor. A log must
61 accompany the reimbursement request form listing miles driven and
62 business purpose.
63
- 64 14.1.3.3. Tolls Reimbursement.
65
- 66 14.1.3.4. Business Travel and Professional Development Materials
67 under \$200.00.
68
- 69 14.1.3.5. Goodwill and Award Items to be awarded by the Council
70 member.
71
- 72 14.1.3.6. Technology (e.g. cellular phones, palm pilots, computer laptops,
73 provider services, etc) for Council members.
74
- 75 14.1.3.7. Light Refreshments for Meetings.
76
- 77 14.1.3.8. Office Furnishings.

Adopted by County Council
of New Castle County on:

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this legislation.

Prime Sponsor(s): Mr. Carter
Co-Sponsor(s): Mr. Caneco, Mr. Cartier
Ms. Durham, Ms. George
Mr. Hollins, Ms. Kilpatrick
Mr. Sheldon, Mr. Smiley
Mr. Street, Mr. Tackett
Mr. Toole, Ms. Williams-Johns
Date of introduction: April 28, 2026

RESOLUTION NO. 26-098

**CONGRATULATING AND COMMENDING
NEW CASTLE COUNTY PUBLIC WORKS SENIOR MANAGER JASON ZERN
ON HIS RETIREMENT AFTER 25 YEARS OF PUBLIC SERVICE**

1 **WHEREAS**, Public Works Senior Manager Jason Zern is retiring following 25
2 years of tireless service to the residents of New Castle County; and
3

4 **WHEREAS**, following completion of both a Bachelor's and Master's degree in
5 Mechanical Engineering, Mr. Zern began his career as an entry-level design engineer
6 and, due to his work ethic and dedication, he progressed through the ranks to attain the
7 role of Senior Manager; and
8

9 **WHEREAS**, in his role as Public Works Senior Manager, Mr. Zern was charged
10 with overseeing all Sewer Fund Divisions, providing strategic planning, personnel
11 management, and budget oversight; and
12

13 **WHEREAS**, Mr. Zern truly embodies the values of Public Works by his clear
14 commitment to those he served and consistently working to improve the lives of
15 everyone who lives in New Castle County for over 25 years.
16

17 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
18 Castle County that County Council hereby congratulates and commends New Castle
19 County Public Works Senior Manager Jason Zern on his retirement after 25 years of
20 public service.

Adopted by County Council
of New Castle County on:

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this legislation.

Prime Sponsor(s): Mr. Carter, Mr Sheldon
Date of introduction: April 28, 2026

RESOLUTION NO. 26-099

RECOGNIZING JUAN CARILLO FOR HIS EXEMPLARY SERVICE

1 **WHEREAS**, Juan Carillo, a dispatcher for the New Castle County Department of
2 Public Works, demonstrated extraordinary calm, clarity, and courage in response to a
3 critical alarm at the Silver Lake Pump Station on February 21, 2026; and
4

5 **WHEREAS**, after a technician became trapped in the wet well and lost contact,
6 Mr. Carillo worked diligently to regain contact with the individual to ensure a safe rescue;
7 and
8

9 **WHEREAS**, Mr. Carillo's decisive actions, quick thinking, and unwavering focus
10 prevented a tragedy from occurring and allowed emergency personnel to rescue the
11 individual; and
12

13 **WHEREAS**, Mr. Carillo's actions and diligence truly represent the highest
14 standard of public service.
15

16 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
17 Castle County that County Council hereby recognizes Juan Carillo for his exemplary
18 service.

Adopted by County Council
of New Castle County on:

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this legislation.

Prime Sponsor(s): Ms. Durham, Ms. George
Co-sponsors(s): Mr. Caneco, Mr. Carter
Mr. Cartier, Mr. Hollins
Ms. Kilpatrick, Mr. Sheldon
Mr. Smiley, Mr. Street
Mr. Tackett, Mr. Toole
Ms. Williams-Johns

Date of introduction: April 28, 2026

RESOLUTION NO. 26-101

HONORING PEGGY SCHULTZ FOR HER DECADES OF WORK ADVANCING THE CAUSE OF SUSTAINABILITY AND ENVIRONMENTAL PROTECTION

1 **WHEREAS**, Peggy Schultz has been a leading and respected voice in Delaware
2 for more than two decades, dedicating her career to advancing renewable energy
3 through education, advocacy, and community engagement; and
4

5 **WHEREAS**, Peggy joined the *League of Women Voters* in 1964, eventually
6 becoming Chair of the *League's* Climate Change and Energy Committee as well as the
7 Land Use Committee, two channels through which Peggy has helped shape critical
8 statewide conversations and legislation around sustainability, responsible development,
9 and environmental protection; and
10

11 **WHEREAS**, Peggy served as the *League's* advocate for Delaware's Coastal
12 Zone and "Coastal Zone Act," and in that role began championing offshore wind energy
13 for Delaware; and
14

15 **WHEREAS**, she was the driving force behind establishing the coalition *People*
16 *for Offshore Wind Energy Resources* (POWER) to unite environmental groups and
17 individuals across the state while also championing both the "Climate Solutions for
18 Delaware Act" and the "Energy Solutions for Delaware Act;" and
19

20 **WHEREAS**, starting in the 1960s, Peggy began working with the City of Newark
21 to expand public parks while also organizing to head off ill-advised projects like the
22 once-proposed highway bypass around the city and a reservoir on White Clay Creek;
23 and

24
25 **WHEREAS**, her inclusive and thoughtful approach has earned her the respect of
26 stakeholders across a wide swath of our community, and her leadership leaves a
27 meaningful and enduring legacy in Delaware’s environmental and civic landscape; and
28

29 **WHEREAS**, Peggy has inspired the next generation of environmental leaders
30 through her work with students at the annual Youth Environmental Summit (YES!); and
31

32 **WHEREAS**, since about 2000, she has been active on land use and zoning
33 issues, working with New Castle County government to prevent suburban sprawl; and
34

35 **WHEREAS**, for 16 years, Peggy was a reading specialist in Newark schools and
36 taught in California, India and Germany; and
37

38 **WHEREAS**, in 2016, she received a commendation from New Castle County for
39 holding the 5k and 10k running records for women over 80; and
40

41 **NOW, THEREFORE, BE IT RESOLVED** by the County Council of New Castle
42 County that County Council hereby recognizes and congratulates Peggy Schultz for her
43 outstanding dedication to environmental causes and for her tireless and inspiring
44 leadership and advocacy for leaving the world and New Castle County better than she
45 found it.

Adopted by County Council of
New Castle County on: 4/28/26

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

SYNOPSIS: Same as title

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

Prime Sponsor(s): Ms. Williams-Johns
Date of introduction: April 28, 2026

RESOLUTION NO. 26-102

A RESOLUTION RECOGNIZING APRIL AS ALCOHOL AWARENESS MONTH IN NEW CASTLE COUNTY AND ENCOURAGING EDUCATION, RESPONSIBLE CONDUCT, AND COMMUNITY PREVENTION EFFORTS

1 **WHEREAS**, underage drinking and excessive alcohol consumption continue to
2 contribute to negative outcomes including impaired driving, violence, academic
3 struggles, and long-term dependency; and

4 **WHEREAS**, prevention, early intervention, and education are critical tools in
5 reducing alcohol-related harm and promoting healthier lifestyles among residents of all
6 ages; and

7 **WHEREAS**, Alcohol Awareness Month, established by the National Council on
8 Alcoholism and Drug Dependence, is observed each April to increase public
9 understanding of alcohol-related issues, reduce stigma, and encourage individuals and
10 families to seek help; and

11 **WHEREAS**, education, prevention, and early intervention efforts are critical in
12 reducing underage drinking, supporting recovery, and promoting healthier lifestyles for
13 residents of all ages; and

14 **WHEREAS**, community organizations, healthcare providers, educators, and
15 advocates across New Castle County work year-round to provide prevention programs,
16 treatment services, and recovery support for those impacted by alcohol misuse; and

17 **WHEREAS**, it is in the best interest of New Castle County to support initiatives
18 that promote awareness, expand access to resources, and encourage open
19 conversations about alcohol use and mental health;

20 **WHEREAS**, alcohol misuse remains a significant public health concern in
21 Delaware and across the nation, contributing to chronic disease, mental health
22 challenges, accidents, and loss of life; and

23 **WHEREAS**, alcohol misuse remains a significant public health concern in
24 Delaware and across the nation, contributing to chronic disease, mental health
25 challenges, accidents, and loss of life; and

26 **WHEREAS**, it is in the best interest of New Castle County to support initiatives
27 that promote awareness, expand access to resources, and encourage open
28 conversations about alcohol use and mental health.

29 **NOW, THEREFORE, BE IT RESOLVED** by the County Council of New Castle
30 County that:

31 April is hereby recognized as **Alcohol Awareness Month** in New Castle County.

32 The County encourages all residents to increase their awareness of the risks
33 associated with excessive alcohol use and to make responsible, informed decisions.

34 Employers, organizations, and event hosts are encouraged to
35 promote **responsible alcohol practices**, including safe workplace policies, employee
36 education, and responsible service at public and private events.

37 Schools, community organizations, and local agencies are urged to engage in
38 prevention and education initiatives that address underage drinking, binge drinking, and
39 the impacts of alcohol misuse.

40 New Castle County reaffirms its commitment to supporting programs that
41 address **mental health, substance use prevention, and recovery services**,
42 particularly for vulnerable populations.

43 Residents are encouraged to support one another, engage in open
44 conversations, and seek help when facing challenges related to alcohol use.

Adopted by County Council
of New Castle County on: 4/28/2026

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this legislation.

Prime Sponsor(s): Ms. Williams-Johns
Date of introduction: April 28, 2026

RESOLUTION NO. 26-103

A RESOLUTION HONORING OFFICER CORPORAL COREY BELK

1 **WHEREAS**, Officer Corey Belk has faithfully served with the New Castle County
2 Police Department since December 2016, beginning his career on Patrol and
3 demonstrating an early commitment to traffic safety and enforcement; and

4 **WHEREAS**, through dedication and initiative, Officer Belk was assigned to the
5 Traffic Services Unit in 2022, where he continues to advance roadway safety through
6 enforcement, education, and training efforts across the State of Delaware; and

7 **WHEREAS**, Officer Belk has attained extensive professional training and
8 certifications, including Level 1 Event Data Recorder Traffic Crash Reconstruction,
9 Traffic Crash Reconstruction, Advanced Traffic Crash Reconstruction,
10 Pedestrian/Bicycle Crash Investigation, and At-Scene Traffic Crash/Homicide
11 Investigations through the Institute of Police Technology and Management; and

12 **WHEREAS**, Officer Belk serves as a certified LIDAR and Radar instructor, a
13 State of Delaware certified Police Instructor, a Drug Recognition Expert (DRE) and DRE
14 instructor, and a National Highway Traffic Safety Administration (NHTSA) certified DUI
15 instructor; and

16 **WHEREAS**, Officer Belk has contributed significantly to the professional
17 development of fellow officers by instructing Title 21, DUI investigations, crash
18 investigations, and radar certification at the New Castle County Police Academy since
19 2022; and

20 **WHEREAS**, Officer Belk has extended his expertise to the community through
21 programs such as Drug Impaired Training for Educational Professionals (DITEP) and
22 Employee Drug Impaired Training (EDIT), helping educators and professionals
23 recognize signs of drug impairment; and

24 **WHEREAS**, Officer Belk's investigative work has had a meaningful impact on
25 public safety, including the investigation of 16 fatal crashes, 46 personal injury crashes,
26 and 9 major property damage crashes, as well as 58 DUI arrests and participation in 20
27 Drug Recognition Expert investigations.

28 **NOW, THEREFORE, BE IT RESOLVED** by the County Council of New Castle
29 County that Officer Corey Belk is hereby recognized and commended for his
30 outstanding service, professionalism, and dedication to traffic safety, law enforcement
31 training, and community education; and

32 **BE IT FURTHER RESOLVED** that his commitment to excellence reflects great
33 credit upon himself, the New Castle County Police Department, and the community he
34 serves.

Adopted by County Council
of New Castle County on: 4/28/2026

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this legislation

ORDINANCE NO. 26-034

**THE ANNUAL REVENUE ORDINANCE OF NEW CASTLE COUNTY
FOR FISCAL YEAR 2027 BEGINNING JULY 1, 2026**

1 **WHEREAS**, pursuant to 9 *Del. C.* § 1371F(a), the Board of Assessment Review
2 was presented the 2026-2027 tax roll on February 13, 2026; and
3

4 **WHEREAS**, pursuant to 9 *Del. C.* § 1371F(b), it has been certified to County
5 Council the total value of all real property in the County which has been assessed is
6 \$120,506,394,200 and the total value of all property which has been assessed and is
7 subject to taxation is \$97,313,518,500 net of tax exemptions; and
8

9 **WHEREAS**, the Fiscal Year 2027 revenue estimate is \$168,529,434, representing
10 an increase based upon the tax rates provided in Sections 3 through 5 and the certified
11 assessment roll; and
12

13 **WHEREAS**, pursuant to 9 *Del. C.* § 8306(b) the County is mandated to assess
14 property at least every five years, which will result in future assessment expenses; and
15

16 **WHEREAS**, pursuant to *New Castle County Code* § 14.01.018, the County
17 established a Reassessment Reserve Account with procedures for the deposit and
18 appropriation of funds.
19

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

22 Section 1. A tax upon the residential real property in New Castle County is hereby
23 established and levied at the rate of 5.39 cents for each one hundred dollars of assessed
24 valuation (based on 100 percent of July 1, 2024 fair market value) for the fiscal year
25 beginning July 1, 2026, and ending June 30, 2027, to pay the costs of the General
26 Operating Budget.
27

28 Section 2. A tax upon the non-residential real property in New Castle County is
29 hereby established and levied at the rate of 8.15 cents for each one hundred dollars of
30 assessed valuation (based on 100 percent of July 1, 2024 fair market value) for the fiscal
31 year beginning July 1, 2026, and ending June 30, 2027, to pay the costs of the General
32 Operating Budget.
33

34 Section 3. A tax upon the residential real property in the following listed areas of
35 New Castle County at the following listed rates for each one hundred dollars of assessed
36 valuation is hereby established and levied for the fiscal year beginning July 1, 2026, and
37 ending June 30, 2027, to pay costs under the Local Service Function Budget.
38
39
40
41
42
43

<u>Location</u>	<u>Tax Rate in Cents Per \$100 of Assessed Valuation</u>
Arden	11.66
Ardencroft	11.81
Ardentown	11.88
Bellefonte	12.78
Delaware City	3.86
Elsmere	2.52
Middletown	1.17
Newark	0.00
New Castle	2.03
Newport	2.44
Odessa	2.44
Townsend	0.08
Wilmington	0.00
Those portions of New Castle County not within any of the preceding incorporated municipalities	13.07

Section 4. A tax upon the non-residential real property in the following listed areas of New Castle County at the following listed rates for each one hundred dollars of assessed valuation is hereby established and levied for the fiscal year beginning July 1, 2026, and ending June 30, 2027, to pay costs under the Local Service Function Budget.

<u>Location</u>	<u>Tax Rate in Cents Per \$100 of Assessed Valuation</u>
Arden	17.62
Ardencroft	17.84
Ardentown	17.95
Bellefonte	19.31
Delaware City	5.83
Elsmere	3.81
Middletown	1.77
Newark	0.00
New Castle	3.07
Newport	3.68
Odessa	3.68
Townsend	0.13
Wilmington	0.00
Those portions of New Castle County not within any of the preceding incorporated municipalities	19.75

Section 5. A tax upon the real property in the light districts in New Castle County established pursuant to 9 Del. C. ch. 21, is hereby established and levied for light districts at the following rates for each one hundred dollars of assessed valuation for the fiscal year beginning July 1, 2026, and ending June 30, 2027 to pay the cost of street and highway illumination:

<u>Light Code</u>	<u>Light District Installations</u>	<u>Tax Rate in Cents Per \$100 of Assessed Valuation</u>
High Pressure Sodium (HPS) Units		
TRL1	Cobra (formerly Incandescent)	0.245
TRLA	Cobra (formerly Mercury)	1.790
TRLQ	Metal Pole	2.850
TRLC	Traditionaire	3.170
TRLT	Limited Installation	1.660
TRLU	Turn of the Century	3.480
Light Emitting Diode (LED) Units		
TRLO	Cobra	1.790
TRLM	Traditionaire	1.000
TRLN	Granville	2.500

Section 6. A tax upon the full annual cost established pursuant to 9 Del. C. § 1339, is hereby established and levied for crossing guards by school district at the following rates for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

<u>Crossing Guard Rates</u>	<u>Tax Rates in Cents Per \$100 of Assessed Valuation</u>
Appoquinimink School District	0.272
Brandywine (Area I)	0.511
Christina (Area III)	0.414
Colonial (Area IV)	0.466
Red Clay (Area II)	0.511

Section 7. Fees and charges not specified in this Ordinance shall be heretofore or hereafter established.

Section 8. Fees, fines, forfeitures, penalties, assessments, charges, receipts and income, together with needed reserves and available cash balances, shall be included in the receipts of New Castle County as collected during the fiscal year beginning July 1, 2026, and ending June 30, 2027.

Section 9. For purposes of Section 1 and Section 3 of this Ordinance, the term "residential real property" shall mean property classified as either Residential or Farmland pursuant to New Castle County parcel records as of July 1, 2026.

Section 10. For purposes of Section 2 and Section 4 of this Ordinance, the term "non-residential real property" shall mean property classified as any classification other than Residential or Farmland pursuant to New Castle County parcel records as of July 1, 2026.

Section 11. The effective date for the provisions in this Ordinance shall be July 1, 2026.

148
149 Section 12. This Ordinance shall become effective immediately upon its adoption
150 by County Council and approval by the County Executive, or as otherwise provided by 9
151 *Del. C. § 1156.*

Adopted by Council of
New Castle County on:

Monique Williams-Johns
President of Council
of New Castle County

Approved on:

Marcus Henry
County Executive

SYNOPSIS: This Ordinance is the Annual Revenue Ordinance for Fiscal Year 2027.

Section 1 establishes a General Operating residential property tax rate in New Castle County.

Section 2 establishes a General Operating non-residential property tax rate in New Castle County.

Section 3 establishes the Local Service Function residential property tax rates in the listed areas of New Castle County.

Section 4 establishes the Local Service Function non-residential property tax rates in the listed areas of New Castle County.

Section 5 establishes the tax rates in the light districts of New Castle County.

Section 6 establishes the tax rates for school crossing guards.

Section 7 provides that fees and charges not specifically addressed in this Ordinance can be established at some future time.

Section 8 provides that other receipts and funding sources shall be included in the revenue of New Castle County collected during Fiscal Year 2027 to be used in accordance with the budget Ordinance.

Section 9 defines the term “residential real property” as it is used in Sections 1 and 3 of this Ordinance.

Section 10 defines the term “non-residential real property” as it is used in Section 2 and 4 of this Ordinance.

FISCAL NOTE: This Ordinance proposes Fiscal Year 2027 tax rates which in conjunction with other anticipated sources of revenue are estimated to yield sufficient revenue to balance the proposed Fiscal Year 2027 Operating Budget.

These proposed real property tax rates applied to estimated taxable assessments and estimated quarterly additions (net of exemptions) are anticipated to yield approximately \$167,104,434, for a total of \$168,529,434 including prior year collections and penalties.

The proposed light district tax rates, as cited in Section 5, are anticipated to yield revenues of \$9,539,395. These revenues, together with prior year tax collections and the use of available cash balances, are estimated to support direct street lighting expenses plus overhead.

The proposed school crossing guard tax rates, as set forth in Section 6, are anticipated to yield revenues of \$3,847,701. These revenues, together with prior year tax collections and the use of available cash balances, are estimated to support direct crossing guard expenses plus overhead.

This Ordinance, as proposed, has no explicit fiscal impact upon the two successive fiscal years commencing July 1, 2027 and July 1, 2028, as the rates are legislated annually by County Council.

Acknowledged by the Chief Financial Officer March 31, 2026.

ORDINANCE NO. 26-035

**CALCULATION OF SEWER SERVICE CHARGES EFFECTIVE JULY 1, 2026
FOR FISCAL YEAR 2027**

WHEREAS, in accordance with *New Castle County Code* Chapter 38 (“Utilities”), Article 2 (“Sewers and Sewage Disposal”), Division 38.02.500 (“Sewer services charges”), Section 38.02.503 (“Schedule generally”), County Council must adopt applicable unit charges for sewer service.

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

Section 1. County Council adopts the following sewer unit charges for Fiscal Year 2027:

The following unit charges shall be effective other than for certain contract users:

\$5.286119/1000 gallons flow rate	(q)
\$0.437653/lb. BOD	(b)
\$0.566035/lb. SS	(s)

The rates for certain contract users shall be as follows:

\$3.593868/1000 gallons flow rate	(q)
\$0.437653/lb. BOD	(b)
\$0.566035/lb. SS	(s)

The Equivalent Dwelling Unit (EDU) rates shall be as follows:

Meter Size	EDU	Fixed Charge @ \$100 / EDU
1/2" or 5/8"	1.0	\$75*
3/4"	1.5	\$150
1"	2.5	\$250
1 1/2"	5.0	\$500
2.0	8.0	\$800
3.0	15.0	\$1,500
4.0	25.0	\$2,500
6.0	50.0	\$5,000
8.0	80.0	\$8,000
10.0	115.0	\$11,500
* For Fiscal Year 2027, the base rate of \$100/EDU has been discounted by 25% for meters up to 5/8".		

Section 2. Pursuant to Section 38.02.503.F., the annual minimum charge for sewer service shall be fifty-six dollars (\$56.00).

Section 3. The effective date for the provisions in this Ordinance shall be July 1, 2026.

26
27
28
29

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

Adopted by Council of
New Castle County on:

Monique Williams-Johns
President of Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance establishes sewer service charges effective July 1, 2026, for Fiscal Year 2027.

FISCAL NOTE: This Ordinance proposes the adoption of the Fiscal Year 2027 sewer user rates which, in conjunction with other related sources of revenue, are estimated to yield sufficient revenue to balance the Fiscal Year 2027 sewer fund budget.

If adopted, this Ordinance would establish a Fiscal Year 2027 composite (flow \$5.286119 + (BOD \$0.437653 X 1.2510 (flow factor) = \$0.5475041) + (SS \$0.566035 X 1.5429 (flow factor) = \$0.8733356)) residential flow rate of \$6.70696 per 1,000 billable gallons. The composite rate reflects a five percent increase from the FY2026 composite rate.

The base rate of \$100/EDU, as previously approved by County Council, has been discounted by 25% for meters up to 5/8", which will increase the EDU to \$75 for the 5/8 customers.

The rates contained in this Ordinance would, if adopted, be applied to all user classes, including \$13,040,000 for EDU as follows:

User Classification	Number of Users	Gross Billing
Residential	127,035	\$44,141,783
Industrial	20	\$11,129,081
Commercial	3,808	\$16,363,996
Apartment	228	\$9,232,033
Contract	5	\$6,500,228
Gross Billing	131,096	\$87,367,121
Less Allowance for Delinquent Accounts		(\$3,744,121)
Net Billing		<u>\$83,623,000</u>

Acknowledged by the Chief Financial Officer March 31, 2026.

ORDINANCE NO. 26-036

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF
NEW CASTLE COUNTY FOR THE PURPOSE OF FINANCING CERTAIN CAPITAL
PROJECTS APPROVED IN THE FISCAL YEAR 2027 CAPITAL BUDGET**

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

WHEREAS, Chapter 39 of Title 7 of the *Delaware Code*, as amended, authorizes New Castle County to carry out preventive and control measures and works of improvement for the prevention of erosion, floodwater, and sediment damages, and the County Council of New Castle County determines to construct, improve, and develop stormwater courses and facilities; and,

WHEREAS, Section 1163 of Title 9 of the *Delaware Code* authorizes New Castle County to issue bonds to finance the cost of any object, program or purpose for which New Castle County may raise, appropriate or expend money, and the County Council of New Castle County determines to expend money for various facilities and services; and,

WHEREAS, Subchapter III, of Chapter 13 of Title 9 of the *Delaware Code*, as amended, authorizes New Castle County to develop plans for buildings/facilities, parks, open spaces, natural areas and greenways within the County. Said plans provide for the acquisition of land for the development of parks and recreation facilities and the improvement and development of existing parks and buildings/facilities. The County has deemed it necessary to implement such plans for development and improvements.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS: (by a supermajority of all the members elected to the County Council concurring therein):

Section 1. New Castle County shall authorize the issuance of its negotiable bonds in the maximum aggregate net principal amount of \$59,790,230 to finance projects approved in the FY2027 Capital Budget (the maximum aggregate principal amount of the bonds to be issued for each purpose is set out in the following schedule):

<u>PURPOSE</u>	<u>BOND AUTHORIZATIONS MAXIMUM AGGREGATE PRINCIPAL AMOUNT</u>
(A) Sanitary Facilities/Stormwater	\$ 34,220,000
(B) Public Safety	14,485,230
(C) Parks	5,315,000
(D) Administration	3,090,000
(E) Facilities/Equipment	1,800,000
(F) Community Services	880,000
TOTAL BOND AUTHORIZATIONS	<u>\$59,730,230</u>

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

48
49 Section 3. The effect of the bonded indebtedness hereby authorized upon the total bonded
50 indebtedness of New Castle County is as shown on the attached fiscal note, Exhibit "A".

51
52 Section 4. It is hereby determined and declared that the normal life of said improvements
53 is not less than three (3) years (§ 1163 of Title 9 of the *Delaware Code*).

54
55 Section 5. In accordance with Federal Treasury Reg. § 1.150-2, the County hereby states
56 its intentions that a portion of the proceeds of the bonds authorized hereunder will be used to
57 reimburse itself for expenditures paid prior to the date of issuance of the bonds. All capitalized
58 terms used herein and not otherwise defined have the same meaning as ascribed to them in
59 Treasury Reg. § 1.150-2.

60
61 All original expenditures to be reimbursed will be capital expenditures (as defined in Federal
62 Treasury Reg. Sec. 1.150-1(b)) and other amounts permitted to be reimbursed pursuant to
63 Federal Treasury Reg. Sec. 1.150-2(d)(3) and (f). The County intends to reimburse the original
64 expenditures through the County's incurrence of debt to be evidenced by the bonds. The
65 description of the type and use of the property for which the original expenditure to be fully or
66 partially reimbursed is to be paid is: costs relating to the projects as defined in Section 3 hereof.
67 The maximum principal amount of the bonds to be issued to reimburse the costs of said projects
68 paid prior to their issuance and to complete said projects is a net \$59,790,230 including the costs
69 of issuance of the bonds.

70
71 Once the bonds are issued, the County shall allocate bond proceeds to reimburse a prior
72 expenditure by making the allocation on its books and records maintained with respect to the
73 bonds; provided that such costs to be reimbursed were paid not more than 60 days prior to the
74 date hereof. Such allocations shall specifically identify the actual original expenditure to be
75 reimbursed. Such allocations shall occur not later than 18 months after the later of (i) the date on
76 which the original expenditure is paid, or (ii) the date the project is placed in service or abandoned,
77 but in no event more than 3 years after the original expenditure is paid. If the bonds are issued
78 before the expiration of the period prescribed in the preceding sentence, then the reimbursement
79 allocation shall occur not later than the date of bonds are issued.

80
81 The bond proceeds used to reimburse the County for original expenditures will not be used within
82 1 year after the allocation in a manner that results in the creation of replacement proceeds (as
83 defined in Treasury Reg. § 1.148-1) for the bonds authorized hereunder or for other bonds. The
84 County will not use the proceeds of bonds to reimburse, refinance or refund an original
85 expenditure paid by another obligation (either tax-exempt or taxable).

86
87 Section 6. Continuing Disclosure. The County covenants for the benefit of holders of any
88 bonds that it issues in the public markets, whether pursuant to this Ordinance or otherwise, that,
89 so long as any such bonds are outstanding, it will file, or cause to be filed, all financial information,
90 operating data and notices of events, actions or failure to act, with such persons and entities and
91 at such times as may be necessary to comply with the requirements of Rule 15c2-12(b) (5) of the
92 Securities Exchange Act of 1934 with respect to such bonds. The Chief Financial Officer shall by
93 Resolution adopted in connection with the issuance of such bonds specify the specific actions
94 that the County shall be obligated to undertake to comply with this Section. Upon approval of the

95 County Executive, the Chief Financial Officer is hereby authorized to take such other actions, by
96 contract with a fiscal agent or otherwise, as such official shall deem appropriate to cause the
97 County to comply with this Section.
98

99 Section 7. The effective date for the provisions in this Ordinance shall be July 1, 2026.
100

101 Section 8. This Ordinance shall become effective immediately upon its adoption by County
102 Council and approval by the County Executive, or as otherwise provided by 9 *Del. C.* § 1156.

Adopted by County Council of
New Castle County on:

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

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance will authorize New Castle County to issue bonds in the net amount of \$59,790,230 to finance projects approved in the Fiscal Year 2027 Capital Budget.

FISCAL NOTE: See attached Exhibit “A” for fiscal impact of this Ordinance.

Acknowledged by the Chief Financial Officer March 31, 2026.

EXHIBIT "A"

FISCAL NOTE: This Ordinance will authorize County Bonds in the maximum aggregate principal amount (net of issuance costs) of \$59,790,230.

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

<u>Previous Authorizations</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Authorized and Issued Bonds ⁽¹⁾ (2/28/2026)	\$517,665,000	\$170,621,142	\$688,286,142
Authorized and Unissued Bonds (2/28/2026)	<u>145,155,304</u>	<u>60,965,228</u>	<u>206,120,532</u>
Total Previous Authorizations	662,820,304	231,586,370	894,406,674
Proposed Net Authorizations ⁽²⁾ by the Ordinance	<u>59,730,230</u>	<u>25,086,697</u>	<u>84,816,927</u>
Total Previous Authorizations and Proposed Net Authorizations	<u>\$722,550,534</u>	<u>\$256,673,067</u>	<u>\$979,223,601</u>

The following State Revolving Fund (SRF) and Water Infrastructure Finance and Innovation Act (WIFIA) loans are not included in the above totals:

Authorized and Issued Bonds (2/28/2026)	\$ 38,518,145	\$ 8,919,382 ⁽³⁾	\$ 47,437,527
Authorized and Unissued Bonds (2/28/2026)	103,522,831	59,720,271 ⁽³⁾	163,243,102
Total Previous Authorizations	<u>\$142,040,976</u>	<u>\$68,639,653</u>	<u>\$210,680,629</u>

⁽¹⁾ These amounts have been adjusted to reflect retired principal and interest through 4/30/26.

⁽²⁾ Assuming a constant principal amount of \$2,986,511 over a term of twenty years, total debt service for the \$59,730,230 would be \$84,816,927.

⁽³⁾ Interest is based on estimated future repayment schedules. Interest rates for various SRF loans are 2.00, 2.394 and 2.601 percent and for the various WIFIA loans are 4.5 percent.

ORDINANCE NO. 26-037

**THE CAPITAL BUDGET ORDINANCE OF NEW CASTLE COUNTY
FOR THE FISCAL YEAR BEGINNING JULY 1, 2026**

1 **WHEREAS**, Chapter 22 of Title 9 of the *Delaware Code*, as amended, authorizes New
2 Castle County to plan, acquire, purchase, construct, reconstruct, improve, better and extend,
3 and maintain and operate sewerage systems therein defined, and the County Council of New
4 Castle County has determined to extend existing sewerage systems now maintained by the
5 County by rehabilitating and constructing local sewer projects and to improve existing sewer
6 systems, pump stations, treatment plant sites, and facilities; and

7
8 **WHEREAS**, *Delaware Code*, including Chapter 34 of Title 9 and Chapter 39 of Title 7 of
9 the *Delaware Code*, authorizes New Castle County to carry out preventive and control
10 measures and works of improvement for the prevention of erosion, floodwater, and sediment
11 damages, and the County Council of New Castle County determines whether to construct,
12 improve, and develop stormwater courses and facilities; and

13
14 **WHEREAS**, Section 1163 of Title 9 of the *Delaware Code* authorizes New Castle
15 County to issue bonds to finance the cost of any object, program or purpose for which New
16 Castle County may raise, appropriate or expend money, and the County Council of New Castle
17 County determines to expend money for various facilities and services; and

18
19 **WHEREAS**, Subchapter III, Chapter 13 of Title 9 of the *Delaware Code*, as amended,
20 authorizes New Castle County to develop plans for buildings/facilities, parks, open spaces,
21 natural areas and greenways within the County. Said plans provide for the acquisition of land
22 for the development of parks and recreation facilities and the improvements and development
23 of existing parks and buildings/facilities. The County has deemed it necessary to implement
24 such plans for development and improvements.

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

27
28 Section 1. Exhibit "A", entitled "Capital Budget – FY2027" consisting of two (2) pages,
29 dated March 31, 2026, attached hereto and made a part hereof, is hereby adopted as the
30 Capital Budget of New Castle County for the fiscal year beginning July 1, 2026, and ending
31 June 30, 2027.

32
33 Section 2. The projects listed on Exhibit "B," entitled "Projects to Sunset Fiscal Year
34 End 2025" will sunset in accordance with Key Financial Policy (KFP) #1 on June 30, 2026. All
35 unexpended appropriations and bond authorizations on June 30, 2026, will be deauthorized.
36 Any encumbrances will remain open until liquidated.

37
38 Section 3. The effective date for the provisions in this Ordinance shall be July 1, 2026.

39
40 Section 4. This Ordinance shall become effective immediately upon its adoption by
41 County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C. §*
42 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 is the Capital Budget Ordinance for the Fiscal Year 2027, authorizing capital spending of \$75,702,105 for 51 County projects. This Ordinance also will deauthorize the projects on Exhibit "B" and the corresponding available appropriations and bond authorizations on June 30, 2026.

FISCAL NOTE: The Capital Budget Ordinance for Fiscal Year 2027 authorizes capital spending of \$75,702,105 for various projects. A companion Ordinance authorizing the issuance of General Obligation Bonds of \$59,790,230 to fund the Capital Budget must be adopted.

In addition, this Ordinance sunsets 10 capital projects, effective June 30, 2026. Projects are listed on Exhibit "B".

Acknowledged by the Chief Financial Officer March 31, 2026.

EXHIBIT "A"
NEW CASTLE COUNTY
CAPITAL BUDGET - FY2027

DEPARTMENT OF ADMINISTRATION

Land Use Information System	\$ 2,650,000
Sewer and Tax Billing Replacement	440,000
Subtotal	\$ 3,090,000

DEPARTMENT OF COMMUNITY SERVICES

Carousel Park Outdoor Arena Footing	\$ 180,000
Hope Center	300,000
Public Arts	327,640
Rockwood Museum	350,000
Rockwood Wheelchair Lift	350,000
Subtotal	\$ 1,507,640

DEPARTMENT OF PUBLIC SAFETY

800MgHZ Communications Equipment 2026-2027	\$ 400,000
Communications Upgrade 2026-2027	\$ 250,000
Police Range / EVOC	\$ 13,720,000
Public Safety Equipment 2027	367,705
Public Safety Southern Facility	50,000
Public Safety Trailer	65,230
Public Safety Vest Protection Program 2027	397,726
Subtotal	\$ 15,250,661

DEPARTMENT OF PUBLIC WORKS

Facilities/Equipment

Fleet Equipment 2027	\$ 8,469,900
Government Center Parking Lot	\$ 2,000,000
Subtotal	\$ 10,469,900

EXHIBIT "A"
NEW CASTLE COUNTY
CAPITAL BUDGET - FY2027

DEPARTMENT OF PUBLIC WORKS (Continued)

Parks

ADA Improvements in Parks	\$ 100,000
Delcastle Park Improvements	800,000
General Parkland Improvements 2024-2025	1,000,000
Glasgow Regional Park	1,500,000
Greenbank Park Improvements	200,000
Middle Run Valley Reforestation	100,000
Paper Mill Park Improvements	400,000
Pavilion Renovations	50,000
Play Area Improvements 2026-2027	515,000
Powell Ford Park Improvements	850,000
Subtotal	\$ 5,515,000

Sewer/Stormwater

Airport Road System Rehabilitation	\$ 1,850,000
Asset Management	1,200,000
Countywide Drainage Problems	1,000,000
Delaware City Industrial Sewer Expansion	1,700,000
DelDOT Coordination Project 2021	1,000,000
General Sewer Improvements	1,750,000
General Stormwater Improvements 2021	499,990
Kirkwood Trunkline Interceptor	3,500,000
Lea Eara Farms Treatment Plant Closure	3,000,000
Major Pump Stations Electrical Upgrades	600,000
Manhole Rehabilitation	750,000
Pump Station Rehabilitation 2026-2027	1,545,000
Richardson Park System Rehabilitation	500,000
Septage Receiving Station Upgrade	800,000
Sewer Fleet Equipment 2027	3,398,914
Sewer Repairs and Rehabilitation 2026-2027	2,000,000
Sewer System Expansion	250,000
Southern Sewer Service Area	2,000,000
Stormwater Basin Renovation II	1,000,000
Terminal Avenue System Rehabilitation	2,000,000
Water Farm 1 System Rehabilitation	2,000,000
Water Fill Stations	225,000
Water Quality Improvement Plans	500,000
White Clay System Rehabilitation	6,300,000
Wilmington System Rehabilitation	500,000
Subtotal	\$ 39,868,904

CAPITAL BUDGET TOTAL

\$ 75,702,105

Exhibit "B"
NEW CASTLE COUNTY
Projects to Sunset Fiscal Year End 2026

DEPARTMENT OF PUBLIC WORKS

C300509	General Parkland Improvements	Complete
C302303	Fleet Equipment 2023	Complete
C301303	DelDOT Coordination Project II	Complete
C302301	Market Street System Rehabilitation Bridge #9	Complete
C121606	Information Systems Expansion II	Complete
C122501	Firewall Replacement	Complete
C122612	Network Infrastructure Rearchitect and Upgrade	Complete
C402401	Absalom Jones Senior Center Kiln	Complete
C402610	Appoquinimink Library Maker Space HVAC	Complete
C402620	Carousel Park Indoor Arena Footing	Complete

ORDINANCE NO. 26-038

**ADOPT THE ANNUAL OPERATING BUDGET OF NEW CASTLE COUNTY
FOR THE FISCAL YEAR BEGINNING JULY 1, 2026**

1 **WHEREAS**, County Council has adopted revenue measures which together with
2 any reserves and available cash balances shall, in the opinion of the County Executive,
3 be estimated to yield sums at least sufficient to balance the proposed expenditures as set
4 forth herein.
5

6 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:** (by a
7 supermajority of all the members elected to the County Council concurring therein):
8

9 Section 1. County Council hereby ordains that the taxes and other revenue
10 measures which the County Executive has certified as yielding sufficient revenue,
11 together with any reserves and available cash balances, serve to balance the Annual
12 Operating Budget of New Castle County for the fiscal year beginning July 1, 2026, and
13 ending June 30, 2027.
14

15 Section 2. Exhibit "A," entitled "Departmental Operating Budget," consisting of six
16 (6) pages, attached hereto and made a part hereof, is adopted as the Annual Operating
17 Budget of Appropriations to the respective departments, offices, reserves and services
18 for the fiscal year beginning July 1, 2026, and ending June 30, 2027.
19

20 Section 3. Exhibit "B," entitled "Operating Budget Components," consisting of one
21 (1) page, attached hereto and made a part hereof, representing the component budgets
22 encompassed by the "Departmental Operating Budget" for the fiscal year beginning July
23 1, 2026, and ending June 30, 2027.
24

25 Section 4. As the County Council has done in all past years, by and through the
26 budget hearing, review, and adoption process undertaken for the FY2027 budget, the
27 County Council hereby confirms its review and approves the schedule of fees established
28 by the Department of Land Use set forth in, *inter alia*, Appendix 2 of Chapter 40 of the
29 *New Castle County Code* ("the UDC"). The County Council also confirms and clarifies
30 that through the budget hearing, review, and adoption process, it has reviewed and
31 approved the schedule of fees established by the Department of Land Use in all prior
32 budget years, and the County hereby confirms, clarifies, and ratifies its previous
33 approvals of the fee schedules heretofore established by the Department of Land Use.
34

35 Section 5. The effective date for the provisions in this Ordinance shall be July 1,
36 2026.
37

38 Section 6. This Ordinance shall become effective immediately upon its adoption
39 by County Council and approval by the County Executive, or as otherwise provided by 9
40 *Del. C. § 1156*.

Adopted by Council of
New Castle County on:

Monique Williams-Johns
President of Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance authorizes the Annual Operating Budget of New Castle County for the fiscal year beginning July 1, 2026 and ending June 30, 2027.

Exhibit "A" provides a summary of appropriations to departments, row offices, reserves and non-departmental operating budgets.

Exhibit "B" provides the component budgets (i.e. General Operating, Local Service Function, Sewer, Crossing Guard and Street Lighting) encompassed by Exhibit "A."

FISCAL NOTE: This Ordinance embodies, by detailed appropriation, by object of expenditure for each department and office (Exhibit "A") as required by State Law, and, by component budgets supported by various revenue measures (Exhibit "B"), the County's Annual Operating Budget for Fiscal Year 2027.

The fiscal impact of this Ordinance is the authorization to expend \$387,613,138 in Fiscal Year 2027 and to legislate the amounts within New Castle County's reserve accounts.

This Ordinance has no explicit impact on subsequent fiscal years, as the Operating Budget is legislated annually by County Council.

Acknowledged by the Chief Financial Officer March 31, 2026.

EXHIBIT A1**COUNTY COUNCIL**

Salaries and Wages	\$	2,730,491
Benefits		1,477,914
Training and Civic Affairs		65,212
Communication and Utilities		11,408
Materials and Supplies		60,772
Contractual Services		256,247
Equipment		1,600
Grants and Fixed Charges		469,732
Operating Transfer Charges		181,699
Total	\$	5,255,075
Total Authorized Full-Time Positions	35	

COUNTY EXECUTIVE

Salaries and Wages	\$	2,401,265
Benefits		1,296,477
Training and Civic Affairs		41,904
Communication and Utilities		14,769
Materials and Supplies		22,236
Contractual Services		248,565
Equipment		1,000
Grants and Fixed Charges		43,000
Contingency		55,000
Operating Transfer Charges		114,934
Total	\$	4,239,150
Total Authorized Full-Time Positions	17	

DEPARTMENT OF ADMINISTRATION

Salaries and Wages	\$	15,179,002
Benefits		8,174,714
Training and Civic Affairs		199,555
Communication and Utilities		9,592,710
Materials and Supplies		169,549
Contractual Services		8,002,559
Equipment		318,900
Grants and Fixed Charges		4,082,350
Operating Transfer Charges		1,004,932
Operating Transfer Credits		(14,008,398)
Total	\$	32,715,873
Total Authorized Full-Time Positions	177	

EXHIBIT A2

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	\$	27,101,408
Benefits		14,637,068
Training and Civic Affairs		88,079
Communication and Utilities		28,464,659
Materials and Supplies		4,918,251
Contractual Services		11,344,204
Equipment		536,333
Grants and Fixed Charges		1,294,498
Land and Structures		35,000
Operating Transfer Charges		4,964,157
Operating Transfer Credits		(7,906,610)
Total	\$	85,477,047
Total Authorized Full-Time Positions		389

DEPARTMENT OF LAND USE

Salaries and Wages	\$	9,147,002
Benefits		4,932,574
Training and Civic Affairs		66,975
Communication and Utilities		100,483
Materials and Supplies		106,727
Contractual Services		1,204,609
Equipment		56,240
Grants and Fixed Charges		56,500
Operating Transfer Charges		812,369
Total	\$	16,483,479
Total Authorized Full-Time Positions		113

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages	\$	12,751,262
Benefits		6,072,129
Training and Civic Affairs		9,960
Communication and Utilities		1,356,485
Materials and Supplies		1,029,334
Contractual Services		3,258,150
Equipment		1,500
Grants and Fixed Charges		3,296,066
Operating Transfer Charges		1,590,723
Operating Transfer Credits		(257,608)
Total	\$	29,108,001
Total Authorized Full-Time Positions		161

EXHIBIT A3

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages	\$	83,209,835
Benefits		44,672,013
Training and Civic Affairs		205,206
Communication and Utilities		1,065,054
Materials and Supplies		1,493,047
Contractual Services		2,698,422
Equipment		3,899,005
Grants and Fixed Charges		9,204,644
Operating Transfer Charges		8,603,175
Total	\$	155,050,401
Total Authorized Full-Time Positions		729

REGISTER OF WILLS

Salaries and Wages	\$	1,230,774
Benefits		660,764
Training and Civic Affairs		34,950
Communication and Utilities		9,527
Materials and Supplies		10,053
Contractual Services		62,715
Equipment		2,800
Operating Transfer Charges		112,881
Total	\$	2,124,464
Total Authorized Full-Time Positions		20

EXHIBIT A4

RECORDER OF DEEDS

Salaries and Wages	\$	1,302,349
Benefits		698,105
Training and Civic Affairs		40,170
Communication and Utilities		30,597
Materials and Supplies		12,398
Contractual Services		82,718
Equipment		6,150
Grants and Fixed Charges		18,350
Operating Transfer Charges		187,466
Total	\$	2,378,303
Total Authorized Full-Time Positions	23	

SHERIFF

Salaries and Wages	\$	1,492,735
Benefits		808,273
Training and Civic Affairs		24,412
Communication and Utilities		11,740
Materials and Supplies		28,259
Contractual Services		52,249
Equipment		5,000
Operating Transfer Charges		165,848
Total	\$	2,588,516
Total Authorized Full-Time Positions	21	

CLERK OF THE PEACE

Salaries and Wages	\$	540,993
Benefits		292,932
Training and Civic Affairs		7,700
Communication and Utilities		2,094
Materials and Supplies		9,704
Contractual Services		19,218
Equipment Replacement		0
Operating Transfer Charges		42,052
Total	\$	914,693
Total Authorized Full-Time Positions	7	

DEBT SERVICE

Debt Service	\$	48,468,304
Total	\$	48,468,304
Total Authorized Full-Time Positions		

EXHIBIT A5

ETHICS COMMISSION

Salaries and Wages	\$	45,589
Benefits		11,776
Training and Civic Affairs		10,500
Communication and Utilities		1,500
Materials and Supplies		2,450
Contractual Services		235,747
Equipment		500
Operating Transfer Charges		7,770
Total	\$	315,832
Total Authorized Full-Time Positions	0	

COUNCIL CONTINGENCY

Contingency	\$	225,000
Total	\$	225,000
Total Authorized Full-Time Positions		

EXECUTIVE CONTINGENCY

Contingency	\$	600,000
Total	\$	600,000
Total Authorized Full-Time Positions		

PERSONNEL CONTINGENCY

Contingency	\$	455,000
Total	\$	455,000
Total Authorized Full-Time Positions		

DE PFML INSURANCE PROGRAM CONTINGENCY

Contingency	\$	800,000
Total	\$	800,000
Total Authorized Full-Time Positions		

ONE-TIME CONTINGENCY

Contingency	\$	414,000
Total	\$	414,000

EXHIBIT A6**NEW CASTLE COUNTY**

Salaries and Wages	\$	157,132,705
Benefits		83,734,739
Training and Civic Affairs		794,623
Communication and Utilities		40,661,026
Materials and Supplies		7,862,780
Contractual Services		27,465,403
Equipment		4,829,028
Grants and Fixed Charges		18,465,140
Debt Service		48,468,304
Land and Structures		35,000
Contingency		2,549,000
Operating Transfer Charges		17,788,006
Operating Transfer Credits		(22,172,616)
<i>Sub-Total New Castle County</i>	\$	387,613,138
<i>Total Authorized Full-Time Positions</i>		1,692

RESERVE ACCOUNTS ANTICIPATED BALANCES AS OF JUNE 30, 2026

Tax Stabilization Reserve Account	35,553,908
Sewer Rate Stabilization Reserve Account	13,410,350
General Fund Budget Reserve Account	46,910,980
Sewer Fund Budget Reserve Account	19,038,698
<i>Total Reserves:</i>	114,913,935

EXHIBIT "B"**OPERATING BUDGET COMPONENTS
FISCAL YEAR 2027**

General Operating Budget	\$	115,711,775
Local Service Function Budget		160,423,947
Sewer Fund		97,288,042
Street Light Fund		9,916,673
Crossing Guard Fund		4,272,701
Recommended Operating Budget	\$	387,613,138

MARCUS A. HENRY
COUNTY EXECUTIVE
 ExecutiveOffice@newcastlede.gov



87 Reads Way
New Castle, DE 19720

MEMORANDUM

TO: President and Members of County Council

FROM: Marcus Henry
 County Executive *M. H.*

DATE: March 31, 2026

SUBJECT: Certification Memorandum

Pursuant to 9 Del. C. § 1158(c), I hereby certify to County Council the estimated yield from each item of revenue to be used in balancing the Fiscal Year 2027 Operating Budget.

GENERAL FUND ESTIMATES

REAL ESTATE TAXES

Initial Annual Levy / Quarterly Adds	\$167,104,434
Prior Year Taxes	850,000
Tax Penalties	575,000
Real Estate Taxes	\$168,529,434

REALTY TRANSFER TAX

\$42,682,500

HOTEL TAX

\$2,300,000

SERVICE CHARGES AND FEES

911 Reporting Fees	\$1,111,705
Deeds and Instruments	6,487,000
Emergency Communications Reimbursement	209,400
FOIA Requests, Internet Printing/Copies	67,960
Hope Center Room Rentals	2,300,000
Hope Center Revenue	417,331
Impact Fees	400,000
Library Fines and Fees	109,200
Maintenance Corporation Fees	100,000
Miscellaneous Charges/Fees	327,700
Plan and Subdivision Reviews	1,420,000
Police Reports/Fines	490,228
Property Maintenance Fines/Fees	2,516,500
Recreation	1,358,009
Sheriff	1,855,000
Wills	3,689,546
Zoning Fees/Reviews	537,800
Service Charges and Fees	\$23,397,379

COLLABORATION ★ INNOVATION ★ DEDICATION

Certification Memorandum
 March 31, 2026
 Page 2 of 3

LICENSES AND PERMITS

Building Permits	\$5,290,000
Business Licenses	750,000
Contractor Licenses	392,000
Marriage Licenses	308,673
Other Permits	672,000
Plumbing Permits	1,150,000
Licenses and Permits	\$8,562,673

INVESTMENT INCOME, MISCELLANEOUS, RENTALS AND SALE OF ASSETS

Interest Earnings	\$7,120,400
Miscellaneous Fees and Income	3,425,274
Rentals and Sale of Assets	1,085,105
Investment Income, Miscellaneous, Rentals and Sale of Assets	\$11,630,779

INTERGOVERNMENTAL REVENUES

Department of Justice	\$0
Payment in-lieu of Taxes / Donations	30,000
Realty Transfer Tax Fee	1,132,500
Indirect Cost Recovery	150,000
State Paramedic Reimbursement	8,799,162
RZEDB Interest Reimbursement	68,088
Intergovernmental Revenues	\$10,179,750

USES OF AVAILABLE CASH BALANCES	\$18,416,178
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Subtotal: Sources of Funds	\$285,698,693
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LESS: INTERFUND CAPITAL TRANSFER	(9,562,971)
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<u>APPROPRIATED GENERAL FUND RESOURCES</u>	<u>\$276,135,722</u>
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Certification Memorandum

March 31, 2026

Page 3 of 3

SPECIAL FUND ESTIMATESSewer Fund

Sewer Service Charges	\$83,623,000
Delinquent Charges	5,000,000
Capital Recovery Fees	8,664,080
F.O.G. Program Fees	120,000
Interest Earnings	1,085,000
Miscellaneous Fees and Income	205,700
Plans Review	428,000
RZEDB Interest Reimbursement	794,611
Septic Waste Hauler Fees	573,000
Stormwater/Groundwater Fees	1,200,000
Stormwater Maintenance Districts	139,844
Survey and Inspection Fees	215,000
Wastewater Discharge Fees	221,000
Subtotal - Sources of Sewer Fund Resources	\$102,269,235
Use of Available Cash Balances	\$667,711
Subtotal - Sources of Sewer Fund Resources	\$102,936,946
LESS: INTERFUND CAPITAL TRANSFER	(5,648,904)
Subtotal - Appropriated Sewer Fund Resources	\$97,288,042

Street Light Fund

Street Light Revenues	\$9,610,938
Uses of Available Cash Balance	305,735
Subtotal - Appropriated Street Light Fund Resources	\$9,916,673

Crossing Guard Fund

School Crossing Guard Tax	\$3,872,701
Uses of Available Cash Balance	400,000
Subtotal - Appropriated Street Light Fund Resources	\$4,272,701

<u>APPROPRIATED SPECIAL FUND RESOURCES</u>	\$111,477,416
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<u>TOTAL APPROPRIATED OPERATING BUDGET RESOURCES</u>	\$387,613,138
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Reserve Accounts Anticipated Balances as of June 30, 2026

Tax Stabilization Reserve Account	\$35,553,908
Sewer Rate Stabilization Reserve Account	13,410,350
General Fund Budget Reserve Account	46,910,980
Sewer Fund Budget Reserve Account	19,038,698
Total Reserve Accounts	\$114,913,935

ORDINANCE NO. 26-039

**TO AMEND NEW CASTLE COUNTY CODE CHAPTER 13
("STORMWATER MAINTENANCE DISTRICTS") REGARDING
STORMWATER MAINTENANCE AND GREEN VALLEY – PHASE V COMMUNITY**

1 **WHEREAS**, stormwater is an important water resource which supports, among
2 other things, groundwater recharge for drinking water supplies and base-flow of streams;
3 and
4

5 **WHEREAS**, the requirements of the United States Environmental Protection
6 Agency and the Delaware Department of Natural Resources and Environmental Control
7 demand a comprehensive approach to stormwater management by New Castle County;
8 and
9

10 **WHEREAS**, the federal regulations and Delaware state regulations require the
11 County to implement and fund a program of stormwater controls that address discharges
12 from the County's regulated stormwater flows to local water bodies; and
13

14 **WHEREAS**, inadequate management of stormwater runoff throughout a
15 watershed can increase flood depths and velocities, contribute to erosion and sediment,
16 overtax the carrying capacity of existing streams and storm sewers, greatly increase the
17 cost of public facilities to convey and manage stormwater, undermine floodplain
18 management and flood reduction efforts in upstream and downstream communities,
19 reduce groundwater recharge, and impact other related water resource needs and
20 threaten public health and safety; and
21

22 **WHEREAS**, in order to establish, operate, enhance, and maintain an effective and
23 efficient stormwater management, ensure the continued effective operation of the system
24 through installation and best management practices, and to provide other services such
25 as appropriate inspections, asset management, and regulatory oversight associated with
26 stormwater and watershed management, sufficient and stable funding is required to fund
27 these public services; and
28

29 **WHEREAS**, given the above, New Castle County Council determined it to be in
30 the best interests of the County and its residents to create stormwater maintenance
31 districts to accomplish the above and, thereby, promote more attractive, safer, and
32 healthier neighborhoods; and
33

34 **WHEREAS**, County Council enacted *New Castle County Code* Chapter 13,
35 Sections 13.01.001 – 13.01.007 (by means of Ordinance No. 21-144), creating
36 stormwater maintenance districts to provide an alternative to and assist property owners
37 who are responsible for performing maintenance of stormwater management facilities
38 within residential and mixed-use subdivisions, and to relieve property owners of the
39 burden of the actual maintenance; and

40
41 **WHEREAS**, Chapter 13 provides that a maintenance organization responsible for
42 a stormwater management facility within a subdivision established prior to enactment
43 thereof may petition to establish a stormwater maintenance district ("SWD"), using forms
44 established by the Public Works Department (the "Department"); moreover, the
45 Department is authorized to determine whether a SWD should be established based on
46 a maintenance organization's compliance with *New Castle County Code* Chapter 12,
47 Article 6 ("Stormwater Management Facility, Watercourse, and Drainage System
48 Maintenance"); and

49
50 **WHEREAS**, the stormwater management facility in Green Valley - Phase V
51 subdivision falls under the County's jurisdiction, and is, in the opinion of County
52 government, necessary for efficient and economical stormwater management; and

53
54 **WHEREAS**, by way of background, Green Valley – Phase V maintenance
55 corporation timely petitioned the Department in 2025 for creation of a SWD; the petition
56 (attached hereto) reflects the affirmative vote for inclusion in the SWD program by the
57 Green Valley - Phase V community; and

58
59 **WHEREAS**, the petition includes, among other things, the requisite description of
60 the area incorporated in the proposed SWD, a list of the community members and mailing
61 addresses, applicable parcel numbers, signatures of the community members by parcel,
62 and the individual votes, either yes or no, by community members; and

63
64 **WHEREAS**, the Department supports the petition, which awaits the approval of
65 County Council; and

66
67 **WHEREAS**, if County Council enacts this Ordinance, the SWD program will be
68 approved for the Green Valley - Phase V community; subsequent to approval by County
69 Council, all relevant information evidencing the establishment of the SWD will be recorded
70 with the Office of the Recorder of Deeds; and

71
72 **WHEREAS**, County Council has determined that the provisions of this Ordinance
73 substantially advance and are reasonably and rationally related to legitimate
74 government interests, including, but not limited to, promoting the public health, safety,
75 welfare, and quality of life of the present and future inhabitants of New Castle County,
76 generally, and Green Valley – Phase V community, in particular.

77
78 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**

79
80 Section 1. *New Castle County Code* Chapter 13 ("Stormwater Maintenance
81 Districts") is hereby amended by adding the material that is underscored and deleting the
82 material that is stricken, as set forth below.

83 ...
84 Sec. 13.01.008. Stormwater maintenance districts - approved.

85 A. Following are the Stormwater Maintenance Districts approved by County Council:

86 1. Whispering Woods...
87

88 8. Green Valley - Phase V.

89
90 Section 2. This Ordinance shall become effective upon its adoption by County
91 Council and approval by the County Executive, or as otherwise provided in 9 *Del. C. §*
92 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
of New Castle County

SYNOPSIS: By way of this Ordinance, New Castle County Council approves a Stormwater Maintenance District in the Green Valley - Phase V community.

FISCAL NOTE: This Ordinance, if approved, creates a Stormwater Maintenance District and will establish a Stormwater District Maintenance Fee for the Green Valley – Phase V community. The fee will be included on the County tax bills beginning in the 2026 tax year to cover anticipated costs for a period of 15 months (April 2026 – June 2027). After which time, the annual tax bills beginning with the 2027 tax year will cover anticipated costs for a period of 12 months (July – June). There will be no fiscal impact since the fee shall cover the maintenance and operational costs of the stormwater infrastructure.

Acknowledged by the Chief Financial Officer March 26, 2026.

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 14, 2026

ORDINANCE NO. 26-040

**AMEND THE GRANTS BUDGET:
APPROPRIATE FUNDS FROM THE FEDERAL HOME LOAN BANK OF
PITTSBURGH TO THE HOPE CENTER SHELTER RENOVATIONS - FHLB GRANT,
WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES,
DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING**

1 **WHEREAS**, New Castle County has received documentation certifying that the
2 Federal Home Loan Bank of Pittsburgh has awarded \$1,437,437 to New Castle County
3 for the HOPE Center Shelter Renovations – FHLB Grant; and
4

5 **WHEREAS**, the grant funding will be used to renovate approximately 41 of the
6 Hope Center's third-floor units; and
7

8 **WHEREAS**, the County Executive has determined that grants anticipated to be
9 received from the Federal Home Loan Bank of Pittsburgh will be sufficient to cover the
10 increase in the Grants Budget as hereinafter amended; and
11

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

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

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

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

27 Section 3. It is the intent of the County Council that the provisions of this Ordinance
28 shall be effective retroactive to December 11, 2025.

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 \$1,437,437 from the Federal Home Loan Bank of Pittsburgh to the HOPE Center Shelter Renovations – FHLB grant. These funds will be used to renovate approximately 41 of the Hope Center's third-floor units.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to December 11, 2025.

FISCAL NOTE: This Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$1,437,437. The increase will affect FY2026 and FY2027 since the targeted program completion date for this grant is December 11, 2026. There is no local match requirement for this grant award. There is no anticipated fiscal impact on the Operating and/or Capital Budget.

Acknowledged by the Chief Financial Officer on March 30, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	HOPE Center Shelter Renovations - FHLB	Ordinance No.	26-040
PROGRAM TITLE:	HOPE Center Shelter Renovations - FHLB		

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ 1,437,437.00	\$ -	\$ 1,437,437.00
Total	\$ 1,437,437.00	\$ -	\$ 1,437,437.00

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 74,350.00	\$ -	\$ 74,350.00
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ 1,363,087.00	\$ -	\$ 1,363,087.00
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 1,437,437.00	\$ -	\$ 1,437,437.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	12/11/2025
Estimated Program Completion:	12/11/2026
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

Funding from the Federal Home Loan Bank of Pittsburgh (FHLB) will provide for renovations to the Hope Center.

4/14/2026

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 14, 2026

ORDINANCE NO. 26-041

AMEND THE GRANTS BUDGET:

**APPROPRIATE ANTICIPATED ADDITIONAL FEDERAL FUNDS FROM THE U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO THE EMERGENCY
HOUSING CHOICE VOUCHERS GRANT, WHICH IS ADMINISTERED BY THE
DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT
AND HOUSING**

1 **WHEREAS**, original allocated funding in the amount of \$555,756.00 from the U.S.
2 Department of Housing and Urban Development (HUD) was previously approved by County
3 Council and appropriated to the Emergency Housing Choice Vouchers Grant via Ordinance 21-
4 092; and

5
6 **WHEREAS**, additional federal funds of \$57,101.12 and anticipated federal funds of
7 \$180,000.00 from the U.S. Department of Housing and Urban Development (HUD) was
8 previously approved by County Council and appropriated to the Emergency Housing Choice
9 Vouchers Grant via Ordinance 24-068; and

10
11 **WHEREAS**, additional federal funds of \$30,672.54 and anticipated additional federal
12 funds of \$10,000.00 from the U.S. Department of Housing and Urban Development (HUD) was
13 previously approved by County Council and appropriated to the Emergency Housing Choice
14 Vouchers Grant via Ordinance 24-159; and

15
16 **WHEREAS**, anticipated additional federal funds of \$615,000.00 from the U.S.
17 Department of Housing and Urban Development (HUD) was previously approved by County
18 Council and appropriated to the Emergency Housing Choice Vouchers Grant via Ordinance 24-
19 176; and

20
21 **WHEREAS**, authorization is being sought to appropriate anticipated additional federal
22 funds of \$24,705.04 from the U.S. Department of Housing and Urban Development (HUD) to the
23 Emergency Housing Choice Vouchers Grant; and

24
25 **WHEREAS**, this funding will be used by the Department of Community Services, Division
26 of Community Housing and Development, for the administrative expenses of the program and
27 for rental and utility subsidies for very low-income families in New Castle County, and when
28 administering the grant, must follow the applicable Section 8 Housing Choice Voucher program
29 requirements; and

30
31 **WHEREAS**, the County Executive has determined that revenues anticipated to be
32 received shall be sufficient to cover the increase in the Grants Budget as hereinafter amended;
33 and

34
35 **WHEREAS**, Council has determined that the provisions of this Ordinance substantially
36 advance, and are reasonably and rationally related to, legitimate government interests (i.e.,
37 promoting the health, safety, morals, convenience, order, prosperity, and/or welfare of the
38 present and future inhabitants of this State).

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

41

42 Section 1. The Grants Budget, as adopted by Ordinance No. 75-173, is hereby amended
43 by adding the material in Exhibit "A," which is considered to be underscored in its entirety, which
44 is attached hereto and made a part hereof.

45

46 Section 2. This Ordinance shall become effective immediately upon its adoption by New
47 Castle County Council and approval by the County Executive, or as otherwise provided by 9 Del.
48 C. § 1156.

49

50 Section 3. It is the intent of the County Council that the provisions of this Ordinance shall
51 be effective retroactive to June 1, 2021.

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 anticipated additional federal funds of \$24,705.04 from the U.S. Department of Housing and Urban Development (HUD) to the Emergency Housing Choice Vouchers Grant, which is administered by the Department of Community Services, Division of Community Housing and Development.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to June 1, 2021.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating anticipated additional federal funds of \$24,705.04 from the U.S. Department of Housing and Urban Development (HUD) to the Emergency Housing Choice Vouchers Grant.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$24,705.04. This increase will affect FY2026 through FY2031 since the targeted program completion date has been extended to September 30, 2030. There is no local match requirement for this grant award. There is no anticipated fiscal impact on the Operating and/or Capital Budget.

Acknowledged by the Chief Financial Officer on March 30, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	Emergency Housing Choice Vouchers	Ordinance No.	26-041
PROGRAM TITLE:	Emergency Housing Choice Vouchers		

Revenue	Current	Change	Revised
Federal	\$ ~~1,439,376.00~~	\$ 23,477.00	\$ 1,462,853.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ ~~9,153.66~~	\$ 1,228.04	\$ 10,381.70
Total	\$ ~~1,448,529.66~~	\$ 24,705.04	\$ 1,473,234.70

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 77,300.65	\$ -	\$ 77,300.65
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ ~~1,371,229.01~~	\$ 24,705.04	\$ 1,395,934.05
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ ~~1,448,529.66~~	\$ 24,705.04	\$ 1,473,234.70

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 6/1/2021

Estimated Program Completion: 9/30/2030

The Local Match: **Found in (ORG):**

Ordinance Passed: **Date Revised:**

21-092	7/27/2021
24-068	5/14/2024
24-159	10/22/2024
<u>24-176</u>	<u>11/26/2024</u>

PROGRAM DESCRIPTION:

Emergency Housing Vouchers Grant from the U.S. Department of Housing and Urban Development (HUD), authorized by the American Rescue Plan Act (ARPA), for administrative expenses of the program and for rental and utility subsidies for very low-income families in New Castle County.

~~11/26/2024~~

4/14/2026

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 14, 2026

ORDINANCE NO. 26-042

**REALLOCATE FUNDS IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING FUND
BETWEEN PROJECTS TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY
SERVICES**

1 **WHEREAS**, Ordinance 21-110 established the Affordable Housing Fund to preserve and
2 develop affordable housing within New Castle County (NCC Code 14.01.020); and
3

4 **WHEREAS**, Ordinance 21-111 allocated \$15,000,000 from the General Fund Tax
5 Stabilization Fund to the Affordable Housing Fund; and
6

7 **WHEREAS**, New Castle County Department of Community Services held public
8 stakeholder meetings to receive feedback and input on the Affordable Housing Fund created to
9 preserve and create affordable housing in New Castle County; and
10

11 **WHEREAS**, from that feedback, New Castle County Department of Community Services
12 released a public Request for Proposal for eligible applicants to apply for funding through the
13 Affordable Housing Fund; and
14

15 **WHEREAS**, Council previously appropriated \$3,000,000 to Setting Properties via
16 Ordinance 22-147. The project did not move forward as was projected in the original application,
17 so in September 2025, the County rescinded the funds; and
18

19 **WHEREAS**, this Ordinance requests Council's approval to reallocate \$1,913,600 of those
20 rescinded funds for the purchase of nine tax parcels known as 3014 New Castle Avenue, located
21 next to the New Castle County Route 9 library, to be developed with the Route 9 Library land for
22 mixed commercial and housing; and
23

24 **WHEREAS**, the Housing Trust Fund is a separate fund from the Affordable Housing
25 Fund, and the Housing Trust Fund can only be expended for projects within unincorporated
26 areas of New Castle County, and there are no Housing Trust Funds included in the funding of
27 this Ordinance; and
28

29 **WHEREAS**, the revenue measures heretofore adopted by the County Council are
30 necessary to preserve and develop affordable housing within New Castle County; and
31

32 **WHEREAS**, each contract or purchase order funded through this Affordable Housing
33 Fund appropriation will be submitted on a Resolution for Council's consideration as required by
34 *New Castle County Code § 2.02.004*.
35

36 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
37

38 Section 1. To preserve and develop an affordable housing project, \$1,913,600 in the
39 New Castle County Affordable Housing Fund is hereby reallocated to be administered by the
40 Department of Community Services.

41
42 Section 2. This Ordinance shall become effective immediately upon its adoption by
43 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* §
44 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, reallocates \$1,913,600 in the New Castle County Affordable Housing Fund. The available funding in the Affordable Housing Fund was transferred from the General Fund via Ordinance 21-111. There are no Housing Trust Funds included in the funding of this Ordinance. The funds will be administered by the Department of Community Services for the purchase of nine tax parcels known as 3014 New Castle Avenue. The land will be developed with the Route 9 Library land for mixed commercial and housing.

FISCAL NOTE: This Ordinance, if approved, will reallocate \$1,913,600 in the New Castle County Affordable Housing Fund. There is no discernible impact to the Operating Budget since this is an appropriation in the Affordable Housing Fund. The intent is to appropriate funds in the Land Budget Line Item. The Affordable Housing Fund balance available for appropriation is \$0 as of March 12, 2026.

Acknowledged by the Chief Financial Officer March 30, 2026.

Prime Sponsor(s): Mr. Smiley, Mr. Cartier
Requested by: Administration/Technology
Date of introduction: April 14, 2026

ORDINANCE NO. 26-043

**AMEND THE FY2026 APPROVED OPERATING BUDGET:
APPROPRIATE FUNDING FROM THE NEW CASTLE COUNTY TECHNOLOGY FEE
ACCOUNT WITHIN THE OFFICE OF THE RECORDER OF DEEDS AND RECORDER OF
DEEDS TECHNOLOGY FEE ACCOUNT TO THE DEPARTMENT OF PUBLIC SAFETY,
DIVISION OF POLICE FOR THE PURCHASE OF BLUE VOICE SOFTWARE**

1 **WHEREAS**, this Ordinance will amend the FY2026 Approved Operating Budget by
2 appropriating \$75,000.00 from the New Castle County Technology Fee Account within the
3 Office of the Recorder of Deeds and \$75,000.00 from the Recorder of Deeds Technology Fee
4 Account to the Department of Public Safety, Division of Police; and
5

6 **WHEREAS**, additional funding is needed for the purchase of the Blue Voice software
7 platform for the Department of Public Safety which will be used to provide the Police Division
8 with fast, accurate, and secure access to department policies, laws, procedures, and
9 community resources; and
10

11 **WHEREAS**, the revenue measures heretofore adopted by the County Council, are, in
12 the opinion of the County Executive, estimated to yield sums at least sufficient to balance the
13 proposed expenditures as set forth in the Approved Annual Operating Budget as hereinafter
14 amended.
15

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

18 Section 1. The Annual Operating Budget for the fiscal year beginning July 1, 2025, is
19 hereby amended by deleting the material stricken and adding the material underscored on the
20 attached "Exhibit A."
21

22 Section 2. The foregoing amendment shall be considered a part of the Annual
23 Operating Budget for the fiscal year beginning July 1, 2025, and shall be effective retroactively
24 as though incorporated initially in the Annual Operating Budget.
25

26 Section 3. This Ordinance shall become effective immediately upon its adoption by
27 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C. §*
28 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, amends the FY2026 Approved Operating Budget by appropriating \$75,000.00 from the New Castle County Technology Fee Account within the Office of the Recorder of Deeds and \$75,000.00 from the Recorder of Deeds Technology Fee Account to the Department of Public Safety, Division of Police. These funds are needed for the purchase of Blue Voice Software to provide the Police Division with fast, accurate, and secure access to department policies, laws, procedures, and community resources.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2026 Approved Operating Budget by appropriating \$75,000.00 from the New Castle County Technology Fee Account within the Office of the Recorder of Deeds and \$75,000.00 from the Recorder of Deeds Technology Fee Account to the Department of Public Safety, Division of Police in the Contractual Service Budget Line Item.

The revised FY2026 Approved Operating Budget will be \$376,758,586. This is a two-year contract totaling \$150,000. There will be no fiscal impact to FY2027 and FY2028 as the contract runs through June 30, 2028.

The balance in the New Castle County Technology Fee Account after this appropriation will be \$180,415.95. The balance in the Recorder of Deeds Technology Fee Account after this appropriation will be \$206,495.42.

Acknowledged by the Chief Financial Officer March 30, 2026.

EXHIBIT A1**COUNTY COUNCIL**

Salaries and Wages	\$	2,708,793
Benefits		1,525,869
Training and Civic Affairs		74,245
Communication and Utilities		15,674
Materials and Supplies		60,342
Contractual Services		255,729
Equipment		2,363
Grants and Fixed Charges		302,512
Operating Transfer Charges		195,519
Total	\$	5,141,046
Total Authorized Full-Time Positions	35	

COUNTY EXECUTIVE

Salaries and Wages	\$	2,305,318
Benefits		1,293,169
Training and Civic Affairs		42,232
Communication and Utilities		19,550
Materials and Supplies		22,136
Contractual Services		254,637
Equipment		1,000
Grants and Fixed Charges		423,175
Contingency		55,000
Operating Transfer Charges		112,454
Total	\$	4,528,671
Total Authorized Full-Time Positions	17	

DEPARTMENT OF ADMINISTRATION

Salaries and Wages	\$	14,062,962
Benefits		7,834,901
Training and Civic Affairs		216,948
Communication and Utilities		8,380,342
Materials and Supplies		165,308
Contractual Services		8,800,736
Equipment		464,895
Grants and Fixed Charges		3,972,041
Operating Transfer Charges		1,197,697
Operating Transfer Credits		(14,044,103)
Total	\$	31,051,727
Total Authorized Full-Time Positions	168	

EXHIBIT A2

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	\$	28,756,814
Benefits		16,093,269
Training and Civic Affairs		45,445
Communication and Utilities		27,456,675
Materials and Supplies		4,941,521
Contractual Services		11,150,222
Equipment		510,258
Grants and Fixed Charges		1,529,759
Land and Structures		50,000
Operating Transfer Charges		4,842,323
Operating Transfer Credits		(7,876,371)
Total	\$	87,499,915
Total Authorized Full-Time Positions	389	

DEPARTMENT OF LAND USE

Salaries and Wages	\$	8,986,033
Benefits		5,031,240
Training and Civic Affairs		66,975
Communication and Utilities		113,015
Materials and Supplies		109,127
Contractual Services		1,490,709
Equipment		89,740
Grants and Fixed Charges		56,500
Operating Transfer Charges		1,071,279
Total	\$	17,014,618
Total Authorized Full-Time Positions	113	

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages	\$	13,653,916
Benefits		5,874,643
Training and Civic Affairs		33,470
Communication and Utilities		1,494,688
Materials and Supplies		1,512,054
Contractual Services		3,946,768
Equipment		161,898
Grants and Fixed Charges		3,235,149
Operating Transfer Charges		1,396,115
Operating Transfer Credits		(243,749)
Total	\$	31,064,952
Total Authorized Full-Time Positions	162	

EXHIBIT A3

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages		\$	78,231,240
Benefits			43,444,049
Training and Civic Affairs			224,290
Communication and Utilities			974,289
Materials and Supplies			1,318,795
Contractual Services	<u>2,498,038</u>		<u>2,648,038</u>
Equipment			2,411,123
Grants and Fixed Charges			11,672,041
Operating Transfer Charges			8,501,518
Total	<u>149,275,383</u>	\$	<u>149,425,383</u>
Total Authorized Full-Time Positions	729		

REGISTER OF WILLS

Salaries and Wages		\$	1,219,161
Benefits			669,258
Training and Civic Affairs			34,950
Communication and Utilities			10,257
Materials and Supplies			10,053
Contractual Services			62,715
Equipment			2,800
Operating Transfer Charges			97,749
Total		\$	<u>2,106,943</u>
Total Authorized Full-Time Positions	20		

RECORDER OF DEEDS

Salaries and Wages		\$	1,377,085
Benefits			764,405
Training and Civic Affairs			40,170
Communication and Utilities			30,665
Materials and Supplies			12,398
Contractual Services			83,945
Equipment			6,150
Grants and Fixed Charges			18,350
Operating Transfer Charges			172,975
Total		\$	<u>2,506,143</u>
Total Authorized Full-Time Positions	23		

EXHIBIT A4

SHERIFF

Salaries and Wages		\$	1,482,722
Benefits			835,738
Training and Civic Affairs			29,452
Communication and Utilities			12,261
Materials and Supplies			21,259
Contractual Services			55,999
Equipment			5,000
Operating Transfer Charges			150,197
Total		\$	2,592,628
Total Authorized Full-Time Positions	21		

CLERK OF THE PEACE

Salaries and Wages		\$	538,617
Benefits			303,592
Training and Civic Affairs			9,600
Communication and Utilities			3,586
Materials and Supplies			7,939
Contractual Services			19,083
Equipment Replacement			0
Operating Transfer Charges			35,085
Total		\$	917,502
Total Authorized Full-Time Positions	7		

DEBT SERVICE

Debt Service		\$	47,892,496
Total		\$	47,892,496
Total Authorized Full-Time Positions			

ETHICS COMMISSION

Salaries and Wages		\$	44,477
Benefits			4,092
Training and Civic Affairs			10,500
Communication and Utilities			1,745
Materials and Supplies			2,450
Contractual Services			235,747
Equipment			500
Operating Transfer Charges			6,796
Total		\$	306,307
Total Authorized Full-Time Positions	0		

EXHIBIT A5

COUNCIL CONTINGENCY

Contingency	\$	225,000
Total	\$	225,000
<i>Total Authorized Full-Time Positions</i>		

EXECUTIVE CONTINGENCY

Contingency	\$	212,825
Total	\$	212,825
<i>Total Authorized Full-Time Positions</i>		

PERSONNEL CONTINGENCY

Contingency	\$	455,000
Total	\$	455,000
<i>Total Authorized Full-Time Positions</i>		

BENEFITS CONTINGENCY

Contingency	\$	1,763,275
Total	\$	1,763,275
<i>Total Authorized Full-Time Positions</i>		

DE PFML INS PROG CONTINGENCY

Contingency	\$	486,725
Total	\$	486,725
<i>Total Authorized Full-Time Positions</i>		

ATTRITION CONTINGENCY

Personal Services - Salaries and Wages	\$	(6,107,378)
Personal Services - Employee Benefits	\$	(3,442,422)
Total	\$	(9,549,800)
<i>Total Authorized Full-Time Positions</i>		

ONE-TIME CONTINGENCY

Contingency	\$	1,117,230
Total	\$	1,117,230

EXHIBIT A6

NEW CASTLE COUNTY

Salaries and Wages		\$	147,259,760
Benefits			80,231,803
Training and Civic Affairs			828,277
Communication and Utilities			38,512,747
Materials and Supplies			8,183,382
Contractual Services	<u>28,854,328</u>		<u>29,004,328</u>
Equipment			3,655,727
Grants and Fixed Charges			21,209,527
Debt Service			47,892,496
Land and Structures			50,000
Contingency			4,315,055
Operating Transfer Charges			17,779,707
Operating Transfer Credits			(22,164,223)
<i>Sub-Total New Castle County</i>	<i>376,608,586</i>	\$	<u>376,758,586</u>
<i>Total Authorized Full-Time Positions</i>	<i>1,684</i>		

RESERVE ACCOUNTS ANTICIPATED BALANCES AS OF MARCH 10, 2026

Tax Stabilization Reserve Account	52,704,771
Sewer Rate Stabilization Reserve Account	15,087,725
General Fund Budget Reserve Account	46,910,980
Sewer Fund Budget Reserve Account	19,038,698
<i>Total Reserves:</i>	<u>133,742,174</u>

Prime Sponsor(s): Mr. Sheldon, Mr. Carter
Requested by: Public Works
Date of introduction: April 14, 2026

ORDINANCE NO. 26-044

**AMEND THE FY2026 CAPITAL PROGRAM AND BUDGET: APPROPRIATE
ADDITIONAL FUNDING RECEIVED FROM THE STATE OF DELAWARE,
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
(DNREC) THROUGH DELAWARE'S NONPOINT SOURCE PROGRAM TO THE
DEPARTMENT OF PUBLIC WORKS, GENERAL PARKLAND IMPROVEMENTS 2021
CAPITAL PROJECT**

1 **WHEREAS**, original allocated funding in the amount of \$42,364 from the State of
2 Delaware, Department of Natural Resources and Environmental Control (DNREC)
3 through Delaware's Nonpoint Source Program was previously approved by County
4 Council and appropriated to the Department of Public Works, General Parkland
5 Improvements Capital Project via Ordinance 23-078; and
6

7 **WHEREAS**, authorization is being sought to appropriate additional state funds of
8 \$30,800 from DNREC through Delaware's Nonpoint Source Program to the Department
9 of Public Works, General Parkland Improvements 2021 Capital Project; and
10

11 **WHEREAS**, the funding will be used to assist in the riparian forest buffer
12 restoration project at Wiggins Mill Park; and
13

14 **WHEREAS**, this project will provide additional water quality and habitat in the
15 Appoquinimink watershed.
16

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

19 Section 1. The Capital Budget Ordinance for the fiscal year beginning July 1, 2025
20 is hereby amended by deleting the material that is stricken and adding the material that
21 is underscored on the attached Exhibit "A."
22

23 Section 2. The Capital Program Resolution for the fiscal year beginning July 1,
24 2025 is hereby amended by deleting the material that is stricken and adding the material
25 that is underscored on the attached Exhibit "B."
26

27 Section 3. State funding in the amount of \$30,800 is appropriated to the
28 Department of Public Works, General Parkland Improvements 2021 Capital Project to
29 assist in the riparian forest buffer restoration project at Wiggins Mill Park.
30

31 Section 3. This Ordinance shall become effective immediately upon its adoption
32 by County Council and approval by the County Executive, or as otherwise provided in 9
33 *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 \$30,800 in additional funding received from the State of Delaware, Department of Natural Resources and Environmental Control (DNREC) through Delaware's Nonpoint Source Program to the General Parkland Improvements 2021 Capital Project to assist in the riparian forest buffer restoration project at Wiggins Mill Park.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2026 Capital Budget by appropriating \$30,800 in funding received from the State of Delaware, Department of Natural Resources and Environmental Control (DNREC) through Delaware's Nonpoint Source Program to the General Parkland Improvements 2021 Capital Project to assist in the riparian forest buffer restoration project at Wiggins Mill Park. Matching funds of \$20,553 are included in the existing budget. DNREC has approved their application to the FY2026 General Parkland Improvements 2021 Capital Project. As such, there is no fiscal impact to the FY2026 Operating Budget.

The revised FY2026 Capital Budget amount for the General Parkland Improvements 2021 Capital Project will be (\$969,200).

The revised FY2026 New Castle County Capital Budget grand total will be \$105,265,145.

Acknowledged by the Chief Financial Officer March 30, 2026.

EXHIBIT "A"
NEW CASTLE COUNTY
CAPITAL BUDGET - FY2026

26-044

DEPARTMENT OF ADMINISTRATION

Human Capital Management Platform	\$	600,000
Land Use Information System		1,200,000
Reassessment 2024		2,000,000
Sewer and Tax Billing Replacement		2,300,000
Network Infrastructure Rearchitect and Upgrade		<u>1,150,000</u>
Subtotal	\$	7,250,000

DEPARTMENT OF COMMUNITY SERVICES

Appoquinimink Library Maker Space HVAC	\$	200,000
Carousel Park Indoor Arena Footing		100,000
Glasgow Library		150,000
Newark Library		400,000
Surratte Pool Renovations 2026		<u>100,000</u>
Subtotal	\$	950,000

DEPARTMENT OF COUNTY EXECUTIVE

Executive GF Capital Contingency	\$	<u>675,000</u>
Subtotal	\$	675,000

DEPARTMENT OF PUBLIC SAFETY

800MgHZ Communications Equipment 2026-2027	\$	400,000
Communications Upgrade 2026-2027		250,000
Public Safety Building Renovations		300,000
Public Safety Equipment 2026		136,000
Public Safety Vest Protection Program 2026		<u>302,448</u>
Subtotal	\$	1,388,448

DEPARTMENT OF PUBLIC WORKS

Facilities/Equipment

Building Rehabilitation 2026-2027	\$	3,500,000
Fleet Equipment 2021		(49,929)
Fleet Equipment 2022		(103,797)
Fleet Equipment 2023		(48,900)
Fleet Equipment 2024		(1,700,000)
Fleet Equipment 2026		<u>7,608,658</u>
Garage Renovations		2,500,000
General Roof Renovations		(75,000)
HVAC Replacement		2,800,000
Security 2021		500,000
Vehicle Lift System		<u>56,000</u>
Subtotal	\$	<u>14,987,032</u>

EXHIBIT "A"
NEW CASTLE COUNTY
CAPITAL BUDGET - FY2026

26-044

DEPARTMENT OF PUBLIC WORKS (Continued)

Parks

Agricultural Preservation		\$	1,000,000
Bechtel Park Improvements			750,000
Carousel Park			150,000
Game Court Improvements 2021			150,000
General Parkland Improvements PRE2021			(650,000)
General Parkland Improvements 2021	~~(1,000,000.00)~~		~~(969,200)~~
General Parkland Improvements 2024			800,000
Glasgow Regional Park			1,500,000
Middle Run Valley Reforestation			150,000
Open Space Preservation			1,500,000
Play Area Improvements 2026-2027			1,000,000
Rockwood Park			500,000
Southern Regional Park			1,000,000
Subtotal	~~6,850,000.00~~	\$	6,880,800

Sewer/Stormwater

Airport Road System Rehabilitation		\$	3,000,000
Asset Management			400,000
Christina River Force Main			22,000,000
Countywide Drainage Problems			850,000
DelDOT Coordination Project 2021			2,500,000
General Sewer Improvements			1,250,000
General Stormwater Improvements 2021			471,659
Manhole Rehabilitation			750,000
Market Street Rehab Bridge #9			(1,500,000)
Pump Station Rehab 2026-2027			1,500,000
Richardson Park Pump Station Upgrade			17,679,097
Sewer Fleet Equipment 2023			(22,233)
Sewer Fleet Equipment 2024			(600,000)
Sewer Fleet Equipment 2026			2,755,342
Sewer Repairs and Rehabilitation 2026-2027			4,200,000
Southern Sewer Service Area			6,500,000
Stoney Creek Basin Rehabilitation			600,000
Stormwater Basin Renovation II			2,500,000
Water Quality Improvement Plans			5,000,000
White Clay System Rehabilitation			3,300,000
Subtotal		\$	73,133,865

CAPITAL BUDGET TOTAL	~~105,234,345~~	\$	105,265,145
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EXHIBIT B**PROJECT PROFILES
PUBLIC WORKS - PARKS (continued)**

Project Name (Number): General Parkland Improvements 2021 (C302101)					
Description: Improvements in parks, including Hann, Banning, Delcastle Quad and Northcrest parks.			Council Districts: All		
Funding Schedule					
	Bonds	Federal	State	Other	Total
Prior Authorizations	\$ 1,670,000		\$ 297,056	\$ 1,753,000	\$ 3,720,056
FY2026	(1,000,000)		-		—(1,000,000)
			30,800		(969,200)
FY2027					
FY2028					
FY2029					
FY2030					
FY2031					
Future Years					
Total	\$ 670,000	\$ -	~~\$ 297,056~~	\$ 1,753,000	~~\$ 2,720,056~~
			<u>\$ 327,856</u>		<u>\$ 2,750,856</u>
Available Authorizations:		\$ 1,277,770			
Available Funding:		\$ 90,675			
Operating Budget Impact:		\$ 2,200			

*Available Authorizations / Funding as of February 28, 2025, net of obligations.

FY2026 Activity:

Payout balance due on project, nearing completion. Increase appropriations from DNREC by \$30,800 for Wiggins Mill riparian forest buffer restoration.

Future Activity:

Sunset project as of July 1, 2026.