



NEW CASTLE COUNTY COUNCIL
Administrative Committee – Finance
May 13, 2014 – 1:30 p.m.
8th Floor Council Conference Room

AGENDA

APPROVAL OF MINUTES:

4/22/14 Administrative-Finance Committee meeting minutes

CONSENT CALENDAR: None

PRESENTATIONS: 2014 Pension Review by NCC Pension Actuary, David Boomershine.

OTHER RESOLUTIONS:

R14-120: TO SET NEW CASTLE COUNTY'S FISCAL YEAR 2015 CONTRIBUTION RATE FOR THE COUNTY'S PENSION PLANS. Introduced by: Mr. Smiley, Mr. Cartier

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 from 18.70% to 21.70%. The total cost for all pension plan contributions are estimated to be \$16,754,737.

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

Delaware County and Municipal Police/Firefighter Pension Plan: \$3,193,282

School Crossing Guards' Pension Plan: 70,119

Employee Retirement System, Alternate Pension Plan,

and County Employees Pension Plan: 13,491,336

Total County Contribution: \$16,754,737

The overall pension contribution rate of 21.70% will remain constant for Fiscal Year 2015. However, the rates provided for the police pension plans may vary since the State of Delaware adjusts them accordingly.

R14-121: AUTHORIZING THE EXECUTION OF SEVENTEEN PURCHASE ORDER CONTRACTS FOR THE DEPARTMENT OF COMMUNITY SERVICES FOR LIBRARY BOOKS AND MATERIALS FOR VARIOUS LIBRARIES IN THE AMOUNT OF \$104,065.00. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL IMPACT: This resolution authorizes the execution of 17 purchase order contracts totaling **\$104,065.00**; see attached Exhibit "A", entitled "Purchasing System Transaction Summary." Funding is included in the FY2014 Approved Operating Budget.

R14-122: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT TO TEN BEARS ENVIRONMENTAL FOR A COMPLETE BROWNFIELDS INVESTIGATION FOR THE ROUTE 9 LIBRARY FOR THE DEPARTMENT OF SPECIAL SERVICES TOTALING \$42,900.00. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL IMPACT: This resolution authorizes the execution of **1** purchase order contract totaling **\$42,900.00**; see attached Exhibit “A,” entitled “Purchasing System Transaction Summary.” Funding is included in the FY2014 Approved Capital Budget.

R14-123: AUTHORIZING THE EXECUTION OF THREE PURCHASE ORDER CONTRACT FOR THE DEPARTMENT OF COMMUNITY SERVICES FOR LIBRARY BOOKS, SUBSCRIPTIONS AND MATERIALS FOR VARIOUS LIBRARIES IN THE AMOUNT OF \$7,700.00. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL IMPACT: This resolution authorizes the execution of **3** purchase order contracts totaling **\$7,700.00**; see attached Exhibit “A”, entitled “Purchasing System Transaction Summary.” Funding is included in the FY2014 Approved Operating Budget.

R14-124: 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 CRASNTON-GONZALEZ NATIONAL AFFORDABLE HOUSING ACT OF 1992, AS AMENDED. Introduced by: Mr. Hollins, Ms. Diller

FISCAL NOTE: This resolution would authorize the filing of the County's Consolidated Plan One-Year Action Plan for Federal Fiscal Year 2014 Community Development Block Grant assistance, Emergency Solutions Grant Program, HOME Investment Partnerships Program assistance and would 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 applications for funding for allocations expected for Federal Fiscal Year 2015: The Community Development Block Grant Program (\$2,217,205); the Emergency Solutions Grant program (\$179,469) and the HOME Investment Partnerships Program (\$789,739).

The authorization to file this Consolidated Plan One-Year Action Plan would enable the County to obtain funding for the entitlement period for these programs for the period July 1, 2014 – June 30, 2015.

CONSIDERATION OF ORDINANCES:

SUBSTITUTE NO. 1 TO °14-036: TO REPEAL ORDINANCE NOS. 14-008, 14-009 AND 14-010 APPROVING GRANVILLE STREET LIGHTS FOR THE DARLEY GREEN SUBDIVISION BLOCKS A, B, D, E1, S, E2, B4 & I, LOCATED IN BRANDYWINE HUNDRED AND SUBSTITUTE TRADITIONAIRE STREET LIGHTS IN PREVIOUSLY LISTED AREAS. Introduced by: Mr. Cartier

FISCAL NOTE: This ordinance provides for the installation of **TRADITIONAIRE** street lights 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, S, E2, B4 & I properties set forth in the petition filed with the Clerk of County Council.

County Council previously approved the installation of street lights for Darley Green Subdivision Blocks A, B, D, E1, S, E2, B4 & I properties on Ordinances 14-008, 14-009 and 14-010.

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.

°14-037: AMEND THE GRANTS BUDGET: FOR FY2015, APPROPRIATE \$1,826,202 FROM THE DEPARTMENT OF STATE, DELAWARE DIVISION OF LIBRARIES, TO (A) LIBRARY ADMINISTRATION \$84,680; (B) APPOQUINIMINK LIBRARY \$123,947; (C) BEAR LIBRARY \$287,621; (D) CLAYMONT LIBRARY \$114,423; (E) BRANDYWINE HUNDRED LIBRARY \$269,098; (F) ELSMERE LIBRARY \$131,621; (G) HOCKESSIN LIBRARY \$159,255; (H) KIRKWOOD LIBRARY \$212,045; (I) NEWARK LIBRARY \$276,329; AND THE (J) WOODLAWN LIBRARY \$167,183 TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller

FISCAL NOTE:

This ordinance, if adopted, would amend the Grants Budget by appropriating grant awards totaling \$1,826,202 to the Division of Libraries within the Department of Community Services, as follows:

<u>Library Administration (see Exhibit A)</u>	
Increase Salary & Wages	\$55,354
Increase Employee Benefits	24,054
Increase Materials & Supplies	5,272
Subtotal:	\$84,680
<u>Appoquinimink Library (see Exhibit B)</u>	
Increase Salary & Wages	\$50,236
Increase Employee Benefits	5,024
Increase Training & Civic	450
Increase Materials & Supplies	57,987
Increase Contractual Services	8,000
Increase Equipment	2,250
Subtotal:	\$123,947
<u>Bear Library (see Exhibit C)</u>	
Increase Salary & Wages	\$177,488
Increase Employee Benefits	17,749
Increase Training & Civic	2,400
Increase Materials & Supplies	58,337
Increase Contractual Services	31,647
Subtotal:	\$287,621
<u>Claymont Library (see Exhibit D)</u>	
Increase Salary & Wages	\$75,868
Increase Employee Benefits	7,587
Increase Training & Civic	2,200
Increase Materials & Supplies	21,768
Increase Contractual Services	6,000
Increase Equipment	1,000
Subtotal:	\$114,423
<u>Brandywine Library (see Exhibit E)</u>	
Increase Salary & Wages	\$116,323
Increase Employee Benefits	11,632

Increase Training & Civic	4,900
Increase Materials & Supplies	90,843
Increase Contractual Services	45,400
Subtotal:	\$ 269,098

Elsmere (see Exhibit F)

Increase Salary & Wages	\$50,813
Increase Employee Benefits	5,081
Increase Training & Civic	900
Increase Materials & Supplies	68,827
Increase Contractual Services	6,000
Subtotal:	\$ 131,621

FISCAL NOTE — Continued

Hockessin (see Exhibit G)

Increase Salary & Wages	\$112,832
Increase Employee Benefits	11,283
Increase Training & Civic	5,000
Increase Materials & Supplies	26,640
Increase Contractual Services	3,500
Subtotal:	\$159,255

Kirkwood (see Exhibit H)

Increase Salary & Wages	\$154,405
Increase Employee Benefits	15,440
Increase Training & Civic	1,500
Increase Materials & Supplies	34,500
Increase Contractual Services	6,000
Increase Equipment	200
Subtotal:	\$212,045

Newark (see Exhibit I)

Increase Salary & Wages	\$159,477
Increase Employee Benefits	15,948
Increase Training & Civic	1,200
Increase Materials & Supplies	88,704
Increase Contractual Services	9,000
Increase Equipment	2,000
Subtotal:	\$276,329

Woodlawn Library (see Exhibit J)

Increase Salary & Wages	\$104,776
Increase Employee Benefits	10,478
Increase Training & Civic	2,100
Increase Materials & Supplies	34,129
Increase Contractual Services	15,700
Subtotal:	\$167,183

TOTAL INCREASE: \$1,826,202

The above-proposed appropriations, if approved, will be funded by State funds through a contract with the Department of State, Delaware Division of Libraries. These State funds are allocated to libraries to promote the maintenance and development of proper standards, including personnel standards, hours of operation, library materials, collection standards and interlibrary resource sharing, and to provide for the development of statewide public library services. Libraries must meet, or provide evidence of attempting to meet, the minimum standards of operation as established by the Division of Libraries and approved by the State Council on Libraries.

The fiscal impact of this ordinance, if adopted, would be an increase in the authorized spending authority of the Grants Budget of \$1,826,202 to be funded by State funds. Since the targeted completion date for these programs is June 30, 2015, there will be no fiscal impact beyond FY2015.

°14-038: AMEND THE GRANTS BUDGET: APPROPRIATE \$87,722 IN FUNDS FROM THE STATE OF DELAWARE, DEPARTMENT OF LABOR – DELAWARE WORKFORCE INVESTMENT BOARD – TO THE 2014 STATE YOUTH EMPLOYMENT PROGRAM GRANT TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller

FISCAL NOTE: This ordinance, if adopted, would amend the Grants Budget by appropriating \$87,722 in funding to the 2014 State Youth Employment Program Grant administered by the Department of Community Services. Funding for this program will be provided by the State of Delaware Department of Labor — Delaware Workforce Investment Board.

The State Youth Employment Program provides employment for children and young adults between the ages of 14 and 20 during the months of June through August.

°14-039: AMEND THE GRANTS BUDGET: APPROPRIATE \$205,375 IN STATE GRANT-IN-AID FUNDS TO THE ABSALOM JONES SENIOR CENTER FY2015, WHICH FUNDS WILL BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller

FISCAL NOTE: This ordinance, if adopted, would amend the Grants Budget by appropriating \$205,375 to the Absalom Jones Senior Center. The source of funding is the State of Delaware Grant-In-Aid and the funding is administered by the Department of Community Services. Appropriated funds will be used as follows:

<u>Absalom Jones Senior Center FY2015</u>	
Salaries and Wages	\$93,449
Employee Benefits	30,196
Contractual Services	<u>81,730</u>
Total:	\$205,375

The Absalom Jones Senior Center provides a variety of services for the elderly in the surrounding community including: transportation to the center, adult programs, activities and social services.

The fiscal impact of this ordinance, if approved, would be an increase in the authorized spending authority of the Grants Budget. Since the targeted program completion date for this grant is June 30, 2015, there is no fiscal impact anticipated beyond FY2015.

°14-040: AMEND THE GRANT BUDGET: APPROPRIATE \$2,217,205 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND \$375,000 IN ESTIMATED PROGRAM INCOME TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) FY2015, TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller

FISCAL NOTE:

This ordinance, if adopted, would amend the Grants Budget by appropriating \$2,592,205 to the Community Development Block Grant (CDBG) FY2015 administered by the Department of Community Services as follows:

Program Title	Total Proposed Appropriation
Administration (See Exhibit A)	\$355,428
Program Delivery (See Exhibit B)	454,911
Cooperating Communities (See Exhibit C)	271,108
Sub Recipients (See Exhibit D)	401,500
Other Rehabilitation (See Exhibit E)	<u>220,000</u>
Down Payment/Settlement Help (See Exhibit F)	168,505
Relocation (See Exhibit G)	10,000
Neighborhood Revitalization-Clean-up (See Exhibit H)	15,000
Housing Initiative (See Exhibit I)	555,753
Neighborhood Conservation	140,000
TOTAL INCREASE	\$2 592 205

Funding approval has been received from the U.S. Department of Housing and Urban Development in the amount of \$2,217,205 for the continuation of the CDBG Program for a fortieth year. In addition, program income for FY2015 is estimated to be \$375,000.

The Community Development Block Grant (CDBG) is funded through HUD and through loan repayments from rehabilitation projects and down payment and settlement loans. The major objectives of the CDBG program includes providing financial assistance to moderate to low income residents of New Castle County, most of which are elderly, to rehabilitate their homes; down payment and settlement help for low to moderate income residents buying their first home; funding to agencies that provide housing support services; grants for emergency repairs; funding for the revitalization of aging neighborhoods throughout the County; and social services.

The fiscal impact of this ordinance, if approved, would be an increase in the authorized spending authority of the Grants Budget of \$2,592,205. This increase will affect FY2015 only, since the targeted program completion date is June 30, 2015. There will be no fiscal impact beyond FY2015 as a result of this grant award.

°14-041: AMEND THE GRANTS BUDGET: FOR FY2015, APPROPRIATE FEDERAL FUNDS OF \$789,739 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND ESTIMATED PROGRAM INCOME OF \$100,000 TO THE HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) AS FOLLOWS: APPROPRIATE \$48,560 TO HOME ADMINISTRATION FY2015; \$661,179 TO HOME INVESTMENT PARTNERSHIP AND PROGRAM HOME REHABILITATION FY2015; AND \$180,000 TO HOME INVESTMENT PARTNERSHIP COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (“CHDO”) FY2015 WHICH GRANTS AND PROGRAM INCOME ARE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller

FISCAL NOTE: HOME programs are funded by the U.S. Department of Housing and Urban Development (HUD) and program income for the Rehabilitation and acquisition of housing and the administration of the program. Families served are low and moderate-income households in New Castle County - outside the cities of Wilmington and Newark. The current budget is to rehabilitate homes (must be in full code compliance for funding) and for sub-grantee programs that support housing, including loan(s).

These federal funds (\$789,739) and estimated program income (\$100,000) will fund the FY2015 Home Investment Partnerships Program (HOME) in the amount of \$889,739 as follows: HOME Administration FY2015 (\$48,560), HOME Investment Partnership Program Home Rehabilitation FY2015 (\$661,179), and Home Investment Partnership Program CHDO FY2015 (\$180,000) upon the adoption of this legislation. HOME Rehabilitation includes rehabilitating homes for homeownership (must be in full code compliance for funding) and funding sub-grantee programs that support housing, including loan(s)

HOME Administration Program (Exhibit "A")

Salaries & Wages	\$19,868
Employee Benefits	10,192
Training	500
Materials/Supplies	5,500
Contractual Services	10,000
Grants & Fixed Charges	2,500
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TOTAL - HOME Administration	<u>\$48,560</u>

HOME Rehabilitation (Exhibit "B")

Salaries & Wages	\$21,487
Employee Benefits	11,023
Training	4,659
Materials/Supplies	500
Contractual Services	34,183
Grants & Fixed Charges	589,327
TOTAL - HOME Rehabilitation	<u>\$661,179</u>

Community Housing Development Organization - CHDO (Exhibit "C")

Grants & Fixed Charges	\$180,000
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TOTAL - CHDO	\$180,000
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TOTAL (Exhibits A through C)	\$889,739
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The fiscal impact of these programs, if approved, would be an increase in the authorized spending authority of the Grants Budget of \$889,739 for FY2015 funded by HUD grant awards and estimated program income. This increase will affect FY2015 only, since the targeted program completion date is June 30, 2015. There will be no fiscal impact beyond FY2015 as a result of this grant award.

°14-042: AMEND THE GRANTS BUDGET: FOR FY2015, APPROPRIATE FEDERAL FUNDS OF \$179,469 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) TO THE HUD EMERGENCY SOLUTIONS GRANT (ESG) FY2015, TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller

FISCAL NOTE: This ordinance, if adopted, would amend the Grants Budget by appropriating \$179,469 from HUD for the HUD Emergency Solutions Grant (ESG) FY2015.

The HUD Emergency Solutions Grant (ESG) will provide assistance to shelters for operating costs and will also fund homeless prevention activities in New Castle County. This grant is part of HUD's initiative to alleviate homelessness. Agencies to be served in FY2015 are the YWCA, Salvation Army, Ministry of Caring, Homeless Planning Council, Homeward Bound, Connections Community Support and Harriett Tubman.

These federal funds are to be appropriated as follows: **HUD**

Emergency Solutions Grant (ESG) (Exhibit "A")

Salaries & Wages	\$6,463
Employee Benefits	3,315
Grants & Fixed Charges	169,691
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TOTAL - ESG	\$179,469
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The fiscal impact of these programs, if approved, would be an increase in the authorized spending authority of the Grants Budget of \$179,469 for FY2015 funded by HUD grant awards. This increase will affect FY2015 only, since the targeted program completion date is June 30, 2015. There will be no fiscal impact beyond FY2015 as a result of this grant award.

°14-044: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 14 (“FINANCE AND TAXATION”), ARTICLE 6 (“EXEMPTION FROM REAL PROPERTY TAXATION”), SECTION 1103 (“FILING FREQUENCY”), REGARDING FILING DEADLINES FOR THE 65 OR OLDER AND DISABILITY REAL PROPERTY TAX EXEMPTIONS. Introduced by: Mr. Tackett

FISCAL NOTE: No discernable fiscal impact.

OTHER:

New Castle County Council Grant Requests

Expense & Revenue Round Table

Other

PUBLIC COMMENT:

ADJOURNMENT:

AGENDA POSTED: May 6, 2014

***The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 Del. C. Section 10004(e)(2). This agenda shall be subject to change to include the addition or deletion of items received from Council members, including executive session, which arise at the time of the meeting.**