# NEW CASTLE COUNTY COUNCIL Administrative Committee – Finance January 28, 2014 – 1:30 p.m. 8<sup>th</sup> Floor Council Conference Room

#### **AGENDA**

### **APPROVAL OF MINUTES:**

1/14/14 Administrative-Finance Committee meeting minutes

**CONSENT CALENDAR:** None

#### **OTHER RESOLUTIONS:**

R14-035 Mr. Smiley, Mr. Cartier AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT TO INTERACT PUBLIC SAFETY FOR RENEWAL OF THE ANNUAL COMPUTER SOFTWARE TECHNICAL SERVICES AGREEMENT FOR THE OFFICE OF TECHNOLOGY IN THE AMOUNT OF \$3,608.82.

**Interact Public Safety Systems (PO160090)** 

\$3,608.82

**Specification:** This PO is for the renewal of the annual technical services agreement for software maintenance and support for Packet Cluster Software for Public Safety. This request relates to an expansion in the license count. This PO covers support for the recent purchase of 100 licenses.

R14-036 Mr. Smiley, Mr. Cartier AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT TO ORACLE AMERICA, INC. FOR SYSTEMS ANALYST TRAINING FOR THE OFFICE OF TECHNOLOGY IN THE AMOUNT OF 3,360.00.

Oracle America Inc. (PO160143)

\$3,360

**Specification:** This PO will pay for the training of a System Analyst to work directly with the PeopleSoft application. The PO covers the cost of an online course in PeopleSoft Time and Labor. This staff member is being trained to replace a more senior Systems Analyst who is closer to retirement.

R14-037 Mr. Smiley, Mr. Cartier AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT TO BUCHI ANALYTICAL, INC. FOR A BUCHI KJELDAHL DISTILLATION SYSTEM FOR THE DEPARTMENT OF SPECIAL SERVICES TOTALING \$23,785.50

**Buchi Analytical Inc. (PO160102)** 

\$23,785.50

**Specification:** This PO is for the replacement of the Buchi Kjeldahl distillation system. This equipment distills samples and preforms automated ammonia and TKN analysis to measure the nitrogen content of wastewater samples. Samples are run through this equipment following digestion in a Buchi digestor.

### **ORDINANCES:**

'14-004 TO AMEND THE FEE PROVISIONS APPLICABLE TO THE REGISTER OF WILLS Mr. Smiley, Mr. Cartier BY WAIVING THE FEE FOR SAFEKEEPING OF WILLS FOR MEMBERS OF THE DELAWARE NATIONAL GUARD.

This Ordinance waives the fee for safekeeping of wills for all members of the Delaware National Guard. This Ordinance has no measurable fiscal impact.

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# °14-008 Mr. Cartier

# TO PROVIDE FOR THE INSTALLATION OF GRANVILLE STREET LIGHTS WITH STANDARD POLES IN THE DARLEY GREEN SUBDIVISION BLOCKS A,B,D,E1, AND S, LOCATED IN BRANDYWINE HUNDRED, AND FOR A LIGHT TAX BASED ON THE COST OF SAID STREET LIGHTS.

This ordinance provides for the installation of <u>GRANVILLE</u> street lights with standard poles and the assessment of a light tax based on the full annual cost of the street lighting upon those Darley Green Subdivision Blocks A, B, D, E1 and S properties set forth in the petition filed with the Clerk of County Council.

The light tax assessed on these properties deriving the benefits of street lighting will be billed in conjunction with the annual property tax billing. The increased expenditure to the County resulting from the installation and maintenance will be offset by the increased revenues realized from the light tax assessment.

### °14-009 Mr. Cartier

# TO PROVIDE FOR THE INSTALLATION OF GRANVILLE STREET LIGHTS WITH STANDARD POLES IN THE DARLEY GREEN SUBDIVISION BLOCK E2, LOCATED IN BRANDYWINE HUNDRED, AND FOR A LIGHT TAX BASED ON THE COST OF SAID STREET LIGHTS.

This ordinance provides for the installation of **GRANVILLE** street lights with standard poles and the assessment of a light tax based on the full annual cost of the street lighting upon those Darley Green Subdivision Block E2 properties set forth in the petition filed with the Clerk of County Council. The light tax assessed on these properties deriving the benefits of street lighting will be billed in conjunction with the annual property tax billing. The increased expenditure to the County resulting from the installation and maintenance will be offset by the increased revenues realized from the light tax assessment.

### °14-010 Mr. Cartier

# TO PROVIDE FOR THE INSTALLATION OF GRANVILLE STREET LIGHTS WITH STANDARD POLES IN THE DARLEY GREEN SUBDIVISION BLOCKS B4 and I, LOCATED IN BRANDYWINE HUNDRED, AND FOR A LIGHT TAX BASED ON THE COST OF SAID STREET LIGHTS.

This ordinance provides for the installation of **GRANVILLE** street lights with standard poles and the assessment of a light tax based on the full annual cost of the street lighting upon those Darley Green Subdivision Blocks B4 and I properties set forth in the petition filed with the Clerk of County Council. The light tax assessed on these properties deriving the benefits of street lighting will be billed in conjunction with the annual property tax billing. The increased expenditure to the County resulting from the installation and maintenance will be offset by the increased revenues realized from the light tax assessment.

## °14-011 Mr. Smilev.

# TO ABATE THE WILLS FOR SAFEKEEPING FEE FOR THE DAY OF JANUARY 20, 2014.

# Mr. Cartier

This Resolution abates the "Wills for Safekeeping" fee from ten dollars (\$10.00) to zero dollars (\$0.00) for the day of January 20, 2014. The abatement is in furtherance of a "Wills for Seniors" event hosted by the Delaware State Bar Association, where volunteer lawyers prepare wills for seniors at no cost. This Ordinance has no measurable fiscal impact.

# °13-096 Mr. Smiley, Mr. Carter

# (Status: Tabled) AMEND THE FY2014 APPROVED OPERATING BUDGET: INCREASE THE FY2014 APPROPRIATIONS TO THE DEPARTMENT OF SPECIAL SERVICES BY \$580,407 TO PROVIDE FUNDING FOR EMPLOYEE SALARIES AND BENEFIT COSTS

This ordinance, if adopted, would amend the FY2014 Approved Operating Budget by increasing the appropriation to the Department of Special Services as follows:

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Increase Salaries and Wages: \$407,244
Increase Employee Benefits: 173,163
TOTAL INCREASE: \$580,407

This ordinance, if approved, would increase the spending authority of the Department of Special Services by \$580,407. This legislation will restore funding, that was previously reduced in the FY2014 Approved Operating Budget, for the Facilities Maintenance, Property Maintenance and Engineering divisions within the Department of Special Services. Funds will be transferred from the Tax Stabilization Reserve in order to provide funding for salary and benefit shortfalls.

### ITEM J, K, L: None

### **OTHER:**

- Travel Request County Auditor Bob Wasserbach
- New Castle County Council Grant Requests
- Expense & Revenue Round Table
- Other

#### **PUBLIC COMMENT:**

### **ADJOURNMENT:**

**AGENDA POSTED: January 21, 2014** 

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