



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

July 14, 2026
5:00 PM

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

AGENDA

A. Call To Order/Roll Call

B. Approval of Minutes - June 23, 2026

C. Review/Discussion of Resolution(s)

R26-145: AUTHORIZING THE FILING OF AN APPLICATION FOR FEDERAL ASSISTANCE WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT UNDER THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED, AND THE CRANSTON-GONZALEZ NATIONAL AFFORDABLE HOUSING ACT, AS AMENDED

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

R26-146: AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH PFM GROUP CONSULTING, LLC FOR FINANCIAL ADVISORY SERVICES

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

R26-147: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 13 RELATING TO COUNCIL GRANT ACCOUNTS

Prime Sponsor(s): Mr. Smiley

R26-148: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 2 RELATING TO SUBMITTAL DEADLINES FOR ITEM G RESOLUTIONS

Prime Sponsor(s): Mr. Smiley

D. Review/Discussion of Ordinance(s)

°26-085: AMEND THE FY2027 APPROVED OPERATING BUDGET: APPROPRIATE FUNDING FROM THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY RESOURCES FOR YOUTH EMPLOYMENT

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

°25-163: (STATUS:TABLED) AMENDING NEW CASTLE COUNTY CODE CHAPTER 6 ("BUILDING CODE "), ARTICLE 3 ("ADMINISTRATION") TO CODIFY THE PLUMBING AND

MECHANICAL TECHNICAL ADVISORY COMMITTEE WITHIN THE NEW CASTLE COUNTY CODE

Prime Sponsor(s): Ms. Durham

°25-165: (STATUS: TABLED) AMENDING THE PAY PLANS AND RATES OF PAY FOR ELIGIBLE MEMBERS OF CERTAIN NEW CASTLE COUNTY BOARDS, COMMITTEES, AND COMMISSIONS

Prime Sponsor(s): Ms. Durham

E. New Castle County Grant Requests/Community Events

- 7/14/26 Grant Matrix

F. Expense and Revenue Round Table

G. Other

H. Public Comment

I. Council Member Comment

J. Adjournment

AGENDA POSTED: July 7, 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 smartphone is: <https://us02web.zoom.us/j/86973545695> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

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

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

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

RESOLUTION NO. 26- 145

**AUTHORIZING THE FILING OF AN APPLICATION FOR FEDERAL ASSISTANCE
WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT UNDER THE HOUSING AND COMMUNITY DEVELOPMENT
ACT OF 1974, AS AMENDED, AND THE CRANSTON-GONZALEZ NATIONAL
AFFORDABLE HOUSING ACT, AS AMENDED**

1 **WHEREAS**, New Castle County Council, in June 2025 passed, and the County
2 Executive signed, a Consolidated Plan Five-Year Strategic Plan for the County's housing
3 and community development program, to be updated at least every five years; and
4

5 **WHEREAS**, such Consolidated Plan is in accordance with the requirements
6 established by the United States Department of Housing and Urban Development (HUD)
7 under the Housing and Community Development Act of 1974, as amended, and the
8 Cranston-Gonzalez National Affordable Housing Act of 1992, as amended; and
9

10 **WHEREAS**, for each year thereafter of the Consolidated Plan, the County must
11 submit a new One-Year Action Plan which constitutes that year's application for federal
12 funds; and
13

14 **WHEREAS**, the Consolidated Plan One-Year Action Plan constitutes, for New
15 Castle County; the application for the following entitlement program grants, for the period
16 July 1, 2026 – June 30, 2027 (Federal Fiscal Year (FFY 2026/NCC FY 2027)); and
17

18 **WHEREAS**, Community Planning and Development Program Formula Allocations
19 for FFY 2026 were published on HUD's website on April 4, 2026. The amounts indicated
20 in **bold** represent the FFY 2026 HUD allocation.
21

- 22 • Community Development Block Grant Program (**\$2,538,184**), projected CDBG
23 program income (\$350,000) and CDBG estimated prior year grant funding
24 (\$1,600,000); and
- 25 • HOME Investment Partnerships Program (**\$978,828.23**), projected HOME
26 program income (\$50,000), and HOME estimated prior year grant funding
27 (\$1,700,000); and
- 28 • Emergency Solutions Grant Program (**\$220,525**).
- 29

30 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
31 Castle County:

32 Section 1. The Executive of New Castle County is hereby authorized to file the
33 federal FFY 2026 (County Fiscal Year 2027) Consolidated Plan One-Year Action Plan for
34 the programs indicated above with the United States Department of Housing and Urban
35 Development, including all the understanding and assurances contained therein.

36
37 Section 2. The Executive of New Castle County is designated as the authorized
38 representative to act in connection with this application and is directed to provide such
39 additional information as may be required.

Adopted by the County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
New Castle County

SYNOPSIS: This Resolution authorizes the County Executive to file the Consolidated Plan One-Year Action Plan for FFY 2026 (County Fiscal Year 2027) for use of Community Development Block Grant Program funds, Emergency Solutions Grant Program funds, HOME Investment Partnerships Program funds, and the planning documents, as required, and to act as authorized representative in connection with the Plan.

FISCAL NOTE: This Resolution will authorize the filing of the County's One-Year Action Plan for the FFY 2026 Community Development Block Grant Program, Emergency Solutions Grant Program, HOME Investment Partnerships Program and will designate the County Executive as the authorized representative in connection with this Plan. This authorization is a prerequisite for the Consolidated Plan One-Year Action Plan, which includes the following applications for funding expected for the programs listed below, for the period July 1, 2026– June 30, 2027 (FFY 2026):

- Community Development Block Grant Program **(\$2,538,184)**, projected CDBG program income (\$350,000) and CDBG estimated prior year grant funding (\$1,600,000); and
- HOME Investment Partnerships Program **(\$978,828.23)**, projected HOME program income (\$50,000), and HOME estimated prior year grant funding (\$1,700,000) and
- Emergency Solutions Grant Program **(\$220,525).**

Acknowledged by the Chief Financial Officer May 28, 2026.

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

RESOLUTION NO. 26-146

**AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH PFM GROUP CONSULTING,
LLC FOR FINANCIAL ADVISORY SERVICES**

1 **WHEREAS**, New Castle County ("County") faces increasing fiscal pressures, and is
2 desirous of developing an initiative that strengthens its financial resilience; and
3

4 **WHEREAS**, the County seeks a study and report that will provide strategic, data-driven
5 guidance and recommendations to solidify the County's revenue base, reduce reliance on limited
6 sources, and position the County for economic growth ("Services"); and
7

8 **WHEREAS**, PFM Group Consulting LLC ("PFMGC") is a well-established financial
9 advisory firm with an extensive history of providing these types of Services to state and local
10 governments across the United States; and
11

12 **WHEREAS**, PFMGC has proposed a contract to provide the Services to the County, with
13 an estimated cost that does not exceed \$100,000.00; and
14

15 **WHEREAS**, the contract is a letter agreement dated June 25, 2026, and signed by a
16 Managing Director of PFMGC and is attached as Exhibit A to this Resolution ("PFMGC Contract");
17 and
18

19 **WHEREAS**, the PFMGC Contract estimates costs that will not exceed \$100,000.00; and
20

21 **WHEREAS**, *New Castle County Code* § 2.02.004 requires that all contracts involving
22 expenditure of funds in excess of \$50,000.00 in the aggregate to one vendor in a fiscal year which
23 are not competitively bid to be approved by Resolution of the County Council of New Castle
24 County ("County Council").
25

26 **NOW, THEREFORE, BE IT RESOLVED**, by and for the County Council of New Castle
27 County that County Council hereby approves the PFMGC Contract as a valid contract in excess
28 of \$50,000.00 pursuant to *New Castle County Code* § 2.02.004, and authorizes the County
29 Executive to sign the PFMGC Contract.
30

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

Adopted by County Council of
New Castle County on:

Monique Williams-Johns

President of County Council

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

FISCAL NOTE: The anticipated fiscal impact of this agreement is up to \$100,000 in FY2026 funded by the County Executive Contingency within the FY2026 Approved Operating Budget. The primary objective of this agreement is to identify potential revenue opportunities to support New Castle County in fulfilling its future revenue requirements.

Acknowledged by the Chief Financial Officer June 25, 2026.

Exhibit A

PFMGC Contract



June 25, 2026

David Del Grande
Chief Financial Officer New Castle County 87 Reads Way
New Castle, DE 19720

Dear David,

PFM Group Consulting LLC ("PFMGC") would like to provide services to New Castle County ("County"), as set forth on Exhibit A attached hereto (the "Services").

PFMGC has an extensive history of providing these services to state and local governments across the country, as set forth in the partial list of projects in Exhibit B. Most notably, PFMGC conducted a revenue inventory project for the County in 2008-2009 and assisted a Delaware state and county finance review committee in 2016-2017.

As the County notes, it faces increasing fiscal pressures driven by economic volatility, demographic shifts, infrastructure demands, and evolving state and federal funding structures. The County is not alone in facing this set of circumstances, and past projects with other counties across the U.S. have identified similar concerns.

To address these pressures, the County is seeking a forward-looking governance initiative that strengthens financial resilience, promotes economic diversity, and secures long-term stability for residents and businesses alike. These align with the general approach to this type of project that has been conducted in the past by PFMGC.

To meet the County's needs, PFMGC has assembled a very experienced project team with specific expertise related to tax and revenue studies. I (Matt Stitt) will be the engagement director. As a managing director at PFMGC, I can and will ensure that all necessary staffing and other resources are provided to ensure the project meets the County's needs. I have specific recent experience with local government revenue studies, as I was the co-chair of the 2025 Philadelphia Tax Reform Commission.

PFMGC Director Randy Bauer will manage the project. Randy has led nearly all of the PFMGC tax and revenue studies over the last 20 years, including leading the assistance for the Delaware state and county finance review committee in 2016-22017. He has led recent engagements with the city of Chicago, the Washington Metropolitan Transit Authority, and Loudoun and Prince William (VA) counties.

Other senior members of the PFMGC team will include Senior Managing Consultants Joe Buckshon and Garrett Hincken.

For the services described in Exhibit A, PFMGC's professional fees will be paid as provided in Exhibit C. All fees shall be due to PFMGC within thirty (30) days of the date of invoice. PFMGC would also propose to charge for normal and customary expenses (transportation, lodging, meals) for the project professional staff should travel be necessary to successfully

pfm

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42nd Floor
Philadelphia, PA, 19103
215-567-6100

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complete the project to the County's satisfaction. Upon request of the Client, documentation of such expenses will be provided.

This Engagement Letter shall be effective from the date of acceptance by the County until June 30, 2027 (the "Term"), unless terminated in writing by either party, for cause, upon ten (10) days written notice to the other party. Upon termination, PFMGC will be paid for all services performed and costs and expenses incurred up to the termination date.

PFMGC shall not assign or transfer any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of the County; provided that PFMGC retains the right to enter into a sale, merger, internal reorganization, or similar transaction involving PFMGC's business without any such consent.

All information, data, reports, and records in the possession of the County necessary for carrying out any services to be performed under this Engagement Letter ("Data") shall be furnished to PFMGC. PFMGC may rely on the Data in connection with its provision of the services under this Engagement Letter and the provider thereof shall remain solely responsible for the adequacy, accuracy, and completeness of such Data.

All notices and other communication required under this Engagement Letter will be in writing and may be sent by certified mail, return receipt requested, by nationally recognized courier, with written verification of receipt, or by electronic mail. Notices shall be addressed to the party for whom it is intended, at the addresses included within this Engagement Letter. All materials, except functioning or dynamic financial models, prepared by PFMGC pursuant exclusively to this Engagement Letter will be the property of the County.

Subject to the preceding exception, upon termination of this Engagement Letter, PFMGC will deliver to the Client copies of any and all deliverables pertaining to this Engagement Letter. The County Auditor will have access to all deliverables pertaining to this Engagement Letter.

Professionals located in PFMGC's Des Moines and Philadelphia offices will provide the majority of the services set forth in this Engagement Letter. PFMGC may, from time to time, supplement or otherwise amend the list of PFMGC team members. The Client has the right to request, for any reason, PFMGC to replace any member of the project staff. Should the Client make such a request, PFMGC will promptly suggest a substitute for approval by the Client.

PFMGC will maintain insurance coverage, solely at its expense, with policy limits not less than as stated in Exhibit D, for the full duration of the Term.

PFMGC, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or



joint venturers of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter.

Nothing in this Engagement Letter is intended or shall be construed to give any person, other than the parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Engagement Letter or any provisions contained herein. In no event will PFMGC be liable for any act or omission of any third party or for any circumstances beyond PFMGC's reasonable control including, but not limited to, fire, flood, or other natural disaster, war, riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.

PFMGC and the County agree that, should a disagreement arise as to the terms or enforcement of any provision of this Engagement Letter, each party will in good faith attempt to resolve said disagreement prior to pursuing other action. Any action arising out of or relating to this Engagement Letter shall be brought exclusively in a court of competent jurisdiction in New Castle, Delaware, unless prohibited by applicable law. This Engagement Letter shall be governed by and construed in accordance with the laws of the State of Delaware, without giving effect to any choice of law or conflict of law provision or rule that would cause the application of the laws of any other jurisdiction. Proper venue with respect to any state or federal litigation in connection with this Engagement Letter shall be exclusively in New Castle, Delaware.

This Engagement Letter represents the entire agreement between County and PFMGC and may not be amended or modified except in writing signed by both parties.

Upon request of the County, an affiliate of PFMGC or a third party referred or otherwise introduced by PFMGC and/or designated by the County may agree to additional services to be provided under a separate writing, including separate scope and compensation, between the County and such affiliate or third party. For the sake of clarity, this separate agreement between the County and PFMGC shall not in any way be deemed an amendment or modification of this Engagement Letter.

The invalidity in whole or in part of any provision of this Engagement Letter shall not void or affect the validity of any other provision.

PFMGC understands that County Council of New Castle County must approve a resolution to authorize this Engagement Letter ("Council Resolution"), and that the signature of the County Executive below is not sufficient to create a binding contract unless and until a County Resolution has been adopted.

Please have an authorized official of the County acknowledge receipt of this Engagement Letter and respond to us to acknowledge the terms of this engagement.

(Signatures on the following page)



Sincerely,

Matthew Stitt
Managing Director
PFM Group Consulting LLC

ACCEPTED BY:

NEW CASTLE COUNTY

Authorized Signature

Name

Title

Date

Additional Notice Party:

Attn: County Attorney
New Castle County
87 Reads Way
New Castle DE 19720



EXHIBIT A

SCOPE OF SERVICES

The County seeks a study that will provide strategic, data-driven guidance and recommendations to solidify the County's revenue base, reduce reliance on limited sources, and position the County for economic growth.

The core project mandate, as identified by the County are the following:

1. Conduct a comprehensive revenue vulnerability assessment
2. Benchmark against comparable counties nationwide
3. Identify diversified revenue opportunities
4. Evaluate policy, regulatory, and legislative pathways
5. Recommend phased implementation strategies
6. Produce a public report

To accomplish this, PFMGC would undertake the following activities, which may be augmented as needed to accomplish the overall objectives:

1. Collect relevant data and information.
 - a. Obtain historical data related to the County revenue collections, both tax and other revenue by source and year.
 - b. Determine revenue volatility, possible changes in County economic and demographic factors, and federal and state policies that may impact current and future revenue vulnerability.
2. Analyze the current County revenue structure from a SWOT (strengths, weaknesses, opportunities, threats) perspective.
 - a. Identify key tax policy principles for conducting the SWOT analysis.
 - b. Analyze from both an internal (strengths, weaknesses) and external (opportunities, threats) perspective.
 - c. Determine how changes in the County economy and demographics may impact on the SWOT analysis in the future.
 - d. Stress test the existing structure under recession (or other revenue shock) scenarios.
3. Benchmark peer local governments.
 - a. Identify counties and other local governments for comparison purposes.
 - b. Collect data on their overall structure and features that are similar (or dissimilar) to New Castle County.
 - c. Analyze how those structures have or would perform in the case of revenue shocks.
4. Identify revenue diversification alternatives for the County.
 - a. Develop a comprehensive inventory of common local government tax and revenue sources.
 - b. Identify ranges of tax base, rates, and revenue collections for these sources.
 - c. Evaluate each option from a SWOT and revenue production perspective.



- d. Identify those that would require changes to state statute and the 'value proposition' to the state in doing so.
- 5. Identify and analyze other County strategies that might reduce revenue risks.
 - a. Present high-level findings.
 - b. Develop a draft written report, including a communication and implementation plan.
 - c. Develop a final written report.



EXHIBIT B

PRIOR EXPERIENCE/CASE STUDIES

City of Chicago (IL), Analysis of Tax and Revenue Alternatives (2020, 2021, 2024-current). PFMGC, through a master contract, has analyzed dozens of tax and revenue options for the City, using similar approaches as contained within the PFMGC proposal scope of services.

Loudoun County (VA), Tax and Revenue Policy Assistance (2021-2025). PFMGC, through a master contract, has conducted a variety of tax and revenue policy projects, including a study of tax and revenue alternatives, a study of county revenue volatility and recommendations to reduce volatility, and a study of recession risks for the county tax structure, with recommendations to reduce those risks. PFMGC has also updated past studies for the county.

Massachusetts Association of Community Development Associations, Study of Changes to the Real Estate Transfer Tax (2023). PFMGC was retained to analyze potential changes to the state's real estate transfer tax (RETT), including providing for a local option and/or a progressive rate structure RETT. The project included extensive benchmarking, SWOT analysis, and estimating potential revenue and impacts from various alternatives.

Washington Area Metropolitan Transit Authority (WMATA) Analysis of Tax and Revenue Alternatives (2022-2025). PFMGC was retained to assist WMATA with analyzing the impacts and possible revenue associated with a variety of tax and revenue alternatives to support WMATA's operations and capital infrastructure, which included benchmarking, a SWOT analysis and revenue estimates. Given that WMATA is a compact between the states of Maryland and Virginia as well as Washington DC, the analysis also focused on statutory changes that might be necessary for many of the analyzed alternatives.

Prince William County (VA) Revenue Alternatives (2018). PFMGC was retained using the PFMFA contract to identify and analyze county tax and revenue alternatives. This included benchmarking, a SWOT analysis, and revenue estimating..

Nassau and Suffolk Counties (NY), Alternatives to the Property Tax (2017-2018). PFMGC was retained to identify and analyze alternatives to the real property tax (combined local government property tax burdens were among the highest among counties in the U.S.). The project team conducted an analysis similar to the one proposed for New Castle County.

Loudoun County, Comparisons of Personal Property Tax Assessment Schedule (2025). The County Commissioner of the Revenue retained PFM to compare the County's assessment (depreciation) schedule for personal property tax categories (with business tangible personal property taxes for data centers as the largest category) to determine the appropriateness of the current County schedule.



State of Delaware, State and County Finance and Review Committee (2016-2017). PFMGC provided staff support for a legislatively appointed committee studying the relationship between the state of Delaware and its counties, particularly related to county responsibilities and available tax sources to support them.

State of Delaware, Expenditure Review Committee (2016). A Governor's Executive Order created the Committee, and PFMGC provided staff support for their deliberations and in preparing their final report.

New Castle County (DE) Review of County Assessor Operations (2011). PFMGC conducted an organizational review of the County Assessor's Operations, which included reviewing staffing and operations, benchmarking with similar offices, and identifying findings and making recommendations to improve overall efficiency and effectiveness.

City of St. Louis (MO) Revenue Study (2009-2010). PFMGC conducted an extensive review of the city's current revenue structure, including a SWOT analysis and benchmarking, analyzed alternatives, including potential revenue, and made recommendations to improve the overall structure, make it more competitive with peers, and reduce revenue volatility.

New Castle County (DE) Revenue Inventory (2008-2009). PFMGC reviewed the County's revenue structure, current and future economic environment, benchmarked and analyzed national models for county tax and revenue structures (including revenue sharing), identified potential options for additional revenue generation, and analyzed them from a SWOT perspective.

City of Colorado Springs (CO) Long-term Sustainable Funding Plan (2008). PFMGC provided staffing assistance for a City Council-appointed commission charged with creating a sustainable funding plan for the city. PFMGC assisted in developing agendas and presenting on the existing revenue structure and analyzing it from a sustainable funding perspective. The project team built a multi-year financial projection model to assist in this analysis, identified and analyzed alternatives, estimated potential revenue and impacts, and helped prepare the commission's final report.

Hamilton County (OH) Excise Tax Alternatives (2007). PFMGC analyzed potential changes (or implementation of) excise taxes, including a SWOT analysis and estimates of potential revenue.



EXHIBIT C Fees for Service

PFMGC proposes to bill the project on an hourly basis by professional job classification. The PFMGC standard rates are:

- **Managing Director:** \$350/hour
- **Director:** \$325
- **Senior Managing Consultant:** \$300
- **Senior Analyst:** \$275
- **Analyst:** \$250

Based on prior project experience, PFMGC proposes to cap the hourly billing for in-scope services at \$97,700 ("Project Cap"). The County will only be billed for actual hours necessary to complete the project but will not exceed the Project Cap. The project cap was arrived at based on prior project experience. The following table estimates the hours necessary to complete the proposed scope:

Task	Activities	Managing Director \$350/hour	Director \$325/hour	Sr. Managing Consultant \$300/hour	Sr. Analyst or Analyst \$275/hour	Total Cost Per Task
Data and Information Gathering and Analysis						
	Existing structure	2	4	4	16	
	Alternatives to the existing structure	2	8	8	16	
	Benchmarking peer governments		4	8	24	
	Task 1 Hours	4	16	20	56	
	Task 1 Price	\$1,400	\$5,200	\$6,000	\$15,400	\$28,000
Financial Modeling and Analysis						
	SWOT and best practices analysis	2	8	8	20	
	Modeling existing and alternate stress tested structures		8	8	20	
	Identify optimal structure, analyze statutory requirements	2	8	8	20	
	Task 2 Hours	4	24	24	60	
	Task 2 Price	\$1,400	\$10,200	\$7,200	\$16,500	\$35,300
Written Reports and Associated Deliverables						
	Communicate high level findings	2	4	4	8	
	Draft report	2	8	16	40	
	Final report	2	4	8	20	
	Task 3 Hours	6	16	28	68	
	Task 3 Price	\$2,100	\$5,200	\$8,400	\$18,700	\$34,400
Total Hours All Tasks						
		14	56	72	184	
Cost of Combined Tasks		\$4,900	\$20,600	\$21,600	\$50,600	\$97,700
Projected Budget				<u>\$97,700</u>		



PFMGC also proposes to bill for normal and customary travel expenses (with a cap of \$2,300) necessary to successfully complete the project. These are transportation, lodging, and meals and will be provided with receipts and aligned with County travel reimbursement policies.



EXHIBIT D

Insurance

PFMGC LLC has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation.

PFMGC maintains professional (E&O)/cyber liability coverage which total \$5 million single loss/ aggregate.

PFMGC also maintains fidelity bond coverage which total \$5 million single loss/ \$10 million aggregate.

Insurance Requirements:

PFMGC will maintain Network Security/Privacy (Cyber) and Professional Errors and Omissions (E&O) coverage at a minimum limit of \$3,000,000 per claim/aggregate, insuring PFMGC officers, directors, members, employees, partners and all other persons for whose acts they or any of them may be liable. E&O policy should cover for liabilities and claim expenses arising from errors, omissions, or negligent acts in rendering or failing to render computer or information technology services and technology products; this coverage should also cover punitive damages, violation of software copyright, in rendering or failing to render all services and in the provision of all products in the performance of the Engagement Letter, including the failure of products to perform the intended function or serve the intended purpose. The cyber policy shall include coverage for loss, disclosure and theft of data in any form; network security failure, including but not limited to, denial of service attacks and transmission of malicious code. Coverage shall include data breach regulatory fines and penalties, the cost of notifying individuals of a security or data breach, the cost of credit monitoring services, and any other causally-related crisis management expense for up to one (1) year. This coverage is provided on a claims-made basis, and must be maintained for a period of three (3) years after acceptance of the deliverables and/or services provided in connection with this Engagement Letter.

PFMGC will maintain General Liability insurance to include, but is not limited to, coverage for injury to persons, including death, and personal property, on an occurrence form with limits no less than \$1,000,000 each occurrence and \$3,000,000 annual aggregate. Limits may be satisfied with a combination of primary, excess, and/or umbrella policies of insurance, provided that all such policies comply with all provisions of this Engagement Letter. The General Liability policy shall be extended by endorsement or otherwise to also include (a) coverage for Contractual Liability assumed by PFMGC, with defense provided in addition to and separate from policy limits for indemnities of the named insured (b) coverage for Broad Form Property Damage Liability, (c) coverage for Personal Injury and Advertiser's Liability, and (d) products and completed operations.

PFMGC will also maintain:

1. Auto liability insurance covering for all owned, non-owned and hired vehicles with limits no less than \$1,000,000 combined single limit for bodily injury and property damage; and
2. Employer's liability insurance with limits no less than \$1,000,000; and



3. Worker's Compensation insurance meeting statutory limits required by the laws of the state of Delaware, and under any other applicable state laws covering all persons employed or retained by them.

Carrier Rating. Each policy shall be written by a carrier licensed by the State of Delaware to do insurance business of the type involved in the State of Delaware, and which has, and maintains for the life of this contract, at least an "A" rating from the A.M. Best Agency with "Stable" outlook. Any change in this rating or outlook must be communicated to the County by PFMGC or insurance carrier as soon as possible upon learning of same, and PFMGC shall use due diligence with its insurance broker or carrier to keep track of same.

Current Insurance Company & AM Best Rating

Professional Liability (E&O).....	AIG Specialty Insurance Company; (A; Stable)
Cyber Liability.....	AIG Specialty Insurance Company (A; Stable)
Crime.....	Berkley Regional Insurance Company; (A+; Stable)
General Liability.....	The Phoenix Insurance Company; (A++ Stable)
Automobile Liability.....	St. Paul Protective Insurance Company (A++ Stable)
Excess /Umbrella Liability.....	Travelers Property Casualty Company of America; (A++ Stable)
Workers Compensation.....	Travelers Casualty Ins Co of America; (A++ Stable)
& Employers Liability	

Duration of Insurance. The insurance policies required by this Engagement Agreement shall be kept in full force and effect as follows:

- i. The following insurance shall be kept in full force and effect during the term of this Engagement Agreement: general liability, auto liability, employer's liability, workers' compensation insurance.
- ii. Professional Liability insurance shall be kept in force during the term of this Engagement Agreement and for three (3) years after the Engagement Agreement expires.

Additional Insureds. All insurance required under this Engagement Agreement except workers' compensation and professional/cyber liability shall be provided on a policy(s) that specifically names the County, its officials and employees as additional insureds.

Certificate of Insurance. A certificate of insurance evidencing the coverage set forth in this Engagement Agreement is attached hereto as Exhibit E. PFMGC shall provide the County with current certificates of insurance within five (5) business days of each renewal or change in policy throughout the term of this Engagement Agreement. At the County's request, PFMGC shall deliver the actual insurance policies to the County within ten (10) business days.

Subrogation. All insurance required under this Engagement Agreement, except for Professional/Cyber Liability, shall be provided on a policy that includes an endorsement that specifically waives any subrogation rights the insurer would otherwise have against the County, its officials or employees.



Changes to Coverage. PFMGC or the insurer will provide to the County at least thirty (30) days' advance written notice of the insurer's intention to cancel, refuse to renew, or otherwise terminate the policy, suspend or terminate any coverage under the policy, or reduce any policy limits, increase any policy deductibles, or otherwise modify or alter any terms or conditions of the policy or renewal issued by the same insurer.

Primary Insurance. All insurance required under this contract except workers' compensation and professional/cyber liability shall expressly provide that such insurance shall be primary insurance, and any similar insurance in the name of PFMGC shall be excess and non-contributing.

Deductibles. For any policy that has a deductible or retention, PFMGC is solely responsible for the deductible or retention and it will not make a claim against the County for any reimbursement,. Deductibles for insurance provided under this contract shall not exceed five percent (5%) of policy limits.

Current Information regarding Deductibles/SIR:

Automobile \$100 comprehensive & \$1,000 collision Cyber Liability \$100,000

General Liability \$0

Professional (E&O)/ Cyber Liability \$250,000

Financial Institution Bond \$50,000

Notice. PFMGC agrees to notify the County immediately, in writing, of any claim, demand or action arising out of an occurrence covered hereunder of which PFMGC has knowledge.

Prime Sponsor(s): Mr. Smiley
Date of introduction: July 14, 2026

RESOLUTION NO. 26-147

**TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 13
RELATING TO COUNCIL GRANT ACCOUNTS**

1 **WHEREAS**, from time to time, it becomes necessary to update and revise New
2 Castle County Council's Procedural Rules; and

3
4 **WHEREAS**, the proposed revisions provide updated guidelines regarding
5 expenditures from Council Grant Accounts while an incumbent Council Member is a filed
6 candidate for another political office or seat; and

7
8 **NOW, THEREFORE, BE IT RESOLVED** that New Castle County Council
9 recognizes the importance of improved guidelines and, thus, amends Rule No. 13
10 ("Council Grants") of *County Council's Procedural Rules* by deleting language as
11 indicated by strike throughs and adding language as indicated by underlines below.

12
13 **Rule No. 13. Council Grants.**

14 ...

15
16 13.1.9. While an incumbent Council member is a filed candidate for another political seat
17 or office, ~~While~~ a seat of New Castle County Council is contested, based on a candidate
18 filing with the Department of Elections between July 1 and October 1 of an election year,
19 or where an incumbent Council member is not seeking re-election, expenditures for that
20 Council seat may not exceed 50% of the annually budgeted grant funds for ~~such~~ the seat.

Adopted by County Council
of New Castle County on:

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

SYNOPSIS: This proposed Rule change amends *County Council Procedural Rule 13* to
clarify expenditures where an incumbent Council Member is a filed candidate for another
political office or seat.

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

Prime Sponsor(s): Mr. Smiley
Date of introduction: July 14, 2026

RESOLUTION NO. 26-148

TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 2 RELATING TO SUBMITTAL DEADLINES FOR ITEM G RESOLUTIONS

1 **WHEREAS**, from time to time, it becomes necessary to update and revise New
2 Castle County Council's Procedural Rules; and

3
4 **WHEREAS**, the proposed revisions provide updated guidelines regarding
5 submittal deadlines for Item G resolutions; and

6
7 **NOW, THEREFORE, BE IT RESOLVED** that New Castle County Council
8 recognizes the importance of providing submittal deadlines for Item G resolutions so
9 they can be processed efficiently and amends Rule No. 2" ("ORDINANCES AND
10 RESOLUTIONS (COLLECTIVELY "LEGISLATION").) of *County Council's Procedural*
11 *Rules* by deleting language as indicated by strike throughs and adding language as
12 indicated by underlines below.

13
14 **Rule No. 2 ORDINANCES AND RESOLUTIONS (COLLECTIVELY "LEGISLATION").**

15
16 2.3.5. Item G Resolutions shall be electronically submitted to the Clerk of Council by 12
17 noon the day before the Council meeting during which they will be introduced or
18 considered. The Clerk will thereafter distribute the Item G to all Council Members. Any
19 Item G resolutions received after 12 noon the day before the Council meeting may be
20 numbered in order for a Council member to present a parchment copy outside a Council
21 meeting, but the resolution will not be considered by Council until the next available
22 Council meeting.

23
24 2.3.5.6. Sample notification and publication calendar

Adopted by County Council
of New Castle County on:

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

SYNOPSIS: This proposed Rule change amends *County Council Procedural Rule 2* to
clarify submittal deadlines for Item G resolutions.

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

Prime Sponsor(s): Mr. Hollins, Mr. Street,
Mr. Smiley
Requested by: County Council
Date of introduction: June 23, 2026

ORDINANCE NO. 26-085

**AMEND THE FY2027 APPROVED OPERATING BUDGET:
APPROPRIATE FUNDING FROM THE GRANTS AND FIXED CHARGES BUDGET LINE
ITEM OF COUNTY COUNCIL TO THE DEPARTMENT OF COMMUNITY SERVICES,
DIVISION OF COMMUNITY RESOURCES FOR YOUTH EMPLOYMENT**

1 **WHEREAS**, New Castle County Council has previously received funds from the State of
2 Delaware Department of Labor – Delaware Workforce Investment Board to fund the New
3 Castle County Youth Employment Program; and
4

5 **WHEREAS**, the New Castle County Youth Employment Program provides employment
6 experiences for youths between the ages of 14 and 20 that will promote responsibility,
7 teamwork and work ethic; and
8

9 **WHEREAS**, New Castle County Council would like to contribute \$125,000 from their
10 Grants and Fixed Charges Budget Line Item within the FY2027 Approved Operating Budget to
11 the Department of Community Services, Division of Community Resources Salaries and
12 Wages and Benefits Budget Line Items for the New Castle County Youth Employment
13 Program; and
14

15 **WHEREAS**, the revenue measures heretofore adopted by the County Council are, in
16 the opinion of the County Executive, estimated to yield sums at least sufficient to balance the
17 proposed expenditures as set forth in the Annual Operating Budget as hereinafter amended.
18

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

21 Section 1. The Annual Operating Budget Ordinance for the fiscal year beginning July
22 1, 2026, is hereby amended by deleting the material bracketed and stricken and adding the
23 material underscored on the attached Exhibit "A."
24

25 Section 2. The foregoing amendment shall be considered a part of the Annual
26 Operating Budget for the fiscal year beginning July 1, 2026 and shall be effective as though
27 incorporated initially in the Annual Operating Budget Ordinance.
28

29 Section 3. This Ordinance shall become effective immediately upon its adoption by
30 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C. §*
31 1156.

Adopted by County Council of
New Castle County on:

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

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate \$125,000 from the County Council – Grants and Fixed Charges Budget Line Item within the FY2027 Approved Operating Budget to the Department of Community Services, Division of Community Resources Salaries and Wages and Benefits Budget Line Items for the New Castle County Youth Employment Program.

FISCAL NOTE: This Ordinance, if approved, will appropriate \$125,000 from the County Council – Grants and Fixed Charges Budget Line Item within the FY2027 Approved Operating Budget to the Department of Community Services, Division of Community Resources Salaries and Wages and Benefits Budget Line Items for the New Castle County Youth Employment Program.

This legislation will reduce the FY2027 Approved Operating Budget for County Council by \$125,000 and increase the Department of Community Services by \$125,000. This legislation will result in no increase to the FY2027 Approved Operating Budget as the legislation is a transfer of funds between departments. There is no fiscal impact for FY2028 or FY2029.

Acknowledged by the Chief Financial Officer June 17, 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		<u>344,732</u>
Operating Transfer Charges			181,699
Total	<u>5,255,075</u>	\$	<u>5,130,075</u>
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		\$	<u>4,239,150</u>
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		\$	<u>32,715,873</u>
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	\$	<u>12,850,603</u>
Benefits	6,072,129		<u>6,097,788</u>
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	<u>29,108,001</u>	\$	<u>29,233,001</u>
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	\$	<u>157,232,046</u>
Benefits	83,734,739		<u>83,760,398</u>
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		<u>18,340,140</u>
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)
Sub-Total New Castle County	387,613,138	\$	<u>387,613,138</u>
Total Authorized Full-Time Positions	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
Total Reserves:	114,913,935

ORDINANCE NO. 25-163

**AMENDING NEW CASTLE COUNTY CODE CHAPTER 6 ("BUILDING CODE"),
ARTICLE 3 ("ADMINISTRATION") TO CODIFY THE PLUMBING AND MECHANICAL
TECHNICAL ADVISORY COMMITTEE WITHIN THE NEW CASTLE COUNTY CODE**

1 **WHEREAS**, the Plumbing and Mechanical Technical Advisory Committee
2 ("PMTAC") and its related code requirements do not formally appear in the body of *New*
3 *Castle County Code*; and

4
5 **WHEREAS**, for consistency the Plumbing and Mechanical Technical Advisory
6 Committee is being incorporated into *County Code*, consistent with all other Committees,
7 Boards, and Commissions; and

8
9 **WHEREAS**, New Castle County Council finds that the provisions of this Ordinance
10 are rationally and reasonably related to and substantially advance its goal of protecting
11 and preserving legitimate government interests, including the protection and preservation
12 of the public health, safety, prosperity, general welfare, and quality of life of New Castle
13 County and its residents.

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

16
17 Section 1. *New Castle County Code* Chapter 6 ("Building Code"), Article 3
18 ("Administration") is hereby amended to include a new section by adding the material that
19 is underlined, as follows.

20 ...

21 **Sec. 6.03.024 - Plumbing and Mechanical Technical Advisory Committee.**

22 A. *Establishment.* The Plumbing and Mechanical Technical Advisory Committee
23 ("PMTAC") is established and authorized by appointment of the General Manager
24 of the Department of Land Use.

25 B. *Purpose.*

26 1. The PMTAC is to advise the Licensing Division within the Department of Land
27 Use regarding the application and administration of the provisions of the
28 International Plumbing Code, International Mechanical Code, International Fuel
29 Gas Code, International Energy Conservation Code, and associated codes and
30 standards with respect to:

31 a. Reviewing and recommending code amendments, interpretations,
32 and modifications.

33 b. Reviewing and recommending the minimum acceptable
34 qualifications for the purpose of issuing plumbing and mechanical
35 contractor licenses (excluding licenses issued by the State of

Delaware) for the purposes of obtaining a permit.

- c. Reviewing and recommending appropriate action on new equipment or products.
- d. Reviewing and recommending appropriate administrative actions to be imposed for violations of code provisions when requested to do so.

C. Membership.

1. PMTAC shall consist of a minimum of 7 members who have held valid New Castle County plumbing, heating, and/or air conditioning licenses for at least 10 years and whose license remains active. Members must have a place of business in New Castle County but are not employed by the County.
2. Appointments are for a 4-year term.
3. Any member of PMTAC who fails to attend 3 consecutive, regularly-scheduled meetings forfeits membership and the resulting vacancy shall be filled as provided under this section.
 - a. When the Chair deems the absence from a meeting to be due to illness, incapacity, or a family crisis, then such absence shall be excused and not count against the member.
4. Vacancies
 - a. Mid-term vacancies, excluding the chair, shall be filled by the General Manager of the Department of Land Use for the remainder of the term and in the same manner as in the case of regular appointments under this section. Any member whose term has expired may continue to serve until reappointed or replaced.
5. Only eligible Committee members, which does not include current employees of any governmental body, shall be compensated for each meeting attended in accordance with a pay plan adopted by County Council.

D. Chair, election, and duties.

1. Election of the Chair.

- a. Nominations for the Chair shall be made from the floor and the election shall follow immediately thereafter.
 1. The candidate receiving at least a majority vote shall be declared elected.
- b. Mid-term vacancies in the office of Chair shall be filled immediately by regular election procedures at the first scheduled business meeting following the vacancy.
- c. Should the Chair be absent from a meeting, the members present shall elect one of their members to be the temporary Chair.

75 2. Duties

- 76 a. The Chair shall preside at all meetings and hearings of the PMTAC
77 and shall perform all duties normally conferred by parliamentary
78 usage on such office as well as those duties specified in any
79 bylaws.
- 80 b. The Chair shall be a voting member of the PMTAC, and shall have
81 the privilege of discussing all matters before the PMTAC.

82 E. Staff.

- 83 1. The Licensing Division of the Department of Land Use shall provide support
84 staff to accomplish the PMTAC's administrative functions and responsibilities.
- 85 2. Staff shall maintain the minutes and records of the PMTAC, prepare agenda of
86 regular and special meetings, provide notice of meetings to committee
87 members, arrange proper public notice of meetings and any other public
88 advertising, and attend to the correspondence of the committee.
- 89 3. The Department of Law shall provide necessary legal support to assist the
90 committee to accomplish its assigned functions.

91 F. Business Meetings.

- 92 1. The PMTAC shall meet as needed to address organizational matters and such
93 other business that the Chair or a majority of the Committee deems
94 appropriate.
- 95 2. The regular business meetings of the PMTAC shall be held at the call of the
96 Chair at a time and place the PMTAC designates.
- 97 3. A quorum of not less than 4 members shall be necessary for the PMTAC to
98 take official action on any matter. A motion is carried by a simple majority of
99 members present.
- 100 4. If requested by the Chair or by a majority of the members present at any
101 properly constituted meeting, voting shall be by roll call and a record of the roll
102 shall be kept as a part of the minutes.
- 103 5. Special meetings may be called by the Chair, or by a majority of the members
104 present at a regularly scheduled meeting. The public notice of the special
105 meeting shall specify its purpose and no other business will be considered.
- 106 6. A meeting may be postponed to an alternative date and time agreeable to the
107 Committee upon at least a majority vote in favor.
- 108 7. Proceedings shall be conducted in accordance with 29 Del. C. Ch. 100 ("The
109 Delaware Freedom of Information Act").
- 110 8. At the business meeting, the order of business shall be:
- 111 a. Call to order.
- 112 b. Roll call and determination of quorum.
- 113 c. Minutes of previous meeting.

114 d. New Business (as specifically identified in the meeting notice).

115 e. Schedule for next meeting.

116 f. Adjournment.

117 9. Robert's Rules of Order shall govern the meetings of the PMTAC unless they
118 are inconsistent with bylaws adopted by the PMTAC, in which case the bylaws
119 prevail.

120 10. The members of the PMTAC should be provided the meeting minutes within 10
121 business days, where possible.

122 G. Amendments.

123 1. The PMTAC, to the extent it deems necessary or helpful, may adopt and amend
124 bylaws and rules to govern the procedure of the Committee.

125
126 Section 2. This Ordinance shall become effective immediately upon its adoption by
127 County Council and approval by the County Executive, or as otherwise provided in 9 Del.
128 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
of New Castle County

SYNOPSIS: This Ordinance codifies language regarding the Plumbing and Mechanical Technical Advisory Committee ("PMTAC") within the *New Castle County Code*.

FISCAL NOTE: This Ordinance has no known fiscal impact.

ORDINANCE NO. 25-165

AMENDING THE PAY PLANS AND RATES OF PAY FOR ELIGIBLE MEMBERS OF CERTAIN NEW CASTLE COUNTY BOARDS, COMMITTEES, AND COMMISSIONS

1 **WHEREAS**, there remain individuals who serve without compensation on several
2 New Castle County boards, committees, and commissions (hereinafter, collectively the
3 “Committees” (plural) or “Committee” (singular), where circumstances provide) although
4 they perform invaluable service to the County without payment; and

5 **WHEREAS**, presently, most eligible Committee members are compensated; that
6 said, the members of the Design Review Advisory Committee, the Resource Protection
7 Area Technical Advisory Committee, and the Plumbing and Mechanical Technical
8 Advisory Committee are not compensated; and

9 **WHEREAS**, as a matter of fairness the above should be remedied to place all
10 eligible members of Committees on equal footing; and

11 **WHEREAS**, compensating members helps address the challenge of finding
12 qualified individuals to serve on Committees; and

13 **WHEREAS**, individuals who serve on Committees often must personally pay for
14 expenses in addition to suffering lost opportunities elsewhere where they could receive
15 compensation for their services; and

16 **WHEREAS**, serving on a Committee can cause personal hardship vis a vis family
17 commitments and other matters; and

18 **WHEREAS**, equally compensating members of County Committees provides
19 fairness, helps attract more County residents to serve, helps improve retention, and
20 provides greater parity among the Committees; and

21 **WHEREAS**, New Castle County Council finds that the provisions of this Ordinance
22 are rationally and reasonably related to and substantially advance its goal of protecting
23 and preserving legitimate government interests, including the protection and preservation
24 of the public health, safety, prosperity, general welfare, and quality of life of New Castle
25 County and its residents.

26 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
27

28 Section 1. The pay plans and rates of pay for the members of the Committees
29 identified on the attached Exhibits, which does not include current employees of any
30 governmental body, are hereby amended by adding the material that is underscored as
31 reflected on Exhibits A and B.
32

33 Section 2. This Ordinance shall become effective upon the date of its adoption by
34 County Council and approval by the County Executive, or as otherwise provided in 9 Del.
35 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
of New Castle County

SYNOPSIS: This Ordinance proposes to amend the pay plans and rates of pay for attendance at regular and special meetings for eligible members who serve on the New Castle County Committees identified on the attached Exhibits A and B, as identified with underlines, which does not include current employees of any governmental body.

FISCAL NOTE: TBD

REVISED
Grant Matrix
7/14/26

GRANT APPLICANT	AMOUNT REQUESTED / AMOUNT PROPOSED	INTENDED USE OF GRANT	Standard Accounting Practices/ Non-Discrimination Policy	PRIOR COUNCIL GRANTS IN CURRENT FISCAL YEAR	COUNCIL MEMBER
Civic Association of Belvedere & Vicinity	\$2500/\$1500 -Toole \$1000 -Street \$500	Funds will be used for their Community Day event.	Yes/Yes	No	Toole
New Castle County FOP Lodge 5	\$2500/\$	Funds will be used for their event which supports the Delaware State FOP Foundation to help fund college scholarships for the children of FOP members across DE.	Yes/Yes	No	Toole
Chinese American Community Center (CACC)	\$2500/\$2500	Funds will be used for their 2026 Annual Chinese Festival on August 7-9 th .	Yes/Yes	No	Kilpatrick
Duck Creek Regional Library	\$2500/\$2500	Funds will be used to purchase a 44-inch Large Format Inkjet Printer for their Community Technology Lab	Yes/Yes	No	Carter
Brandywine Hundred Historical Society, Inc.	\$1400/\$1400	Funds will be used for a creation of a photo gallery for an exhibit at the Weldin House.	Yes/Yes	No	Cartier
Newark Union Corporation- Newark Union Church & Cemetery	\$899/\$899	Funds will be used to purchase and install a Historic District Resource Marker from Noble Bronze.	Yes/Yes	No	Cartier
Towers of Valley Run	\$2500/\$2500	Funds will be used to support critical safety improvements on their property.	Yes/No	No	Cartier
Claymont Historical Society	\$450/\$450	Funds will be used for a 250 th Semiquincentennial event on July 18, 2026 at the Robinson House.	Yes/No	No	Cartier
YMCA of Delaware – Bear-Glasgow Branch	\$2500/\$2500	Funds will be used for help offset the expenses of the Woman’s Empowerment event on September 18 th & 19 th	Yes/Yes	No	Caneco
New Castle Public Library	\$2500/\$2500	Funds will support their Summer with the Library programs.	Yes/Yes	No	Caneco
Safe United Neighborhoods	\$2500/\$1000	Funds will be used to help provide weekly events for the youth, including summer activities/programs.	Yes/Yes	No	Williams-Johns

GRANT APPLICANT	AMOUNT REQUESTED / AMOUNT PROPOSED	INTENDED USE OF GRANT	Standard Accounting Practices/ Non-Discrimination Policy	PRIOR COUNCIL GRANTS IN CURRENT FISCAL YEAR	COUNCIL MEMBER
High Place Outreach	\$1000/\$1000	To support an event that will serve 300 people in Wilmington and include expungement services, employment opportunities, community resources, grocery distribution, and family friendly activities.	Yes/Yes	No	Williams-Johns
Community Communications Corporation, Inc.	\$1000/\$800	Funds will be used to support their Voices of Our Youth Video Production Workshop.	Yes/Yes	No	Williams-Johns
Stone Square 22	\$3000/\$1000	Funds will be used to help award college scholarships to local graduating seniors	Yes/Yes	No	Williams-Johns
NCC Emergency Medical Services Division/County Pride	\$39,000/	Funds will the EMS division celebrate their 50 th Anniversary and these funds will be used to assist with the celebration event on October 2, 2026.	Yes/Yes	No	Toole
Western District Advisory Council*	\$2000/\$2500	Funds will be used to assist NCCPD Community Services Unit with their events throughout the year.	Yes/No	No	Sheldon
Hilltop Manor Association	\$1100/\$1100	Funds will be used to remove a dead tree along Mullin Rd	Yes/No	No	Cartier
United Way of Delaware	\$5000/\$5000	Funds will be used for the 31 st Annual AFL-CIO Labor Engagement Golf Tournament on September 11, 2026	Yes/Yes	No	Sheldon

**The funds for the Western District Advisory Council are earmarked in Council's FY27 budget and will come out of Council's Community Event line.*